

WELCOME

Owners Joy and Mike hope you have a wonderful stay.
We hope you have seen our website
www.horizonviewcondo.com

If you need help with anything in the condo please
Contact the local agent listed in the Lease Contract or the
number supplied to you at time of booking

The agent is local and can assist with any day to day
issues or to report a problem

If necessary, the condo owner can be contacted on email
address horizonviewcondo@gmail.com

The owners may not always be able to respond
immediately to problems or immediate requests.
However, please feel free to provide comments and
suggestions as you see fit. We are always grateful for
feedback and we actively seek ways in which we can
improve our service to you, our valued customer. We do
like to hear from you!!

Information Highlight

The pool.

The building management have introduced a policy of only 2 persons from each unit per day free of charge. If other occupiers want to use the pool during the same day, the building management charge 1,000 peso per day per extra person. To be paid by cash at the pool. At the time of writing we are making a challenge to this policy.

The microwave.

Please be sure to take great care when using the microwave, especially as it is at a slightly higher level than the kitchen worktop. Be especially careful when removing hot items that they do not fall on to you. REMEMBER, plates and dishes can get very hot in the microwave, oven gloves are provided, please be very careful.

Aircons

Please be aware that all three aircon's power usage is continually monitored. During the day when the bedrooms are not occupied, please close the bedroom doors having switched off the bedroom aircons.

Fuse box

Usually there is no need to alter the fuse box settings as you are met by the agent upon arrival and departure. If you are leaving the apartment for more than one night away, then please read the fuse box section below. MASTER and C01 should always remain on for fridge/freezer and wifi. Always disconnect other kitchen worktop devices whenever they are not in use.

Trash Disposal

There are 2 trash bins in the kitchen area. The green bag is for Biodegradable. The yellow bag is for recyclable and non-biodegradable.

On the other side of the corridor, find the emergency exit door. Go through to find a large bin for both types of waste disposal bags.

Power Remote

Please pay attention to the section later in this document called “Power Remote”. Devices such as the tv can be switched off remotely. There is usually no need to interfere with wall sockets and plugs near the tv and speakers.

All Remote Devices

There are 9 (nine) remote controls in total. At the start of your tenancy they should be on the table in the lounge.

At the end of your tenancy please place all remotes on the coffee table in the lounge. It saves time looking for them.



1. Signal Digital TV Box – Channels to be prepaid on request
2. TV
3. Roku for Netflix etc
4. Soundbar
5. Aircon
6. Aircon
7. Power Control
8. Lounge Light
9. Lounge Light



HORIZONS101-ADMIN Wed, 6 Mar

LOCAL GOV'T UNITS

FIRE DEPT (HOTLINE)	160
Cebu City Fire	2560541
RESCUE	117
ERUF	161
POLICE DEPT (HOTLINE)	166
CEBU CITY PNP	(032)2315802

HOSPITAL

CHONG HUA	(032)2557141
CEBU DOCTORS	(032)2555555
VICENTE SOTTO MMC	(032)2539898
PERPETUAL SUCCOUR	(032)2338620
CEBU CITY MEDICAL CENTER	032)2539409

Angelie A. Tarongoy

Admin. Assistant.

USING ELEVATORS

HORIZONS 101 CONDOMINIUM CORPORATION

Gen. Maxilom Ave., Cebu City Tel. No. (032)-261-6235

When waiting for elevators:

- Know your destination
- Push the elevator call button once for the direction you want to go in
- Look and listen for the signal announcing your car's arrival
- Be aware of health conditions that could contribute to falls or accidents
- Stand clear of the elevator doors and stand aside for exiting passengers
- If the arriving car is full, wait for the next car
- Don't attempt to maneuver in or stop closing doors, wait for the next car
- In the event of a fire or other situation that could lead to a disruption in electrical services, take the stairs

When boarding elevators:

- Allow passengers exiting the elevator to clear before boarding
- Watch your step - the elevator car may not be perfectly level with the floor
- Stand clear of the doors - keep clothes and carry-ons away from the opening
- Hold children and pets firmly
- Passengers nearest to the doors should move first when the car arrives
- Push and hold the DOOR OPEN button if doors need to be held open, or ask someone to push the button for you
- Never try to stop a closing door, wait for the next car
- Once on board, quickly press the button for your floor (not required on destination dispatch elevators) and move to the back of the car to make room for other passengers

When riding elevators:

- Hold the handrail, if available
- [Stand next to the elevator wall, if available](#)
- Pay attention to the floor indications and announcements when provided
- If the doors do not open when the elevator stops, push the DOOR OPEN button
- NEVER play with the buttons.
- [NEVER play in the elevator](#)

In the event of an elevator emergency:

- If the elevator should ever stop between floors, do not panic, there is plenty of air in the elevator
- Never climb out of a stalled elevator
- Use the ALARM or HELP button, the telephone or the intercom to call for assistance
- Above all, wait for qualified help to arrive and never try to leave an elevator that has not stopped normally
- Emergency lighting will come on in the event of a power failure

[Please feel free to get in touch with the Property Management Office for any inquiries at Tel. No. 261-6235.](#)

NO-SMOKING POLICY

HORIZONS101-ADMIN Sat, 12 Jan, 03:00

Dear Valued Unit Owners / Tenants,

This is to remind all occupants in the **COMPREHENSIVE ANTI-SMOKING ORDINANCE NO. 2241 OF THE CITY OF CEBU** and the **EO26 NATIONWIDE SMOKING BAN**. VIOLATORS will be fined from P3, 000 – P5, 000 or an imprisonment of not less than 6 months or both.

There were complaints on the cigarette butts thrown from the upper unit's window; this is causing inconvenience in the units at the 9th floor, most specially those who has veranda. Owners, Facilitators, Property Managers, Host, Authorized Representatives, SPAs of units for rentals or lessees are encourage to orient their guest in this regard. The Property Management will not take such incidents lightly as the safety and security of all occupants is at stake. Violators will be handled seriously and the PMO will exert all efforts to impose such penalties, sanctions, disallowance and banning whatever is applicable.

Horizons 101 strives to offer a clean and safe living environment. As such, we appreciate your cooperation in respecting our **NO-SMOKING POLICY**.

Prepared by:

Angelie A. Tarongoy

Admin. Assistant

ELECTRICITY

Fuse Box (Near Door.)



			When apartment is occupied each day with a guest	When apartment is vacant for any period such as overnight.
Master		MASTER ON/OFF	UP=ON	UP=ON
1	LTHG	lights	UP=ON	DOWN = OFF
2	C. 01	power outlets kitchen/Living room	UP=ON	UP=ON
3	C. 02	power outlets rooms	UP=ON	DOWN = OFF
4	R&R/H	Oven, 2 ring hob, cooker hood exhaust	UP=ON	DOWN = OFF
5	Wm	Utility room/washing machine	UP=ON	DOWN = OFF
6	Acu1	Aircon living room	UP=ON	DOWN = OFF
7	Acu2	Aircon second bedroom	UP=ON	DOWN = OFF
8	Acu3	Aircon master bedroom	UP=ON	DOWN = OFF
9	WH1	2nd bathroom heater	UP=ON	DOWN = OFF
10	WH2	master bathroom heater	UP=ON	DOWN = OFF
11	Spare	Spare	DOWN = OFF	DOWN = OFF

Notes

- When leaving the apartment empty for a period of time such as overnight, switch off (DOWN) all fuse switches except MASTER and C.01. This will leave running the fridge/freezer and also the internet/wifi. Apart from those two items, please unplug unnecessary items in lounge and kitchen worktop area, including lamps. Do not unplug aircon units, switches 6,7,8 will cut power to them.
- When vacating at the end of a tenancy, and being checked out by an agent, please leave switches in their ON positions. The agent will take care of switches.
- When vacating the property at the end of tenancy, please ensure no items remain in the fridge or freezer compartments. The agent responsible for checking out will decide if the fridge/freezer is to be unplugged.

Amerex ABC Dry Chemical 10 lb Fire Extinguisher

To Be found near entrance door, near fuse box.



MULTIPLE USES

Ordinary combustibles such as wood, paper, cloth, trash, and plastics.

Flammable liquids (excluding grease and cooking oils) like gasoline, petroleum, oil, and paint. Also includes gasses, like propane and butane.

Energized electrical equipment like appliances, transformers, and motors. The electric must be turned off to aid extinguishing efforts.

Water Supply

Turn off water if there is a leak or a flood or a problem with any water device and then contact the Agent.



Kitchen

When not in use, please unplug electrical worktop items such as the kettle and rice-cooker

When the kitchen is not in use, make sure there are no food items exposed which may encourage pests into the area. In the event that pests are discovered it is vital to inform the Agent as soon as possible.

Important

***** DRYING *****

Drying cloths have been provided. For the good maintenance of the kitchen furniture, please avoid putting wet or damp items into cupboards or draws.

Please avoid spillages on to kitchen surfaces, cupboards and fittings and quickly clean any deposits that might mark or affect the condition and visual quality of the kitchen,

Microwave

***** BEWARE *****

Use the microwave for containers and foods that are suitable. Especially when considering the operating height of the microwave. For items such as heavy containers or containers of liquids, beware of the risks when opening the microwave door and handling containers. In particular, remember that the food can be extremely hot, and also the dish or plate can be too hot to hold without oven gloves. **If the user is not accustomed to using a microwave, or has any concerns about handling hot items at a slightly higher level** we recommend most strongly that the conventional oven should be used instead.

***** WARNING - METAL ITEMS *****

It can be dangerous to put metal items into the microwave. Please make absolutely sure that any container, dish or plate is suitable for use in a microwave oven.

Main Oven - Controls



Oven light

It allows to illuminate the inside of the oven, in order to control the cooking status of the food.



Conventional Cooking (Upper & Lower heating)

The heat comes simultaneously from the top as well as from the bottom of the oven. This function is the perfect solution for cooking pizza, cakes, roasting and baking of any kind and also for fat meats like duck or goose.



Electric grilling

This function operates the variable electric grill, you can use low setting when you want to be gentle for grilling a relatively smaller amount of food, such as snacks or toast and a high setting for quick grilling.



Fan assisted grilling

The fan combined with the grill function enhances and makes faster the operations of grilling and cooking of gratin, with a major distribution of the heat avoiding the burning of the surface.



Conventional Cooking with fan assisted

The operation of the fan combined with the conventional cooking spreads the heat evenly throughout the oven. This is perfect to cook food that requires the same level of cooking inside as well as outside, like roasts, fish, chickens, turkey and big meats. It is also possible to cook many meats simultaneously on more levels.



True fan cooking

The combination between the fan and the heating element located around the fan, allows the cooking of many kinds of food allocated in more levels, without mixing flavours and smells. This function is particularly indicated for cooking those foods that need to be well cooked on the outside and on the same time, stay tender and juicy in the inside.



Upper heating element with fan cooking

For higher temperature at the top and even cooking at the bottom



Defrosting

When the defrosting function is set, only the fan works without the heating element. This allows the circulation of the air evenly inside the oven and facilitates a rapid defrost of frozen foods.

OVEN SAFETY & RECOMMENDATIONS

- Do not carry out any cleaning or maintenance without first disconnecting the appliance from the electrical supply.
- During and after use of the oven, certain parts will become very hot. Do not touch hot parts.
- After use always ensure that the control knobs are in the **OFF** position (“**0**”, “**O**” or “”).
- Household appliances are not intended to be played with by children.
- Keep children away from the oven during use.
- Children, or persons with a disability which limits their ability to use the appliance, should have a responsible person to instruct them in its use. The instructor should be satisfied that they can use the appliance without danger to themselves or their surroundings.
- **WARNING**
When correctly installed, your product meets all safety requirements laid down for this type of product category. However special care should be taken around the rear or the underneath of the appliance as these areas are not designed or intended to be touched and may contain sharp or rough edges, that may cause injury.
- **Fire Risk!** Do not store inflammable materials inside the oven.
- Always use oven gloves when removing the shelves and food trays from the oven whilst hot.
- Clean the oven regularly and do not allow fat or oils to build up in the oven base or trays. Remove spillages as soon as they occur.
- Do not line the oven walls with aluminium foil. Do not place baking trays or the drip tray on the base of the oven chamber.
- Always stand back from the oven when opening the oven door to allow steam and hot air to escape before removing the food.
- Do not hang towels, dishcloths or other items on the cooker or its handle – as this could be a fire hazard.
- Make sure that electrical cords connecting other appliances in the proximity cannot become entrapped in the oven door.
- **Safe food handling:** leave food in the oven for as short a time as possible before and after cooking. This is to avoid contamination by organisms which may cause food poisoning. Take particular care during warmer weather.

DO'S AND DO NOT'S

Do always grill with the oven door closed.

Do read the user instructions carefully before using the oven for the first time.

Do clean your oven regularly.

Do remove spills as soon as they occur.

Do always use oven gloves when removing food shelves and trays from the oven.

Do not allow children near the oven when in use.

Do not allow fat or oils to build up in the oven trays, grill pan or oven base.

Do not place cooking utensils or plates directly onto the oven base.

Do not grill food containing fat without using the grid.

Do not cover the grilling grid with aluminium-foil.

Do not use the oven tray for roasting.

Do not clean the oven without first turning off the electricity supply and allow to cool.

Do not place hot enamel parts in water. Leave them to cool first.

Do not allow vinegar, coffee, milk, saltwater, lemon or tomato juice to remain in contact with enamel parts.

Do not use abrasive cleaners or powders that will scratch the surface of the enamel.

Do not attempt to repair the internal workings of your oven.

Do not grill with the oven door open as damage to the front panel will result.

Do not line the oven walls with aluminium foil. Do not place baking trays or the drip tray on the base

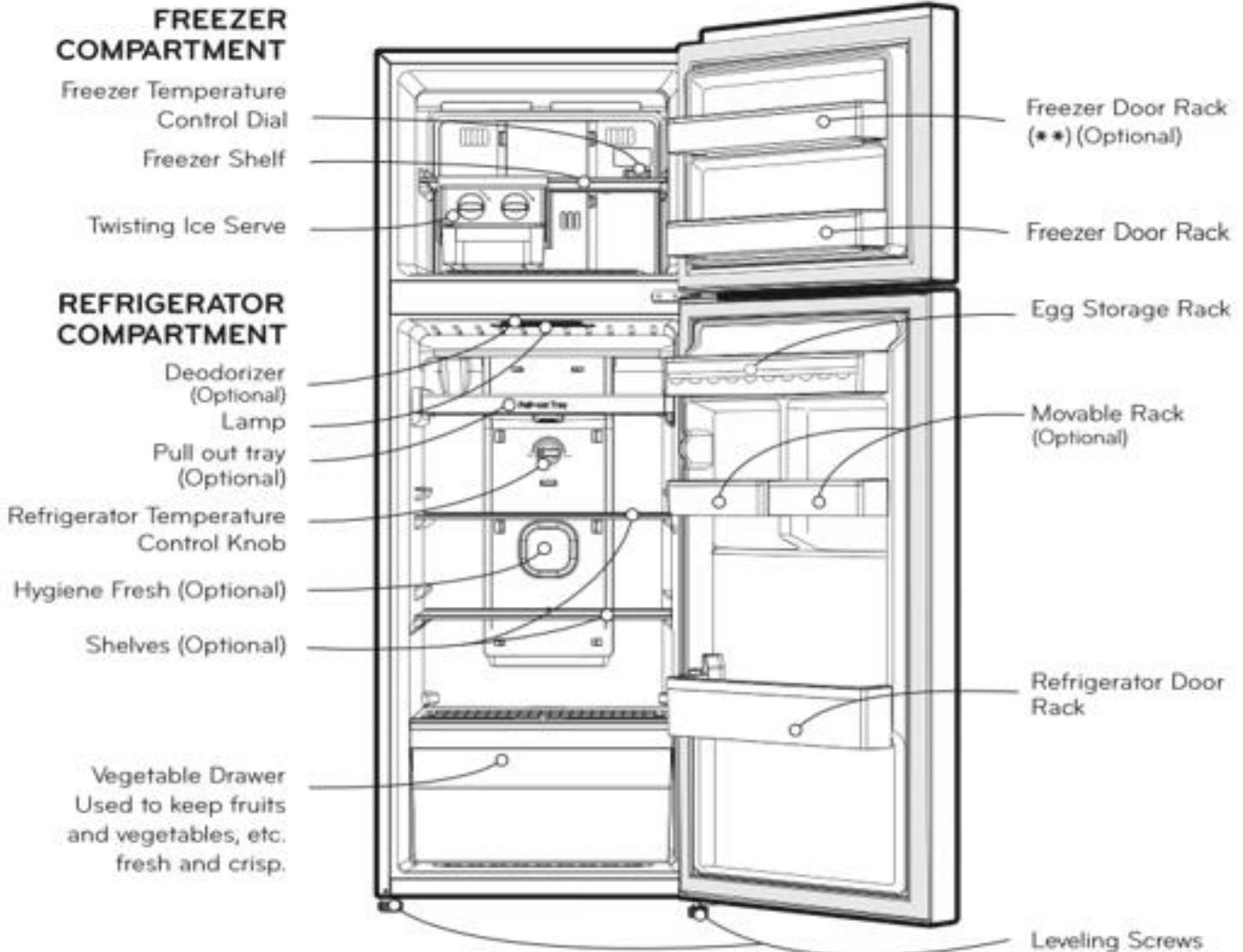
FOR YOUR SAFETY

The product should only be used for its intended purpose which is for the cooking of domestic foodstuffs.

Under no circumstances should any external covers be removed for servicing or maintenance except by suitably qualified personnel

Fridge / Freezer *** Recommended settings 3 or 4 *******

FEATURE CHART



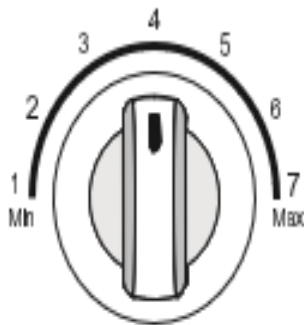
NOTE

• This guide covers several different models. The refrigerator you have

purchased may have some or all of the features shown above.

• To keep a position of inner parts like as baskets, drawers and shelves supplied by manufacturer is the most efficient usage for energy saving.

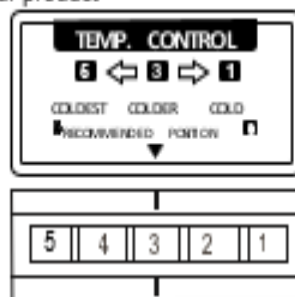
TEMPERATURE CONTROL □ CONTROLS FOR REFRIGERATOR COMPARTMENT



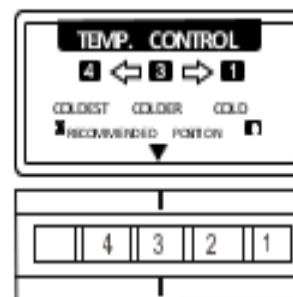
- For colder temperatures, adjust the control knob to MAX, and for warmer temperatures, adjust the control knob to MIN position

□ CONTROLS FOR FREEZER COMPARTMENT

※ Depend on your product



<Type A>



<Type B>

- The higher the number the Freezer setting is set to, the lower the temperature of the freezer compartment will become.
- Since the temperature of the refrigerator and freezer compartments is controlled with a fixed amount of cooled air, the refrigerator compartment will be warmer if the freezer compartment becomes colder.
- When the freezer compartment is not cold enough in summer, adjust the control in the freezer to High (4~5) for type A or (3~4) for type B. Setting the Freezer dial at (4~5) for type A or (3~4) for type B will maintain a low temperature in the freezer.

But the Refrigerator's cooling speed will be reduced. When set to (4~5) for type A or (3~4) for type B during hotter climates, it may also be necessary to adjust the refrigerator compartment temperature to a cooler temperature (6~7).

Obtain Water for the Dispenser

Call FELICITY on 09561130423

and ask to receive a replacement 15 Liter water bottle

Someone will come to the condo to deliver a new bottle and collect payment, 70 peso at time of writing

Please note, this contact number should not be used for any other purpose but obtaining water and Cignal TV channels

Wooden Surfaces

Please be mindful of wooden surfaces, especially with regard to the three tables in the lounge and dining area.

Take care not to scratch those highly polished surfaces and avoid placing hot items such as plates and hot drinks directly on to those surfaces. Please use the placemats and cloths provided. In addition, there is a very useful set of coasters.

Aircons

Please remember to switch off aircons when not occupying a bedroom and likewise in the lounge when leaving the apartment empty for even a short time.

Aircon filters should be cleaned every week in order to maintain best performance.

Lounge

Power Remote

Devices such as the tv, the Signal box, the Roku (Netflix) and the soundbar all have their own remotes.

However, for switching off these devices and for greater convenience there is a master Power Remote control.

All the above-mentioned devices can be powered simply with the power remote control. There are buttons for individually powering on each device as follows:



Button 1 Tv and Roku (Netflix)

Button 2 Soundbar and speaker

Button 3 Signal digital tv channels

All devices can be switched on or off using the top buttons. Please switch off all devices when not using the tv or sound systems

The wifi remains on at all time and is not controlled by the power remote.

Technical Equipment

It is not permitted to attempt to alter permanent settings in technical equipment, such as the tv or wifi. Under no circumstance attempt to change passwords, pin numbers, or any other security settings, or reveal such settings to non-residents such as visitors or occupiers of nearby apartments.

Wifi

High performance wifi is provided free of charge. Please use the internet service responsibly and only for family friendly content. The internet service may not be used for any commercial activities. Please ask the Agent or Owner for current Wifi Password

TV

Under no circumstance attempt to remove the television from its wall mounting. This could result in injury or damage. Please ask the agent or send a message to the owner if you need any assistance. Also, do not attempt to remove the soundbar from its wall bracket.

Use the TV remote to control source of input, for example between Roku device and Signal TV Box.

Roku

There is a Roku device connected to the internet and to the TV. Use the Roku remote control to select your desired channel movies and programs. No attempt should be made to interfere with the Roku account settings or its password settings.

Netflix

The Roku device is pre-installed with a Netflix account registered to the apartment's owner. Netflix is provided free of charge for your enjoyment. Use the Roku remote control to select your desired Netflix channel movies and programs. No attempt should be made to interfere with the Netflix account settings. No attempt should be made to purchase additional movies or content of any kind from the Netflix account.

You may log out from the apartment's Netflix account if required. For example, if you wish to use your own Netflix account. However, the apartment's Netflix password is not provided and therefore it will not be possible to log back in at a later date without intervention from the Agent.

Signal TV Channels

Call FELICITY on 09561130423 and ask to purchase a prepaid Signal TV bundle. Someone will come to the condo to collect payment. Please note, this contact number should not be used for any other purpose but obtaining water and Signal TV channels.

Soundbar

Use the Soundbar remote to change between the source of input, for example TV or Bluetooth. By all means connect your own device to the soundbar.

The soundbar communicates with the Subwoofer speaker connected cable.

The sound system has the ability to be very loud. Exercise great restraint when setting the volume. The building administration and security have the ability to remove tenants who create disturbances or have a lack of respect for other building users.

Bedrooms

Both bedrooms offer a substantial amount of storage space within the fitted wardrobes. The cupboards at the top of the fitted wardrobes have been reserved for use by the owners and their agents.

For any stay more than 4 nights, we provide a complete spare set of sheets and towels. We would ask that if you need to utilize any of these spares, that you wash and dry previously used linen and towels, so there is a full clean dry spare set at the end of your stay. At the end of your stay we will gladly wash your used linen and towels, but we depend upon the existence of clean dry spares at the time of your departure.

There is a single fold-up bed suitable for a younger person. Realistically it will only go in the master bedroom. When used by very young children please consider using the mattress cover provided.

Bathrooms

We supply some initial products such as soap and shower gel and shampoo, along with some toilet tissue and toothpaste.

We have installed in the en-suite bathroom a long pole for hanging washed clothes, linen and towels as we have found that it is the best place for drying

Using the Washing Machine

1. Before using the machine **be sure to turn the water on.** When the tap is pointing away from the wall, in the direction of the water pipe then the tap is OFF, so be sure to turn the tap 90 degrees to be in the same plane as the wall.
2. Load clothes and do not overfill. A small load is fine. Add some powder to the clothes in accordance with the instructions on the machine. You do not need to use a lot of powder.
3. Make sure the outlet pipe is in position into the drain.
4. Switch on the machine and select the required water level with 8 being a full load. The machine works very well with small loads.
5. Then press Start and the machine will display how many minutes for the wash to complete.
6. After a minute you will hear water filling into the machine.
- 7. After the wash don't forget to switch off the water tap.**
8. The en-suite bathroom has been fitted with a long rail. It is probably a better place to dry clothes than the utility room itself.

Using the Iron

An iron is provided that has the following features:

- Non-stick Teflon soleplate
- Thermal fuse protected
- Variable temperature control
- Automatic thermostat control
- Spray function
- Pilot lamp indicator
- Light weight

Always UNPLUG the iron after use and be careful to safely allow the iron to cool before storage. **IMPORTANT**, do not use the Iron on any other surface other than the Ironing board. Avoid damage to furnishings. **Please read the following page.**

Iron Precautions – IMPORTANT - PLEASE READ

Do not use this appliance for anything other than its intended use. Do not operate the iron if the cord or plug is split, melted or damaged. Or if the iron has malfunctioned or is damaged in any manner or it is leaking. Do not under any circumstances immerse the iron, power cord or power plug in water or any other liquid. Immediately unplug the iron from mains power if malfunction occurs. Incorrect operation and improper use may damage the iron or parts thereof, and cause severe personal injury. When operating the iron, use handle grip and buttons only as some surfaces will become very hot whilst the iron is in use. Avoid touching the hot soleplate. Do not use the iron near flammable materials. Do not place a hot soleplate facing curtains or other materials that could easily catch fire.

Ejected steam is extremely hot and therefore should be avoided. Never direct the steam towards yourself or other people as this may cause burns or scalding. Do not use the iron on clothes being worn on yourself or on other people as this may cause burns or scalding.

The power plug must be removed from the outlet before the water reservoir is filled with water. Ensure that the temperature dial is in 'OFF' and the steam control switch is in '0' position after each use. The iron must not be left unattended while it is connected to the supply mains. Unplug the appliance from mains before cleaning, filling with water, immediately after use, when moving it to storage and when not in use. Deposits or minerals in water supply will generate scales which may block the steam holes in the soleplate. Use of distilled water is therefore recommended. Do not use chemically distilled water. Empty the water tank after each use. Be careful when emptying the water tank as the water inside the appliance may be very hot.

Keep the iron and its cord out of reach of children. The iron is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities or lack of experience and knowledge. Children should be supervised not to play with the iron. Do not use the iron when children are in the vicinity. Never leave an unattended iron on the ironing board as the appliance may get knocked over and fall onto a child.

Always turn the power off at the power outlet before you insert or remove the power plug. Remove by grasping the plug - do not pull on the cord. The iron is not intended to be operated by means of an external timer or separate remote-control system. The iron must be used and rested on its heel stand on an even, level and stable – preferably heat-resistant surface, such as an ironing board.

Do not place the iron on or near a hot gas flame, electric element, heated oven or any hot surface. Do not place the iron on top of any other appliance. Do not permit the mains supply cord or plug to touch a hot soleplate or other hot objects, or allow the power cord to lay across the iron. Do not allow the power cord of this appliance to hang over the edge of a table or bench top. Your iron should not be left unattended while in use. Do not carry or hang the iron by the power cord.

Do not use harsh or abrasive cleaning agents or any sharp instruments for cleaning. When cool to touch, the outside surface and soleplate may be wiped clean with a soft, damp cloth and then dried thoroughly. Avoid scratching the soleplate on zippers, buttons, studs and hooks etc. Do not fill the water tank directly from the tap. Use the water beaker instead. Do not over-fill the water tank. Do not use fragrances, fabric softeners, starch, cleaning agents, vinegar or any other chemical liquids in the water tank as they may damage the appliance.