

BUILDING AND CONSTRUCTION

Rules and Regulations Manual

2024 Edition

INTRODUCTION

The Building and Construction Rules and Regulations Manual establishes clear guidelines for all construction, renovation, and maintenance activities within Forbes Park. These rules ensure that developments align with the community's standards for safety, sustainability, and aesthetics, promoting a high quality of life for all residents.

Purpose

This manual aims to:

- Maintain harmony and uniformity in architectural and landscape designs within Forbes Park.
- Ensure all construction activities prioritize safety, environmental sustainability, and community welfare.
- Protect property values by enforcing strict compliance with these guidelines.
- Ensure adherence to the FPA Deed of Restrictions

Scope

The rules apply to all residents of Forbes Park and cover:

- New residential construction projects.
- Major and minor renovations.
- Repairs and maintenance activities.
- Any construction-related work within the village.

Authority

The Forbes Park Association (FPA), through its Building and Construction Committee, administers and enforces these rules. The committee reserves the right to inspect properties, impose penalties for violations, and require corrective measures as necessary.

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Article IV: Building and Construction

1. DESIGN GUIDELINES

1.1 Lot Regulations

1.1.1. Boundary Adjustments

Boundary adjustments are permissible if:

1.1.1.a. Conducted through a proper consolidation and subdivision plan.

1.1.1.b. The resulting lot count does not exceed the original count.

1.1.1.c. No lot in the adjustment is reduced to less than 90% of its original size.

1.1.2. Use and Occupancy of the house

1.1.2.a. Each lot is designated for a single-family residential structure.

1.1.2.b. Residences must serve as single-family dwellings. A property within Forbes Park Village may be designated as the business mailing address of a company or organization, provided that the property owner or resident serves as an officer or director of the said company or organization. Commercial or industrial activities, including short-term rentals, are strictly prohibited.

1.1.2.c. A detached garage or utility structure may be constructed, provided they meet the design guidelines.

1.1.2.d. Adjacent lots under the same ownership may have shared easements but must revert to standard requirements upon transfer of ownership.

1.1.2.e. If any person(s) found residing within the premises that are undocumented, such as unauthorized guests/visitors or non-family members violating the single-family dwelling rule, they shall be subject to penalties as stipulated in FPA rules and regulations ART. VI, SsssEC.4.

1.2. Building Coverage and Height

1.2.1. Building Footprint

The building footprint shall not exceed 30% of the lot area, including all permanent roofed and enclosed structures such as servants' quarters, cabañas, bathhouses, garages, covered terraces, lanais, and hardscaped or concreted areas like pool decks. Porte cochere and balcony overhangs are excluded. Interior gardens or open

courtyards are also excluded, provided no structural elements capable of supporting roofing are constructed.

1.2.2. Building Height

Buildings must not exceed 9.50 meters in height, measured from the average original ground level (OGL) to the median roof height, based on the highest gable, pitch, hip, or parapet.

1.2.3. Lot Filling

1.2.3.a. Lot filling is allowed up to a maximum of 0.50 meters above the street level within the setbacks.

1.2.3.b. Proper drainage must be installed to prevent water flow or seepage into adjoining lots or streets.

1.2.4. Landscaping and/or grading

All landscaping or grading plans must indicate the original ground level as a reference. Any changes to the original ground level require approval from the Board of Governors, based on a comparative study of surrounding ground levels. The Board's decision is final.

1.2.5. Joint Inspection and Survey

Joint Inspection and Survey must be done by the Admin, Homeowner/Authorized Representative, and Contractor at a designated time to avoid any conflict and ensure compliance. Joint determination of OGL as well.

1.3. Setbacks and Easements

1.3.1. Front and Side Setbacks

1.3.1.a. No structure, including garages, staff quarters, swimming pool equipment rooms, storage rooms, generator sets, or AC outdoor units, should be built less than ten (10) meters from the front boundary or two (2) meters from side and rear boundaries. Roof eaves must also maintain a two (2)-meter clearance from the sides and rear of the lot.

1.3.1.b. The ten (10)-meter setback from the street boundary is measured horizontally to the nearest wall or column of any roofed structure, including the main building, garages, servants' quarters, or other appurtenant structures, regardless of floor level.

1.3.1.c. Porte cocheres may extend within the ten (10)-meter setback, but posts or walls must be at least ten (10) meters from the property line, and the farthest projection must maintain a five (5)-meter horizontal clearance from the front boundary. Porte cocheres must not serve as balconies, porches, or similar uses.

1.3.1.d. Completely open, unroofed terraces (e.g., pergolas) are excluded from the ten (10)-meter restriction but must not exceed three (3) meters in height from the Original Ground Level.

1.3.2. Easements

1.3.2.a. A two (2)-meter easement is required at the rear and sides of each lot for drainage, sewage, water, and other public utilities. Access must be permitted to authorize representatives of the Association or public utility entities.

1.3.2.b. Swimming pools, cisterns, and septic tanks must adhere to the two (2) meters setback, measured from their outermost wall to the property line fronting streets or adjoining lots.

1.3.3. Permitted Structures

1.3.3.a. Access stairs, ramps, and driveways connecting different ground elevations are allowed within the easement zone.

1.3.3.b. Unroofed structures (e.g., wooden, steel, or concrete trellises) are allowed within the ten (10) meters and two (2) meters setbacks, with a maximum height of three (3) meters from the original ground level.

1.3.3.c. Trellis Spacing:

- a) Horizontal trellises must have a minimum spacing of 8 inches (0.25 meters) center-to-center.
- b) Trellises must be at least 6 inches (0.15 meters) from property walls of adjoining lots or streets.

1.3.3.d. Buffer walls and unroofed walls up to three (3) meters in height, as well as trellises and trees, are permitted, provided access within the easement is maintained.

1.3.3.e. If plants or structures interfere with the easement's purpose, the owner must remove them at their own expense, as easement rights take precedence.

1.3.3.f. Joint Inspection and Survey must be done by the Admin, Homeowner/Authorized Representative, and Contractor at a designated time to avoid any conflict and ensure compliance. Joint determination of OGL as well.

1.4. Building Materials

All buildings must be constructed with durable materials and feature architectural designs that harmonize with the surrounding landscape and neighboring homes.

1.5. Perimeter Fences and Walls

1.5.1. Front Property Walls

Property walls facing streets shall have a maximum height of two and a half (2.50) meters, including decorative elements measured from the top of the concrete curb.

1.5.2. Interior Lot Walls

1.5.2.a. Maximum height: three (3) meters from the Original Ground Level (OGL).

1.5.2.b. Extensions: Bamboo, PVC, steel, or cyclone wire fences up to one point fifty (1.50) meters may be added with prior Association approval.

OGL Definition

Refers to the lot's undisturbed configuration before construction, as shown in the topographic map.

1.5.3. Village Boundary Walls

1.5.3.a. Perimeter lot owners must ensure security by constructing a masonry wall at least five (5) meters high along outer boundaries (e.g., EDSA, Pinagkaisahan, Fort Bonifacio). For McKinley Road, the fence height is limited to three (3) meters. Non-compliance will authorize the Association, with prior notice, to undertake the work at the homeowner's expense.

1.5.3.b. Creek or boundary lots (e.g., McKinley Road, Palm Avenue): May add a two (2)-meter high additional fence atop the masonry wall.

1.5.3.c. Manila Polo Club perimeter lots: Allowed a three (3)-meter masonry wall with a two (2)-meter additional fence atop the masonry wall.

1.5.4. Wall Maintenance

1.5.4.a. Dilapidated, sagging, or unsightly walls/fences must be repaired, replaced, or demolished by the owner.

1.5.4.b. Lot owners along the creek must maintain riprap or similar safety structures. Repairs or restoration of damaged or unsightly riprap must follow Association-approved plans.

1.5.4.c. Non-compliance: The Association will issue a written notice with a compliance deadline. Non-compliance will incur a daily penalty until rectified.

1.5.5. Prohibited Installations

1.5.5.a. Attaching equipment (e.g., outdoor AC units) to perimeter walls is not allowed.

1.5.5.b. Joint Inspection and Survey must be done by the Admin, Homeowner/Authorized Representative, and Contractor at a designated time to avoid any conflict and ensure compliance. Joint determination of OGL as well.

1.6. Basement Levels

1.6.1. Setback Requirement

Maintain a minimum setback of two (2) meters from the property line for all basement perimeter walls and excavation works.

1.6.2. Submission and Approval Requirements

1.6.2.a. Owners/Contractors must submit the following, certified by a licensed Structural Engineer, for review and approval:

1. Geotechnical report.
2. Excavation plan, including soil protection details and excavation methodology.

1.6.2.b. Approval of the excavation plan and methodology by the Forbes Park Association (FPA) or its designated third-party evaluator/inspector is required prior to commencing any excavation works.

1.6.3. Crack Mapping Documentation for Adjacent Properties

For any construction involving excavation works, a crack mapping survey of all adjacent properties is required before the start of excavation. This survey must:

- Be conducted by a qualified professional.
- Include clear documentation (photos and reports) of existing cracks (if any) and structural conditions.
- Be submitted to the Association before excavation begins.

The Forbes Park Association (FPA) will notify adjacent property owners in writing about the inspection and serve as a mediator to facilitate access for the survey.

This ensures proper documentation and accountability in case of any structural concerns during construction. Non-compliance may result in delays or penalties.

FPA can impose entry to property solely for inspection. Refusal of the owner to allow inspection will prohibit crack mapping.

In cases where property owners decline inspection:

If a property owner declines access for crack mapping, the Forbes Park Association (FPA) will issue a formal letter requesting their signature to acknowledge the refusal.

A visual assessment will then be conducted from accessible areas, such as public spaces or the project site.

If inspection remains impossible due to lack of access, future structural concerns will be evaluated based on available records.

1.6.4. Third-Party Review/Testing

If necessary, the Building and Construction Committee may engage a third-party consultant to review and evaluate the submitted excavation plan. Costs incurred for this review will be borne by the Owner/Contractor, with prior notification of the consultant's professional fee.

1.6.5. Liability

The property owner and contractor are fully liable for any injuries or damage resulting from basement excavation, including those occurring outside their property.

1.7. Access and Circulation

1.7.1. Security Station Regulations

Security station (guardhouse) for one security personnel without sleeping quarters are exempt from setbacks and 30% building area restrictions. They must not exceed two (2) meters by three and a half (3.50) meters in size, three (3) meters in height from the original ground level, and must include space for a toilet and locker.

1.7.2. Gates

Gates must not block sidewalks, utility posts, street drainage, or trees along the sidewalk. Driveways and pedestrian gates must be placed to keep these areas clear.

1.7.3. Vehicular Entrances and Exits

No vehicular access is allowed on circular curves at street intersections or on lots along McKinley Road (from Banyan Road to EDSA) and EDSA. Only one entrance and one exit are permitted per property.

1.7.4. Driveways

1.7.4.a. Driveways must have a gentle down-curve connecting to the sidewalk and follow the Association's standard plan.

1.7.4.b. The elevation difference between the sidewalk and driveway must not exceed twelve (12) cm (0.12 m) with a slope of 1:3 or flatter.

1.7.4.c. Driveways on sidewalks must not exceed the height of the sidewalk or extend beyond the curb line, ensuring water flows freely in the gutter.

1.7.4.d. Trench drains must be installed under gates.

1.7.4.e. The property owner's architect or contractor must ensure that the placement of driveways and pedestrian gates does not conflict with or obstruct existing trees along the sidewalk adjacent to the lot.

1.7.5. Sidewalks

1.7.5.a. All sidewalk construction or improvements must follow FPA's prescribed design and specifications. No work can proceed without FPA approval.

1.7.5.b. Boring or digging through sidewalks, curbs, or gutters for drainage is not allowed. Stormwater and drainage must be directed to the village drainage system.

1.7.5.c. If large trees on the sidewalk pose challenges to construction, the property owner must submit a written request with plans or drawings. The Building and Construction Committee, in coordination with the Environment Committee, will inspect and provide recommendations.

1.7.5.d. Joint Inspection and Survey must be done by the Admin, Homeowner/Authorized Representative, and Contractor at a designated time to avoid any conflict. Regular Inspection must be made by the Admin to ensure compliance with the Rules.

1.8. Accessory Structures

1.8.1. General Rule

Accessory structures, defined as standalone structures not connected to the main house, must adhere to the 30% building footprint limit and comply with setback and easement regulations.

1.8.2. Garage and Quarters

1.8.2.a. It must be a single-story or loft-style structure designated for auxiliary staff or storage.

1.8.2.b. The ground floor area must not exceed ninety (90) square meters.

1.8.2.c. Enclosed/roofed areas are included in the thirty percent (30%) building footprint.

1.8.3. Poolside Amenities Area/Facility

1.8.3.a. Allowed only with a swimming pool.

1.8.3.b. Maximum area: nine (9) square meters.

1.8.4. Cabaña/Gazebo

It must be open, one-story, without walls or living amenities.

1.8.5. Pump House/Filter Room

1. For swimming pools only.
2. Maximum area: two and a half (2.50) square meters.

1.8.6. Outdoor Pet Houses

Pet houses must be located outside setback areas and maintained regularly to prevent neighbor complaints.

1.8.7. Outdoor Storage Shed

Maximum area: six (6) square meters.

1.9. Utilities and Equipment

1.9.1. Generator Sets

1.9.1.a. Usage and Placement

1. Generators may only be used during power outages.
2. Install generators at least 10.00 m from the property line fronting a street and 2.00 m from property lines adjoining another lot, except boundaries with EDSA, Fort Bonifacio, and Barangay Pinagkaisahan.

1.9.1.b. Enclosure/Generator Housing and Fumes

1. Generators must have noise and fume reduction systems and be enclosed to minimize nuisance and hazards.
2. Maximum area: six (6) square meters.
3. Subject to setback/easement rules.
4. Exhaust pipes must extend at least 0.30 m above the highest eave of the nearest adjacent property and be unobtrusive.

1.9.1.c. Noise Limit

Generators must operate within 75 decibels at six (6) meters and be housed or enclosed to meet this standard.

1.9.1.d. Permit and Inspection

1. An approved permit from the Association is required for generator installation.
2. The FPA Village Architect will inspect generators for compliance.
3. Inspection must be made in the presence of the Homeowner/ Authorized Representatives.

1.9.1.e. Corrective Measures

Non-compliant generators must be corrected within 30 days of notice. After this period, the Association may enforce corrections at the owner's expense.

1.9.2. Booster Pumps

Booster pumps connected directly to the water line are prohibited. Authorized representatives may inspect for compliance. Refusal to allow inspection or confirmed violations will result in Board action.

1.9.3. Wells

Digging wells requires prior written approval from the Association and relevant government authorities.

1.9.4. Service poles and post

1.9.4.a. Poles, posts, or structures for utility lines require Board approval and must not detract from the area's aesthetics.

1.9.4.b. Unsightly, unsuitable, or improperly installed poles must be removed or replaced upon notice from the Association.

1.9.4.c. Failure of any public utility company to comply and observe requirements will result in fines or penalties as deemed appropriate by the Association.

1.9.5. Sewage disposal

All sewage must be connected to the sewerage system. Properties with septic tanks must keep them sanitary and are advised to connect to the existing sewage line in coordination with Manila Water.

1.9.6. Drainage Systems

1.9.6.a. Domestic water for gardening or cleaning must be drained into the sewerage system, septic tank, or underground storm drainage. Draining water into street gutters is not allowed, except for watering plants on the sidewalk.

1.9.6.b. Installing drainage lines outside the property is prohibited without written approval from FPA. Tapping into existing drainage or sewerage lines requires a permit. Boring through curbs and gutters is strictly prohibited.

1.9.6.c. Trench drains must be installed along the fence or property line of driveways to prevent surface water from draining into the street.

1.9.7. Utilities and Tapping points

1.9.7.a. Grease Traps. All kitchen sinks and wash basins must have grease traps to prevent pipe clogging.

1.9.7.b. Utility Line Verification. Verify the location and inverts of utility lines with the Village Architect or Engineer before construction. Tapping requires permits from local authorities and coordination with FPA.

1.9.7.c. Excavation for Tapping. Coordinate sewer, drainage, and water line excavations with the Village Architect or Engineer. An excavation fee of ₱900.00 per linear meter applies.

1.9.7.d. Construction of Utility Line must be done in the presence of an FPA representative to ensure compliance.

1.9.8. Weep holes

The installation of drainage openings on concrete wall fences is strictly prohibited.

1.10. Specialized Structures

1.10.1. Helicopter Facility

Private helicopter facilities for landing and take-off are strictly prohibited within the village.

1.10.2. Horse Stables

Stables are not permitted within the village.

1.10.3. Telecommunication Structures

Transmission towers are not allowed. Satellite dishes up to 24 inches (0.60 meters) are permitted with prior written approval from the Association.

1.10.4. Offensive to sight structures

1.10.4.a. Unsightly structures, such as overhead water tanks and aviaries, are prohibited.

1.10.4.b. Flagpoles are allowed only for embassy officials' residences, must be durable, and no taller than 5 meters. Residents are responsible for any damage or injury caused by a collapsing flagpole.

1.10.5. Dilapidated Structures

Neglected or dilapidated houses posing security, fire, or health risks, or violating the National Building Code, must be repaired or demolished by the Owner upon FPA's written order. If not repaired to acceptable standards, the FPA will demolish them at the Owner's expense.

Demolition must be done in the presence of the Homeowner/ Authorized Representative, and a Representative from the Barangay. Subject to Demolition Requirements imposed by law or local ordinance.

2. CONSTRUCTION GUIDELINES

2.1 Pre-construction Requirements

2.1.1 Classification of Construction Activities

2.1.1.1. New Residential Construction

New residential construction includes building a house from ground zero to completion or adding structures that alter more than 50% of an existing building's structure. The work permit, including excavation, is valid for 3 years.

2.1.1.2. Renovations (Major and Minor)

Renovations involve changes to a building's structure, architectural features, or specialty trade works and are classified as major or minor. Extensions or floor area additions are considered renovations and subject to building footprint evaluation.

a. Major renovation

Major renovations involve altering 11% to 50% of a building's structure or 36% of its interior or exterior features. This includes keeping the outer shell, interior work, or house extensions, subject to building footprint rules, with a maximum work duration of 2 years.

b. Minor Renovation

Minor renovations involve altering up to 10% of a building's structure or up to 35% of its architectural and specialty trade works. This includes interior work or house extensions, subject to building footprint rules, with a maximum work duration of 1 year.

2.1.1.3. Minor Repairs

Minor repairs include non-structural activities such as replacing roofing, gutters, ceilings, or sidings. Works exceeding three (3) months are classified as minor renovations. Examples include:

- a) Repainting
- b) Repair/replacement of doors, windows, flooring, or tiles (bathroom or pool)
- c) Interior partitions or non-load-bearing wall adjustments
- d) Installation or housing of generator sets
- e) Installation of solar panels
- f) Guardhouse construction
- g) Landscaping
- h) Perimeter fence or wall improvements
- i) Similar works lasting over two (2) weeks.

2.1.1.4. Emergency Repair Permit

An Emergency Work Permit covers urgent repair or maintenance work for up to six (6) working days. If the work exceeds this period, the property owner must apply for a regular Minor Repair Work Permit and meet its requirements.

Only one Emergency Work Permit can be issued per property for a specific scope. Multiple permits for different scopes or successive weeks are not allowed; in such cases, a Minor Repair Work Permit is required.

2.1.1.5. Repairs by Residential Staff

Very minor repairs or repainting by household staff with valid FPA-issued IDs are allowed, subject to prior written notification to FPA. These works must not be used to bypass compliance with construction rules, regulations, or property restrictions.

2.1.2 Submission of Plans

2.1.2.1. Approval Requirement

All plans for new constructions, renovations, major landscaping, or remodeling must be approved by the Association.

2.1.2.2. Required Plans

For new residences, renovations, and additions, submit the following:

2.1.2.2.a. Site development plan showing all improvements, structures, and buildings within the lot.

2.1.2.2.b. Topographic plan with complete dimensions and structure locations.

2.1.2.3. Construction Schedule

2.1.2.3.a. Submit a construction schedule with the plans and strictly adhere to it.

2.1.2.3.b. Delays will incur fines unless approved by the Board of Governors for reasons such as "force majeure" or uncontrollable circumstances.

2.1.2.3.c. Extension requests must be submitted in writing at least one (1) month before the original completion date.

2.1.2.4. Signatures and Seals

All plans and schedules must be signed and sealed by:

1. The property owner or resident.
2. The registered and licensed architect (architectural plans) or engineer (technical drawings).

2.1.2.5. Fees for Plan Review and Inspection

Fees for plan processing and construction inspection are payable by the property owner upon submission.

An FPA representative must also sign to signify approval of plans and schedule.

2.1.3. Number of Plans and Required Details

2.1.3.1. For New Residences and Major Renovations

Submit seven (7) sets of architectural plans, which must include:

1. Site development plan (showing 10.00m and 2.00m setbacks)
2. Location/vicinity map
3. Perspective
4. Floor plans
5. Front, sides, and rear elevations
6. Cross and longitudinal sections
7. Roof plan
8. Wall/fence plan and elevations
9. Sidewalk landscaping and development plan
10. Tabulated area of the building footprint (not exceeding 30% of the lot area)

Provide one (1) set of the following for the Association's files:

1. Structural, electrical, sanitary/plumbing, and mechanical plans
2. Topographic survey plan
3. Relocation survey plan detailing lot boundaries
4. Construction schedule

2.1.3.2. For Minor Renovations or Repairs

Submit three (3) sets of plans, including:

1. Site development plan (showing 10.00m and 2.00m setbacks)
2. Perspective
3. Floor plans
4. Front, sides, and rear elevations
5. Cross and longitudinal sections
6. Roof plan
7. Wall/fence plan and elevations
8. Sidewalk landscaping and development plan
9. Tabulated area of the building footprint (not exceeding 30% of the lot area)

2.1.3.3. Plan Modifications

Any changes to approved plans must be submitted for prior approval by the Building and Construction Committee. Construction must strictly follow the approved plans.

Random/Joint Inspection and Survey may be done, provided prior notice is given, by the Admin in the presence of the Homeowner/Authorized Representative, and Contractor at a designated time to avoid any conflict and ensure compliance.

2.1.4. Required Documents

Submit the following documents with your plans:

2.1.4.a. For individual owners: Photocopy of the Transfer Certificate of Title (TCT)

2.1.4.b. For corporate owners:

- a. Articles of Incorporation, By-Laws, and Certificate of Registration
- b. Certificate of Election of Officers and Directors
- c. Board Resolution authorizing the representative to transact, sign, and undertake the application on behalf of the corporation

2.1.4.c. Detailed Scope of Works

2.1.4.d. Work Schedule in Gantt Chart (for new residences and major renovations)

Bill of Materials, including labor and material costs (for new residences and major renovations)

2.1.5. Construction Bonds

2.1.5.1. Payment and Bond Schedule

Only residents/members may pay construction bonds, and payment must be made directly to the Forbes Park Association (FPA). Contractors cannot pay these bonds.

Residents/Members must file a cash bond with the Association when they get a construction, renovation, or repair permit, according to the bond schedule approved by the Association. The Board of Governors may revise this schedule as necessary.

2.1.5.2. Refund and Retention

Ninety percent (90%) of the bond is refundable after project completion and inspection, while ten percent (10%) is retained to cover Association costs (e.g., road maintenance, security, and professional fees).

2.1.5.3. Deductions and Forfeiture

Any fines for construction violations or fees for work permit extensions (based on current rates) will be deducted from the bond. The Board of Governors may revise these fines and deductions as needed.

Forfeiture

1. **Unclaimed Bonds (5 Years):** If a bond remains unclaimed for five (5) years, the Forbes Park Association (FPA) will send a reminder to the resident to claim it within a specified timeframe. If there is no response, the bond is automatically forfeited.
2. **Inspection After Reply:** If the resident replies, the Village Architect will schedule an inspection. If violations are found, the bond is forfeited. Forfeiture does not release owners from correcting existing violations.
3. **Minor Repairs:** Existing violations noted in a minor repair permit application do not require immediate correction until a major renovation or new construction project is undertaken. However, any newly discovered violations will result in bond forfeiture.
4. **Bonds Over 10 Years:** Bonds older than ten (10) years are automatically forfeited without prior notice or reminder from the Association.
5. **Change of Ownership:** When property ownership changes, any bond posted by the previous owner is forfeited.

2.1.5.4. Permit Conditions

Any new permit may be denied if there are unaddressed violations. Owners must agree in writing to correct existing violations before starting new construction.

Schedule of Bonds and Their Conditions

Permit Type	Amount of Required Cash Bond	Validity of Permit and other conditions
New Residential Construction	P 2,000.00/sqm. of the lot	<ul style="list-style-type: none">- Three (3) years permit validity.- Ten percent (10%) retention.- Twenty-five percent (25%) of the bond deduction for every 6 months extension or less.
Major Renovation	P 1,000.00/sqm. of the lot	<ul style="list-style-type: none">- Two (2) years permit validity.- Ten percent (10%) retention.- Twenty-five percent (25%) of the bond deduction for every 6 months extension or less.

Minor Renovation	P 500.00/sqm. of the lot	<ul style="list-style-type: none"> - One (1) year permit validity. - Ten percent (10%) retention. - Twenty-five percent (25%) of the bond deduction for every 6 months extension or less. - Extensions are limited to six (6) months. If work is not completed within one (1) year plus the 6-month extension, the permit will be upgraded to a Major Renovation.
Minor Repair	P 150,000.00	<ul style="list-style-type: none"> - Three (3) months permit validity. - Ten percent (10%) retention. - Ten percent (10%) of the bond deduction for every month extension or less. - Extensions are limited to three (3) months. If work is not completed within months (3) plus the 3-month extension, the permit will be upgraded to a Minor Renovation.
Demolition	P 150,000.00	<ul style="list-style-type: none"> - Three (3) months permit validity. - Ten percent (10%) retention. - Ten percent (10%) of the bond deduction for every month extension or less.
Other specific Works: <ul style="list-style-type: none"> • Installation of Generator Set • Installation of Solar Panels 	P 150,000.00	<ul style="list-style-type: none"> - Three (3) months permit validity. - Ten percent (10%) retention. - Ten percent (10%) of the bond deduction for every month extension or less.

2.2. On-site Construction Guidelines

2.2.1. Permits and Gate Passes

No entry of personnel or materials is allowed without submitting all required documents to ensure compliance with construction rules.

A monthly gate pass is required for all personnel and must be approved by the Village Architect. Requirements include:

1. Signed application form by the owner and contractor/representative.
2. Valid NBI or Police clearance.
3. Payment of the prescribed fee.

Submission of fake documents will result in a lifetime ban and corresponding fines.

2.2.2. Construction Activity

2.2.2.1. Working Hours

Construction work is allowed Monday to Saturday, from 8:00 AM to 5:00 PM.

2.2.2.2. Saturday Work Regulation

No heavy equipment, noisy tools, or concrete pouring with mixers or pumps to maintain weekend peace.

2.2.2.3. Holiday Restrictions

2.2.2.3.a. Construction is prohibited on holidays.

2.2.2.3.b. No personnel or delivery vehicles are allowed entry.

2.2.2.3.c. Caretakers or up to two stay-in personnel with FPA-issued IDs may remain on-site but must stay within the project premises.

2.2.2.4. Overtime

2.2.2.4.a. Overtime is allowed only from 5:00 PM to 7:00 PM with written approval from the Association.

2.2.2.4.b. Applications must specify the date, number of personnel, and tasks and be approved by the Village Architect or Village Manager.

2.2.2.5. Noisy Activities

- 2.2.2.5.a.** No noisy work (heavy equipment, drilling, loud tools) is allowed on weekends.
- 2.2.2.5.b.** Heavy equipment requires FPA approval.
- 2.2.2.5.c.** The owner and contractor must notify neighboring properties and secure an agreement before starting noisy work. The Association may assist the Owner/Contractor in informing the neighboring properties.

2.2.2.6. Safety Officers

- 2.2.2.6.a.** A full-time certified Safety Officer with COSH training must be on-site to monitor work.
- 2.2.2.6.b.** FPA will conduct random inspections to ensure compliance.
- 2.2.2.6.c.** Absence of the Safety Officer will result in fines.

2.2.2.7. Concrete Pouring

- 2.2.2.7.a.** Requests must be submitted in advance and approved by FPA.
- 2.2.2.7.b.** Same-day applications are not allowed.
- 2.2.2.7.c.** No concrete pouring on Saturdays.
- 2.2.2.7.d.** Concrete spills onto the drainage or road will incur a ₱20,000 penalty.

2.2.3. Delivery of Materials

2.2.3.1. Overloaded and Heavy Trucks

- 2.2.3.1.a.** Overloaded trucks are prohibited from entering the Village.
- 2.2.3.1.b.** Trucks over 20 tons are not allowed.
- 2.2.3.1.c.** Trucks in poor condition or smoke-belching vehicles are strictly prohibited. Violators will be penalized.
- 2.2.3.1.d.** Dump and flatbed trucks must not exceed their original cargo vessel height (typically 0.50 meters from the bed).

Truck types with corresponding load capacity and entry fee are as follows:

Truck Type	Load Capacity	Cost per Entry
4 Wheelers	Below 4 tons gross weight capacity	n/a
4-6 wheelers	4 tons and above gross weight capacity	P 1,500.00
10-wheelers, prime movers (with 20 ft. container van) Trailer	8-10 tons	P 2,500.00
Trailers with heavy equipment, prime movers (with 40 ft. container van) Concrete Mixers	18 tons	P 3,000.00

2.2.3.2. Delivery Entry Requirements

2.2.3.2.a. A written request signed by the owner/resident must be submitted to FPA for approval. The request must include:

Delivery details (materials, driver's info, truck details, date of delivery)

2.2.3.2.b. Trip tickets must be secured from FPA before entry.

2.2.3.2.c. Entry fees apply to moving-in/moving-out trucks but not to water deliveries or garbage trucks.

2.2.3.2.d. No construction materials (including those in private vehicles) may enter without an FPA-issued entry permit.

2.2.3.2.e. No trucks allowed on streets after 5:00 PM. However, they may park inside the property with prior FPA approval, but delivery personnel must leave the Village.

2.2.3.3. Roads and sidewalk protection

2.2.3.3.a. Trucks must not drive onto sidewalks without adequate plank support.

2.2.3.3.b. Any damage to roads or sidewalks caused by trucks or heavy equipment must be repaired at the expense of the homeowner or contractor. If not settled, the cost will be deducted from the construction bond.

2.2.3.4. Cleanliness and Environmental Compliance

2.2.3.4.a. Delivery personnel must clean spills and debris from the streets.

2.2.3.4.b. Oil or mud stains must be scrubbed off. Stains on the road will incur a ₱1,000 penalty, while oil spills that contaminate the drainage system will result in a ₱20,000 penalty.

2.2.3.5 Material and Equipment Exit Regulations

No materials (e.g., scrap lumber, cement bags, equipment, or supplies) may be taken out of the village without approval from the property owner or authorized construction personnel.

2.2.3.6 Special Considerations for Deliveries Beyond 5:00 PM

2.2.3.6.a. Deliveries affected by truck bans or other restrictions may be allowed beyond 5:00 PM with prior approval.

2.2.3.6.b. A written request must be submitted to FPA detailing the reason, delivery schedule, truck details, and materials.

2.2.3.6.c. Approval is subject to FPA's discretion and must comply with existing Village regulations.

2.2.4 Proper Attire at Construction Sites

This rule applies to all ongoing construction, renovation, repair and demolition within the village at all times.

2.2.4.1. Mandatory Safety Gear

a. All individuals on-site must wear appropriate safety attire, including:

- Hard hats
- Closed-toe shoes or boots
- High-visibility vests (if required)
- Protective gloves, eyewear, or masks (as needed for specific tasks)

2.2.4.2. Prohibited Attire

Slippers, sandals, shorts, sleeveless shirts, and loose clothing are strictly prohibited.

2.2.4.3. Compliance & Penalties

- a. Entry will be denied for improper attire.
- b. A ₱1,000 fine per person will be imposed for violations.

2.2.5 Sanitation and Hygiene

2.2.5.1. Toilet Facilities

Construction sites must have proper sanitation facilities, such as portable toilets.

2.2.5.2. Garbage Disposal

Waste materials and debris must be removed daily. A ₱20,000 penalty will be imposed for an unclean site.

2.2.5.3. Placement of Materials

The placement or dumping of construction materials on sidewalks, streets, vacant lots, or creeks is strictly prohibited. Violators shall incur a fine of ₱5,000 per day until rectified.

2.2.5.4. Community Conduct

- 2.2.5.4.a.** Urinating in public areas like walls, trees, utility post, or vehicles is prohibited and will incur a ₱1,000 fine.
- 2.2.5.4.b.** Spitting or nasal discharge on streets, sidewalks, or plants is also prohibited, with a ₱1,000 fine.
- 2.2.5.4.c.** Unnecessary noise from construction sites, such as loud music, shouting, or horseplay, is strictly prohibited. This rule also applies while workers are walking to and from the site. Violators will be fined ₱1,000 per person.
- 2.2.5.4.d.** Repeat offenders may be denied entry.

2.2.6 Two-Man Rule

2.2.6.1. Workdays & Holidays:

- 2.2.6.1.a.** Only two construction personnel may stay overnight at a construction site.
- 2.2.6.1.b.** Workdays: 7:00 PM – 7:00 AM
- 2.2.6.1.c.** Holidays: 7:00 AM – 7:00 PM
- 2.2.6.1.d.** No exceptions.

2.2.6.2. Penalties for Extra Stay-in Personnel:

- 2.2.6.2.a.** 1st offense: ₱1,000 per person
- 2.2.6.2.b.** 2nd offense: ₱2,000 per person
- 2.2.6.2.c.** 3rd offense: ₱5,000 per person + gate pass cancellation/ban

2.2.6.3. Stay-in Requirements

- 2.2.6.3.a.** At least one construction personnel must stay awake and always remain visible to security.
- 2.2.6.3.b.** Stay-in personnel must remain within the designated construction site.
- 2.2.6.3.c.** ₱1,000 fine for non-compliance.

2.2.7. Construction Team Entry and Exit

2.2.7.1. Shuttle Requirement

- 2.2.7.1.a.** Employers/contractors must provide a shuttle service for personnel in new residential construction or major renovations.
- 2.2.7.1.b.** Preferably a four-wheeler vehicle; other road-worthy vehicles, except heavy equipment, are allowed.
- 2.2.7.1.c.** Contractors must register their shuttle with the FPA Office.
- 2.2.7.1.d.** Overnight parking of shuttle services on-site is not allowed. A ₱1,000 fine will be imposed per violation.

2.2.7.2. Entry & Exit Guidelines

2.2.7.2.a. For Construction Personnel (7:00 AM – 8:30 AM | 4:30 PM – 6:00 PM)

- i. Buendia Gate (North Forbes Park)
- ii. Flame Tree Gate (South Forbes Park)
- iii. Tamarind Gate (South) for six-wheeled vehicles only

2.2.7.2.b. For Deliveries

- i. Talisay Gate (North Forbes Park)
- ii. Tamarind Gate (South Forbes Park)

2.2.7.2.c. Shuttles must not wait or stand by near the gates to prevent congestion.

2.2.7.3. Gate Security Procedures

2.2.7.3.a. Entry

- a. Stop at the gate for inspection.
- b. All individuals must present their FPA Gate Pass for verification.
- c. Those without a gate pass will be denied entry.
- d. Prohibited items (weapons, illegal drugs, alcohol) will lead to investigation and possible PNP referral.

2.2.7.3.b. Exit

- a. Shuttles must stop before the exit lane (not on the ramp) for inspection.
- b. Individuals must disembark for bag inspection and gate pass scanning.
- c. Non-personal items without a signed gate pass will be confiscated, and further questioning may be conducted.

2.2.7.4. Compliance & Penalties

2.2.7.4.a. Shuttle drivers must follow FPA Traffic, Security, and Safety Regulations.

2.2.7.4.b. The FPA may revoke shuttle access for any violations.

2.2.8. Construction Fences

2.2.8.1. Fence Material & Installation

2.2.8.1.a. An approved temporary fence (type and color specified by the Association) must enclose all construction, renovation, repair, and demolition sites before any work begins.

2.2.8.1.b. The fence must be well-maintained at all times, especially at the front, ensuring a clean and orderly appearance.

2.2.8.1.c. Height must be three (3) to nine (9) meters to protect the privacy of neighboring properties.

2.2.8.2. Material Specifications

2.2.8.2.a. New Residential Construction, Major Renovation, and Demolition

- i. Front (street-facing side): Green metal roofing/wall sheets, at least 6 meters high.
- ii. Sides & Rear: Plain green canvas tarpaulin (without any print, design, or markings). The green side must face outward.

2.2.8.2.b. Minor Renovation or Repairs

- i. Plain green canvas tarpaulin (without any print, design, or markings). The green side must face outward.

2.2.8.2.c. No painting, attachments, or signage are allowed on the fence, except the FPA Permit Sign and Makati City Hall Building Permit.

2.2.8.3. Maintenance & Compliance

2.2.8.3.a. The fence must be regularly repaired and replaced if damaged, particularly due to weather conditions.

2.2.8.3.b. Failure to comply may result in:

- i. Denial of site access for personnel and materials.
- ii. Suspension of work permits.
- iii. A ₱1,000 daily fine will be imposed until full compliance

2.2.9. Inspection Guidelines

2.2.9.1. Site Inspections

2.2.9.1.a. The Village Architect or authorized inspectors and FPA security may conduct inspections anytime, day or night, as deemed necessary.

2.2.9.1.b. No construction work may proceed without prior inspection to verify compliance with easements, setbacks, height limits, and other regulations.

2.2.9.1.c. The contractor must notify the Association at each stage of construction to allow for an ocular inspection.

2.2.9.2. Non-Compliance & Penalties

If work proceeds without the required inspection, the following penalties will apply:

- Immediate work stoppage
- Revocation of all gate passes for site personnel and suppliers
- Mandatory security posting (8-hour shifts) at the owner's expense until full compliance is met.

2.2.9.3. Approved Plans On-Site

- a. For New Residential Construction and renovations, a copy of the FPA approved plans must always be available at the site for inspection.
- b. Failure to present the approved plan during an inspection will result in a ₱5,000 fine per occurrence.
- c. Deviation from approved plans or scope of work will result in a ₱20,000 fine and work stoppage until proper approvals and permits are secured.

2.2.9.4. Final Inspection

- a. Minor repairs: Request for final inspection must be filed within one (1) month after completion.
- b. New construction/major renovations: Final inspection must be conducted before occupancy and before the release of the cash bond.

2.2.10. Utility & Service Work Guidelines

2.2.10.1. Permit & Compliance

- a. Utility/service companies must secure a permit before any work (e.g., service connections, repairs, excavations).
- b. Excavation plans must comply with Association regulations.

2.2.10.2. Liability & Restoration

- a. Full responsibility for any damage rests with the utility/service company and, if applicable, the property owner.
- b. Damages must be repaired immediately, and excavated areas restored to original or better condition per Association standards.

2.2.11. Construction Violations

2.2.11.1. Site Inspections & Compliance

2.2.11.1.a. The Village Architect or FPA Security personnel must be granted access at any time. Refusal results in:

1st offense: ₱1,000 fine

2nd offense: ₱2,000 fine

3rd offense: Revocation of gate passes & construction stoppage

2.2.11.1.b. Violations discovered on-site may lead to immediate work stoppage, removal from Forbes Park, and surrender of unregistered individuals to the authorities.

2.2.11.2. Security Enforcement & Costs

2.2.11.2.a. If violations occur, a guard (8-hour shifts) will be assigned at the owner's expense until compliance is achieved.

2.2.11.2.b. No construction can resume until security costs are settled.

2.2.11.2.c. Appeals may be made to the Board; whose decision is final.

2.2.11.3. Construction Restrictions

2.2.11.3.a. No structures may be built over creeks used for drainage. Violations will result in immediate removal at the owner's expense.

2.2.11.3.b. Business, commercial, or advertising signs are prohibited on properties and construction sites.

2.2.11.3.c. Advertising materials cannot be distributed through security or village personnel, nor may resident information be disclosed for such purposes.

2.2.11.4. Fire & Noise Regulations

2.2.11.4.a. Open fires are strictly prohibited in construction sites and residential areas, except for barbecues held by residents.

2.2.11.4.b. Loud noises (e.g., loud music, shouting, or horseplay) are strictly prohibited.

2.2.11.5. Tree Protection

2.2.11.5.a. Trees planted by the Association along common areas must not be cut or trimmed. Violators will be held liable.

2.2.11.5.b. Tree removal requests must be approved by the FPA, which may require replacement with a specified height and species.

2.2.11.5.c. Inspection must be done in the presence of the Homeowner/Authorized Representative and Contractor at a designated time to avoid any conflict and ensure compliance.

3. POST CONSTRUCTION PHASE

3.1. Cash Bond Refund Guidelines

3.1.1. Release Conditions

3.1.1.a. The cash bond will not be refunded until all rules and regulations are fully complied with.

3.1.1.b. Refunds are issued once construction or renovation is 100% complete, meaning:

- a. Compliance with approved plans and specifications
- b. Hard and soft landscaping, utilities, and permanent fixtures installed and ready for use
- c. Site cleared of construction debris

3.1.2. Deductions & Liabilities

- a. The Association may deduct charges, fines, or penalties from the bond as applicable.

3.1.3. Request & Inspection Process

3.1.3.a. The owner must submit a written request for final inspection to initiate the refund process.

3.1.3.b. The Village Architect will schedule and conduct the inspection.

3.1.4. Required Documents for New Construction & Major Renovations

3.14.a. One (1) set of as-built plans, signed and sealed, including:

1. Architectural Plans
2. Structural Plans
3. Electrical Plans
4. Mechanical Plans
5. Plumbing & Sanitary Plans
6. Landscape Plan

3.2. Moving-in Requirements

3.2.1. Final Inspection & Clearance

3.2.1.a. The cash bond will not be refunded until all rules and regulations are fully complied with.

3.2.1.b. A Final Certification of Clearance will only be issued once all requirements are met.

3.2.2. Security Committee Approval

3.2.2.a. The inspection report must be submitted to the Security Committee as part of the moving-in requirements.

3.2.2.b. Moving clearance is subject to the Security Committee's approval.

3.3. Certificate of Project Completion

3.3.1. Requirement

Owners undertaking major renovations or new construction must secure a Certificate of Project Completion from the FPA upon full compliance with all Building Rules and Regulations.

3.3.2. Separate from Occupancy Permit

This certificate is independent of the Occupancy Permit issued by the City Engineer's Office.

3.3.3. Consequences of Non-Compliance

Failure to secure the certificate will result in denial of move-in clearance and non-issuance of gate passes for household staff and vehicles.

3.4. Future Improvements and Alterations

3.4.1. Ongoing Compliance

Even after construction is completed and the cash bond is refunded, the property remains subject to inspection to ensure compliance with building regulations.

3.4.2. Authorization Requirement

Any future improvements, alterations, repairs, or maintenance require prior approval and must comply with all construction rules and regulations.

3.4.3. Penalties for Violations

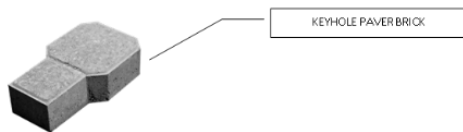
Non-compliance may result in:

3.4.3.1. Suspension of renovation or repair approval

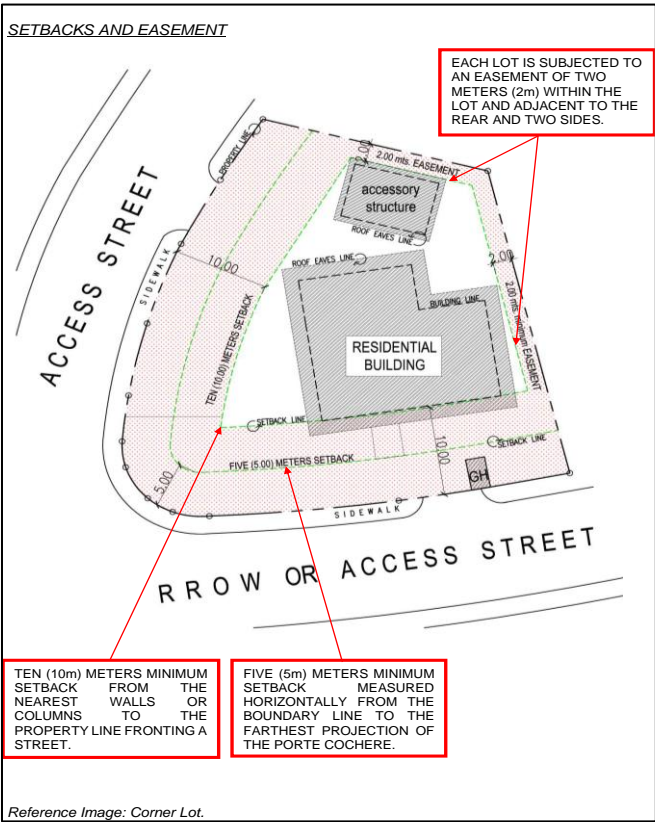
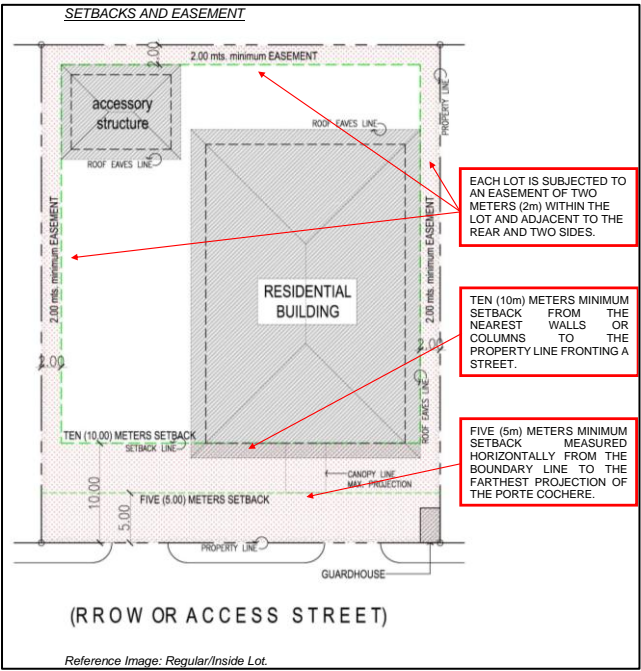
3.4.3.2. Restriction on entry of construction materials and personnel

Appendices

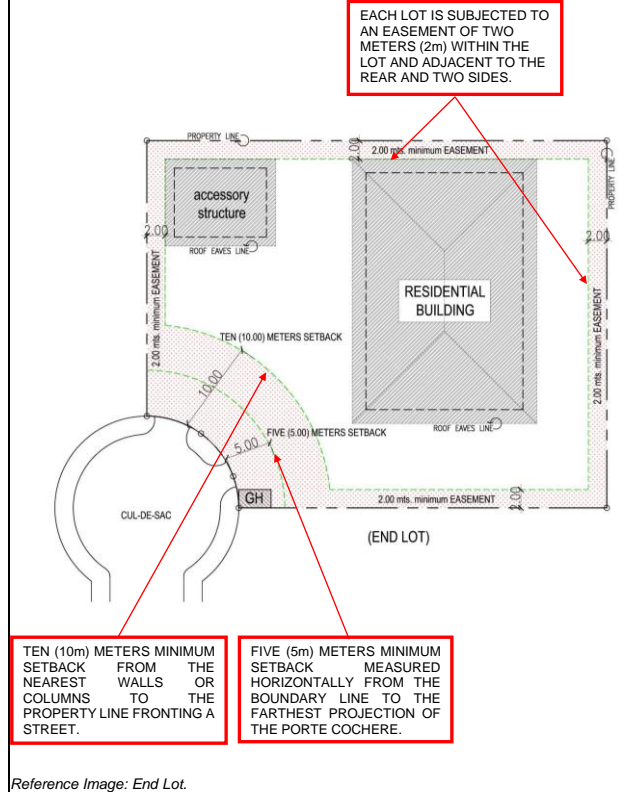
Appendix A: Sidewalk Construction Standards (Illustration)



Appendix B: Setbacks and Easements (Illustration)

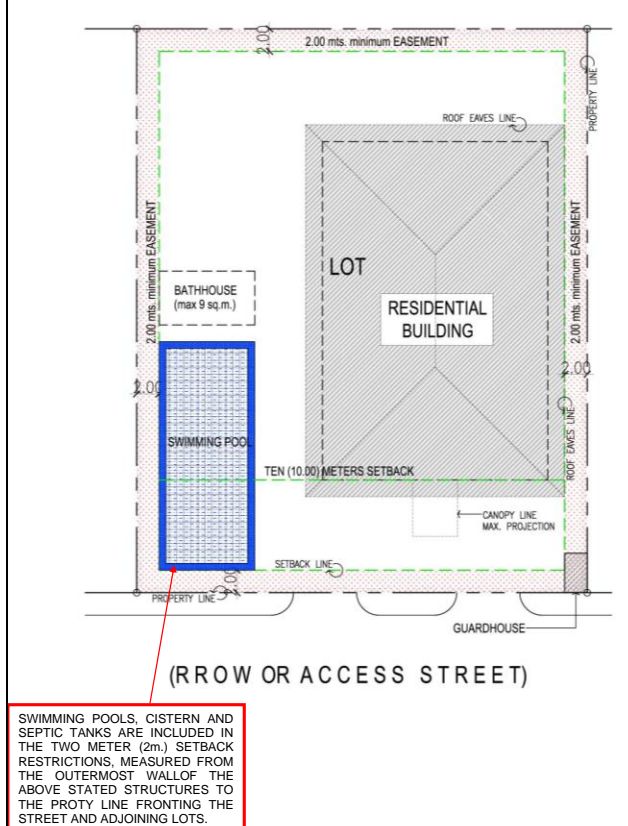


SETBACKS AND EASEMENT



Reference Image: End Lot.

SETBACKS AND EASEMENT



Appendix C: Fine Schedules and Penalties (Table)

Violation	Cost/Penalty
Masonry wall and fences	
Exceeds maximum allowable height	P 1,000 per day effective upon receipt of notice until the violation is corrected
Setbacks and easements	
Violation on 10-meter front and 2-meter easement (sides and rear) including basement setback rules.	P2,000 per day effective upon receipt of notice until the violation is corrected
Building Height	
Exceeds maximum allowable height	P2,500 per day effective upon receipt of notice until the violation is corrected
Guardhouse	
Guardhouse exceeding maximum allowable area.	P 1,000 per day effective upon receipt of notice until the violation is corrected
Driveways	
Without a trench drain	P 1,000 per day effective upon receipt of notice until the violation is corrected
Driveway higher than sidewalk elevation	P 1,000 per day effective upon receipt of notice until the violation is corrected
Driveway encroaching/reaching to the gutter line	P 1,000 per day effective upon receipt of notice until the violation is corrected
Driveway violating the required sloping and/or exceeding the maximum allowable difference between the sidewalk pavement and the driveway	P 1,000 per day effective upon receipt of notice until the violation is corrected
Sidewalks	
Sidewalk encroachment, landscaping and developing without prior approval and permit.	P2,000 per day effective upon receipt of notice until the violation is corrected

Violation	Cost/Penalty
Generator Sets	
Setback violation	P2,000 per day effective upon receipt of notice until the violation is corrected
Noise on site	P 1,000 per day effective upon receipt of notice until the violation is corrected
Fumes/smoke pollution	P 1,000 per day effective upon receipt of notice until the violation is corrected
Accessory Structures	
Guesthouse or any structure with living amenities not attached to the main house.	P2,500 per day effective upon receipt of notice until the violation is corrected
Cabana/Gazebo with living amenities enclosed or exceeds maximum allowable area.	P2,500 per day effective upon receipt of notice until the violation is corrected
Pump house/Filter room within setback.	P2,000 per day effective upon receipt of notice until the violation is corrected
Dog house and other animal pet houses within setback and exceeds maximum allowable area.	P 1,000 per day effective upon receipt of notice until the violation is corrected
Offensive to sight structure	P 2,500 per day effective upon receipt of notice until the violation is corrected
Telecommunications/ Antenna tower	P 1,000 per day effective upon receipt of notice until the violation is corrected
Unmaintained existing communication/tower	P 1,000 per day effective upon receipt of notice until the violation is corrected
Horse stables	P 1,000 per day effective upon receipt of notice until the violation is corrected
For existing ones, for failure to meet cleanliness and sanitation standards.	P2,000 per day effective upon receipt of notice until the violation is corrected
Booster pumps	P 1,000 per day effective upon receipt of notice until the violation is corrected

Violation	Cost/Penalty
Service poles and post	
For putting up pole/post without prior approval.	P 2,000 per day effective upon receipt of notice until the violation is corrected
For not removing/replacing any existing pole or post determined by FPA as unsightly, improper, and unsuited.	P 1,000 per day effective upon receipt of notice until the violation is corrected
Improper sewage disposal	P 1,000 per day effective upon receipt of notice until the violation is corrected
Improper drainage discharge (cement, oil, etc)	P 20,000.00
Utilities and tapping points	
Improper tapping to the drainage, sewer and water line.	P 2,000 per day effective upon receipt of notice until the violation is corrected
Weep holes	P 1,000 per day effective upon receipt of notice until the violation is corrected
Repairs made by residential staff without FPA approval.	P 1,500 per day effective upon receipt of notice until compliance.
Permit & Gate Passes	
No gate pass or undocumented workers	P 500 per pax
Unauthorized entry of workers/laborers	P 1,000 per pax
No work permit or expired work permit	P 5,000
Submission of fake requirements.	P 5,000 + lifetime ban entry inside the Village
Working hours	
No Safety Engineer on site.	P 5,000
No overtime permit	P 1,000 per pax
Doing unauthorized loud noise-producing work after 5 PM	P 1,000 per pax
Overtime beyond 7 PM	P 5,000 per pax

Violation	Cost/Penalty
Doing noisy works during Saturdays	P 1,000 per pax
<i>Delivery of materials</i>	
Bringing in construction materials without permit	P 1,000
Dirt, mud, oil and grease spills/ stains on roads	P 1,000
<i>Sanitation</i>	
No proper or unsanitary toilet facilities	P 5,000
Improper disposal or burning of garbage.	P 1,000
Garbage along sidewalk adjacent to on-going construction site.	P 2,000
Dumping of construction materials, garden rocks, and chunks of trees on road/sidewalk	P 5,000
Unsanitary/Unclean Site	P 20,000.00
Urinating, spitting or nasal discharge in public areas.	P 1,000.00 per pax
<i>Two-Man rule</i>	
Excess of Two-Man rule	P 1,000/ 2,000/ 3,000 per pax
No available watchman on duty.	P 1,000
Stay-in personnel without permit	P 1,000 per pax
<i>Fence around construction site</i>	
Non-use of tarpaulin or other specified material	P 1,000 per day until compliance.
Unsightly or dilapidated temporary fencing.	P 1,000 per day until compliance.

Violation	Cost/Penalty
<i>Schedule of inspections</i>	
Right to entry of FPA Village Architect for inspection.	P 1,000 per day until compliance to allow entry of any authorized representative of the Association to check on reported violation.
<i>Construction violation</i>	
Prohibited construction	P 5,000 per day effective upon receipt of notice until compliance.
Open fire	P 1,000
Placement of any advertisement/commercial sign	P 5,000 per day
Deviation from approved plans	P 20,000.00
Failure to wear required PPE on-site	P 1,000.00 per pax

Approval & Acknowledgment

This document was **approved by the FPA Board of Governors.**

Authored by:

Arch. Josef R. Lazo – Village Architect

Developed under the guidance of:

Gov. Felix R. Ang – Chairman, Building and Construction Committee