



**SUBJECT: CONSTRUCTION GUIDELINES, RULES AND REGULATIONS**  
**(Revision 2023-01; November 2023)**

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In accordance with the provisions of the Deed of Absolute Sale, plans and specification for residential construction, renovation or additions within the subdivision develop by Communities Batangas Inc. The following guidelines shall be supplementary to the provision of the Building Code of the Philippines.

**The following documents must submit to HOA Management office:**

**Submission:** Monday – Friday, 9:00AM to 4:00PM

**Approval:** 1 (one) WEEK APPROVAL (upon completion of requirements)

**Releasing:** Monday – Wednesday Only

- A. Copy of these guidelines duly signed by the Homeowner and Contractor.
- B. **Soft Copy of Deed of Restriction and Guidelines (mainly for the specify major construction work).**
- C. Certificate from HOA Management office as to the membership and update payment dues
- D. Construction permit application with complete requirements and attachments
- E. Barangay Permit
- F. Building Permit (Major construction only)
- G. Bill of materials and Detailed drawing
- H. Picture of the area/property before and after construction
- I. Construction worker's ID
- J. **National Police/NBI Clearance for contractor workers**
- K. Other necessary requirements mentioned in the application **form**

**I. GENERAL RULES:**

- 1. Working day is from **MONDAY to SATURDAY, 8:00-5:00 ONLY**. Workers should come earlier for proper inspection of uniform and ID's **at the entrance**.
- 2. **Overtime** works are allowed from **5:00-9:00PM 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. **Illegal Commencement of Construction** – should there be any construction activity/work commenced or conducted in the Property without the **necessary permits and consent from the HOA**, the HOA shall have the right to:
  - 5.1. stopped immediately and workers will be immediately escorted out by security guard of the subdivision premises
  - 5.2. refuse entry and issuance of Identification card/s ("ID") to construction worker/s of the Homeowner;
  - 5.3. Stop the ingress and egress, through the Security of any delivery of materials at the project's entry points; and/or
  - 5.4. Stop all activities related to construction, repair, alteration and addition to the Property or any portion thereof.
- 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 Engineer In-Charge. **NO GATE PASS NO PULL-OUT POLICY** should be strictly implemented.

**\*\*GATE PASS SIGNING WILL BE EVERY TUESDAY, THURSDAY and SATURDAY ONLY\*\***



## Camella Lipa Homeowners' Association, Inc.

HLURB Reg. No. 15447 • TIN No. 420-931-299-000; Brgy. Tibig, Lipa City Batangas

Official Website: <https://camellalipahoa.com>; Contact No.: +639171364374; Email: [hoaofficial@camellalipahoa.com](mailto:hoaofficial@camellalipahoa.com)

10. Only contractor, Homeowner 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 Engineer In-Charge in advance.
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.

### 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.
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 highly 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** in the office.
3. **Workers must have NO CRIMINAL OR DEFAMATORY RECORD based on the PNP database.**
4. Possession, selling, or using any illegal or intoxicating liquor/substance is strictly prohibited.
5. Horse playing, unnecessary noise, public disturbance, strolling or any form of misconduct is strictly prohibited.
6. **TRESPASSING TO OTHERS PROPERTY IS STRICTLY PROHIBITED.**
7. Gambling or any form of betting with money is not allowed.
8. False identity, borrowing or lending of ID is **strictly prohibited**.
9. Firearms, bladed weapons or any other similar weapons is strictly prohibited inside the subdivision and will be immediately reported to the proper authority.
10. Workers are not allowed to mingle with domestic staff and Homeowners.
11. All workers are subject for inspection during their time in and time out (**Always bring/carry your worker's ID**) inside the subdivision premises. Truck services loaded with workers are also subject on full inspection. **ID's and uniform should be inspected one by one.**



- 12. *STAND BY IN STORES INSIDE SUBDIVISION IS STRICTLY PROHIBITED.*
- 13. The homeowner and/or contractor shall assume full responsibility in the conduct of his workers and hold the office free from any liabilities arising wherefrom.
- 14. Stay in worker is allowed only for maximum of 2 persons with written request and approval of the HOA.

IV. CONTRACTORS:

- 1. All contractors are required to register and comply with necessary requirements in the subdivision before the construction.

The **CONTRACTOR SECURITY BOND of ₱30,000.00** is refundable only if all projects within the subdivision are completed without any violations. **This shall be paid/refund by the Contractor only.**

AMOUNT	RANGE OF TOTAL CONSTRUCTION COSTS FOR ALL UNITS TO BE CONSTRUCT WITH ADDITIONAL ₱5,000.00 OR WHICHEVER IS HIGHER TO BE ADDED PER UNIT AS STATED BELOW;
₱30,000.00	₱501,000.00 – ABOVE
₱25,000.00	₱401,000.00 – ₱500,000.00
₱20,000.00	₱301,000.00 - ₱400,000.00
₱15,000.00	₱201,000.00 - ₱300,000.00
₱10,000.00	₱101,000.00 - ₱200,000.00
₱5,000.00	₱100,000.00 – 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:

- 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 COSTS (LABOR+CONSTRUCTION MATERIALS) OR MINIMUM OF ₱5,000.00 (based on minimum construction cost of **₱100,000.00**) WHICHEVER IS HIGHER.
- 2. **CONSTRUCTION FEE/PROCESSING FEE** – This fee will be for the cost of inspection and other administrative expenses to ensure compliance with the pertinent laws and rules and regulations.  

- Processing fee of **₱1,000.00** for minor/major **REPAIR** that take **not more the seven (7) days** with a construction cost of **₱30,000 to ₱60,000 only (EXTERIOR or INTERIOR)**
- 3. An **INSPECTION FEE of ₱500.00** for **MINOR/MAJOR REPAIR** that take **not more the five (5) days with a construction cost of not more than ₱30,000**, if its more than a week this will need to get permit and comply the construction and contractor bond.

VI. CONSTRUCTION PERIOD AND UTILITIES

- 1. Construction plans and specifications approved by the associations shall be **valid** for the period of **3 – 6 months** from the date of approval. If any reason, construction activities did not start within the said period and there are changes, the owner shall be duly notified thereof, and shall give reasonable time within to comply therewith. Should the owner fail to comply therewith, the previous approval is **deemed automatically revoked** and **no construction** activities shall proceed.



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2. Any changes or revision of the plan during construction period can approach the CLHOAI office to avoid having a violation.
3. Completion of construction activities within **3 - 6 months** from the approval of permit. When the construction is not completed you have to go to the office to get a renewal permit to construct.
4. All plumbing systems, equipment's and installations shall conform to the provisions of the National Plumbing Code.
5. All electrical systems, equipment's and installations shall conform to the provisions of the National Electrical Code.

## VII. STANDARD SPECIFICATION AND RESTRICTIONS

1. Materials to be used from construction activities must be of strong material. Exterior wall should be at least made of **5-inch** concrete hollow blocks.
2. Proposed house design should **NOT DEVIATE** from **original Architectural character of the House Model** and subdivision. **No alteration of the House Model façade shall be conducted.**
3. Sidewalks and with planting strip are part of the road; the respective owner may improve the sidewalk including the portion covered by the driveway at their own expense. This notwithstanding, the CLHOAI or CBI representatives shall have access thereto for the purpose of repairing and maintaining the water drainage, water pipeline and other utilities and facilities.
4. The height of the structure to be constructed should conform to the standard or type of housing unit in the subdivision. Thus, residents of townhomes subdivisions are neither allowed to construct a single detached nor permitted to have additional story; likewise, owner in subdivision comprising of single storey units are not allowed to erect a town homes type, a two storey or house with mezzanine.
5. The **color of the structure** to be constructed should **match the original paint color schemes** used on the housing units. The use of another kind of finishes which are not able to paint and that will be deviate from the existing color harmony is **strictly prohibited**. Violation of these restrictions entitles, to ask the Homeowner to repaint the structures or remove other finishes from the structures at the sole expense of the owner.
6. The maximum height of the fence fronting the street is 1.5 meters, while the rear and side portions should not exceed 2.0 meters. All measured above the finished grade of the lot fronting the street.
7. The minimum setbacks which will be measured from the property line to closest exterior wall of the enclosed are: Front – 3.00 meters, Rear – 2.00 meters, Left – 2.00 meters and right – 2.00 meters. A corner lot fronting minor/major road should follow the standards of front setbacks. The roof fascia should have a minimum distance of 0.75 meters from the property lines. Any homeowner who owns two or more lots should follow the “ONE LOT ONE PLAN” policy.
8. No opening of firewall is allowed. **Glass blocks and louvers** are not allowed at the firewall.
9. Roofs and gutters should be within the property line. There should be inside gutter along the firewall if needed.
10. The as built wall, Column canopy roofing does not excess on the property line and you can do any design to your house like glass stainless, brick or other architectural materials as long as you're not exceeding with your property line.
11. Using neighborhood property such as lot, firewall, wall, column, post, roofing and flashing any part of their property without asking permission is **strictly prohibited.** (Written permission is required from neighbor or lot owner)
12. **Strictly follow what is written in the Deed of Restrictions and Guidelines to avoid violations and being fined.**



**VIII. ABUTMENTS**

- 1. Firewall shall be allowed provided it is constructed with the following specification;
  - The material to be use for the construction of firewall should be structurally sound;
  - **6-inch** hollow blocks with a **2-hour** fire resistive rating;
  - The whole surface should have no opening for light or ventilation; and
  - The firewall should be **extended** continuously by **0.30 meters** above the roofline.
- 2. **Only carports maybe allowed abutting on the lot boundary fronting the streets.**
- 3. Abutment are allowed only on two sides (left and right) of the lot boundaries adjoining other properties.
- 4. For corner lot, no abutments are allowed fronting the streets except that of the carport.

**IX. TERMS AND CONDITION**

- 1. The homeowner and/or contractor manifestly allows the CLHOAI, its personnel, Engineer or its assignees to inspect and check purchases receipts of construction materials being delivered at the site as well as to inspect and check on going construction activities.
- 2. Approved plans and specification shall not be changed, modified or altered without prior written approval from the office and the construction activities shall be done strictly in accordance therewith.

**X. CONSTRUCTION BOND REFUND**

- 1. Apply for inspection (Fill up the form **and must be signed by Unit Owner or Authorized Representative**)
- 2. Actual inspection of HOA Engineer or representative (3 days)
- 3. Attached the original receipt, current picture and approved plan/**colored perspective image.**
- 4. Preparation of Check for refund (7 – 14 working days)
- 5. If with SPA (Special Power of Attorney) or Authorization please attached the SPA or authorization to rename and to refund signed by the registered homeowner member plus valid ID of registered homeowner member and representative.

**XI. FINES AND PENALTIES**

**The CLHOAI shall have the right to impose fines and penalties for such breach or violation and deduct the same from the Construction/Contractor Bond posted/paid/deposited by the Homeowner. In case the Construction/Contractor Bond is insufficient to cover the damages and penalties imposed against the Homeowner, the Homeowner shall pay the deficiency within thirty (30) days from receipt of notice violation (NOV) or Violation ticket.**

**THE FOLLOWING MAY RESULT OF THE ABOVE GUIDELINES WERE VIOLATED:**

- 1) Forfeiture of the entire Builder’s construction bond and **to be declared not good standing.**
- 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. DSHUD).
- 5) **Forfeiture of the entire Builder’s Contractor bond and** immediate banning of contractors and workers to go inside the subdivision.
- 6) Endorsement to other Camella Subdivision for the violators (Contractor and Workers).

<u>VIOLATION FINES</u>	<u>Unit Owner</u>	<u>Contractor</u>
<b>1<sup>st</sup> Offense:</b> <b>*Immediate stoppage of construction and revocation of existing permit.</b> <b>* Secure rectification permit and settle the violation fees/fines</b>		
<b>FOR GENERAL RULES</b>	₱3,000.00	₱3,000.00
<b>FOR CONSTRUCTION AREA</b>	₱5,000.00	₱5,000.00



FOR WORKERS	₱3,000.00	₱3,000.00
STANDARD SPECIFICATION AND RESTRICTIONS MINOR <i>DOR &amp; Deed of Guidelines</i>	₱7,000.00	₱7,000.00
STANDARD SPECIFICATION AND RESTRICTIONS MAJOR <i>(DOR &amp; Deed of Guidelines)</i>	₱10,000.00	₱10,000.00
LAST/FINAL OFFENSE	FORFEITED CONSTRUCTION BOND. NO OTHER CONSTRUCTION WILL BE PERMITTED UNLESS THE CURRENT VIOLATION IS RECTIFIED	FORFEITED CONTRACTOR BOND AND BANNING

**CONFORME**

I hereby confirm that I have read the Construction Guidelines. I fully understand my responsibility and will abide the Rules and Regulations stated herewith.

*(Signature over printed name of Contractor)*

*(Signature over printed name of Homeowner)*

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

*Approved by the Camella Lipa Board of Directors on November 4, 2023*