



Camella Lipa Homeowners' Association, Inc.

HLURB Reg. No. 15447 • TIN No. 420-931-299-000

Brgy. Tibig, Lipa City, Batangas

Website: camellalipahoa.com

Contact No.: 09175785171; Email: hoofficial@camellalipahoa.com

**SUBJECT: CONSTRUCTION GUIDELINES, RULES AND REGULATIONS
REVISION 2021-02
EFFECTIVE: 01 APRIL 2021**

I. GENERAL RULES:

1. Working day is from Monday to Saturday, **7:30 am to 4:30 pm** only. Workers should come earlier for proper inspection of uniform and ID's.
2. Overtime works are allowed from **5:00pm to 10:00pm** only, provided that an *Overtime Permit* is properly secured from the Administration office duly signed by the Engineer-in Charge.
3. Strictly no work on Holidays.
4. No power tools, gen sets, and welding works are allowed during overtime works.
5. All works without necessary permits are to be stopped immediately and workers will be immediately escorted out of the subdivision premises.
6. All improvements should be done only within the property line.
7. Any violation incurred during overtime will cancel the permit.
8. **NO** workers are allowed to roam around inside subdivision.
9. All construction materials coming in will be log by the guards on duty and all construction materials for pull-out of the subdivision premises will need a *Material Gate Pass* duly signed by the Engineer-in Charge.. **NO GATE PASS NO PULL-OUT Policy** should be strictly implemented.
Note: Gate pass signing will be every Tuesday and Thursday Only.
10. **Only contractor, home owner and foreman/ Timekeeper/ Leadman or any authorized representative** are authorized to secure permits during reasonable working hours from the Administration office provided that the request is approved by the Engineer-in Charge..
11. Delivery of Construction Materials is from Monday to Saturday, 8:00am to 5:00pm only unless otherwise with prior written consent from the Engineer-in Charge..
12. **Contractor will be liable to any damage caused by the contractors vehicle, workers, delivery vehicle to any common areas**, including but not limited to adjacent properties, sidewalks, roads, landscaped areas, utilities.
13. Illegal tapping of water and electricity is strictly prohibited.
14. The **Engineer-in Charge., Security Officer and Roving Guards** reserve the right to inspect all construction sites at any time and will not be liable for trespassing.
15. **Temfacil connection should be properly and safely tapped (proper tapping point and with electrical tape).**

II. CONSTRUCTION AREA:

1. Construction site including but not limited to adjacent areas and roads must be maintained clean and free from construction debris after every working day.
2. Contractors must immediately provide a road sweeper to clean mud tracks caused by their own construction vehicle.
3. All excavation works must be provided with all necessary protective structures. Excavated materials must be hauled out of the subdivision if not to be used in the construction site.
4. Wives and children are not allowed at any time in the construction site.
5. Pets and animals are prohibited in the construction site.



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6. Washing of laundry is prohibited in the construction site. Clothesline must not be visible outside.
7. Stockpiling on common areas and others property is strictly prohibited.
8. Stockpile must have a CHB enclosure.
9. Mixing Boards must be used in mixing concrete.
10. Mixing concrete in roads, sidewalks and other common areas is strictly prohibited.
11. All construction sites must have a first aid kit.
12. Burning of garbage or any construction debris inside the subdivision is strictly prohibited.

III. WORKERS:

1. All workers must be in proper dress code for construction, **long sleeve shirt, pants**, (while hard hat and safety shoes are recommended) at all times within subdivision premises. Half-naked clothes, sandos are not allowed in the subdivision premises.
2. **For workers, secure application of worker's ID.**
3. Possession, selling, or using any illegal or intoxicating liquor/substance is strictly prohibited.
4. Horse playing, unnecessary noise, public disturbance, strolling or any form of misconduct is strictly prohibited.
5. **Trespassing to others property is strictly prohibited.**
6. Gambling or any form of betting with money is not allowed.
7. False identity, borrowing or lending of ID is strictly prohibited.
8. Firearms, bladed weapons or any other similar weapons is strictly prohibited inside the subdivision and will be immediately reported to the proper authority.
9. Workers are not allowed to mingle with domestic staff and Homeowners.
10. All workers are subject for inspection during their time in and time out from the subdivision premises. Truck services loaded with workers are also subject on full inspection. ID's, and uniform should be inspected one by one.
11. **Stand by in stores inside subdivision is strictly prohibited.**

IV. CONTRACTORS

1. All contractors are required to register in the subdivision before the construction.

AMOUNT	RANGE OF TOTAL CONSTRUCTION COST FOR ALL UNITS TO BE CONSTRUCT WITH ADDITIONAL P 5000.00 OR EVERY UNIT TO BE ADDED
P 30,000.00	(P 51,000.00 ABOVE)
P 15,000.00	(P 31,000.00 - P 50,000.00)
P 10,000.00	(16,000.00 - P 30,000.00)
P 5,000.00	(P 15,000.00 BELOW)

2. All contractors must pay contractors bond upon registration :
3. Contractors will be liable for any act of their workers inside the subdivision.

V. CONSTRUCTION CHARGES



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1. Construction Bond –This bond will answer for any expenses which may be incurred resulting from the construction plan as approved. That bond will answer for whatever damages incurred on the open spaces and facilities. This shall be paid by the unit owner.

-5 % OF THE CONSTRUCTION COST (LABOR + CONSTRUCTION MATERIALS) + PROCESSING FEE

-OR MINIMUM OF P 5000.00 WHICHEVER IS HIGHER

2. Construction Fee/Processing Fee (500 pesos for interior renovation and 1000 pesos for exterior renovation) – This fee will be for the costs of inspection and other administrative expenses to insure compliance with the pertinent laws, and rules and regulations.

THE FOLLOWING MAY RESULT IF ABOVE GUIDELINES WERE VIOLATED:

- 1) Forfeiture of the entire Builder's construction Bond
- 2) Cancellation of the subject construction permit.
- 3) Endorsement of the noted violation/s to the Building Official of the pertinent local government unit and to the concerned HOA for the appropriate action.
- 4) Filing cases with appropriate government agencies (i.e. HLURB)
- 5) Immediate banning contractors and workers to go inside the subdivision.
- 6) Endorsement to other Camella Subdivision for the violators (contractors and workers)

All guidelines including fines and penalties may be changed even without prior written notice from the Administration Office and it shall be done whenever it deems necessary.

Approved by the Camella Lipa Board of Directors on May 29 2021