

REMMANVILLE HOMEOWNERS ASSOCIATION, INC.

Remmanville Executive Village, Annex 30, Better Living Subdivision, Barangay Don Bosco, Parañaque City

A RESOLUTION AMMENDING AND UPDATING THE POLICIES, REGULATIONS AND GUIDELINES GOVERNING THE CONSTRUCTION OF RESIDENCES AND OTHER STRUCTURES INSIDE REMMANVILLE EXECUTIVE VILLAGE AND/OR WITHIN SUCH AREA UNDER THE JURISDICTION OF THE REMMANVILLE HOMEOWNER'S ASSOCIATION INC. 2017

**BOARD RESOLUTION NO. BR-RHAI-17/19-159
(Confirming BOARD RESOLUTION NO. BR-RHAI-17/19-120)**

WHEREAS, Paragraph f.) Sec. 8 of the Amended By-Laws of the Remmanville Homeowners Association Inc. states that, among others duties and responsibilities of the Board of Directors, the Board is empowered to "Formulate board resolutions, policies and rules as well as exercise such other powers as may be necessary and proper for the accomplishment of the purpose for which the Association was organized. XXX"

WHEREAS, Paragraph j.) Sec.10, Chapter III of Republic Act 9904 (Magna Carta for Homeowners and Homeowners Associations) which states as among the "Rights and Powers of the Association," that the Association can "Cause compliance with regard to height regulations, easements, use of homes, buildings, edifices, or structures that may be built within the subdivision, in accordance with the National Building Code, zoning laws and existing deeds of restriction; XXX"

WHEREAS, there was an existing comprehensive set of policies and guidelines formulated, drafted and approved by the Association under Board Resolution No. BR-RHAI-17/19-023 approved on 22 July 2017 that can regulate construction activities and construction workers considering that any construction activity will not only have a direct implication on the quality of the living conditions of the subdivision but will also have an impact on the peace, tranquility and security of the community and its constituents;

WHEREAS, during the 04 and 13 January 2020 Special Board Meetings, it was the consensus of the Board there is now a need for the amendment of rules and adjustment of Fees, Bonds and Payments due for the Construction whether a new construction or old repair and renovation to be imposed on the applicant/homeowner together with its contractor in order to adhere to the rules and regulation proposed thereto;

NOW THEREFORE, by the motion of Director Carlos B. Dychangco, Chairman of the Building & Construction Committee, duly seconded, the RHAI Board during the aforementioned Special Board Meetings and with a majority of the members/directors present and in attendance, RESOLVES, as it hereby resolves, that the following policies and guidelines shall henceforth regulate construction work activities and construction workers within Remmanville Executive Village.

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I. **Prior to the start of any construction work, the homeowner/contractor must first comply with the following requirements:**

- 1.) Submit the Preliminary Plans (Architectural) or 1 Set of Blueprint documents for evaluation and approval of the building plans from the Association through the RHAI Building & Construction Committee.

Submit one set of preliminary architectural drawings: site plan, floor plans, roof plan, four elevation and building sections;

- 2.) After the approval of the said committee, applicant (homeowner/contractor) must pay the following Schedule of Fees:

Upon approval of the preliminary drawings, submit 6 sets of drawings (sets of drawing to be submitted to Barangay & City Building Officials) consist of Architectural, Structural, Electrical & Plumbing layout duly signed & stamped by the license Architect, Structural Engineer, Electrical Engineer and Sanitary Engineer. (one set to be retained by the RHAI committee).

Submit a copy of the TCT showing the name of the applicant (future homeowner). If the applicant is not the owner of the lot, notarized letter or SPA from the lot owner authorizing him to build in his property. And the ORIGINAL lot owner must communicate with the Homeowners Association Office with Official Letter of Communication notifying the Office of his/her conformity of the construction on his/her private lot.

Submit Geodetic Survey Plan of the LOT with signature of a licensed Surveyor. The LOT must be surveyed and concrete boundary markers (mojon) location is verified;

Submit Latest Tax Declaration of the Property and copy of the TCT.

Prior to signature & stamp of approval by the Committee, applicant (homeowner/contractor) must pay the following scheduled fees:

- A. **Construction Bond** (Cash or Cheque payable to REMMANVILLE HOMEOWNERS ASSOCIATION INC.) **Refundable** upon clearance from RHAI.

- a.) Minor Renovation & Repair of Existing Structure = P 10,000.00
(maintaining same look and size such as repairing, refurbishing, etc.)
- b.) Major Renovation & Alteration of Existing Structure = P 20,000.00
(change of look and size such as alteration, addition, conversion, etc)
(if alteration of existing building, a revised plan must be submitted to verify of any violation from the building regulations)
- c.) NEW Construction = P 50,000.00
(breakdown) Construction Bond = P40,000.00 (from the owner)
Contractor's Bond = P10,000.00 (from the Builder)
P50,000.00
- d.) Construction Bond for Commercial/Establishment will be determined by the Board of Directors depending of its commercial activities.

B. **Miscellaneous Fees** (Cash or Cheque payable to REMMANVILLE HOMEOWNERS ASSOCIATION INC.) **Non-refundable.**

a.) RHA Joining Fee (for New Homeowner/per Location)	P 7,500.00
b.) One Year Advance Association Dues (@P400.00/month x 12)(subject to increase)	P 4,800.00
c.) Processing Fee	P 1,400.00
d.) Infrastructure Development Contribution (for New Homeowner/per Location)	P 7,500.00
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	P21,200.00

e.) Miscellaneous Fees for Commercial/Establishment will be determined by the Board of Directors depending on its commercial activities.

FEES FOR RENOVATION:

Non- Refundable Fees for Renovation.

- a.) Minor Renovation & Repair of Existing Structure = P5,000.00
(maintaining same look and size such as repairing, refurbishing, etc.)

- b.) Major Renovation & Alteration of Existing Structure = P10,000.00
Change of look and size such as alteration, addition, conversion, etc)

DEMOLITION OF EXISTING STRUCTURE and its FEES:

- 1.) Major or Minor demolition, requires to secure permit from HOA and LGUs as required by law.
- 2.) Demolition Fees will be assess as follow;
 - a.) Major / Total Demolition = P20,000.00
 - b.) Minor Demolition (not original structure, but only for interiors will be assess of = P5,000.00

Work Extension FEES for Renovation.

- a.) Minor Renovation & Repair of Existing Structure = P2,000.00
(maintaining same look and size such as repairing, refurbishing, etc.)

- b.) Major Renovation & Alteration of Existing Structure = P4,000.00
Change of look and size such as alteration, addition, conversion, etc)

(if alteration of existing building, a copy of the original approved plan with indication of planned renovation must be submitted to verify if any violation from the building regulations)

Work Extension FEES for New Construction.

- a.) Every extension of not more than two months = P10,000.00

FEES & OBLIGATION of Homeowner/contractor when adding or replacing a worker.

- a.) Must inform Association Office of any Additional, New, Replacement of workers.
- b.) Must secure RHAID IDs (with fees)
- c.) Must SURRENDER IDs of workers of NO Longer reporting for works. Failure to comply will be subject to penalty of P1,000.00 per workers IDs.

RESTRICTION and PROHIBITED ACTS:

- a.) Homeowner/Contractors cannot proceed or commence work construction without compliance of the following;
 - 1.) RHAID Approved Construction Permit
 - 2.) Fully Settled all necessary FEES with RHAID
 - 3.) Must have approved Locational Clearance
 - 4.) Must have approved Building Permit from the Office of the Building Official
 - 5.) Must have approved Barangay Clearance *(must be ahead of item No. 3)
- b.) Upon compliance of the above construction requirements. RHAID Association Office will demand submission of requirements of all construction workers.
- c.) Once Construction Workers requirements are completed. The RHAID will issue SECURITY CLEARANCE for the workers to enter the main gate.
- d.) Delivery of Construction Materials will be from 7am to 6pm only. Violators will be fine of P5,000.00
- e.) It is STRICTLY prohibited to mixed cements on the road. Violators will be fine of P3,000.00

ALLOWED ENTRY OF CONSTRUCTION MATERIALS & CLEARANCE TO COMMENCE WORK.

- a.) After compliance of ALL Fees, Permits & Requirements. RHAI Association Office will issue clearance to the Security Gate to allow ENTRY of Construction Materials.
- b.) After compliance of all FEES and submission of ALL approved PERMITS. RHAI Association Office will issue "Clearance to Commence Work" – CCW, after submitting the approved building set of drawings by the Office of the Building Official or compare the comments if any to the preliminary submitted drawing, to check any comments by the said office.)

Notes:

- 1. For Single Attached and Single Detached Residential Building, it is considered One (1) unit; 2 Building in one (1) lot will be considered 2nd unit and therefore all the above Miscellaneous Fees and bond/s shall apply and will be assess per unit.
- 2. For conversion to Duplexes, two (2) Units shall also be applied and therefore all the above Bonds and Miscellaneous fees shall apply and will be assess per unit.
- 3. The only case wherein the Miscellaneous Fees may be waived is when the occupant is an existing Homeowner. BUT in the case of conversion from Single Detached to DUPLEX the corresponding Fees will be applied. Should there be a new Homeowner to occupy the Building then the Other Miscellaneous Fees shall be imposed.

Payment is made through the designated officer/representative of the Association. Refundable Bond shall be subject to deduction/s of penalties and violations set forth in the Rules and Regulations of the National Building Codes and Local Ordinance of Parañaque City.

The Construction Bond and construction Permit shall be valid for 2 years upon issuance. Beyond 2 years of unfinished or finished construction, it shall be forfeited and be deemed donated to the RHA. Otherwise, a penalty of P5,000.00 shall be assessed for every 2 months of extension. A written request for extension is required in able not to forfeit the said Bond.

- 3.) Applicant must thereafter secure a Construction Clearance from the Barangay and the Office of the Building Officials of the City of Parañaque for the Building Permit; And the approved set of drawing with stamp must be presented to the Board for any comments and for comparison to the initial submitted drawings.
- 4.) After securing the necessary construction permit, applicant must submit a copy of the same to the RHAI Building & Construction Committee which will issue a final clearance for the approval signature of the Association President.
- 5.) Special attention should be given to the provisions of the National Building Code particularly the following:

- A. Remmanville Subd., is an R1 Residential Zone and therefore, Multiple Family Dwelling Units is NOT allowed nor commercial activity within the property. It should be RESIDENTIAL USE ONLY; Home-Office/s may be permitted upon presentation of Locational Clearance from the City Planning Office of Parañaque, Barangay Clearance and the RHA President.
- B. Setback requirements should be observed:
 - a. Front – 3.0mts from Property Line
 - b. Side – 2.0mts from Property Line
 - c. Rear – 2.0mts from Property Lines
 - d. Firewall is allowed provided that NO opening shall be place and shall have a written consent of the adjacent lot owner;
 - e. RROW (Road Right of Way) is not included in the lot ownership and Landscaping shall be allowed half of the sidewalk only towards the front lot line. The remaining sidewalk shall be cemented or paved for sidewalk purposed up to the street curb.
- C. Building height should not exceed 9.0mts and limited to 2 storey only. Penthouse or Deck floor is allowed provided that it is within the height limit; Roof Eaves should have a minimum of 750mm from the property lines on 2 sides and rear. Front property line should have a clear roof eaves of 1500mm.
- D. There should be at least ONE (1) Parking Space (Garage or Driveway) within the property. Parking along the street is discouraged.

Delivery of materials and entry of construction workers will not be allowed if the above conditions have not been complied with.

Penalty for non-compliance is P10,000.00 per violation of the Building Code.

II. Immediately before the start of actual construction, the contractor must strictly comply with the following:

- a.) Registration of each and every construction worker with the RHAI Peace & Order Committee. Applicants must register in person. A “Construction Worker’s” ID will be issued to every registered worker with a fee pf P150.00 to cover processing and lamination cost. Only those registered or those who can present their respective “RHAI Construction Worker’s” ID will be allowed entry into and movement within the subdivision. Non-compliance of the ID System may cause a penalty of P100.00 per personnel caught within the subdivision.

The following are the requirements for registration and applying for the said ID:

- 1. A written list of the construction workers and a request from the homeowner and contractor for registration and issuance of individual “Construction Worker’s ID for each worker on the list;

2. A police and Barangay clearance for each and every worker on the list;
 3. Two (2) latest colored photos of each worker on the list.
- b.) Contractor must install a temporary perimeter wall around the construction site. The “wall” must be no less than two (2) meters high and made of material that is thick enough so that any activity inside the site’s premises are not visible from the outside. Penalty for non-compliance is subject to P2,000.00 per violation.
Provide a readable signage stating the “Building Permit No.” and name of contractor.
- c.) Contractor must provide for sufficient and appropriate waste disposal that will ensure that sanitation and the quality of the air are maintained at all times during the construction without any foul smell and free from neighbors’ complaint. The temporary toilet should not be adjacent to nearby homeowner property particularly at their Dining Area. Penalty for non-compliance is P2,000.00 per violation.
- d.) A temporary barracks must be constructed to accommodate the maximum number of workers. Maximum number of workers allowed to stay overnight shall be six (6) workers only. Any side of the barrack must not use or be attached to an existing perimeter wall of an adjacent residential property particularly a house with occupants. Construction to exceed on certain activity of the construction may be allowed provided that there is a special permit is requested duly approved by the Construction and Security Committees. Allowed Construction hour will be from 7:00am to 6:00pm ONLY. NO Construction work on Sunday, unless special permit/clearance from neighbors (left, right, front & back) is acquired for final approval of HOA Office. Penalty for non-compliance is P3,000.00 per violation.

III. During the actual construction or when construction is on-going, contractor will be responsible and accountable for strict compliance with following conditions/guidelines:

- a.) A homeowner/contractor who wishes to use an empty lot as staging area/storage area for materials will be responsible and accountable in securing a written authority/clearance from the owner of the said property. Penalty for non-compliance is P2,000.00 per violation.

Any legal, moral and/or financial action/damages that the lot owner may file against the contractor’s use of the said property shall be the sole and exclusive liability of the homeowner/contractor.

- b.) There is an existing Association policy about a curfew for construction workers. Construction workers must remain in their barracks and are not allowed to loiter along any street of the subdivision between the hour of 10:00pm to 6:00am. In case of emergency the Security on Duty must be alarmed and workers will be escorted out of the subdivision if needed.

Any construction workers that leave/exit the subdivision after 10:00pm will only be allowed to enter the subdivision after 6:00am the following day.

Penalty for non-compliance is P500.00 per violation.

Drinking of hard liquor anywhere at the site or particularly outside the construction area is strictly prohibited. Anybody caught violating this policy will be apprehended on-site and escorted out of the subdivision and will be banned from entering the subdivision permanently. Penalty for this violation is P1,500.00 per person or worker.

- c.) As mainly transient visitors of the community/subdivision, these construction workers are expected to maintain the peace, tranquility and respect the privacy of the residents. As such, they should refrain from doing the following;
1. Engaging on any sing-along/karaoke activity or turning the volume of a radio set that would disturb the residents particularly the nearby houses;
 2. Washing/bathing and/or relieving themselves in full view of the public;
 3. Moving around the streets of the subdivision improperly dressed i.e. without wearing ang shirt (or topless), just wearing sandos and skimpy shorts. THEY MUST WEAR THEIR RHAI "CONSTRUCTION WORKER'S ID EVERYTIME THE LEAVE THE PREMISES OF THE CONSTRUCTION SITE WITH THE DESIGNATED CONSTRUCTION SHIRT. Penalty for non-compliance is P200.00 per violation.
 4. Entering any residential area (i.e. premises and houses) even with the invitation of a household help. A violation of this policy will mean automatic expulsion from the subdivision and person concern will be banned from entering permanently and the ID will be confiscated. Penalty for non-compliance is P500.00 per violation.
 5. Throwing and/or disposing of construction materials i.e. sand, un-used cement mix, cement bags, etc. and human waste into the drainage system of the subdivision. IT IS THEREFORE PROHIBITED TO MIX SAND AND CEMENT ON THE STREET AT ANY STAGE OF THE CONSTRUCTION. Penalty for non-compliance is P3,000.00 per violation.
- d.) All deliveries of whatever kind of materials to the construction site and/or entry of vehicles related to the construction i.e. to haul construction debris or equipment are subject to the Association's Toll Fee Policy. The existing toll feed rates (which are subject to regular review by the Association) vary depending on the class of the delivery truck/van, as follow:

Four (4) wheeler	P 300.00
Six (6) wheeler	P 500.00
Ten (10) wheeler & above	P1,000.00

NO DELIVERY VEHICLES WILL BE PERMITTED TO ENTER THE SUBDIVISION PREMISES WITHOUT SECURING THIS CONSTRUCTION PERMIT

Contractor will be required to pay a lump sum toll fee fund of P5,000.00 upon application for a building permit from the Association. This will form the initial running fund from which, the toll fees will be deducted. This amount must be

replenished by the homeowner/contractor once the said funds reached a minimum level of P2,000.00. Under this arrangement, the guard-on-duty will keep a log of all deliveries to the construction site on a daily basis. At the end of each month, a report will be prepared by the security force and verified by Committee of Peace & Order. Said report will be submitted to the contractor (checked against delivery receipts) for confirmation before submission to the RHAJ Treasurer who will then make the corresponding entry/adjustment to the Funds purposely arrange for the toll fee payments of the homeowner/ Contractor concerned.

The contractor shall be liable for any damage incurred on any infrastructure of the subdivision/residential properties for whatever reason cause by/ attributed to deliveries or entry of vehicles/equipment related to the construction.

IV. Upon completion of the construction work, the contractor will be allowed by the Association to bring out any equipment from the subdivision, provided;

1. All "Construction Worker's" IDs have been surrendered back to the RHAJ Peace & Order Committee and clearance by the committee is given; (Lost ID shall be charge with P1,000.00 per ID). This policy applies to ALL construction works with workers for Minor Renovation, Major Renovation and New Construction.

During the duration of construction, any workers terminated/or removed, it is the duty of the Contractor to recall the ID and surrender to the Association. Otherwise corresponding penalties is applied.

2. Construction vicinity site/area, as well as, any empty lot/property (that were used by the contractor/construction crew shall be restored to their original state and cleared of debris) are personally inspected by the RHAJ Building & Construction Committee who will give the 2nd level of clearance (committee will also determine if damage on any subdivision infrastructure i.e. street, drainage, etc. to be charged against the construction bond posted by the homeowner/contractor.
3. Clearance is approved by the RHAJ President.
4. Homeowner and contractor will both sign the "Waiver of Release" to be issued by the RHAJ. This is the time when the Contractor's Bond is release upon deducting all necessary penalties and violation, if any.
5. Release of the Construction Bond shall be upon presentation and submission of the following:
 - a.) Certificate of Occupancy
 - b.) As-built Plans of the project with pictures, and
 - c.) Affidavit of No-Violation and Deviation from the Approved Plan.

WHEREAS, the aforementioned resolution was originally contained in **Board Resolution No. BR-RHAI-17/19-120** dated 13 January 2020 but was not signed off by the Board of Directors due the COVID-19 Pandemic situation.

NOW THEREFORE, as recommended by the President, Mr. Edwin Concepcion, the Board approved hereto, this **Board Resolution No. BR-RHAI-17/19-159 (confirming Board Resolution No. No. BR-RHAI-17/19-120)** on this 22nd day of March 2022 at Remmanville Executive Village, Annex 30, Better Living Subdivision, Barangay Don Bosco, Paranaque City, by:

RHAI Board 2017-2019-2022:



EDWIN CONCEPCION
President

(on leave)
DINESH BALI
Vice President



SEVERINO PE BENITO
Board Secretary



ANANIAS ODANGO
Treasurer



DANTE PONIO
Internal Auditor

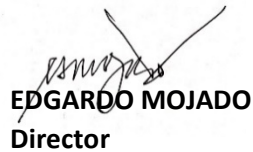
(on leave)
RAY CASTRO
Director

(orig. signed)
RENE ACEBUCHE
Director



LIZA DELIMA
Director

(orig. signed)
NELSON CLEMENTE
Director



EDGARDO MOJADO
Director