

**LA RESIDENCIA DE STA ROSA HOMEOWNERS ASSOCIATION INC.**

Admin Office, LRSR Subd, Bigy Don Jose, Sta. Rosa, Laguna 4026  
Tel/Far No. (049) 541-2160 Sta. Rosa Office/ HLURB Reg. No. 04-3459

**CONSTRUCTION GUIDELINES**  
**March 2017 version**

**FOREWORD**

Presented herein are new guidelines and rules for the construction of new Presented units, improvements and additions/changes to existing structures. The guidelines are to ensure the safety and security of residents, foster good guidebodiness, preserve the ambiance of the village and assure the good standing of La Residencia among its neighbors.

We expect owners and residents to abide with our rules so we can maintain our village as a place we can be proud of.

Approved by La Residencia de Sta. Rosa Homeowners' Association, Inc. Board of Directors on 13th of March 2017 with immediate effect.

Approved By the 2016-2017 Board of Trustees:

**JULITA YJARES**  
BOD/External affairs

**JOSE ERIBERTO ROSARIO III**  
BOD/Treasurer

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BOD/Secretary

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BOD /VP/Internal Affairs

**ATTY. JOJO CAYANAN**  
BOD/President



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## GENERAL PROVISIONS

### 1. APPLICANTS

1.1.1 The compliance with all LA RESIDENCIA DE STA ROSA HOMEOWNERS ASSOCIATION, INC. (LRSRHOAI) rules and regulations, with City and National Government ordinances and laws, utility companies' and other service providers' requirements and regulations is the responsibility of the lot owner/builder.

1.1.2 Any proposed construction or renovation must be approved by the LA RESIDENCIA DE STA. ROSA HOMEOWNERS ASSOCIATION, INC. (Association) before implementation.

Consult your Association before undertaking any construction, improvements on his/her lot and/or extension on existing house. Notification in writing must be submitted to the Association including the planned scope of work and construction plans.

The approval will subsequently allow the following:

- a. Entry of construction materials inside the subdivision.
- b. Issuance of I.D.'s to construction workers to allow their entry inside the subdivision premises. Workers without proper identification shall not be allowed to enter the subdivision.
- c. All building proposals and plans (for new construction and medium to large-scale improvements) shall be furnished to and approved by the Association PRIOR to securing regulatory permits from local and national government agencies.

### 2. Owner responsibilities prior to start of construction

The owner is obliged to:

- 2.1 Locate and preserve corner monuments. Verify with the Brittany the lot monuments or engage the services of a certified surveyor to establish the correct perimeters.
- 2.2 Secure permit from the Association management (Management) before breaking any portion of the street or sidewalk pavement for any construction related activity.
- 2.3 Ensure that no existing tree whether found within or outside the lot shall be cut, uprooted or damaged nor shall it be relocated or transferred without the written approval from the Association and the proper government agency. Construction maybe stopped until such approval is obtained.
- 2.4 Ensure that for each tree that is cut, the owner must plant two trees of the kind acceptable to the Association.
- 2.5 Meet with the Association together with the designated representative and the contractor for briefing and orientation.

### 3. CONSOLIDATION, SUBDIVISION AND USE OF LOT

3.1 The OWNER shall, under no circumstances, use or allow to be used, extend or grant the lot as right of way or access to any adjoining property without the written consent of the DEVELOPER, unless such adjoining lots are owned by one and the same person. Adjoining lots owned by relatives are not exempt from this rule. Consent for the use of such lots must be in writing.

3.2 Individual lots shall not be subdivided; however, two lots may be consolidated into one. Three or more lots may be consolidated and subdivided into lesser lots provided that none of the resulting lots is smaller in area than the smallest lot before consolidation.

3.3 Lots shall be used for residential purposes only. The property shall not be used for any immoral or illegal activity; NO illegal drugs, contraband, effects of crime, explosives or combustible materials or obnoxious substances shall be kept or maintained in the premises. The property shall not be used for commercial purposes.

#### REQUIREMENT ON APPROVAL OF APPLICATION FOR CONSTRUCTION

##### 1. REQUIREMENT FOR APPROVAL OF CONSTRUCTION PLAN

1.1 Updated payment of Association dues and other arrears

1.2 Plan and Specification

- ✓ Six (6) sets
- Owner's copy
- Contractor's copy
- LRSRHOAI copy
- City government copy
- Developers copy as may be necessary
- Baranggay copy

Note: The submitted plans should have the following:

- Owner's Signature on construction plan
- Architect's seal and signature on Architectural plans
- Electrical Engineer's seal and signature on structural plans
- Civil Engineer's seal and signature on structural plans
- Sanitary Engineer's/Master Plumber's seal and signature on sanitary plans
- Fence Plan
- Written statement of owner of the total floor area
- Lot Survey Certification by a Geodetic Engineer

✓ Six (6) copies of Survey / Lot / Location plan

✓ Minimum total floor area / cost (determined by DEVELOPER or LRSRHOA)

✓ Homeowner's Clearance from LRSRHOA

✓ Non-refundable initial payment of 50% of administrative fee.

##### 2. REQUIREMENT UPON APPROVAL OF PLAN FOR CONSTRUCTION

- ✓ Notarized Deed of Undertaking
- ✓ City government Building Permit
- ✓ MERALCO & PRIMEWATER application
- ✓ Payment of the following:

- Construction bond
- Road users fee

✓ 50% of administrative fee or P5000

✓ Permit to use adjacent lot from respective owner. Use of adjacent lots will not be permitted unless authorized by the owners.

✓ Management must be notified one week before any pouring of concrete foundation for verification of building layout.

The release of the construction permit by the LRSRHOA is predicated on condition that payment of all fees relating to construction have been made and a notarized Deed of Undertaking is submitted.

### **3. REQUIREMENT AFTER CONSTRUCTION/OCCUPANCY/ MOVE IN APPROVAL**

3.1 Certification by the contractor and/or Owner that the house has been completed in accordance with the approved plans and specifications, completely painted as shown in the perspective, its services, utilities and permanent fixtures finished, installed and ready for immediate use and occupancy.

3.2. A verification shall be made by the Association regarding compliance. The Association will endeavor to perform the verification in the best manner possible but its finding is not a guarantee of perfect compliance with the guidelines and restrictions.

3.3 The Owner can occupy the house only upon securing an Occupancy Permit from the City government, LRSRHOA permit with all fees, fines and other penalties fully paid.

3.4 Submit the original LRSRHOA's receipt indicating payment of the construction bond deposit to effect return of the same. Without prejudice, the Association shall automatically deduct charges, fines, etc., against the construction bond as may be applicable to answer for unpaid fees, fines and other liabilities.

3.5 All new houses are required to plant Two (2) Fox Tail Palm Tree per lot with minimum of 6-inches diameter. The tree will be planted within the property line.

3.6 Payment of garbage bin and house number.

3.7 The LRSRHOA will not issue its final certification of clearance nor release the construction bond until all of the above-mentioned requirements have been met, including the removal of construction debris and auxiliary structures on the vacant lots used during construction.

### **CONSTRUCTION RULES AND REGULATIONS**

#### **1. OWNER/CONTRACTOR RESPONSIBILITY**

The Owner should designate his/her representative in case he/she is not available to decide regarding the construction.

The association must be notified one week before any pouring of concrete foundation for verification of building layout.

The release of the construction permit by the LRSRHOA is predicated on condition that payment of all fees relating to construction have been made and a notarized Deed of Undertaking is submitted.

#### **CHARGES AND FEES**

1. Construction Bond of P250,000.00 which is refundable after final inspection if there are no fines, penalties due to violations.

2. P30,000.00 minimum or P200.00/SQM of floor area whichever is higher as road users fee and delivery fees. Note that no vehicle over ten wheels for delivery of construction materials are allowed entry. There will be delivery fees for certain multi axle trucks on as per entry to the subdivision.

3. One year advance in association dues from planned start of construction

4. Administrative Fee of P10,000.00 for new construction representing processing fee, administration and inspections.

5. Cost of prescribed garbage bin and house number

6. If the construction exceeds the twelve months (1 year) covered period, P 5000.00 shall be charged per month in excess of one (1) year.

7. Any other unpaid liabilities such as damage to common property, fines, etc., will likewise be charged against the construction bond.

8. Surcharges are not assessed when minor or renovation work is undertaken.

#### MINIMUM COST OF RESIDENTIAL HOUSE

The minimum cost of residential house for each shall not be less than three million (P3,000,000.00) under present day values, this amount may be adjusted from time to time by LRSRHOAI

#### SETBACK AND EASEMENT MEASUREMENTS

The minimum required setbacks should be measured from the property line to the center of nearest finished front wall/window or column

Inside lots.

FRONT 3.00 meters.

SIDES 2.00 meters.

REAR 2.00 meters.

Corner lots

FRONT 3.00 meters

SIDES 3.00 meters

REAR 2.00 meters

#### HEIGHT OF THE HOUSE

The maximum height of the structure is ten (10.0) meters measured from the highest point of the house to the crown of the front or side street whichever is lower (for corner lots)

#### ROOFING

Roofing should be TEGULA PROFILE

Roof overhang must not be less than 0.8 meters from the perimeter.

#### EXTERNAL COLOR

The external color must be of earth tones and must closely conform with the perspective submitted for approval by LRSRHOAI

#### PERIMETER FENCE

The reference point for fences is the finished floor under the main door. Fences shall have a maximum height of 1.8 meters on the sides and rear measured from the highest point of the fence to reference point, the front and road side for corner lots may not be fenced, but in cases where fences/gates are to be built, the fences should not exceed one (1.8) meters in height, fifty percent (50%) of which shall be grill works.

Unoccupied lots are not allowed to be fenced.

#### GREENSPACE REQUIREMENTS

LRSRHOAI defines the green space as uncemented area in the property reserved for plants and open space.

#### **INSIDE LOTS CORNER LOTS**

20% minimum of lot area

10% minimum of lot area

#### **CONSTRUCTION WORKERS IDS**

1. Construction workers' IDs will be issued after a permit for construction had been obtained from the La Residencia de Sta. Rosa HOA Office, otherwise entry of the same into the village will not be allowed.

2. Temporary permit may be obtained from the Admin. Office for only one (1) week. Construction workers will only be issued IDs after submission of requirements for IDs. Permanent IDs are in effect for a maximum of six months but subject to renewal.

3. Requirements for new I.D. applicants:

- a. Endorsement letter from owner and contractor
- b. PNP and NBI Clearance
- c. Filled-up information sheet
- d. Two D. pictures (1"x1")

4. For renewal of I.D.

- a. Endorsement letter from employer
- b. One (1) ID photo (1"x1") C PNP and NBI Clearance

#### **WATER AND ELECTRIC UTILITY LINES**

Applications for water connection should be made at the Prime Water Office in Las Pinas.

Applications for electric supply should be made with Meralco in their office in San Pedro, Laguna.

It is the responsibility of the owner to pay their water and electricity bills directly to their service providers

Strictly NO booster pumps shall be allowed before any water storage tank

Water meters and electric meters should comply with the specifications and guidelines of the service providers and should not be safety hazards.

Water delivered in tanks, barrels or similar containers are subject to prevailing delivery fees

#### **RESTRICTIONS ON WALLS**

1. NO FIREWALL or FIRE FENCE facing any road.
2. Firewall on the same side as any firewall on adjacent lots.
3. Firewall or Fire Fence is discouraged on non-corner lot but shall have the option to do so at the sides or back of the lot however the fire wall or fire fence comply with the 30% limit of total perimeter length excluding the front.
4. All garages or car ports shall be enclosed unless otherwise mutually agreed upon by neighbors to be open.

5. All overhang/eaves/appendages shall observe the limit of at least 0.8 meter clearance from the property line.

6. NO PARAPET WALL at the edge of the roof shall be allowed. Roof of tegula profile must be exposed.

7. NO CONCRETE ROOF, ROOF TOP AND/OR TOWER shall be allowed

#### CAR PORTS

1. Car port must be of sufficient area to ensure that no vehicle is parked overnight in the street

2. Car port shall be enclosed unless otherwise mutually agreed with adjacent neighbors to be open.

#### TEMPORARY BUNKHOUSE/WAREHOUSE

The maximum allowable total area is ten (10) percent of the proposed building floor area and located within the Owner's lot or the adjacent lot to which the owner gave permit to.

#### DAMAGE TO COMMON AREA PROPERTY

Any damage to common area property such as sidewalks, streets, etc as a result of the construction, shall be repaired and restored by the owner. The Association, at its option, may charge the cost of repair against the construction bond.

#### REMOVAL OF TEMPORARY STRUCTURES, EQUIPMENT AND/OR VEHICLES

There should be no temporary structures (bunkhouse, warehouse, field office, temporary latrine and shower), construction equipment and vehicles left anywhere in the vicinity of the construction site upon the completion of the house.

Temporary electric posts and wiring for temporary electrical service must be removed and permanent Meralco service, should be installed within 6 months after the occupancy permit is granted after which the Association may disconnect such electrical connections to ensure safety and prevent accidents.

#### RETRIEVAL OF WORKERS IDS

IDs issued by LRSRHOAI to construction workers are for a fixed period and only for the construction site applied for. It is not valid for use at another construction site within the

subdivision and must be surrendered to the Administration Office upon completion of the project for which it was applied

Any worker who fails to surrender their I.D. following the completion of the construction will be subject to a fine of P200.00 deductible from the Owner's construction bond

#### WORK HOURS

Official Subdivision work hours are from 7:00 am to 5:00 pm Monday to Saturday only. Overtime work beyond 5:00 pm or on Sundays requires prior approval from the Association on a case-to-case basis. The management shall approve such overtime on condition that such activity do not create noise, disruptions to the privacy and peace of nearby residences. Any infraction of these conditions will compel the Association to stop construction immediately. The necessary permit forms for this purpose can be obtained from the LRSRHOAI Administration Office. NO work is allowed on Sundays and legal

holidays except on extreme circumstance and with prior approval of the Association and consent of affected residents.

#### **DELIVERY OF MATERIALS AND ASSOCIATED FEES**

Delivery of construction equipment, materials, supplies, etc., can only be done between the hours of 8:00 in the morning to 5:00 in the afternoon.

No vehicle greater than 10-wheeler truck shall be allowed entry into La Residencia premises.

Additional gate pass fee shall be charged on the following vehicles upon entry on top of the road maintenance fee from construction bond.

Ten-wheeler.	Php 2,000.00
Dump Truck.	Php 2,000.00
Mixers.	Php 3,000.00
Bus (48 seater up)	Php 1,500.00

- Truck type vehicles below ten-wheelers are free of charge provided that the road users fee is paid, Otherwise, the entry of such truck will be charged Php1000.00.
- In case of a structurally modified vehicle, it shall be assessed accordingly.
- Any delivery vehicle/truck/bus shall be allowed entry from 8:00AM to 5:00PM only and shall not in any case that these vehicles be allowed to park or stay overnight anywhere inside the subdivision. Violators will be banned to enter the subdivision.

Note: Same rules and fees apply when moving-in.

#### **SIGNS AND BILLBOARDS**

- No commercial or advertising signs shall be placed, constructed, erected or entered on the property except the building permit and perspective not exceeding 60cm x 120cm which must be placed prominently on the premises by the Owner.
- No other structure is allowed to occupy the roads, sidewalks, curbs and gutters.

#### **CONSTRUCTION DEBRIS AND MATERIALS**

There should be no construction debris and/or excess materials in the vicinity of the construction immediately upon completion. Thereafter, the Association will remove the debris and/or excess material at the homeowners' expense. The association, at its option, may charge the cost of such against the construction bond.

#### **STAY-IN PERMIT**

The LRSRHOA DOES NOT ALLOW ANYONE to stay overnight in the worksite.

Any unauthorized person in the worksite shall be surrendered to the proper authorities by the LRSRHOA security personnel even if known by the owner or contractor.

#### **STOCKPILING ON ADJACENT LOTS**

Stockpiling is authorized only on one's own lot. Use of an adjacent lot should have its owner's or the Association's permission.

#### **BUILDING PERMITS AND PERSPECTIVE**

Approved permits and Architect's perspective shall be prominently displayed at the jobsite, the size of which is 60cm by 120cm.



## TEMPORARY FENCE AROUND CONSTRUCTION SITES

Owners of construction are required to put up a decent long span (G.I. sheet) for a temporary fence around the construction site with a minimum height of 2.4 meters and a maximum height of 9 meters to preserve the privacy of adjoining residences. The contractor must always maintain that the temporary fence is in order throughout the construction period. Non-compliance with this provision will result to denial of entry of workers and construction materials.

SIDES 2.4 mts.  
FRONT 1.0 mts.  
REAR 2.4 mts

## 2. SECURITY

### POSSESSION OF DEADLY WEAPON

Deadly weapons are not permitted to be carried around while within LRSR at any time. All dangerous tools and other pointed objects must be securely kept inside toolboxes. Offenders who cause any personal injury will be PERMANENTLY BANNED from the village on the first offence and brought to proper authorities.

### PROHIBITED OR CONTROLLED DRUGS

Any person caught possessing, selling, or using prohibited, controlled or regulated drugs will be turned over to the proper authorities. Offender of this rule will be PERMANENTLY BANNED from the village on the first offence.

### WEARING OF T-SHIRTS

All construction workers are required to wear their designated color of shirts (uniform) during work hours. Sandos and sleeveless garments are not allowed. Non-wearing of upper garments is strictly prohibited. Repeated violation of this rule would result to the worker being permanently banned from entry to the subdivision.

### PUBLIC DISTURBANCE AND INDECENCY

Bathing, urinating and defecating in public view is prohibited and such action shall be subject to a fine. Not wearing clothes is also subject to fine. So are actions or inactions which may hurt other people's sensibilities.

No clothes line visible on the street shall be allowed.

Construction workers who are rude towards residents or visitors or those consorting with housemaids may be banned from the Subdivision.

Noise or disturbance especially outside of work hours is strictly prohibited. This includes loud singing and transistor radios or stereo sets, boisterous talk, and laughter, and abusive profane language.

### DISPLAY OF IDS

Identification cards must be prominently displayed on the person whenever inside the village.

### TRESPASSING

Any person entering the village other than through the main gates or without ID passes are considered trespassers subject to surrender to the proper authorities.

#### **CURFEW**

No roaming or straying from the work site from 8:00 am to 5:00 pm.

#### **DRINKING**

No drinking of any alcoholic or intoxicating beverage is permitted.

#### **GAMBLING**

NO gambling of any form or betting with money is allowed.

#### **PETS AND ANIMALS**

Domestic animals (dogs, cats, chicken, goats, game fowis, etc.) are prohibited at the construction sites.

#### **OTHERS**

Mixing concrete on the Subdivision's concrete road or paved sidewalks is not allowed and any damage to these must be restored by the Owner or by the Association at cost to the Owner.

No other structure is allowed outside the lot perimeter.

### **3. HOUSEKEEPING**

#### **SANITATION AND DANGEROUS SUBSTANCES**

The latrine must discharge to the sewer system. It must be covered on all sides, roofed and hidden from public view.

Every construction jobsite should have adequate toilet facilities, which should be kept sanitary by being covered with lime at periodic intervals.

Excess and unused paints, oils, chemicals and other toxic substances must be taken out of the subdivision by the owner or contractor and disposed of according environmental ordinances and laws. In no way should such substances poured on the lot or the drainage system of the subdivision for it will contaminate the water supply. Violation of such will be reported to the proper authorities.

No construction materials shall be placed or dumped on sidewalks areas, streets, nor any adjacent vacant lots including creeks. Violators shall be penalized per day deductible from the construction bond starting from the day the materials were dumped

Anybody caught urinating within the La Residencia de Sta Rosa against walls, trees, bushes, electric posts, parked vehicles and other than designated places shall be fined

#### **GARBAGE**

The disposal of all refuse/construction debris/excavated soil wif be the responsibility of the Owner/contractor and cannot be disposed of through the normal garbage collection service of the village.

Garbage should be taken out of the work site for proper disposal and should not be buried in the lat premises

All normal garbage must be kept within the construction site premises and properly stored in sacks and/or containers and must not be placed along LRSRHOA owned property nor on vacant lots even if permits for use of the lot have been granted otherwise upon due notice, fines may be imposed for inaction on the same.

As practiced, collection of garbage shall be on a bi-weekly basis. The schedule of normal garbage pick-up shall be on LRSRHOA assigned days. Garbage must be kept within the site premises until collected.

Construction workers should never dispose of their garbage in other resident's garbage bins.

The normal garbage to be collected should not include hazardous materials, excavated soil and rock, debris from construction works, aggregates, cut tree trunks and branches, cut vegetation, garden soil and filling materials

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#### **SAFETY**

All contractors must implement safety practices and standards including hard hats and harnesses to ensure zero accidents in the work site. No material stools and equipment and structures should pose danger or injury. They should have their own FIRST AID kits on site at all times.

#### **VIOLATIONS SUBJECT TO MAJOR SANCTIONS**

1. Sanctions range from forfeiture of construction bond and/or demolition to comply with the Transfer Certificate of Title (TCT), Construction Guidelines and Deed of Restrictions.
2. Construction outside of the lot perimeter specified in the TCT, violation of setbacks/easements, major deviation from approved plan/prescribed heights, firewalls and roof overhangs, approved colors are subject to major sanctions.

#### **OTHER VIOLATIONS SUBJECT TO FINES/PENALTIES/ SANCTIONS**

1. Construction without the prescribed temporary fence or poorly maintained fence.  
Penalty P500.00/day
2. Stockpiling on street / sidewalks / common property without permit  
Penalty - P1,000/day and/or refusal of delivery of materials
3. Stockpiling on vacant lots w/o owner's or Association's consent  
Penalty work suspension P500.00/day
- 4 Clogging of sewer/drain utility lines due to stockpiled materials  
Penalty - P1,000/day and or suspension of project
5. Overtime work conducted w/c permit  
Penalty P1,000 per incident
6. Unauthorized use of I.D. or misrepresentation (false identity)  
Penalty-P500-misrepresentation, ban for unauthorized use of ID
7. Disregard of curfew hours  
Penalty-warning then ban on the 3d offense
8. Not wearing the prescribed uniform or not wearing valid ID

Penalty - warning then ban on the 3 offense

9. Unruly behavior/Indecency and rudeness

Penalty - immediate ban

10. Unauthorized stay-in or extended presence in the subdivision

Penalty - P1,000 per incident

11. Illegal Gambling, under the influence of alcohol or illegal drugs

Penalty-P1,000-gambling & under influence of alcohol, ban for illegal drugs

12. Failure to dispose materials properly on a timely fashion

Penalty-P500 per incident

13. Indulging/Possession of intoxicating liquor/prohibited drugs/ illegal items

Penalty-P1,000 for alcohol/ban for drugs

14. Smoking in work sites, mishandling of combustible materials, burning of construction materials

Penalty-P500.00 smoking, P1,000.00 burning

15. Entry and exit other than the main gate

Penalty-ban from entry

16. Unauthorized use of electricity and water from other sources

Owner/supplier will determine penalty.

NOTE: Frequent or repeated violation will be dealt with accordingly.

