



*Alabang Hills Village*

**CONSTRUCTION RULES  
AND REGULATIONS  
2026**

**VERSION 04302026**

**ALABANG HILLS VILLAGE ASSOCIATION, INC.**

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## Definition of Terms

- For purposes of these Construction Rules and Regulations, (i) capitalized terms not otherwise defined in the respective parts or annexes of the Construction Rules and Regulations shall have the meanings set forth below, and (ii) the principles of construction set forth below shall apply.
- The following terms shall have the following meanings when used in the Construction Rules and Regulations or any part thereof except as they may otherwise be defined in such Part:

“AHVA”	The Alabang Hills Village Association, Inc.
“AHVA Board”	The Board of Directors of AHVA
“AHVA Construction Guidelines”	These Construction Rules and Regulations of 2026 by the AHVA
“Board”	The Board of Directors of AHVA
“construction guidelines”,	These Construction Rules and Regulations of 2026 by the AHVA
“Design Guidelines”	These Construction Rules and Regulations of 2026 by the AHVA
“ID”	Identification, or Identification card
“IDs”	Identification cards
“guidelines” or “Guidelines”	These Construction Rules and Regulations of 2026 by the AHVA
“lb.”	Pound
“PHP” or “Php”	Philippine Peso or Pesos
“Table of Bonds, Fees, and Charges”	These are the bond or bonds, fee or fees, or charge or charges under VIII. Bonds and Fees

	or under X. AHVA Applicable Fees, Penalties and Fines
“Table of Fines and Penalties”	These are the acts and omissions that are listed or described in and penalized under IX. Violations and Penalties and X. AHVA Applicable Fees, Penalties and Fines
“Village” or “village”	The Alabang Hills Village or AHVA

3. Defined terms and words importing the singular include the plural and vice versa, and words importing a gender include every gender.
4. All construction terms not specifically defined in the Construction Rules and Regulations or the specific parts thereto shall be construed in accordance with the National Building Code.
5. Unless otherwise specified, references to any statute, decree or regulation shall be construed as a reference to such statute, decree or regulation as replaced, amended, modified, re-enacted or extended from time to time, and references to any document, agreement, schedule, exhibits, annexes and attachments shall be deemed to include references to such document, agreement, schedule, exhibits, annexes and attachments as amended, varied, supplemented or replaced from time to time.
6. References to any person or persons shall be construed as a reference to any permitted successors or assigns of such person or persons.
7. References herein to an “annex” or “annexes”, “attachment” or “attachments”, “diagram” or “diagrams”, “exhibit” or “exhibits”, “figure” or “figures”, “part” or “parts”, “sections”, “schedules” are to be construed as references to the annex, attachment, diagram, exhibit, figure, part, section, or schedule of these Construction Rules and Regulations unless the context requires otherwise. The annexes attached to these Construction Rules and Regulations shall form integral parts hereof.
8. The headings of the several sections and subsections of these Construction Rules and Regulations are intended for convenience only and shall not in any way affect the meaning or construction of any provision herein or therein.

# FOREWORD

In accordance with city and national government requirements, as well as the rules of the Alabang Hills Village Association, Inc. (AHVA) and the agreement contained in the sale of lots in the village, the construction or repair of houses and auxiliary structures is permitted only after the approval of the plans is secured from the AHVA. The following rules, regulations, and/or guidelines are provided for the benefit of all parties concerned.

The sale or transfer of lots or houses shall be declared and transferred to the new owner in writing. A notarized endorsement letter from the previous owner to the new owner shall be submitted to the association by the new owner for proper documentation.

The owner of the lot, or his/her/its successor in interest, is required to be and is automatically made a member of the AHVA. All members are required to comply with these rules established by the association to ensure sanitation, security, aesthetics, and the general welfare of the community. The association is authorized to make assessments to cover its expenses, which will constitute a lien on the property, junior only to government tax liens and voluntary mortgages made in good faith for sufficient consideration.

## I. GENERAL CONDITIONS

### 1. AHVA ACCOUNTS

- a. The owner, property and all AHVA accounts must be in good standing and no arrears before any construction permit can be issued or granted.
- b. The AHVA accounts must remain current/updated during the entire period of construction; otherwise, the construction work will be stopped anytime.

### 2. AHVA EXISTING CONSTRUCTION VIOLATIONS

- a. The owner must not have any outstanding violations from previous construction or renovation work.
- b. If violations do exist, the village may issue a rectification permit to address them.
- c. In any purchase of properties in the village, it is the responsibility of the buyer to check and verify violations and village arrears. The new owner assumes responsibility for the violations and arrears.
- d. AHVA shall, whenever possible, inform the buyer of any existing residence about construction violations, if any before the sale is consummated. It is, however, understood that the rule of *caveat emptor* shall be followed, and buyers cannot claim ignorance of said violations to avoid corrections after they take possession.

### **3. PROPERTY BOUNDARIES.**

- a. Before any new construction and/or fence is constructed, a re-location survey must be done and its corresponding plan, signed and sealed by the geodetic surveyor, must be submitted to AHVA.
- b. Property encroachments (if any) shall be reported to AHVA accompanied by a lot plan signed and sealed by a geodetic surveyor.

### **4. USE OF LOT**

- a. Individual lots shall not be subdivided. However, two or more lots may be considered for consolidation into one. Three or more lots may be consolidated and then subdivided into a lesser number of lots, if none of the resulting lots are smaller in area than the smallest lot before consolidation.
- b. Only one (1) single detached residential house shall be constructed on a single lot or on consolidated lots.
- c. No apartment-type, town-house-type, or multiple-occupancy structures shall be allowed, even on multiple lots. Each lot, including consolidated properties, shall have only one (1) address and house number/letter/designation.
- d. No house is allowed to display multiple addresses.
- e. A consolidated lot refers to two or more lots that have been combined into a single property. Consolidated lots may only be reverted to its original individual lots only if the structures constructed will follow the existing setback and easement rules indicated in these construction guidelines.
- f. Lots shall be used exclusively for residential use. These residences cannot be used for commercial or business purposes, such as schools, dormitories, warehouses, storage facilities, workshops, repair shops, clinics, treatment centers, commercial parking lots, or other similar purposes.
- g. Construction commercial or advertising signs are not allowed on the lots. However, "For Sale" or "For Lease" signs of the property are permitted, provided they do not exceed 90cm x 120cm.
- h. Name plates and professional signs of the occupants are not permitted.

### **5. UTILITIES**

- a. The registered owner/resident shall apply for a water connection at the AHVA office.
- b. Booster pumps connecting the AHVA water pipeline to the residence are strictly prohibited.
- c. AHVA reserves the right to check, calibrate and replace the water meter.
- d. Tampered water meters will be subject to disconnection, and AHVA may impose a penalty on the owner/resident who tampered with the meter, which penalty shall be in addition to supplementary bills for water based on historical average normal water reading.

- e. Faulty meters should be reported by the owner/resident to the AHVA administration office for proper action.
- f. Water meters shall only be supplied by AHVA.
- g. Illegal water tapping through means or sources other than those provided for each lot owner is strictly prohibited.
- h. Only AHVA-registered and authorized connections, stub-outs, and injection points are allowed.
- i. AHVA reserves the right to disconnect any illegal lines and impose on the owner/resident with illegal lines. A penalty of Php50,000.00 for each violation. If, after disconnection, the owner/ resident reconnects the illegal lines, AHVA may impose on the said owner/resident a penalty of Php50,000.00 per month until the said owner disconnects the illegal line.
- j. Compost Pits. Every residence is encouraged to provide compost pits for composting of kitchen waste and garden waste at the household level. The AHVA may be contacted for information regarding composting system.
- k. Septic Vault. All construction projects must provide a 3-chamber concrete septic vaults in accordance with the Revised National Plumbing Code of the Philippines, immediately upon start of the construction. Failure to do so will result in stoppage of work and all construction workers shall not be allowed entry into the Village.

## II. CONSTRUCTION and DESIGN GUIDELINES

These construction and design rules, regulations, and guidelines govern original construction, as well as any modifications or repairs. The term "construction" includes remodeling, renovation, special additions, any type of repair, all on-site work done in the site preparation, excavation, foundation, assembly of all the components and installation of utilities, machineries and equipment of buildings/structures.

### 1. SETBACKS

- 1.1 No building or structure shall be erected outside the property line.
- 1.2 All buildings or structures, including bay windows, roof decks, balconies, servant's quarters, and similar features, must be constructed at a distance of not less than 4.50 meters from the property line fronting a street, and 2.00 meters from other boundaries not fronting a street, measured from the property line to the nearest finished wall, column, or any projection from the wall or column. (See FIGURE 1,2,3,4).
- 1.3 Outside edges of roofs and/or eaves, including canopies without columns, must be at least one and a half (1.50) meters from the property line fronting a street and eighty centimeters (80 cm) from property lines not fronting a street. This includes service areas and carports. (See FIGURE 1,2,3,4).

- 1.4 Roof of service areas may be constructed beyond the 0.80 meter roof setback. This is limited to the following conditions: (See FIGURE 2,3).
  - 1.4.1 The roof shall be made of light materials such as poly-carbonate sheets, glass, fiberglass. No metal or cement concrete roof allowed.
  - 1.4.2 The roof shall have proper gutter and storm drain system.
  - 1.4.3 The covered area shall not be enclosed with walls and doors. No rooms shall be constructed beyond the allowable buildable line. Steel gates with open and ventilated design will be allowed.
  - 1.4.4 A firewall with a maximum height of 3.00 meters is required throughout the length of the extended roof. This firewall shall extend 0.50 meters above the highest point of the roof.
  - 1.4.5 The length of the firewall is limited to 10.00 meters or 1/2 of one side of the property, whichever is shorter.
  - 1.4.6 The firewall and roof will follow the 4.5 meter setback fronting the street and 2.00 meters setback on the sides and rear for the property.
  - 1.4.7 Firewalls are not allowed along the front property line.
  - 1.4.8 No attachments such as cabinets, sink, cabinets and counters are allowed on the perimeter wall and firewall.
- 1.5 A carport column may be allowed to be erected with a minimum setback of 3.00 meters, measured from the property line fronting the street, subject to the approval of the Building Official.
- 1.6 Balconies (if any) must follow a 4.50 meter setback fronting the street and 2.00 meters from the side and rear property line. (See FIGURE 1,2).
- 1.7 Swimming Pools, ponds and the like shall have a minimum setback of 4.50 meters fronting the street and a 1.00 meter setback at the sides and rear from the property line.
- 1.8 Septic Vaults. A minimum setback of 1.50 meters from the sides and rear property line and building wall, and 3.00 meters at the front (facing a road/street) property line setback shall be followed.

## **2. Perimeter Wall or Fences**

- 2.1 Perimeter walls and fences should not exceed 2.00 meters in height from the natural grade line. However, residences along the village perimeter may construct perimeter walls or fences over 2.00 meters along the village perimeter line.
  - (a) A decorative open design or mesh wire fence is permissible only on the rear and side boundaries and must not be higher than three (3) meters from the original ground level to allow cross-ventilation. A fence shared with a neighbor on a higher-grade line may be raised up to two meters based on the latter's lot grade line.
  - (b) During the design process, the owner, architect, designer, and/or contractor should set the basis of the fence height based on the natural grade line.

Backfill elevated properties, existing neighbor's fence, and/or existing firewalls shall not be considered as reference for fence height.

- 2.2 Firewalls are not allowed under the National Building Code(Presidential Decree no. 1096) for R-1 low density residential subdivisions with the exception of service areas as indicated in 1.4 of these Construction Rules and Regulations. A column with a height abutment of up to 3.20 meters from the established grade level may be permitted solely for supporting a carport roof only, provided that such abutment is constructed of perforated or decorative concrete blocks above 1.50 meters measured vertically from the established grade level. Such an abutment shall not be longer than 7.00 meters or 50% of the side property line in total length, whichever is shorter. (See FIGURE 4).
- 2.3 Pedestrian Roof is allowed with a maximum height of 2.4 meters and with a maximum area of 2 sqm.
- 3. Roof Height.** A maximum height of ten (10) meters from the roof's apex to the natural grade line must be observed. In cases where the lot slopes downward to the rear, the highest point of the curb will be the grade line. Conversely, in cases where the lot slopes upward to the rear, the median grade level between the highest and lowest points (curb) will be the basis for measuring height (See FIGURE 1,2,3).
- 4. Backfilling.** Lots, especially those prone to flooding, may be allowed subject to the approval of the AHVA office. For those wishing to elevate the natural grade of the setback of their property, a maximum height of 1.00 meter from the natural grade line at the setback fronting the street and a maximum of 0.50 of a meter from the natural grade line at the setback not fronting the street may be allowed. Please take note of the perimeter fence height allowed as specified in 2.1.
- 5. Electrical Generators.** Only silent-type generators with a maximum level of 55dB during daytime (9:00am to 6:00pm) and 45dB at nighttime (10:00pm to 5:00am) are allowed. Housing for generator sets is required and must be approved by AHVA to ensure compliance with the requirements of the relevant government agencies. Soundproof generator rooms are also required to have an exhaust chimney above 10.00 meters.
- 6. Cellular Site.** No cellular sites allowed.
- 7. Sidewalks.** Every new residence may construct a one (1) meter wide concrete sidewalk along their frontage. A detailed drawing of the sidewalk must be submitted to AHVA for review and approval before implementation.
- 8. Trees.**
  - 8.1 Lot owners and their architects are encouraged to design their homes in a manner that preserves existing trees along the sidewalks and within the property. All trees on the property must be properly maintained by the lot owner.
  - 8.2 If a tree's branches or roots extend into a neighboring property, it is the responsibility of the tree owner to trim or manage the encroachment. Should the tree owner fail to address this within 15 calendar days, the affected neighbor has

the right to trim or remove the encroaching branches or roots up to their property line without the tree owner's permission.

- 8.3 The cutting of trees requires prior approval and permits from both the association and relevant government agencies. Trees located outside the property line cannot be cut, removed, damaged, or relocated without approval from AHVA. If approval is granted, the owner must obtain a DENR permit.
- 8.4 Property designs should preserve the trees within the lot. This rule is especially strict for trees and plants located on sidewalks.
- 8.5 Easement area landscape is allowed but planting of trees are not allowed without prior approval from AHVA.

## **9. Driveways**

- 9.1 Driveways intersecting the sidewalk must be constructed so that a gentle down curve connects the sidewalk with the driveway. No driveway shall be allowed at the corner of the lot fronting streets. Slope of driveways shall end at the gutter line. No slope extension plates, grills, concrete beyond the gutter line without approval of the Village.
- 9.2 A minimum distance of six (6) meters from the corner of the lot to the edge of the driveway is required.

## **10. Vehicular Entrances and Exits**

No vehicular entrances or exits shall be allowed along circular curves at street intersections.

## **11. Parking**

- 11.1 A minimum of four (4) car parking spaces with dimensions of at least 2.80 meters x 5.50 meters each within the property line is required for every new residence.
- 11.2 ***Street parking is highly discouraged.***

## **12. Water Storage**

- 12.1. No elevated water tank shall be installed within the 4.50 meter setback facing a street or within the 1.00 meter setback on the sides and rear not facing the street.
- 12.2. Existing overhead tanks may be retained but must be properly maintained.
- 12.3 New overhead tanks may be constructed within the buildable area and with a maximum height of 10.00 meters.
- 12.4 A cistern or ground level water storage with a capacity of not less than 757 liters is required in all new construction following the 1.00 meter setback from the sides and rear property lines and 2.00 meters fronting the street.
- 12.5 Deep well is not allowed.

## **13. Airconditioning Exhaust Vents.**

Should the location and quantity of ACU units add to the heat load on the immediate neighbor/s, proper air deflectors will be required by AHVA.

## 14. Design of Houses

14.1 Houses should be designed to harmonize with the surrounding landscape and nearby homes. While modular construction is permitted, it must be treated aesthetically.

14.2 Bare container vans and bare modular designs are not allowed.

14.3 Garish, neon, or excessively bright exterior colors are not permitted.

**15. Solar Panels.** All solar panels must not glare against neighbors windows and balconies.

# III. DIAGRAM REFERENCES

FIGURE 1

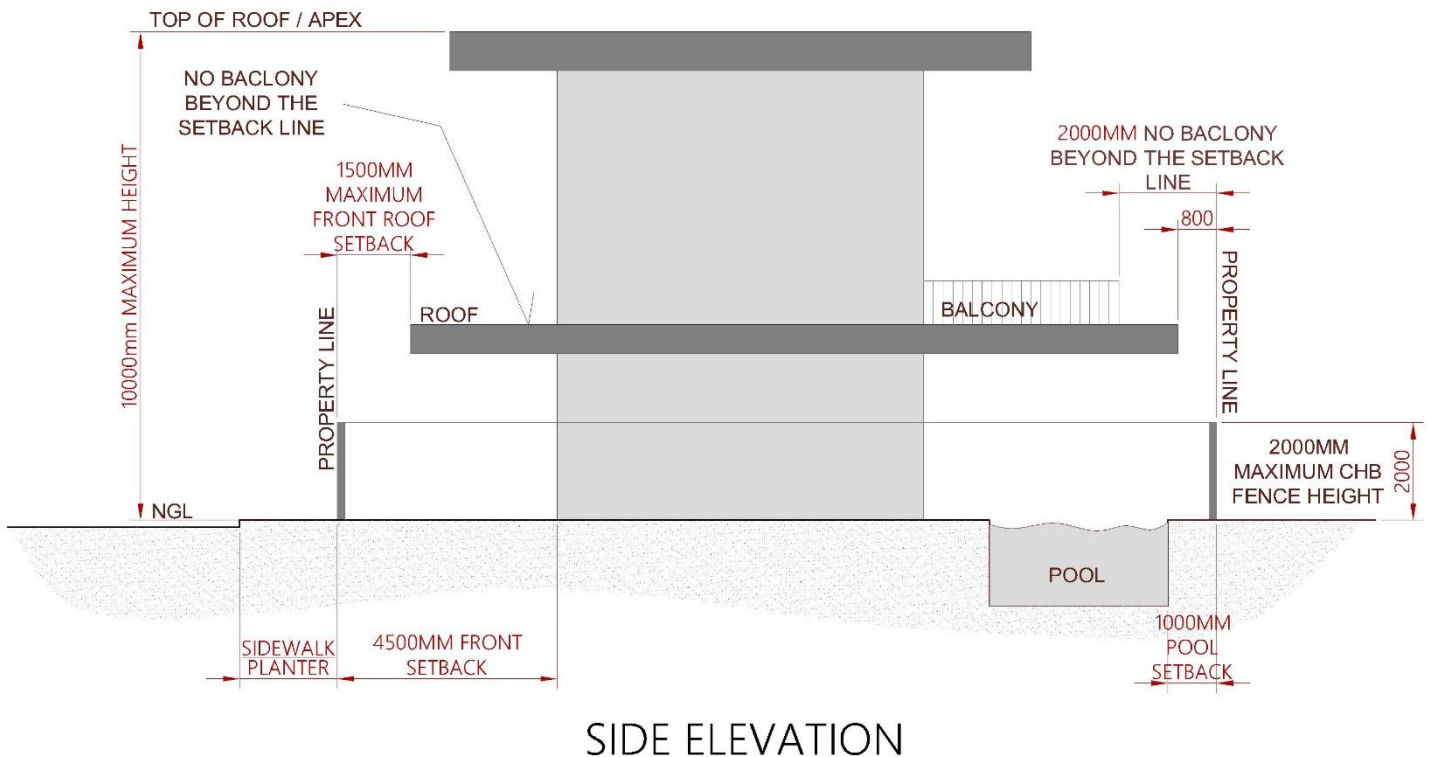


FIGURE 2

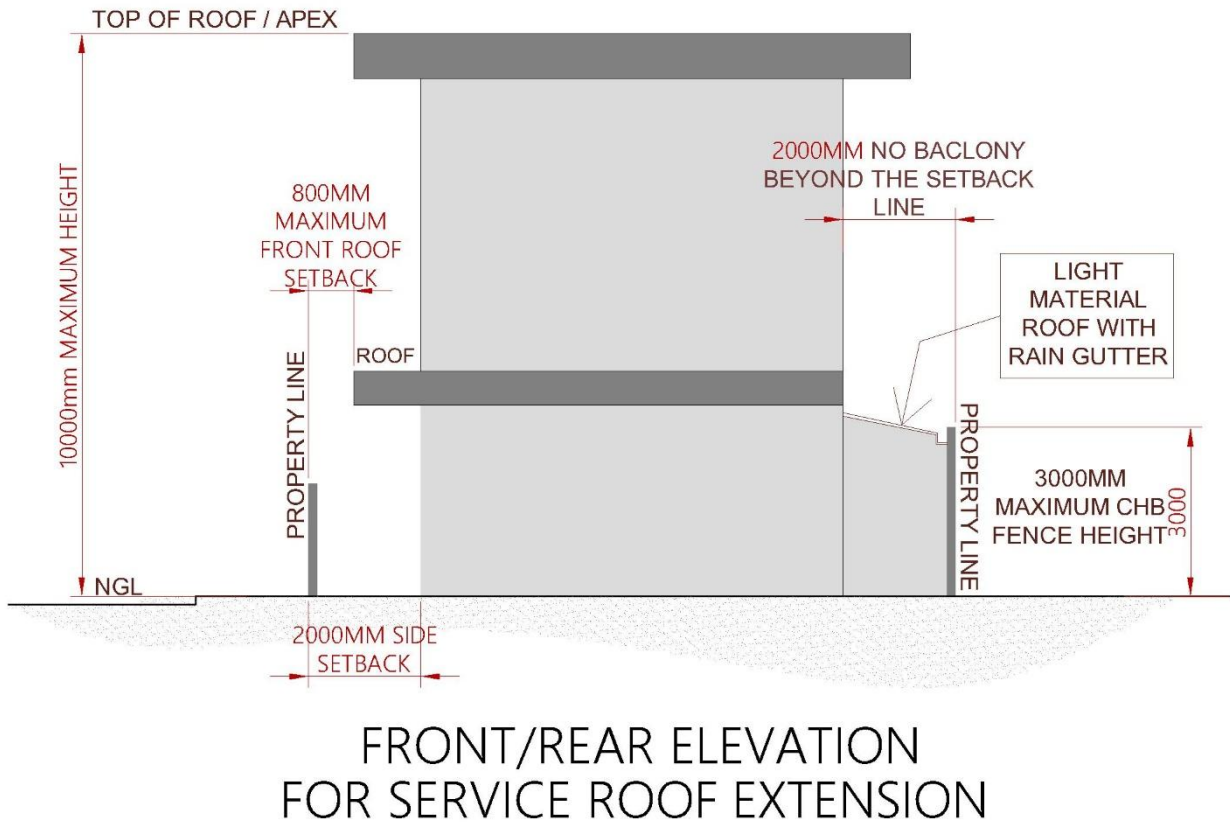
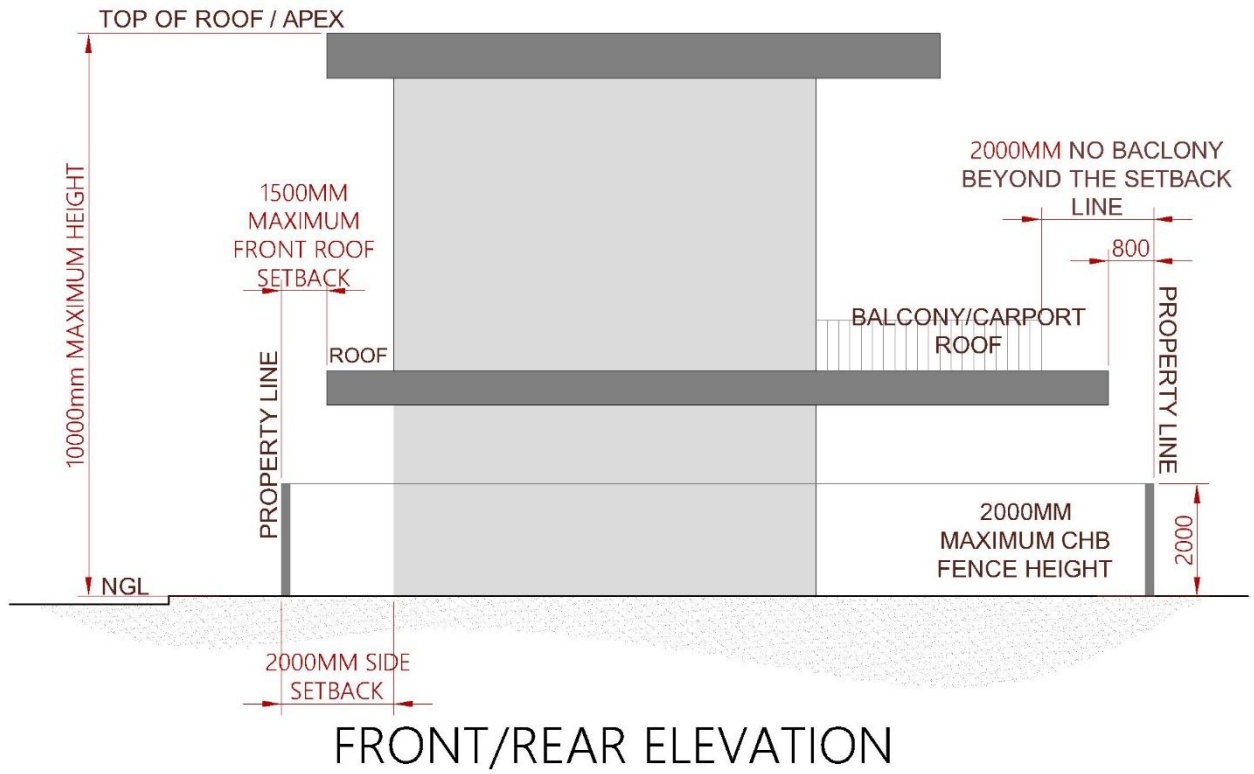
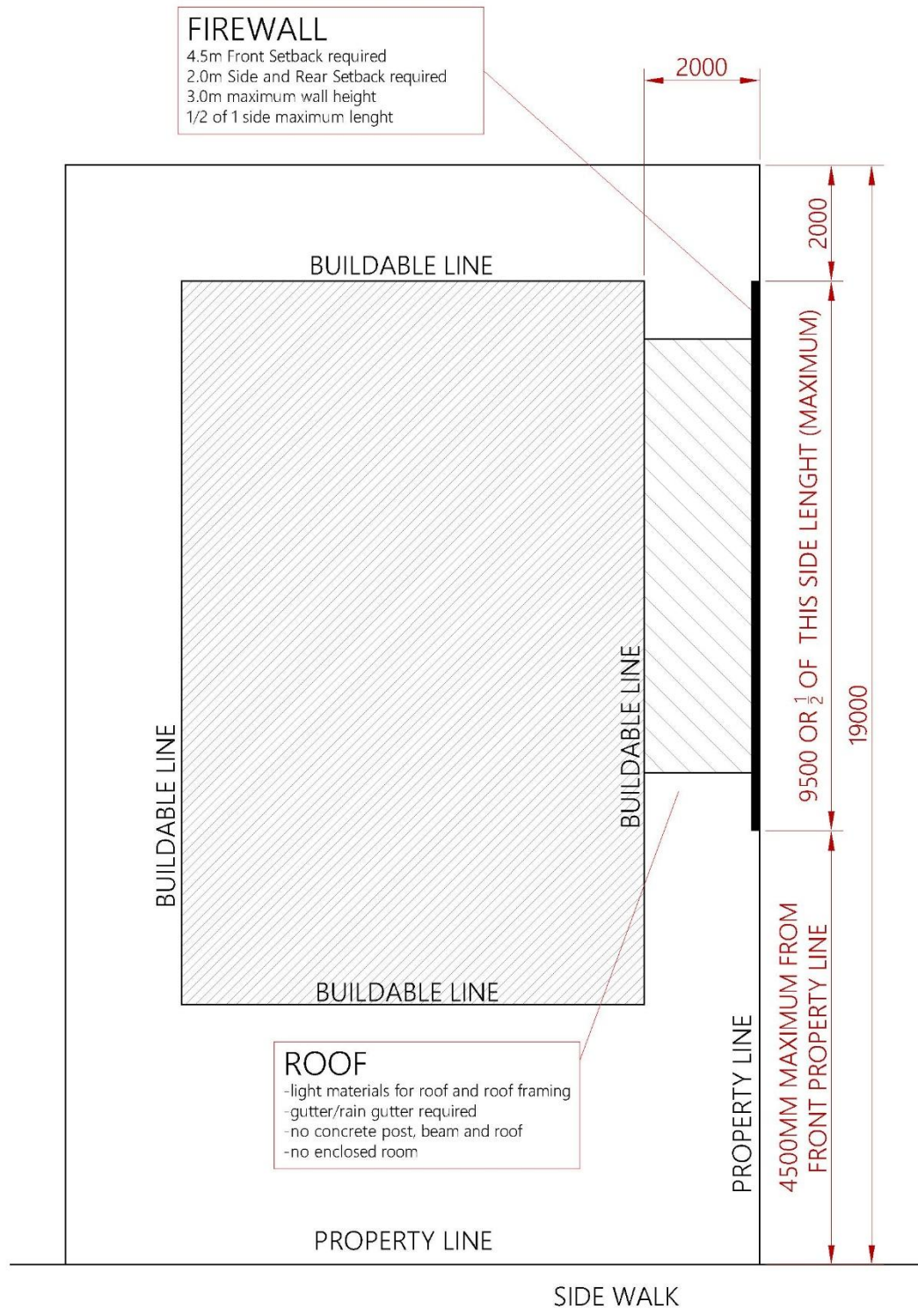
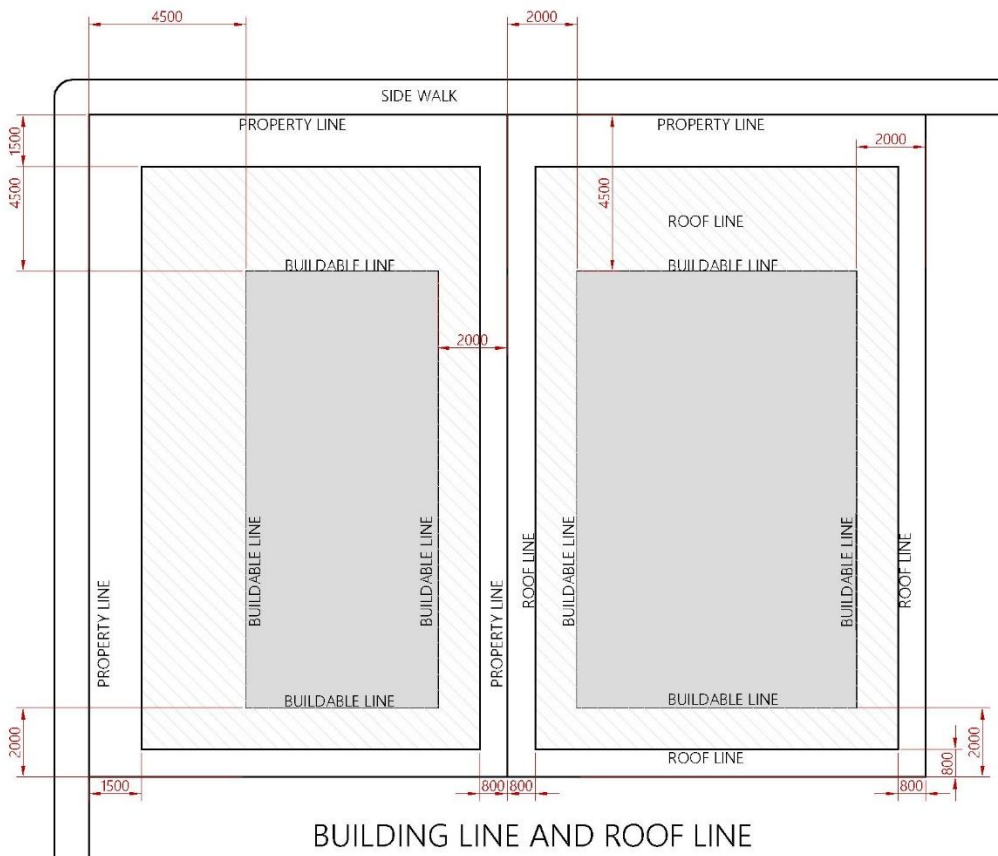
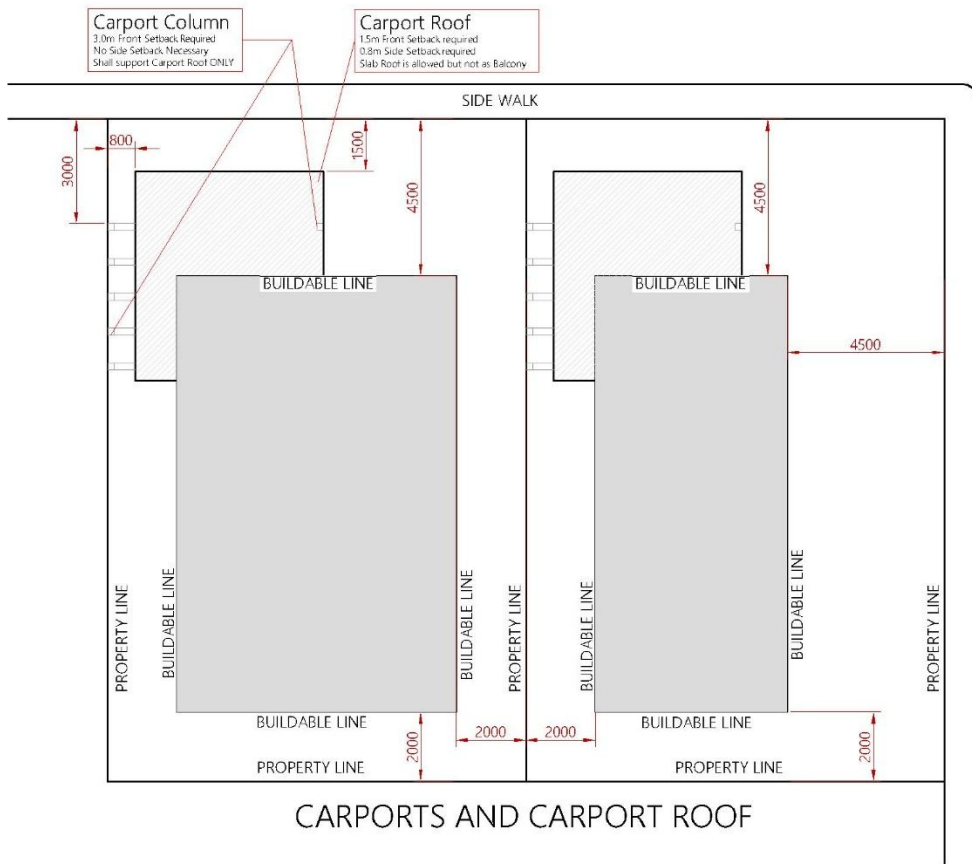


FIGURE 3



## Firewall and Service Area Roof

FIGURE 4



## IV. CONSTRUCTION TYPES

### 1. New Construction:

- 1.1 **Scope:** Includes all on-site activities related to site preparation, excavation, foundation work, assembly of components, and installation of utilities, machinery, and equipment for new buildings or structures, often requiring permits, professional contractors, and detailed planning.
- 1.2 **Addition:** Refers to any new construction that modifies, increases or reduces the height and/or floor area of existing buildings or structures. Examples include:
  - 1.2.1 Construction of Gazebo (not more than 20.00 square meters of floor area)
  - 1.2.2 Service Areas
  - 1.2.3 Roof Extension
  - 1.2.4 Fences
  - 1.2.5 Guardhouse
  - 1.2.6 New rooms/ areas
  - 1.2.7 House demolition
- 1.3 **Building Permit:** All new construction requires a Building Permit from the local government and a copy of such permit shall be submitted to AHVA.

### 2. Major Renovation:

A major renovation involves extensive work that significantly alters the structure, layout, or functionality of a home. These projects are typically complex, time-consuming. This includes:

- 2.1 **Structural Changes:** Adding or removing walls, columns, or other structural elements to change the home's layout within the existing building perimeter.
- 2.2 **Room Additions:** Constructing new rooms or extensions, such as additional bedrooms, bathrooms, or living spaces without increasing the total floor area of the building.
- 2.3 **Roof Replacement:** Replacing the entire roof, which may include structural repairs or upgrades.
- 2.4 **Foundation Work:** Repairing or reinforcing the foundation, including fixing cracks or leveling the house.
- 2.5 **Electrical System Overhaul:** Rewiring the entire house to update old or faulty electrical systems.
- 2.6. **Plumbing System Overhaul:** Replacing or upgrading the entire plumbing system, including pipes, drains, and fixtures.
- 2.7 **HVAC System Replacement:** Installing a new centralized heating, ventilation, and air conditioning system.



- 2.8 **Basement or Attic Conversion:** Converting an unfinished basement or attic into livable space, such as a bedroom, office, or entertainment area.
- 2.9 **Garage Addition or Conversion:** Building a new garage or converting an existing garage into another type of room. These renovations usually require detailed plans and blueprints and must comply with local building codes and regulations. Major renovations often involve multiple trades, such as carpenters, electricians, plumbers, and HVAC specialists.
- 2.10 **Alteration:** Involves changes to building materials, partitioning, location or size of openings, structural parts, existing utilities, and equipment that do not increase the building's height or floor area.
- 2.11 **Exterior Renovations:** Major changes to the exterior, such as new siding, adding a porch or deck, or significant landscaping alterations.
- 2.12. **Demolition:** Major demolition and total demolition. This requires a Demolition Permit from the Building Official

### 3. Minor Renovation:

A minor renovation involves small-scale improvements or modifications that do not significantly alter the structure or layout of the home. These projects are generally less complex, require less time and cost, and does not require a Building Permit. Examples include:

- 3.1. **Painting:** Repainting interior or exterior walls, doors, trim, furniture.
- 3.2. **Flooring:** Replacing or refinishing floors, such as but not limited to installing new carpet, hardwood, tile, laminate.
- 3.3. **Lighting:** Updating or installing new light fixtures, switches, and outlets.
- 3.4. **Cabinetry:** Refacing or repainting kitchen or bathroom cabinets or installing new hardware.
- 3.5. **Plumbing Fixtures:** Replacing faucets, showerheads, or toilets.
- 3.6. **Tiling:** Installing new backsplash tiles in the kitchen or retiling bathroom surfaces.
- 3.7. **Trim Work:** Adding or replacing baseboards, crown molding, or wainscoting.
- 3.8. **Doors and Windows:** Replacing or repairing doors and windows, including installing new locks or handles.
- 3.9. **Landscaping:** Minor improvements to the yard or garden, such as planting new shrubs or installing small garden features.
- 3.10. **Decks and Patios:** Repairing or refinishing existing decks and patios.
- 3.11. **Complete Kitchen Remodel:** Overhauling the kitchen, including replacing cabinetry, countertops, appliances, plumbing, and electrical systems.
- 3.12. **Complete Bathroom Remodel:** Extensive remodeling of bathrooms, including new fixtures, tiles, plumbing, and possibly expanding the space.
- 3.13. **Energy Efficiency Upgrades:** Installing new insulation, energy-efficient windows, and other features to improve the home's energy efficiency.

- 3.14. **Alteration:** Involves changes to building materials, partitioning, location or size of openings, structural parts, existing utilities, and equipment that do not increase the building's height or floor area.

These renovations generally do not affect the structural integrity of the house and can often be completed by homeowners or with minimal professional assistance.

#### 4. Repair:

Repair involves remedial work done on any damaged or deteriorated portion of a building or structure to restore it to its original condition. The scope of work typically includes:

- 4.1 **General Repair:** Fixing issues such as leaks, cracks, or wear.
- 4.2 **Restoration:** Bringing damaged areas back to their original state.
- 4.3 **Maintenance:** Regular upkeep to prevent further damage and deterioration.

## V. PRE-CONSTRUCTION PHASE

- 1. **Notification.** The AHVA must be notified in writing before undertaking any construction activity. Notification in writing that indicates the scope of work is required **no matter the size of the undertaking.**
- 2. **Briefing.** A briefing session may be conducted by the Village Engineer/Architect at the request of the owner or his duly authorized representative or contractor and other key construction personnel prior to the start of construction.
- 3. Renovation, alterations or repairs of structures or parts of structures which violate these construction guidelines and/or those of the government (national and local) code, bears NON-REFUNDABLE FEES in particular, security and monitoring so that the violations are corrected in the process of such renovation, alteration, or repair.
- 4. For new constructions or renovation especially, those involving any exterior part of the building, submit 2 sets of owner signed A3 Preliminary Architectural floor plans and elevations or email it to [ahvaconstructiondepartment@gmail.com](mailto:ahvaconstructiondepartment@gmail.com) with subject indicating BLOCK , LOT AND house number, for pre-approval.

Once the A3 plans are reviewed, the homeowner may proceed with the following documents to be submitted to AHVA for final approval and signature:

- 4.1 Final blueprint of plans (6 sets), (for New and Major Renovation)
- 4.2 Construction GANTT Chart (for New and Major Renovation)
- 4.3 Scope of work (for New and Major Renovation) Accomplished application form. (for all types of construction)
- 4.4 Proof of lot ownership (for all types of Construction)
- 4.5 PDF file of submitted plans
- 4.6 Accomplished Contractor's appointment letter (for all types of Construction) in the form set forth on Annex "C"

- 4.7 Deed of Undertaking for Construction in the form set forth on Annex “A”.
- 4.8 Accomplished Annex “B” Deed of undertaking (DISPUTE IN PROPERTY ENCROACHMENT)
- 4.9 Signed copy of Construction Rules and Regulations (all pages).
5. The plans and specifications of the proposed building and any other structure including the swimming pool, or any subsequent additions thereto constructed within the property shall comply within all existing laws, ordinance, and/or regulations governing the establishment of residences and must be subjected to the approval by AHVA, prior to construction. The plans must bear the signatures of the owner, architect/civil engineer (to ensure compliance with height and other restrictions), civil/structural engineer (to ensure structural soundness of the design), professional electrical engineer (to ensure electrical standards are met) and master plumber (to ensure proper plumbing and installation standards are met).
6. If a violation of the Construction Rules and Regulations or the National and Local Building code or the local ordinance is discovered during the construction period, AHVA reserves the right to stop the work and have the violations corrected IMMEDIATELY.
7. Approval by AHVA will subsequently allow the following:
  - 7.1 Entry of construction materials inside the Village premises.
  - 7.2 Issuance of IDs to construction workers to allow their entry inside the Village premises. Fines shall be imposed on workers without proper identification while inside the Village, in accordance with AHVA applicable fees and penalties table.
8. Extreme care shall be exercised in construction operations to preserve corner monuments. The owner/builder must verify the lot monument which should be confirmed by a geodetic engineer. Any expense incurred in the verification process shall be borne by the owner/builder.
9. Permit shall be secured from AHVA before CONSTRUCTION/DEMOLITION ON any portion of the street pavement for a proposed CONSTRUCTION DELIVERY/vehicular access to the property. No delivery and construction access within six (6) meters clearance from the apex of the corner will be allowed.
10. Construction workers shall not be allowed to loiter in public areas such as parks, sidewalks and streets.
11. Sign Boards. Every new construction shall provide a prescribed signboard, which should contain the information set forth in Annex “D”, the Village Construction Permit form.

## VI. CONSTRUCTION PHASE

### 1. Work Hours and Overtime

- 1.1 Official village construction hours are from 8:00 AM to 5:00 PM, Monday to Saturday. Work outside these hours requires prior approval from the AHVA on a case-by-case basis but must not extend beyond 8:00 PM.
- 1.2 No construction work is permitted on Sundays and legal holidays.
- 1.3 A penalty (as per the Table of Fines and Penalties) will be imposed on the lot owner if a permit for overtime work is not obtained.

### 2. Stay-in Workers

A maximum of three (3) stay-in workers may be allowed on-site, provided that the owner, builder, or contractor notifies the AHVA in advance and complies with the conditions set forth by the AHVA.

### 3. Family Members and Relatives of Workers

Wives, children, and other relatives of construction workers are not allowed inside the village, except in cases of major family emergencies, which must be reported to AHVA or the Security Office.

### 4. Worksite Behavior

- 4.1. Workers are prohibited from roaming or straying from their designated work area and may not use village facilities. Only authorized personnel with CONTRACTOR PASSES are allowed to leave the construction site to pick up and purchase supplies and food. These passes are available at the administration office/security office at 200 pesos each. Number of passes allowed per construction site shall be dependent on the lot size as listed below:
  - (a) Up to 500sqm. - 5 passes allowed
  - (b) More than 500sqm. to 1,000sqm - 10 passes allowed
  - (c) More than 1000sqm. - 15 passes allowed
- 4.2. Since the number of passes refers to the maximum number of passes to be issued, the contractor may request less than the maximum number of passes.
- 4.3. Fraternalization or unnecessary interaction with village employees or household staff is strictly prohibited.

### 5. Smoking, Illegal Drugs, Alcohol, and Gambling

- 5.1. **Drugs and Alcohol Ban:** Construction workers are prohibited from possessing or consuming drugs or alcohol within the village. Any worker found violating this rule will be permanently banned from entering the village.
- 5.2. **Gambling:** Gambling or betting of any form involving money is prohibited. Penalties will be applied as per the Table of Fines and Penalties.

5.3. **Smoking:** This is allowed only in designated places with proper cigarette ashtrays and disposal bins with water. These shall be located inside the property line near the street and 2m away from adjacent neighbors/lots.

## 6. **Weapons and Dangerous Tools**

Firearms, and bladed weapons (e.g., knives, jungle bolos) are not permitted on the person of any worker. All sharp or hazardous tools must be securely stored in toolboxes.

## 7. **Indecent Exposure and Spitting.**

7.1. Bathing, urinating, or defecating in public areas or visible locations is strictly prohibited and will incur a fine.

7.2. Spitting in public areas is also subject to a fine, as detailed in the Table of Fines and Penalties.

## 8. **Prohibited Activities on Streets and Sidewalks**

8.1. The mixing or pouring of cement or concrete on the streets or sidewalks is strictly prohibited, and violators will be fined.

8.2. Stockpiling of materials or equipment on the streets or sidewalks is also not allowed, and fines will be imposed as per the Table of Fines and Penalties.

## 9. **Construction Workers' Uniforms and Personal Protective Equipment (PPE)**

9.1. All construction workers must wear the prescribed uniform upon entering the village and present a valid, authorized ID. Security personnel shall refuse entry to any worker who is not in proper uniform, without safety shoes, or without a valid ID.

9.2. All workers are required to wear appropriate Personal Protective Equipment (PPE) whenever necessary, in accordance with safety standards. The prescribed uniform shall consist of a shirt bearing the contractor's name at the back, work pants, and safety shoes.

9.3. Workers must also comply with the following color-coding system based on their assigned work area:

- a) Phase 1: Red
- b) Phase 2: Orange
- c) Phase 3: Gray

## 10. **Garbage Management**

All garbage must be confined to the construction site and properly stored in sacks and/or containers. Garbage should **not** be placed along the streets in any easement, and vacant lots. Any violation will result in fines upon the contractor.

## 11. **Garbage Collection & Sorting:**

11.1 Adhere to the Garbage Processing Schedule in effect at the AHVA office during the construction period.

11.2 The collection service will not include excavated soil, rock debris, demolition materials, aggregates, garden soil, or filling materials. Construction debris (e.g., wood, scrap metal, paint cans, and small items) will be collected separately from wet garbage.

11.3 Garbage must be properly sorted and disposed by the contractor at all times.

11.4 The owner is responsible for cleaning any scattered debris, whether on public or private premises, in areas with or without stockpiling permits. The AHVA may require the cleaning of areas to ensure sanitation and maintain the well-being of the village.

## 12. Delivery Hours

Deliveries are permitted from **8:00 AM to 4:00 PM** only.

## 13. Special Night Deliveries

Special night deliveries may be allowed up to **7:00 PM**, provided they do not disturb the neighboring residents. A special permit must be obtained from the AHVA office in advance. Deliveries may be halted if they cause noise or disturbance to the community.

## 14. Responsibility of the Owner

The owner is fully responsible for the actions or omissions of their contractors, workers, delivery crews, suppliers, and other contracted parties or agents. All fines and penalties will be collected from the owner or their bond. Owners should ensure that their contracts with contractors and other parties include provisions for compliance with these guidelines.

## 15. Changes to Approved Architectural Plans

Any changes or additions to the approved architectural plans that affect the external profile of the building must be **notified in writing** and consulted with the AHVA office before implementation. Failure to notify AHVA will result in a **stop-work order** and a fine of **Php50,000.00** for any renovation and **Php100,000.00 for new construction**, in addition to any applicable penalties.

## 16. In-House Canteens

Canteens within the construction site are permitted under the following conditions:

- (a) A maximum of **one (1) vendor** is allowed to operate the canteen.
- (b) A permit must be obtained from the AHVA office.
- (c) A **Php10,000.00 bond** must be paid, along with a **monthly fee of Php500.00**
- (d) An advance payment for 6 months is required at the time of bond payment.
- (e) Operating a canteen without a permit will incur a **Php20,000.00 fine**, and the canteen will be shut down.

## 17. Fire Protection

Every construction site must have at least **two (2) approved 10lb. portable chemical or dry powder fire extinguishers** on-site and readily accessible. Failure to comply will result in a fine of **PHP100,000.00** for each new construction or major renovation without the required fire extinguishers.

## 18. Driveways

Driveways intersecting sidewalks must be constructed with a **gentle down curve** to connect the sidewalk and driveway. The maximum allowable slope is **1:4** (1 vertical to 4 horizontal ratios, or flatter)

## 19. Abandonment

In cases when the construction is determined by the AHVA to have been abandoned, the Association shall make necessary enclosure and clean-up of the premises and charge the expense to the corresponding bond without prejudice to liability of the owner for any shortfall. Construction work with no regular progress of work/activity for 12 months shall be considered abandoned.

- 19.1 A notice of non-performing construction shall be issued to the property owner. This signifies that the on-going construction has been declared abandoned.
- 19.2 The property owner is given 30 days to resume construction, otherwise the construction bond shall be forfeited.
- 19.3 All incomplete construction shall be required to be demolished and restored to its original vacant lot state to prevent erosion, accumulate pests, mosquitoes and the like.

## 20. Stockpiling of Materials:

No stockpiling of construction materials is permitted unless:

- (a) Construction plans have been **submitted and approved by the AHVA**.
- (b) The **construction bond** has been paid.

## 21. Stockpiling on Vacant Lots:

Stockpiling on vacant lots will only be allowed if the **vacant lot owner, who must be in good standing**, provides written permission acknowledge before a Notary Public. If the lot owner cannot be contacted, the AHVA may grant permission on a **case-by-case basis**.

## 22. Responsibility for Vacant Lots

- 22.1 If permission is granted in writing(notarized) for stockpiling on a vacant lot, the lot owner is fully responsible for any damage to public and/or common areas.
- 22.2 Board-up must be in place prior to the use of vacant lots.
- 22.3 The vacant lot must be restored to its original condition, and all materials, equipment, and debris must be cleared within two weeks of completion or occupancy. The construction bond will not be refunded unless the site is inspected and approved by the AHVA.

## 22. Construction Workers' IDs:

All workers, including foremen and supervisors, engaged by the contractor/owner must apply for an **ID card** with the AHVA office once a construction permit has been obtained. This ID is **only valid for the specific construction site** for which it was issued.

## 23. Fees for Temporary and Regular IDs for Workers:

- (a) Temporary Pass( 1 day to 1 month): Php100 (valid with government ID)
- (b) Short-Term ID (up to 3 months): Php300.00 (requires barangay clearance)
- (c) Regular ID (3-6 months): Php600.00 (requires NBI clearance)

**25. Requirements for New Applicants:**

- (a) **NBI Clearance** (issued within the last **3 months**)
- (b) **Two ID photos** (1"x1") for a temporary pass

**26. Renewal of IDs:**

- (a) **AHVA Permit**
- (b) **Endorsement letter** from the employer
- (c) **Old ID** must be surrendered
- (d) **One ID photo** (1"x1")
- (e) **Payment of ID fees** (see schedule)

**27. Responsibility for Returning Identification Cards(ID):**

The **owner/contractor** is responsible for returning the IDs when claiming the construction bond refund. If a worker is dismissed or goes **AWOL**, the owner/contractor must notify the AHVA office in writing. IDs must be always worn outside the construction site.

**28. Adjustment of Identification Cards Requirements:**

28.1 The AHVA may revise the ID requirements as necessary, with due notice to the owners and contractors.

28.2 Lost and/or unreturned I.D. will be charged Php500.00 each.

**29. Stay-in Permits**

A maximum of three (3) stay-in workers may be allowed on-site, provided that the owner, builder, or contractor notifies the AHVA in advance and complies with the conditions set forth by the AHVA.

**30. Warehouse and Accommodation**

**30.1 Bunkhouse and Facilities**

- (a) A bunkhouse for construction workers must be provided, complete with latrine and shower facilities.
- (b) Before construction begins, the contractor must coordinate with the AHVA Office to arrange for temporary septic vault and water line installation.

**30.2 Site Enclosure/Board-up**

- (a) All construction sites (whether for new construction or renovation) must be enclosed using presentable materials such as G.I. sheets (roofing material) or other similar materials in green color. The enclosure must be completed before work begins and maintained throughout the construction period (maximum of 3 months). Anything higher than 10ft shall be black sack.
- (b) The construction site and any areas used for material storage must be properly secured and neatly enclosed at all times. The contractor is responsible for providing a warehouse or shed to store materials in an organized manner, ensuring that materials do not spill over the curb or block the sidewalk.
- (c) **Non-compliance:** If these requirements are not met, a violation notice will be issued. Failure to rectify the violation within three (3) days of receiving the

notice will result in a fine of Php5,000 per day (for up to 10 days), with the fine deducted from the construction bond. Continued non-compliance will lead to the suspension of all construction activities.

### 30.3 Night Lighting

Adequate night lighting is required on construction sites. A minimum of 9 watts (warm light) must be provided for each corner within the property to ensure adequate safety and visibility.

### 30.4 Noise Restrictions

Noise, such as radios, shouting, or any loud disturbances, is strictly prohibited during construction. Violations will result in penalties as outlined in the Table of Fines and Penalties.

## 31. Delivery of Materials

- (a) The of delivery trucks and other construction equipment into the village must be approved by the AHVA security office prior to entry or exit.
- (b) Delivery vehicles are required to pay the applicable toll fees as listed in the Table of Bonds, Fees, and Charges.

## 32. Truck and Equipment Restrictions

Only delivery trucks with a maximum length of 40 feet, or 10-wheeled vehicles, as well as crawler-type heavy equipment, are permitted to enter the Village.

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33. *Failure to comply with these requirements will be dealt with according to the Table of Fines and Penalties. Violations shall be dealt with according to the Table of Fines and Penalties. Offenders of these rules in incidents resulting in any kind of personal injury will be PERMANENTLY BANNED from the Village on the first offence, without prejudice to the filing of cases by the parties concerned.*

## VII. POST-CONSTRUCTION PHASE

### 1. Construction Debris and Materials

The construction bond shall not be returned until the construction site, and surrounding areas are thoroughly cleared of all construction debris and restored to their original condition. Furthermore, the corresponding Occupancy Permit validly issued by the government must be furnished to AHVA as a requirement for the bond's return. The construction bond shall be returned within three (3) months from full compliance of the foregoing requirements.

### 2. Damage to Common Property

Any damage to common property areas (e.g., sidewalks, streets) caused by construction activities must be repaired at the **owner's expense**. The AHVA will charge the cost of such repairs against the construction bond, without prejudice to the owner's liability for any remaining balance.



### 3. Removal of Temporary Structures, Equipment, and Vehicles

- 3.1 Temporary structures (e.g., bunk houses, warehouses, temporary latrines, and showers), as well as construction equipment and vehicles, must be removed from the vicinity of the construction site within **two weeks** after project completion.
- 3.2 If the owner fails to remove such structures and equipment, the AHVA will remove them at the owner's expense, and the associated costs will be deducted from the construction bond.

### 4. Retrieval of Workers' IDs

- 4.1 Construction worker IDs issued by AHVA are valid only for the specific construction site and for the designated period. These IDs are **not transferable** to other sites within the village.
- 4.2 IDs must be surrendered to AHVA upon completion of the construction. Failure to comply with this requirement will result in penalties as specified in the **Table of Fines and Penalties**.

### 5. Request for Final Inspection

- 5.1 A **move-in permit** must be requested to facilitate the update of administrative records and ensure compliance with all necessary construction requirements.
- 5.2 Final inspection is required

### 6. Amendments

The AHVA, in accordance with the Deed of Restriction, reserves the right to amend these guidelines as it deems appropriate. Any changes or revisions will take effect after proper notice has been given to members.

## VIII. BONDS AND FEES

1. **Charges and Fees.** One of the goals of AHVA is to maintain high standards for residential construction. A construction bond is therefore required to ensure compliance with all Village rules and regulations. Penalties and fines imposed for non-compliance shall be subject to immediate enforcement. If fines are not paid within five (5) days from receipt of notice of violation, work will be stopped, and delivery of materials will not be allowed.
2. **All payments must be made exclusively at the Administration Office cashier window during official office hours or anytime via online channels directly to the AHVA bank account which requires presentation of proof of payment and verification. AHVA will not recognize or accept any payments made outside of this process**
3. **Upon completion of the final inspection and confirmation of full compliance with the Deed Restrictions and construction guidelines, eighty percent (80%) of the construction bond, less any applicable penalties, shall be refunded to the owner without interest. The remaining twenty percent (20%) of the**

**construction bond shall be retained and will be eligible for refund after one (1) year, provided that the property remains free of any violations of the Deed of Restriction during that period. A follow-up inspection shall be conducted prior to the release of the remaining amount of the construction bond.**

- 4.** A **water meter** shall be installed by the AHVA at the owner's expense. The water shall be placed nearest to the water mainline and shall be subject to inspection by the AHVA Office as required. Water meters shall not be walled in. They should be easily accessible for inspection and repairs.

**4.1. Water charges and fees:**

4.1.1 A water deposit of Php30,000.00 for new construction is required. Water consumption for the entire duration of the project will be billed monthly the corresponding amount each billing month will be automatically deducted from the said deposit. After completion and if there are a remaining balance, the balance amount can be refunded by the owner or be applied to the future billing cycles.

4.1.2 Water service connection tapping fee is Php 5,000.00 for the first 5 meters, with an additional Php1,000.00 per meter thereafter. Materials for tapping will be billed to the owner after completion of the tapping works.

4.1.3. A one-time assessment for water system improvement made by the Association is charged at Php5.00 per square meter of the lot area.

**5. New Construction (18-month construction duration)**

**5.1 Plan Processing Fee** for a new construction is Php 20,000.00 this amount is non-refundable.

**5.2 Construction/Security inspection fee** for new construction is Php50,000.00 (non-refundable), additional charge of Php5,000.00 per month of excess in construction period.

**5.3 Construction/Security Deposit** is Php100,000.00 for Construction and Security Fines and Penalties.

**5.4 Construction Debris Deposit** is Php200,000.00 for hauling construction debris.

**5.5 Construction Delivery Deposit** php100,000.00. Delivery fees will be deducted from this deposit. A minimum threshold of 50% should be replenished within 30 days.

**5.6 New Construction Cash Bond:**

**FOR CONTRACTOR:**

The contractor's cash bond for a new construction is valid for 18 months or for a longer period that may be allowed by AHVA. The bond will be computed as follows.

Php500,000.00 - Floor area below 500 m<sup>2</sup>

Php700,000.00 - Floor area above 500-750 m<sup>2</sup>

Php900,000.00 - Floor area above 750-1,000 m<sup>2</sup>

Additional Php1,000.00/m<sup>2</sup> in excess of 1,000 m<sup>2</sup> floor area

**FOR OWNER:**

Construction Bond is Php200,000.00 – refundable if without violation against the AHVA CONSTRUCTION RULES AND REGULATIONS.

- 5.7 Construction is assumed to begin upon payment of the bond. This bond is refundable upon completion of the project and presentation of the occupancy permit.
- 5.8 After the expiry of the bond (18 months), construction will be inspected to determine if the approved plans and the AHVA Construction Guidelines have been followed. A fine of Php15,000.00 will be charged monthly for every month after the expiration of the bond up to a maximum of 6 months.  
Anything beyond 24 months of construction will be charged 25,000.00 per month until the construction is completed according to the approved plans.  
Should construction be stopped due to owner/contractor/supplier issues, a written report must be submitted to extend the construction period without penalties for a maximum of 3 months.

## **6. Major Renovation (6-month Construction Duration)**

### **6.1 MAJOR RENOVATION CASH BOND:**

- (a) A cash bond is required for major renovation, such as, but not limited to, e  
(b) FOR CONTRACTOR:

Contractor's Bond - Php250,000.00 (Refundable if without violation of the Deed of Restrictions)

CONSTRUCTION BOND - Php100,000.00 (Refundable)

- 6.2 Should the period of construction exceed six (6) months, a fine of Php5,000.00 per month will be charged every month. If the construction exceeds ten (10) months, a fine of Php20,000.00 per month will be charged until the completion of the construction according to the approved plans. This amount will be paid monthly.
- 6.3 A Processing Fee of Php5,000.00 shall be charged for Major Renovations, Extensions or Additional Construction and Swimming Pool Construction. This fee is not refundable.
- 6.4 Construction/Security inspection fee for major Renovations, Extensions or Additional Construction and Swimming Pool is Php20,000.00 (non-refundable), additional charge of Php1,000.00 per month of excess in construction period.
- 6.5 Construction/Security Deposit is Php25,000.00 for Construction and Security Fines and Penalties.
- 6.6 Construction Debris Deposit is Php25,000.00 for hauling of construction debris.
- 6.7 Construction Delivery Deposit is Php 10,000.00.
- 6.8 The MAJOR Renovation permit will be recomputed and changed to New Construction Permit if the construction is more than NINE (9) months.

## **7. Minor Renovation (3-month construction duration)**

### **7.1 A cash bond is required for Minor Renovation**

#### **7.1.1 FOR CONTRACTOR**

Contractor's Bond - Php100, 000.00 (Refundable if without violation of the Deed of Restrictions.

7.1.2 FOR OWNER:

Construction Bond- Php50,000.00 (Refundable)

- 7.2 The period of construction/demolition shall not be more than three (3) months. Should the period of construction exceed three (3) months, a fine of Php2,500.00 will be charged every month for a maximum of six (6) months. This amount will be paid monthly.
- 7.3 A processing fee of Php3,000.00 shall be charged for Minor Renovation such as described above.
- 7.4 Construction/Security inspection fee is Php10,000.00 for Minor Renovation / Additional Construction, Major Repairs such as described above (non-refundable), additional charge of P1,000.00 per month in excess in construction period.
- 7.5 Construction/Security Deposit is Php10,000.00 for Construction and Security Fines and Penalties.
- 7.6 Construction Debris Deposit is Php10,000.00 for hauling of construction debris.
- 7.7 Construction Delivery Deposit is Php10,000.00
- 7.8 The minor Renovation permit will be recomputed and changed to Major Renovation if the construction reaches more than SIX (6) months.

**8. Repair (one month work period)**

- 8.1 A cash bond is required for each of the following types of construction and other works lasting one (1) month like re-painting (house interior and/or exterior), landscaping, roofing repair and/or re-painting, minor masonry and/or carpentry works etc.
- 8.2 The following will be the bond (refundable if without violation against the AHVA Construction Rules and Regulations):
  - (a) FOR OWNER:
    - Construction Bond - Php10, 000.00 (Refundable if without violation of the Deed of Restrictions
  - (b) FOR CONTRACTOR:
    - Contractor's Bond - Php5,000.00 (Refundable)
- 8.3 A processing fee of Php1,000.00 shall be charged for Minor Repairs Works such as described above.
- 8.4 Construction/Security deposit is Php5,000.00 for Minor Repair Works and is refundable if no violation are found.
- 8.5 Construction Debris Deposit is Php5,000.00 for hauling of construction debris.
- 8.6 Construction/Security inspection fee is Php5,000.00 for one (1) month, non-refundable and additional Php1,000.00 will be charged for every month's extension.

- 8.7 The period of repair work shall not be more than one (1) month.
- 8.8 Should the period of construction exceed one (1) month, a fine of Php1,500.00 will be charged every month until the completion of repair work.
- 8.9 The REPAIR permit will be recomputed and changed to Minor Renovation if the construction is more than THREE (3) months.

## IX. Violations and Penalties

### Fines and Penalties

#### 1. Construction Violations:

Fines will be imposed as follows for **construction without prior approval of plans and submission of the construction bond**:

- (b) **Php 500,000** for new construction
- (c) **Php 300,000** for major renovations
- (d) **Php 50,000** for any type of improvements and/or repairs.

#### 2. Monthly Fines for Ongoing Violations:

The above fines will be imposed monthly for violations, particularly those related to **Easement/Yard Setback Rules** and **Height Limit Rules**, until corrective actions are completed to the satisfaction of the AHVA.

#### 3. Forfeiture of Construction Bond:

**3.1** Non-compliance with the following rules will result in the forfeiture of the construction bond:

- (a) Easement or Yard/Setback Rules
- (b) Height Limit Rules

**3.2** The forfeiture of the bond does not preclude AHVA or any other resident from taking legal action regarding the violation.

#### 4. Other Violations:

Other construction and worker-related violations will be handled according to the **Table of Fines and Penalties**.

#### 5. Grace Period for Construction Violations:

Members will be granted a **two (2)-year grace period** from the time they move into their new residence to address any construction violations. Failure to resolve the violation within this period will result in the **forfeiture of the construction bond**.

#### 6. Unclaimed Construction Bonds:

Construction bonds that remain **unclaimed for three (3) years** after the completion date will be transferred to the AHVA general funds.



## X. AHVA APPLICABLE FEES, PENALTIES AND FINES

All fines/penalties are enforceable and chargeable to the contractor and/or lot owner concerned. The AHVA Board reserves the right to recommend penalties or sanctions as may be deemed proper and applicable to the violation and consider the effects of violation.

### DELIVERY TRUCK FEES

Vehicle Type	Toll Fee (per entry)
For all Kinds of Materials (Construction, Renovation, Repair, Landscaping, Hauling & Personal Effects for Move-in/Move-Out)	
4 wheelers	Php 200.00
6 wheelers	Php 800.00
6 wheelers Isuzu Forward & 8 wheelers	Php 1,200.00
10 wheelers	Php 2,000.00
Heavy Equipment (rubber tires)	Php 2,000.00
10 and 20-footer container van	Php 2,000.00
40-footer container van	Php 3,000.00
Concrete Mixer	Php 5,000.00
Articulated vehicles (loaded with heavy equipment, steel bars & steel beams, etc.	Php 5,000.00
Note: heavy equipment with chain tracks should be loaded onto a truck trailer	

### VIOLATIONS AND PENALTIES FOR CONSTRUCTION WORKERS:

Table of Penalties (Complete list indicated on the AHVA Construction Guidelines)	For Construction Workers		
VIOLATION	Fines / Penalties		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Sale and/or possession of illegal drugs-Will be reported to the authorities.	₱ 10,000.00		
Vandalism, damage to village properties	₱ 5,000.00		
Use of Air guns / shooting of birds			
Loitering (beyond curfew) / trespassing	₱ 5,000.00		
Unauthorized stay-in per person			
Liquor ban- Will be reported to the authorities	₱ 1,000.00	Confiscation of ID & banned from entering AHVA	
Gambling/Drinking alcoholic beverage	₱ 1,000.00	₱ 2,000.00	₱ 3,000.00 & Confiscation of ID & banned from entering AHVA
Smoking not in authorized designated space	₱ 1,000.00	₱ 2,000.00	₱ 3,000.00 & Confiscation of ID & banned from entering AHVA
Possession of deadly weapons like firearms & bladed weapons	₱ 500.00	₱ 1,000.00 fine, confiscation of ID, banned from entering AHVA and/or filing of appropriate charges	
Bathing, urinating, defecating, vomiting or spitting in public areas or in public view	₱ 1,000.00	₱ 2,000.00	₱ 3,000.00 & banned from entering AHVA

Failure to surrender the ID to the Lot owner / Homeowner upon cessation of employment contract	₱ 500.00	Confiscation of ID	
Non-wearing of ID and/or not wearing proper PPE/attire or uniform within the village.	₱ 500.00	₱ 1,000.00	₱ 2,000.00
Non-wearing of ID/Contractor's Pass outside of work site without any logical or satisfactory reason/s.	₱ 500.00	₱ 1,000.00 fine, revocation of ID & banned from entering AHVA	
Loitering, lingering in public areas such as parks, sidewalks, streets especially during curfew hours.	₱ 1,000.00	₱ 3,000.00	₱ 6,000.00 & Confiscation of ID & banned from entering AHVA
Anyone, including construction worker / household help who enters or exits anywhere except with the designated village gates shall be deemed to be trespassing	₱ 1,000.00	₱ 2,000.00 & Confiscation of ID & banned from entering AHVA	
Use of tampered ID or ID of someone else especially to mislead authorities as to the real identity	₱ 5,000.00	Confiscation of ID & banned from entering AHVA	
Littering on streets, sidewalks and public places	₱ 1,000.00	₱ 3,000.00	₱ 6,000.00, recommendation to terminate & banned from entering AHVA
Excessive nonconstruction related such as music/radio, shouting	₱ 1,000.00	₱ 3,000.00	₱ 6,000.00, recommendation to terminate & banned from entering AHVA
Fraternizing with household helps	₱ 400.00	₱ 600.00	Confiscation of ID & banned from entering AHVA

### GENERAL VIOLATION FEES

	DESCRIPTION/VIOLATION ON CONSTRUCTION SITE	FINES/PENALTIES
1	Booster pumps connected directly from AHVA mainline/regular line to residence or receptacles. (Applicable before, during or after construction or renovation/remodeling, special additions and repairs of any kind).	Php100,000.00 per violation AHVA reserves the right to disconnect water line/discontinue water service.
2	Illegal tapping of water from sources other than which is provided for each lot	Php100,000.00 per violation plus estimated consumption if unbilled and unpaid; AHVA reserves right to disconnect illegally line/discontinue water service.
3	Non-compliance with easements height And all other construction guidelines	Forfeiture of entire construction bond; without prejudice to legal action by AHVA or affected Residents.
4	Construction without permit, approval of plans and bonds.	Php5000,000.00 for new construction, Php300,000.00 for major renovations, Php50,000.00 for minor improvements and major repairs Php10,000.00 for minor repair works
5	Stockpiling and use of vacant lot for construction materials, debris, etc. without owners consent/AHVA's authorization.	Php5,000.00 each day of offense. AHVA shall halt construction if not corrected after three (3) days. It is the owner's responsibility to ensure that the contractor/workers comply.
6	Improper perimeter board-up, construction equipment, tools and materials outside of property line like on sidewalk, roads, vacant lots (unauthorized). Unsightly (eye-sore) temporary facility.	Php1,000.00 per day after three (3) days of violation notice is served if not corrected. After a maximum of ten (10) penalty days, the construction will be stopped, and AHVA shall exercise sanctions in accordance with Section X.
7	Improper handling of garbage and construction debris must be kept within the construction site and	Php1,000.00 per day after three (3) days of violation notice is served if not corrected. After a



	properly stored in sacks/containers and must not be placed along the streets.	maximum of ten (10) penalty days, the construction shall be stopped.
8	Unauthorized addition or change in plans already approved by AHVA, especially involving, external profile of the structure.	Php 50,000.00 fine for all renovations and Php100,000.00 for new house construction. AHVA reserves the right to apply other fines and penalties and/or stop construction.
9	Unauthorized/improper storage/stockpiling of materials, debris/wet garbage on the sidewalks, streets or lots/properties outside of the construction area or causing clogging of sewers / drainage along the street or damage to posts or utility lines or water lines.	Each daily offence = Php5,000.00 AHVA shall stop construction if uncorrected after three (3) days. It is the owner's responsibility to assure that the foreman/workers comply.
10	In house or on-site canteens without AHVA permit and bond.	Php20,000.00 fine per day of violation. AHVA shall stop canteen operation if uncorrected after three (3) days.
11	Unauthorized overtime work.	Php5,000.00 per violation. After two (2) violations, AHVA reserves the right to impose sanction
12	Violation of curfew hours from 8:00 pm to 6:00 am (Note: IDs are color coded as to the Village sectors, area. Workers should not roam around especially in other sectors, whether during or outside of curfew hours except to go workplace or exit the village.	First offense Php1000.00 per person. Second offense Php2000.00 per person. Third offense confiscation of AHVA ID and ban from AHVA plus Php5,000.00 per person.
13	Improper use of lot other than single residential use which includes stores, canteens and restaurants, bars, workshops, vehicle shops, wood and/or steel fabrication shops, painting shops, commercial parking, commercial storage facilities, schools, and the like.	Improper use of lot other than single residential use which includes stores, canteens and restaurants, bars, workshops, vehicle shops, wood and/or steel fabrication shops, painting shops, commercial parking, commercial storage facilities, schools, and the like.
14	No Fire Extinguisher for new and major construction	Php100,000.00 per violation

Annex "A"

**DEED OF UNDERTAKING  
FOR CONSTRUCTION**

I, \_\_\_\_\_ of legal age, Filipino, with residence and postal address at \_\_\_\_\_ owner of Phase. \_\_\_\_\_, Blk. \_\_\_\_\_, Lot \_\_\_\_\_ of ALABANG HILLS VILLAGE, do hereby freely and voluntarily undertake to faithfully abide with the Architectural plans, Building Code of the Philippines and specifications submitted and approved by Alabang Hills Village Homeowner's Association, Inc. or its successors-in-interest, and their authorized representatives. I am fully aware and understand all the (AHVA) Design Guidelines, Deeds of Restrictions and Construction Information sheet and I agree to faithfully abide by such Design Guidelines and Restrictions. This also authorizes the Village security, architects, engineers, Board Members, Construction Committee and its representative in charge to enter the construction site for proper monitoring and inspections at any given time.

I agree that it is my responsibility to inform all my contractors of such Design Guidelines, Deeds of Restrictions and Construction information sheet and I undertake to ensure that all my contractors faithfully abide by such. I understand that any infraction or violation of said Design Guidelines, Deeds of Restrictions and construction information sheet shall be subject to the imposition of a fine or penalty, at the discretion of (AHVA) or its successors-in-interest and I agree to pay any such fine or comply with any such penalty. I hereby bind myself to fully inform and apprise my contractor of any fine, penalty and/or other charges in any way prejudicial to my or his interest.

IN WITNESS WHEREOF, I have hereunto set in my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

LOT OWNER/RESIDENT  
SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

In the City of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me Mr./Ms. \_\_\_\_\_, with community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me as the same person who executed the foregoing Undertaking and acknowledged that the same is his/her free and voluntary act and deed.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.

**NOTARY PUBLIC**

Annex "B"

**DEED OF UNDERTAKING  
(DISPUTE IN PROPERTY ENCROACHMENT)**

I, \_\_\_\_\_ of legal age, Filipino, with residence and postal address at \_\_\_\_\_ owner of Phase. \_\_\_\_\_, Blk. \_\_\_\_\_, Lot \_\_\_\_\_ of Alabang Hills Village do hereby freely and voluntarily undertake to faithfully be liable to any violation found later on and that in case of dispute in property encroachment, I fully agree that AHVA will hire a third-party surveyor who will re-survey the affected lots and the cost of services will be charged to violating party.

IN WITNESS WHEREOF, I have hereunto set in my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

LOT OWNER/RESIDENT

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

In the City of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared before me Mr./Ms. \_\_\_\_\_, with community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me as the same person who executed the foregoing Undertaking and acknowledged that the same is his/her free and voluntary act and deed.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 20\_\_\_\_\_.

**NOTARY PUBLIC**

## APPOINTMENT LETTER OF CONTRACTOR

Date : \_\_\_\_\_

ALABANG HILLS HOMEOWNERS ASSOCIATION INC.  
Main Clubhouse

In connection with the proposed construction of our residential unit located at  
NUMBER \_\_\_\_\_, \_\_\_\_\_ STREET we hereby appoint:

### CONTRACTOR'S DETAILS

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Office Number/s: \_\_\_\_\_

Mobile Number/s: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address: \_\_\_\_\_

## VILLAGE CONSTRUCTION PERMIT

**Name of Owner** \_\_\_\_\_

**Address** \_\_\_\_\_

**Building Permit Number** \_\_\_\_\_

**Type of Project (New construction, renovation, etc.)**

\_\_\_\_\_

**Date Started** \_\_\_\_\_

**Date of Completion** \_\_\_\_\_

**Contractor** \_\_\_\_\_

***THIS PERMIT SHALL BE DISPLAYED OUTSIDE THE CONSTRUCTION SITE AT ALL TIMES***