

Approved Construction Guidelines Terrazas de Punta Fuego Village

REVISED: JULY 2022

Board of Directors
TERRAZAS DE PUNTA FUEGO
VILLAGE HOMEOWNERS'
ASSOCIATION, INC. (TPFVHAI)

CONSTRUCTION GUIDELINES

The LOT OWNER hereby agrees that any construction-related activity shall be subject for review based on the complete set of Construction Guidelines formulated by TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION, INC.

The LOT OWNER / CONTRACTOR, during the course of his/her intended construction/improvement shall abide by the following pre-construction guidelines and construction rules and regulations and to all policies applicable hereto:

1. PRE-CONSTRUCTION GUIDELINES

- i. The LOT OWNER shall secure a copy of the Deed of Restrictions, Construction Guidelines, lot plans and all other forms needed to the applicant pertaining to house construction from TPFVHAI.
- ii. The LOT OWNER / OWNER'S ARCHITECT shall prepare and submit the following house construction plan requirements in accordance with the TPFVHAI Deed of Restrictions:
 - a. Set of architectural plans, including color schemes (blue/white prints for review) — All sheets require signature of the OWNER
 - b. Set Engineering Plans (blue/white prints for review) - All sheets require signature and seal of the Architect, Civil, Sanitary, and Electrical Engineers.
- iii. The plan will be submitted to the Architectural Committee (ARCHICOM) for review and approval.
- iv. A meeting may be set between the ARCHICOM / Village Manager / Village Engineer and the LOT OWNER for review/clarification of plans.
- v. Upon approval and completion of the final revised plans, the LOT OWNER prepares and submits (6) six sets of construction drawings to ARCHICOM (including color schemes and material specifications), together with a Notice of Intent to Construct Form.
Upon approval, each set of the construction drawings will be marked "Approved" by ARCHICOM.
- vi. ARCHICOM / Village Manager / Village Engineer shall provide an endorsement letter addressed to the Municipal Engineer regarding the application for house construction.
- vii. Using the construction drawings with seal of approval, the LOT OWNER shall acquire the necessary permits from the local government, Nasugbu Municipal Hall.
 - a. Mayor's Permit / Locational Clearance

Requirements:

- Duly filled out application form
- Architectural/Engineering Plans approved by the ARCHICOM
- Certified Xerox Copy of Transfer Certificate of Title (TCT) of the subject lot

b. Municipal Building Permit

Requirements:

- Duly filled up application form for Building Permit
- Blueprint Plans
- Cost Estimates
- Photocopy of TCT
- Barangay Clearance

viii. Upon receipt of all local government permits, the LOT OWNER secures an Assessment of Charges and Fees from TPFVHAI for payment.

ix. TPFVHAI shall verify the account payment status of the LOT OWNER to certify if Lot Owner is at least 50% paid.

x. The LOT OWNER / owner's architect / contractor / shall fill-up and submit the necessary forms and permits and pay the Construction Bond and other necessary Fees to TPFVHAI

xi. The PMO shall issue the necessary Permits to construct to the LOT OWNER.

xii. The LOT OWNER / OWNER'S ARCHITECT shall conduct site inspections with PMO to validate lot boundaries and issued lots plans through site inspection.

xiii. The LOT OWNER submits to PMO a list of authorized personnel to enter the premises before the start of construction starts.

xiv. PMO issues a memo to security of the list of personnel as well as of the Permit to Construct.

xv. Upon near completion of house construction, the LOT OWNER shall request for a Final Inspection by the PMO prior to the release of the construction bond. LOT OWNER / Architect shall submit the post construction requirements:

- a. As-Built Plans
- b. Municipal Occupancy Permits
- c. Request for Construction Bond Refund

xvi. The PMO together with the homeowner, architect, and contractor, to conduct Final Inspection.

xvii. PMO shall release the Construction Bond and Certificate of Completion upon completion and securing of all necessary construction clearances and permits from all the government agencies involved.

2. CONSTRUCTION RULES AND REGULATIONS

i. No construction/improvement shall commence without the approval of PMO.

ii. The LOT OWNER/CONTRACTOR shall comply and submit all the necessary requirements for his/her intended construction/improvement to the Village Engineer/ Village Manager/ ARCHICOM for proper evaluation and approval.

iii. ADMINISTRATIVE GUIDELINES

- a. All new residences, additional and auxiliary structures (including trellises, gazebos, servants' quarters, roof sheds, pool/filter and electric generating set housing, guardhouses,

Storerooms, green houses, pocket gardens, swimming pools) which are semi- or fully enclosed shall require ARCHICOM's approval and plans.

- b. The approved or corrected house plans must be adhered to by the owner, architect, engineer, and contractor.
- c. One set of the building plans and permit duly approved by the PMO shall be kept at the construction site at all times for the purposes of inspection and compliance.
- d. PMO shall send inspectors to the site to verify the progress of development. If found to be in violation of any provisions in the Deed of Restriction, PMO may suspend work to oblige the owner to conform to said guidelines.
- e. Should any construction activity commence without the necessary permits and or consent.
 - Refuse issuance of I.D.'s to workers.
 - Stop the ingress and egress of any delivery of materials at the subdivision entry points.
 - Stop all activities related to construction of, repair of, alteration of and addition to the property.
- f. Requests for Overtime, Gate Pass, Temporary ID's, Temporary Vehicle and Personnel gate pass and all other concerns regarding the ingress and egress of materials, properties, and personnel shall be addressed or properly coordinated with PMO.

iv. FORMS & APPLICATION REQUIREMENTS

- a. WORKER'S I.D.
 - All workers must have their IDs and must wear their IDs at all times when in the site premises for proper identification. Workers not wearing their ID will not be allowed entry. Application forms shall be available at the Admin Office.
 - Requirements:**
 - Completed application form
 - Bio-Data
 - 2" x 2" most recent picture
 - Police & Brgy. Clearance
- b. OVERTIME (OT) FORM
 - An OT form must be secured and approved by the PMO to allow work beyond 6pm, during Saturdays and Sundays, as well as on legal and non- working holidays to ensure the privacy of homeowners.
- c. STOCKPILING PERMIT
 - Stockpiling of construction materials is authorized only on one's lot. Stockpiling on an adjacent lot requires the permission and approval of the concerned lot owner.
- d. DELIVERY OF MATERIALS 1 TRAVEL PERMIT FORM
 - Heavy equipment and other vehicles with heavy load are not allowed to enter the village without a travel permit form, subject to travel procedures in order to safeguard complete roads.

v. WORK HOURS & CURFEW

- a. The official work hours for house construction are from **8:00 am to 5:00 pm**, Monday to Friday, except holidays.
- b. In order not to compromise the privacy of other residents, overtime work hours, and on Saturday and Sundays as well as on legal and non-working holidays may be allowed provided that prior request for overtime has been filed and approved by PMO
- c. Curfew hours are from **9:00 pm to 6:00 am**. Workers will not be allowed to enter, leave, and/or roam around the Village premises during these hours.

vi. WORKERS

- a. The lot owner/contractor shall be responsible for the behavior and discipline of all workers in the construction project (helpers, contractors, architects, engineers, and suppliers).
- b. Terminated workers or end of contract hires must be reported immediately, not later than one hour after termination, by the contractor to PMO. It shall be the contractor's responsibility to update the PMO and Security Department.
- c. Workers are allowed to sleep at the site provided that the contractor has a written consent from the lot owner, which should be submitted for approval by PMO. For security reasons the number of workers allowed shall be limited to **three (3) persons**.
- d. Wives, children, and relatives of workers / construction personnel are not allowed to sleep inside the project site.
- e. Workers hired by contractors for cooking, washing clothes and dishes on site will be allowed to stay in the project site, provided that they also have secured the necessary construction workers' ID.
- f. All workers / construction personnel are confined and restricted to their work areas and their designated barracks only. They are strictly prohibited to roam around the Village, and refrain from creating noise and disturbance (i.e., loud singing and radio playing) and using foul language.
- g. All workers, construction personnel are prohibited from bathing, urinating, defecating, or appearing without clothes or wearing undergarments in public view.
- h. Workers engaged in acts resulting in physical injuries such as fighting or other acts that are determined to the peace and order such as theft and drunkenness will be handed over to the proper authority. Violators will be expelled permanently from the village. Any cost of damages due to the negligence of the workers shall be charged to the contractor.

vii. WORKERS UNIFORM AND ID

- a. Workers of each contractor group shall be in company uniforms/T-shirts.
- b. All construction workers are required to wear shoes within the project site. Workers shall not be allowed to work in slippers and or undergarments unless particular construction activity requires so. Such activity shall have to be approved by PMO.
- c. Safety helmets are mandatory for the construction workers involved in vertical construction.

- d. All workers must secure their IDs prior to any construction activity.
- e. Workers shall be required to prominently display their ID's whenever inside the Village premises / project site.
- f. Workers who are not registered will be escorted outside the Village premises and will be denied entry.
- g. IDs are valid for **six (6) months** only. A temporary ID will be issued while waiting for the processing of the worker's ID. Temporary IDs are valid for **one (1) week** only and cannot be revalidated nor extended. Workers shall apply for renewal upon expiration.
- h. Fines and penalties shall be imposed on workers who use expired ID's or found without the same.
- i. Any person who has no ID and enters the property in any way other than through any of the authorized entry points shall be considered a trespasser and shall be dealt with accordingly.

viii. SAFETY AND SECURITY

- a. It will be the contractor's responsibility to ensure that his workers have the necessary safety equipment / paraphernalia such as hard hats, safety shoes, gloves, goggles, etc. at the construction site.
- b. The contractor shall provide for their own basic medical kits/paraphernalia. The contractor shall provide a minimum of one (1) unit 20 lb. fire extinguisher at his work site,
- c. Firearms and deadly weapons are prohibited inside the village premises. All dangerous tools and pointed objects shall be kept securely in toolboxes. Violators involved in incidents resulting to any kind of physical injury will be expelled permanently from the village.
- d. Security at the work site shall be the responsibility of the Contractor. Should the contractor require a dedicated guard at his work site, he may coordinate with the Security Department of the Village for his requirement. The cost of which shall be borne by the contractor.
- e. The contractor must assign a person in charge to monitor all welding works and all other activities which involve an increased fire safety risk.
- f. Resident contractors to prepare Job Hazard Analysis (JHA) based on the hot works. No burning or open flame of any type will be allowed.
- g. A separate Work Permit shall be required by the PMO for hot/welding works inside the unit or building premises.
- h. Smoking is strictly prohibited within the premises.
- i. Water supply and distribution facilities for fire-fighting purposes shall be provided and maintained by the contractor.

ix. CONSTRUCTION BARRACKS TEMPORARY FACILITES & UTILITIES CONNECTION

- a. Contractors shall be allowed to construct their own temporary facilities at the designated areas. Electrical and water connections and consumption shall be for the account of the Contractor. The electrical loading requirement of their facilities shall first be submitted to the PMO for evaluation. In no instance shall any additional electrical loading be allowed without the written approval from PMO.
- b. The builder is required to construct first the permanent septic vault/tank of the house. The worker's latrine shall then be connected to this vault. It must be covered at all sides, roofed, and hidden from public view. It must not be flushed against any existing property wall; and should be clean at all times. The shower area must be integrated with the latrine structure; and must likewise be enclosed and hidden from public view.
- c. The worker's Temporary power source can be tapped from the existing estate power supply. However, a projected load computation during construction will have to be submitted to PMO in order to evaluate existing capacities. An electric meter (to be charged to the OWNER) shall be provided to measure consumption, which shall be the basis for billing.
- d. Temporary water supply for construction shall be delivered for a fee by PMO

x. FENCING OF CONSTRUCTION & WORK AREAS

- a. The construction site and the area used to store materials have to be properly and neatly enclosed at all times.
- b. All construction/ work areas should be fenced off with acceptable materials such as color roof sheets (recommended color: blue) or similar materials to maintain cleanliness of the area. Height of the fence shall be a minimum of 2.5 meters from ground level. It shall be the responsibility of the contractor to maintain the physical condition of the fence.
- c. The fence should be well secured to withstand typhoons and strong winds to prevent damage to neighboring structures. The Lot Owner shall be responsible for any damage caused to neighboring houses and village occupants by fencing materials that are blown away.
- d. Sawali, bamboo, plastic sack, blue sack, cyclone wire or scrap materials are strictly prohibited to be used as fencing materials.

xi. TEMPORARY LATRINE

- a. Every construction site must have a temporary latrine for use of workers.
- b. The latrine should be tapped to sewer line and must be located at a distant place away from an existing house. It must be likewise enclosed and hidden from public view.
- c. Rinsing of construction equipment/tools inside the temporary latrine is strictly prohibited.

xii. CONCRETE & MORTAR MIXING

- a. Mixing of mortar, concrete or similar materials on subdivision roads, sidewalks and adjacent vacant lots are not allowed. Mixing shall only be allowed within the Homeowner's lot.

- b. The Lot Owner/contractor shall provide cement mixing board or box of suitable size and approved material.

xiii. CONSTRUCTION ON WRONG LOT

- a. It is the Lot Owners duty to survey and confirm the actual meters and bounds of his lot before commencing construction
- b. In the event the Lot Owner constructs his house, fence, auxiliary structure, or any portion thereof, on a lot not belonging to him, the Lot Owner shall remove said construction at his sole expense
- c. If he fails to do so despite of the notice, TPFVHAI may remove the same, subject to reimbursement from the Lot Owner for expenses incurred in removing said structures, without prejudice to any right by the property Lot Owner wrongfully built on.

xiv. UNFINISHED STRUCTURE

- a. All construction commenced on the lot shall be completed within a reasonable time after the start of construction thereof in accordance with the plans and specifications approved by ARCHICOM
- b. The construction period may be extended subject to the following conditions;
- c. In the event that any structure constructed on the lot remains unfinished and/or not ready for occupancy in accordance with the approved plans and schedule, TPFVHAI shall require the Lot Owner in writing to either renew the construction permit or complete the structure or dismantle said structure within a period of **twenty four (24) months from receipt of notice.**
- d. Should the Lot Owner fail or refuse to comply with the requirements or demands of TPFVHAI within the period specified in the notice, TPFVHAI shall have the sole option to either cause completion of the structure or cause dismantling, removal, or demolition of the structure, both at the sole cost and expense of the Lot Owner

xv. TRAFFIC LIMITATIONS

- a. Heavy equipment and other vehicles with heavy loads shall not be allowed to enter the village. Terrazas de Punta Fuego Homeowner's Association, Inc.
- b. In order to protect completed roads, tractors and roller-type equipment must secure a travel permit form from Brgy. Natipuan & PMO For areas with road construction, travel restrictions shall be at the discretion of the construction project manager.
- c. The Use of heavy equipment during bad weather is discouraged to avoid mud/silt on the roads and shall be subject to the approval of the PMO.

● Vehicle Pass

- a. To apply for the vehicle pass, the contractor should submit a photocopy of the O.R. and C.R. of all their vehicles entering the site at the PMO

b. Secure a copy of the VEHICLE PASS APPLICATION FORM to apply for a vehicle pass.

• Vehicle Pass (1 day only)

a. TEMPORARY VEHICLE PASS is secured at the PMO

xvi. DELIVERY OF MATERIALS

a. It is the LOT OWNER's responsibility to advise his contractor of the rules for deliveries in the Village. The Village Administration shall not be held liable for the construction delays or damage, or both, arising from the prohibition of delivery trucks which may be in violation of the following rules:

- Deliveries of construction materials will be permitted from **9:00 am to 4:00 pm from Monday to Friday**. Deliveries after 5:00 pm on said days and on Saturdays and Sundays as well as on legal and non-working holidays will not be allowed.
- Suppliers are advised to use six (6) wheeler or smaller delivery trucks. The Village Administration reserves the right to refuse entry to vehicles that may damage Terrazas Village' facilities, amenities, and road networks.
- Personnel accompanying delivery trucks are required to observe cleanliness of the road pavements by cleaning scattered mud, sand, gravel, and other litter resulting from their deliveries.
- Delivery trucks shall be properly parked near the construction site. Delivery trucks are not allowed to stay at the Terrazas Village premises after 5:00 pm.

b. All construction materials must be located within the perimeter of the construction site. Storage and stockpiling on vacant lots/adjacent lots is prohibited. The LOT OWNER must ensure that the materials such as gravel and sand do not obstruct the drainage system.

c. The LOT OWNER lot owner shall be held responsible to any damage to Terrazas Village facilities and amenities that may arise during deliveries of construction materials on his/her lot.

xvii. STOCKPILING & GARBAGE

a. The Lot Owner/contractor/builder at all times shall keep the construction site and its immediate surroundings clean and in order. He shall provide ways and means to ensure that any facility or utility of the village will not be affected by his project. They shall be responsible for any violations of TPFVHAI's rules and regulations, costs of repairs for any damages to any of the facilities, utilities, amenities, and other properties within/of the village

- No stockpiling of construction materials shall be allowed on the streets, sidewalks, and open spaces.
- Stockpiling on vacant lots will only be allowed with the written approval of the respective Lot Owner.
- Fines will be imposed daily for unauthorized stockpiling, until these are removed.

- All garbage must be kept within the construction site and properly stored in sacks and/or containers and must not be placed along the sidewalk or streets. Fines may be imposed for any infraction of the same, upon due notice.
- All construction sites or vacant lots where stockpiling has been allowed, must be free from excessive volume of construction debris. Excessive volume refers to debris not stored in sacks and occupy more than one-fourth of the lot's area.
- The Lot Owner and contractor with excessive debris will be given notice by PMO to clear the area. Should they take no action after receiving said notice, PMO will haul out the construction debris and deduct the cost of removal from the bond / deposit, including applicable penalties.
- Clearing of scattered debris is the responsibility of the contractor/builder. It shall be their obligation to clear all premises, public or private, and areas with or without permits for stockpiling, as PMO may deem necessary and advantageous for the sanitation and well-being of the subdivision.
- Concrete spillage or any form of spillage on the streets and walkways should be cleaned immediately. Fines shall be charged daily for similar violations, until the areas have been restored to normal condition.
- Burning of waste material on the lot or other areas is prohibited.

xviii. USE OF VACANT LOT

- a. Stockpiling on a vacant lot will only be allowed with the written permission of the respective lot owner.
- b. All temporary facilities and/or materials shall be placed in an orderly manner and within the bounds of the lot where approval is given. The borrower of the lot shall provide a temporary fence.
- c. No latrine and other utilities must be constructed and connected on the vacant lot.
- d. A No Objection Letter shall be submitted to PMO prior to cutting of tress.
- e. The use of the vacant lot should not elicit any complaint from the other residents.
- f. The said lot shall be vacated after the approved construction timeframe granted by the lot owner. Requests for extension of the use of the lot shall likewise require a written approval from the lot owner.
- g. The borrower shall restore the vacant lot to its original state by cleaning the area, leveling the lot, removing dried cement, nails, wood scraps and other construction materials.
- h. If any infraction against TPFVHAI's rules and regulations are committed as a result of such use, PMO may revoke the permit as it deems necessary, upon due notice.

xix. CONSTRUCTION DEBRIS REFUSE & SANITATION

- a. Littering is strictly prohibited in all areas of the project site.
- b. All refuse must be kept within the construction site premises and properly stored in sacks and/or containers. Dry refuse should be separated from wet garbage. They shall further be classified/ segregated as to the following:
 - Wet and/or Biodegradable Materials (food leftovers, fruit peelings, etc.):
 - Shall be properly stored in separate containers/bags for pick-up and processed/converted into a compost pit. These shall serve as organic fertilizer of the plant nursery.
 - Dry and/or Combustible Materials (paper, cement bags, wood shavings, saw dust, tree cuttings, etc.):
 - Shall be disposed of in designated areas to be identified by PMO for burning.
 - Dry and/or Recyclable Materials & Non-Biodegradable (bottles, cans, plastic bags/containers, steel debris, etc.)
 - Shall be disposed of in designated areas to be identified by PMO for burning.
- c. Sewer I Human Waste
 - Shall only be disposed of in properly constructed temporary septic tanks. At no instance shall workers be allowed to relieve themselves in places other than designated areas.
- d. The contractor is responsible to clean all scattered debris in and around his work area.
- e. Corresponding fees and penalties for unauthorized stockpiling of debris and/or wet garbage is listed herewith.
- f. Open fires, burning of trash, garbage, and grass are strictly prohibited outside of designated safety areas.
- g. Dumping of garbage, waste and construction debris in adjacent/vacant lots is strictly prohibited.

xx. DAMAGE OUTSIDE THE PROPERTY

- a. Any damages caused by the construction outside the LOT OWNER's property will be charged to the LOT OWNER's cash bond. If the cost of damage cannot be totally covered by the cash bond, the balance will be charged to the LOT OWNER.

xxi. DISPLAY OF SECURITY PASSES

- a. The security pass must be worn and prominently displayed at all times while inside the village.
- b. The security pass shall be surrendered at the end of each day to the authorized security guard at the village entrance.
- c. The Lot Owner/contractor should advise the PMO immediately of dismissed workers or those that have gone AWOL.

xxii. SPOUSE CHILDREN & OTHER RELATIVES

- a. Spouses, children, other relatives, and visitors of construction workers are not allowed inside the village.

xxiii. NOTICES

- a. Written notices of suspension of work or non-entry of materials or workers will be served to the contractor or architect. All penalties will be deducted from the cash bond after serving proper written notice to the owner.
- b. The OWNER, after completion of his/her intended construction/improvement shall comply with the following provisions:

Release of Construction Bond

The cash construction bond shall be refundable only upon compliance of the following conditions:

- 100% completion of construction works on the lot according to the approved plans submitted to the Site Administration Office including finishing and landscaping work.
- Cleaning of catch basins or drainage, sidewalks, and streets
- Retrieval of Workers ID cards
- Upon issuance of Occupancy Permit from Nasugbu Municipal Office.

c. Final Inspection

A final inspection of the site by the PMO will be scheduled after the submission of the following to the Site Administration Office:

- Request for refund of the construction bond
- Original copy of the Official bond receipt
- Written clearance for neighbors (side and rear)
- Workers ID Cards
- Electrical wirings insulation/megger test result (as per standard)
- Water line pressure test result (100psi)
- Turnover letter from the contractor to the homeowner

If there is no violation committed or left uncorrected, the refund will be prepared, and the owner will be notified of its release schedule.

d. Construction Violation and Non-Compliance

Violations or non-compliance with any of the above rules and regulations, including the TPFVHAI's Deed of Restrictions, may result in any or all of the following:

- Incurrence of penalties as stated
- Forfeiture of the LOT OWNER's construction bond, in whole or in part, which does not mean that the violation may be left uncorrected.
- Demolition at the LOT OWNER's or contractor's expense of the construction/renovation work in violation of restrictions and guidelines.

- Non-entry of materials to the job site
- Non-entry of workers to the construction site
- Other sanctions which may be levied by the PMO

e. TPFVHAI will not be liable to any delays arising from non- compliance of these rules.

xxiv. SITE INSPECTIONS

All ongoing construction works are subject to inspection by authorized personnel of the ASSOCIATION to ascertain compliance with all rules and regulations set forth herein and other rules and regulations promulgated and being implemented by the ASSOCIATION. Compliance with these rules and regulations may be enjoined and/or enforced by Court Action by the ASSOCIATION.

- a. The ASSOCIATION authorizes the PMO through its PM, PE and the SECURITY to conduct inspections of all construction sites.
- b. Inspections will be done by the PMO at least once week while security will conduct a series of inspections, day and night.
- c. Inspections shall be conducted at the discretion of the PMO / SECURITY.
- d. All violations on any provisions and restrictions are subject to fines and penalties set forth within the penalty schedule determined by the ASSOCIATION.
- e. The ASSOCIATION and/or the PMO reserve the right to issue work stoppage order until required corrections and adjustments are complied.

xxv. CONSTRUCTION BONDS AND FEES

A. Homeowner’s Bond s and Fees

Construction Deposit for New Construction (Refundable)	P 500,000.00
Construction Deposit for Improvements (Refundable)	P 200,000.00
Plans Processing Fee	P 8,000.00
Joint Survey Fee	P 9,000.00

B. Contractor’s Bond and Fees

Construction Bond (Refundable)	P 10% of Contract Price
Admin Fee (Construction, Security and Garbage Fee)	P 30,000.00

This Bond shall be subject for replenishment upon assessment period. Refund shall be made upon compliance of the following:

- 1. Submission of Certificate of Completion signed by the Owner
- 2. After inspection of site project, Temfacil (if there is borrowed lot area), surrendered ID’s and All clearance have been issue by administration office.
- 3. Submission of Certificate of Occupancy

C. Bonds/Current contracts shall be re-assessed/reviewed every recurring dates

- April 30th
- August 30th
- December 30th

xxvi. OTHER GUIDELINES

- a. Any other matter related to construction which is not covered by this GUIDELINE may be dealt with on a case-to-case basis including but not limited to nuisances at the sole discretion of the ASSOCIATION and / or the PMO.
- b. Any person who violates this GUIDELINES and all other existing policies, guideline, rules, and regulations set forth by the ASSOCIATION and/or pose an immediate threat or dangerto the VILLAGE and its community shall be escorted outside the village and may permanently be banned and/or reported to the local authorities at the option of the PMO.
- c. The ASSOCIATION reserves the right to periodically review and amend this GUIDELINE including all ANNEXES deemed necessary.

xxvii. FINES AND PENALTIES

- a. The ASSOCIATION shall issue a schedule of fines and penalties and reserves the right to review and amend such fines and penalties as may be deemed necessary at its sole discretion.
- b. It is understood that the penalties and fines herein are in addition and supplemental to the rights and remedies of the ASSOCIATION as other provision of this GUIDELINE
- c. All violations shall be subject to the following schedule of penalties with the starting penalty for the 1st offense and progressively increasing following further offenses. The penalties and fines will be reckoned on an annual basis starting from the date of the first offense.
- d. Owners are ultimately responsible for the violation of their CONTRACTORS, WORKERS, staff/employees, guests, and visitors.
- e. ASSOCIATION reserves the right to deduct all monetary penalties / fines / damages from the bonds posted by the OWNER and/or CONTRACTOR without prior notice.
- f. Owners and contractors shall replenish their bonds to 100 % once it is reduced to 50% of the initial bond posted after PMO's assessment.
- g. The ASSOCIATION reserves the right to put on hold all construction activities in the event of either the OWNER's or CONTRACTOR's failure to replenish their bonds after seven (7) days upon the receipt of notice.

h. SCHEDULE OF PENALTIES

LEVEL	PENALTY / FINE
1	1,000.00
2	5,000.00
3	10,000.00 with 1 week suspension
4	Ph10,000.00 entry ban with Work Stoppage
5	Forfeiture Bond

Table of Violations (See ANNEX C)

BONDS AND FEES: CONSTRUCTION / RENOVATION / IMPROVEMENT / REPAIR

Item	Category	Amount
1. BONDS — per lot basis		
a.	Homeowner deposit for new house	Php 500,000.00
b.	Homeowner deposit for renovation / improvement	Php 200,000.00
c.	Contractor deposit for new houses	Php 10% of contract amount
d.	Contractor deposit for renovation / improvement	Php 60,000.00
e.	Fixed Rate for 2 weeks to 1 month activities	Php 20,000.00
2. FEES — per lot basis		
a.	Admin processing and inspection fee for new house	Php 20,000.00
b.	Admin processing and inspection fee for renovation / improvement	Php 10,000.00
3. OTHER		
a.	Admin processing and inspection fee Extensions (per month basis for a maximum of 3 months for renovations and 6 months for new houses)	Php 10,000.00
b.	Construction fee (per month basis for a maximum of 3 months for renovations and 6 months for new houses)	Php 15,000.00
c.	Fine — per month basis (includes late processing for extension and activities failed to finished within approved timeline)	Php 20,000.00

TERRAZAS IDs

Item	Category	Amount
1. FEES		
a.	Worker's ID (PVC-type)	Php 200.00
b.	Temporary ID (laminated)	Php 100.00
c.	Replacement of Worker's ID	Php 200.00
d.	Replacement of Temporary ID	Php 200.00
e.	Renewal of Worker's ID	Php 200.00
f.	Renewal of Temporary ID	Php 100.00

2. FINES	
a. Lost IDs (submission of certification from employer and policereport or notarized Affidavit of Loss)	Php 500.00
b. Tampered	Php 3,000.00

ANNEX - B
TOLL FEES PER ENTRY

Item	Category	Amount
1. FEES		
a.	4-wheel vehicle	Php 750.00
b.	4-wheeler truck/van	Php 1,000.00
c.	6-wheeler truck/van	Php 1,500.00
d.	8/10-wheeler truck/van	Php 2,000.00
e.	Transit mixer	Php 5,000.00
f.	Trailer w/ 6-wheeler prime mover (20-fty)	Php 7,500.00
g.	Trailer w/ 6-wheeler prime mover (40-fty)	Php 10,000.00
h.	Flat Low Bed	Php 10,000.00

TERRAZAS VEHICLE PASS

Item	Category	Amount
1. FEES		
a.	Vehicle pass	Php 500.00
b.	Extension (maximum of 3 months)	Php 300.00
c.	Replacement of pass	Php 300.00
d.	Renewal of pass	Php 500.00
2. FINE S		
a.	Lost pass (submission of certification from employer and police report or notarized Affidavit of Loss)	Php 1,000.00
b.	Tampered	Php 5,000.00 / ENTRY BAN

ANNEX - C

TABLE OF VOILATION

Nature of Violation	Starting Penalty Level	Remarks I Additional Fines and Penalties
1. CONSTRUCTION		
a. Exceeding number of approved workers on site (per head)	4	3rd offense — work stoppage
b. Improper temporary fencing	3	3rd offense — work stoppage
c. Rendering Overtime without permit	3	1st offense confiscation of ID and 2 weeks entry ban; 2nd offense — confiscation of ID and permanent entry ban of workers; 3rd offense — work stoppage
c. Working without duly acknowledge and approved permit	4	Work stoppage
2. ADMIN		
a. Using of other lots (such as but not limited to: parking, stockpiling, temporary facility)	4	2nd offense — work stoppage
b. Unauthorized use of common area	3	2nd offense work stoppage
c. Damage to property	3	All incidents resulting to damage property shall include the full restoration / replacement. 3rd offense: Work stoppage Permanent entry ban
d. Malicious acts and/or any act with intent to cause damage	4	Permanent entry ban
e. Clogging of water / Drain Utility lines due to stockpiling	4	Work stoppage
3. SECURITY		
a. No ID (worker) per head	4	Escort outside. 2nd offense: ban entry
b. Unauthorized use of ID	3	Escort outside; 2 weeks entry ban 2nd offense: permanent entry ban
c. Tampering of ID	4	Escort outside; Permanent entry ban

d. Trespassing (unauthorized entry, disregarding curfew hours, etc.)	4	Escort outside. For 1 month entry ban
e. Loitering (outside designated construction sites)	2	Escorted outside. 2nd offense: entry ban
f. Loitering (other construction sites)	3	Escort outside; 2 weeks ban to entry; 2nd offense: entry ban
g. Loitering (other houses)	4	Permanent entry ban
h. Improperly display of Vehicle Pass	1	N/A

i. Unauthorized use of Vehicle pass	3	Escort outside; 2 weeks ban to entry; 2nd offense: permanent entry ban both vehicle and driver; 3rd offense: entry ban (contractor)
j. Tampering of Vehicle pass	4	Permanent entry ban — driver; 2nd offense entry ban (vehicle); 3rd offense — entry ban (contractor)
k. Unauthorized stay in workers(per head)	3	2nd offense: 1 month entry ban; 3rd offense: entry ban
l. Possession of firearms or any deadly weapons	4	Confiscation of evidence and entry ban
m. Pilferage/Theft (including attempt)	4	Confiscation of evidence entry ban
n. Pilferage/Theft (including attempt)		Confiscation of evidence, entry ban and work stoppage; 2nd offense: entry ban (contractor)
o. Failure/refusing to submit to security protocol (such as but not limited to refusal to sign violation ticket, refusal to surrender to inspection and all other policies, etc.)	2	N/A
p. Vandalism and Defacement of properties	3	Restitution of involved property; 1 month entry ban; 2nd offense: permanent entry ban
4. CONDUCT AND BEHAVIOR		
a. Arrogance or discourtesy	3	N/A
b. Resisting/evading arrest	3	N/A

c.	Threatening, intimidating, coercing and use of insulting language within sight or hearing including the display of rude manners	4	entry ban for 1 month; 2nd offense: permanent entry ban
d.	Provoking or instigating a fight	4	entry ban for 1 month; 2nd offense: permanent entry ban
e.	Noise disturbance	2	N/A
f.	Gambling	3	1st offense — 2 weeks ban; 2nd offense — permanent entry ban; Confiscation of evidence including items used in the gambling activity
g.	Alcoholic beverages (such as but not limited to attempt to smuggle,	3	1st offense — permanent entry ban
h.	Illegal drugs (such as but not limited to attempt to smuggle, possession, selling and using)	4	Required to undergo drug test and all workers must yield negative results to the expense of owner/contractor and offenses: Ban contractor/ entry ban

i.	Fighting or inflicting bodily harm or injury to other people	4	Permanent entry ban
j.	Falsifying any testimony (verbal/written)	4	Permanent entry ban

5. TRAFFIC

a.	Overloaded shuttle services (per head)	1	N/A
b.	Oil Spill / Mud Stilt / Road stain	3	Cleaning of stained area
c.	Smoke Belching	1	N/A
d.	Over speeding	3	3rd offense: permanent entry ban
e.	Driving without valid license	3	3rd offense: permanent entry ban
f.	Practice driving	4	2nd offense: permanent entry ban
g.	Illegal parking	1 per day	N/A
h.	Defective Vehicle	1	Correction of defects

i.	Reckless driving	3	3rd offense: permanent ban to entry
j.	Dirty / unsightly or dilapidated vehicle	1	Correction of defects
k.	Hitch hiking	1	N/A
l.	Overnight parking	2	N/A
m.	Fake OR/CR/Licensed plate	4	2nd offense: Permanent entry ban both driver and vehicle
n.	Obstruction	1	N/A
o.	No appropriate EWD	1	N/A
p.	Illegal maneuver	4	Permanent entry ban both vehicle and driver
6. SAFETY AND HYGIENE			
a.	Not wearing of proper/appropriate uniform (per head)	1	N/A
b.	Indecent exposure: Bathing (per head)	2	N/A
	Urinating (per head)	2	Cleaning
	Half naked	1	N/A
	Intimate, sexual acts or nudity	4	Permanent entry ban
	Performing immoral or acts of lasciviousness	4	Permanent entry ban
c.	Scattered/stock piling of refuse/debris	3	Compliance; Cleaning
d.	Exposed clothe line	1	N/A
e.	No latrine and violations of the same nature	3	Work stoppage and compliance to Village Standard
f.	Open fire	3	N/A
g.	Littering	1	Cleaning
h.	No/expired fire extinguishers or none	4	Work stoppage and compliance to COSH Standard
i.	Work at heights	3	Compliance to COSH Standard
j.	No / unauthorized PPE (per head)	1	Compliance to COSH Standard
k.	Unsanitary practices (such as but not limited to spitting)	1	Cleaning
l.	Improper disposal of trash (refuse/waste)	3	Compliance to Standard

- A. Without prejudice to TPFVHAI's other rights and remedies, it is agreed that due authorization is given to PMO to deduct charges, fines, etc. against the construction deposit as may be applicable to answer for liabilities as defined herein. Any deduction that PMO may make from the Construction Deposit shall not constitute any waiver of its rights and remedies under this document/agreement.
- B. TPFVHAI reserves the right to periodically review and amend these fines and penalties as deemed necessary and to add or amend these administrative guidelines.

xxviii. AMENDMENTS

Please note that this GUIDELINE may be changed, amended, or revised at any time by resolution of the majority of the BOD.

ACKNOWLEDGMENT

It is hereby acknowledged by the Owner that all the provisions, restrictions, conditions, and regulations stipulated in this guideline, hereby agrees to be bound by and to strictly comply as stipulated in this Construction Guidelines.

CONFORME:

Name of Lot Owner
(Signature over printed name)

Block No. : _____

Lot No. : _____

Date Signed : _____