

# PALA REGULATIONS

## FOREWORD

Pulu Amsic Subdivision was designed, approved, and licensed as an **exclusive single-family**. A residential compound developed for the purposes of providing a safe, peaceful and tranquil neighborhood and a community free of any and all industrial, commercial and retail activities. Because of this mandate, Pulu Amsic Subdivision is one of the best “family-oriented” residential communities in Angeles City. Therefore, it is up to **all of us** to take pride in our community and to help protect and safeguard our property values.

**VISION STATEMENT:** The Pulu Amsic Board Members envision the community as a desirable place that we are all proud to call home. A community of friendly, well-maintained, safe, caring, and respectful neighbors, who cooperate with each other to uphold and grow the value of our properties and our family, friends, and community relationships.

**MISSION STATEMENT:** The mission of the Pulu Amsic Homeowners Association is to preserve and enhance the property of our subdivision by maintaining the common ground areas, and upholding our Covenants, By-Laws, Deed Restrictions, and Polices. The Board will serve the Homeowners by taking a fair, ethical and objective approach in representing the interest of all homeowners. The Pulu Amsic subdivision will be maintained as a safe, friendly, and enjoyable place to live for each homeowner and their respective family. We will enforce the Association Bylaws, Covenants and Restrictions while providing ethical and fiscally responsible solutions to promote a sense of community, to enhance our property values, and plan for the future.

Over a decade has lapsed since the original Rules and Regulations were issued, but never ratified by the membership. Much has changed with respect to the economy, labor laws, the number of homes in our development today compared to the number of empty lots, volume of vehicles and vehicular traffic, congestion and societal values since 2015 when the developer turned over full management and administration of the Association and the Subdivision to Pulu Amsic Lot-Owners Association (**PALA**). This requires an update and reissuance of the original Pulu Amsic Lot-Owners Association (**PALA**) Rules and Regulations which were never distributed to members. Rules and Regulations need to be periodically updated.

Accordingly, **PALA** is responsible for maintaining and enforcing the Rules and Regulations governing the administration and management of the Subdivision. Making and implementing responsible decisions regarding the use of Association funds and assets to ensure that positive cash flow is regularly maintained, and sufficient cash reserves are maintained to meet future obligations.

## RULES AND REGULATIONS

The PULU AMSIC LOT OWNERS ASSOCIATION, Inc. (**PALA**) has developed these guidelines to foster an environmentally conscious and sustainable master-planned community, promoting a harmonious and delightful neighborhood.

The following House Rules shall be applied for the common good of the community.

1. Safeguard every resident’s health, safety, and welfare by establishing and maintaining a safe, livable, and pleasant community.
2. Accord to each property owner, the full benefit and enjoyment of their property with no greater restriction than is necessary to ensure the same advantages as other property owners.

3. Assure residents that the intended land use and character of their community shall be preserved, protecting their rights to access, ventilation, view, utility service and privacy.
4. Maintain the high aesthetic standards making it PULU AMSIC SUBDIVISION an attractive and desirable place to live.
5. Prevent nuisances and the deterioration of neighborhoods that inevitably follows a “let people do whatever they want” philosophy of construction, maintenance, and property use.
6. Protect and increase property values by ensuring that only compatible developments and densities shall be located within the community of family homes. No business or multi-family residence shall be allowed inside Pulu Amsic Subdivision
  - Take a fair, ethical and objective approach in representing the interest of all homeowners.
  - Communicate with homeowners in a timely manner through appropriate mediums.
  - Conduct business with transparency by providing regular financial statements, meeting agendas and minutes to the homeowners.
  - To make and implement responsible decisions regarding the use of funds and assets belonging to the Association.
  - Uphold the Covenants, By-Laws, Deed Restrictions, Regulations, PALA Construction and Contractors regulations and Policies of the Homeowners Association.
  - Protect and enhance the value of our neighborhood by maintaining all common areas.
  - Treat every issue which comes before the Board with respect.
  - To ensure that all additions/changes to lots, homes, and property in the subdivision will preserve and/or enhance the value of our properties as a whole.
  - Work with residents in a professional, objective, ethical manner to resolve conflicts which may arise or respond to requests in a timely manner.
  - Enable opportunities for community activities and committees promoting a neighborly subdivision that works together for the good of all.

The lot-owners of *PULU AMSIC LOT-OWNERS ASSOCIATION, Inc. (PALA)* agree to the following:

7. Each owner shall automatically be a member of the Association. Membership in the Association shall not be transferable separately from the lot to which it pertains.
8. Owners must abide by the rules and regulations laid down by the Association in the interest of sanitation, security, aesthetics, and the general welfare of the community.
9. The Association shall be authorized to set and collect dues and make special assessments as required to cover the costs of maintaining the subdivision.
10. Each owner shall advise the Association of the sale or lease of their property to another party, 5 days before the date of contract execution of the sale or lease, as well as a copy of the contract. Lessees shall be required to register at the (PALA) office prior to moving in.
11. The financial year will be from January 1 through December 31 each year

## **MEMBERS**

1. Members are lot owners and long-term (a period of 1 year or more) lessees of houses in Pulu Amsic (PALA).
2. Long-term lessees of houses shall be considered as members of the association in lieu of the property owner unless otherwise specified in their lease agreement.
3. A member in good standing is one who complies with all the duties and obligations of a membership.

## **MEMBERS RESPONSIBILITIES AND DUTIES**

1. To pay association dues on time, special assessments, and other such fees which may be levied from time to time. On-time dues payment is defined as payment on or before the 7th day of each month. A lot-owner will automatically become a member “not in good standing” until all dues and fines are paid in full without need of formal notification.
2. To participate in major activities and other social affairs of the association.
3. To attend all meetings, seminars and other forums that may be called by the association to include Annual General Meetings (AGM) and Special Meetings (SGM) called by the PALA Board of Directors. Failure to participate or vote in 3 consecutive meetings will automatically result in the member being declared “not in good standing” and voting rights will be suspended..
4. To obey and comply with the association by-laws and other rules and regulations as may be promulgated by the PALA Board of Directors.
5. Association dues shall be paid monthly, quarterly, bi-yearly or yearly. The current rate of seven (7) pesos per square meter shall be assessed for every lot regardless of whether it is with or without improvements. Association dues cover the cost of operations, security, maintenance, and improvements of the common areas of the subdivision.
6. Members shall have the right to amend association by-laws, without approval of the Board of Directors, by petition or online vote, signed or cast by a quorum of the members, in good standing, and submitted to the Election Committee for count and verification.
7. PALA has the right to take legal action against its members whenever members are over ninety (90) days delinquent in paying dues. Delinquency includes dues, interest, late fees, fines, violations, penalties, and special assessments. Members shall pay or reimburse PALA for all reasonable legal fees and court costs incurred by PALA.
8. Failure to abide by any of the PALA bylaws can result, include but not limited to fines, towing of vehicles, restrictions of vehicle entry to subdivisions roadways, legal actions and property lien.

## **ELECTIONS, VOTING AND PROXIES**

1. Participate shall be required at annual meetings any special meetings organized by the Board of Directors of PALA to vote on all matters presented to the members. A member shall be considered as "not in good standing" automatically if a member fails to participate in three consecutive annual or special meetings, or if he or she fails to be current with their monthly dues, interest and late fees, fines, and special assessments seven (7) calendar days before a vote or election.
2. Board of Directors, Elections and Voting follow the 2021 rules and regulations of Republic act NO. 9904, otherwise known as the Magna Carta for homeowners and homeowners' associations.
  - 2.1. Unless otherwise announced, board meetings shall be held the 1st Wednesday of the month at the PALA clubhouse.
  - 2.2. The Board of Directors shall be composed of five (5) qualified (as defined in 2.3), elected members. The Board shall hold office for a term not exceeding two (2) years commencing on the date of the Annual General Meeting (AGM), to include the election committee.
  - 2.3. Qualifications of Trustees or Directors, and Officers of the association.
    - 2.3.1. Shall be a Filipino citizen for the positions of President, Vice President, Secretary and Treasurer and must be of legal age.

2.3.2. Shall be an association member is in good standing as of 7 days prior to the election date.

2.3.3. Shall be an actual resident of the subdivision, as certified by the association secretary, or in default thereof, by a member of good standing having personal knowledge of their residency in the subdivision.

2.3.4. Shall not have been convicted by final judgment of an offense involving moral turpitude, or commit an act or behavior that gravely violates the sentiment or accepted standard of the community and Grievance Committee should police moral turpitude.

2.3.5 Board member cannot sit concurrently on more than one homeowner association board due to possible conflict of interest.

2.4. Grounds for Removal of a Trustee or Director or Dissolution of the Board of Directors. A trustee or director may be removed, or the Board may be dissolved on grounds, such as but not limited to the following:

2.4.1. Breach of trust.

2.4.2. Conflict of interest.

2.4.3. Mismanagement, fraud, or abuse of authority.

2.4.4. Tolerated the commission of fraudulent activities and other illegal acts committed by a trustee, director, staff member and/or a homeowner.

2.4.5. Gross negligence in managing the affairs of the association.

2.4.6. Failed to perform their fiduciary duties and/or responsibilities.

2.4.7. Failure to attend 3 consecutive Annual General Meetings, Special Meetings, Board of Directors meetings or any other called meetings.

2.5. Elections shall be held once a year at the Annual General Meeting (AGM). No more than five board members will be up for election in any given year. The Annual General Meeting (AGM) shall be held on the 3rd Saturday of May.

2.6. Each lot in good standing shall have one vote, (one lot, one vote) Total lots or votes equal 534.

2.7. PALA defines a quorum as 50% plus 1, "members in good standing" in attendance, in person, by online voting or by proxy, who shall be entitled to vote on related matters. A member "in good standing" shall be defined in this document. If a quorum is not reached at the scheduled meeting. A second "special" meeting will be scheduled within 30 days of the meeting where a quorum was not reached. If a quorum is again not achieved at the and the results will be binding on the association second "special" meeting, voting will be permitted to proceed and the results will be binding on the association. The election committee shall submit the results, with explanation of the circumstances, to the DHSUD, as required by law.

2.8. Proxies for Annual General Meetings and Special Meeting must be submitted to the PALA office no later than 7 days prior to the scheduled meeting date. The PALA office staff shall make the determination if the member issuing the proxy is in good standing. Once verified as valid, it will be signed by an authorized office official and embossed with the PALA seal.

2.8.1. Members shall vote in person, by online voting, or by proxy for all Annual General Meetings (AGM) or Special Meetings. Proxies can be submitted in writing or accomplished online. Proxy forms shall be made available at the PALA office and may also be downloaded from the PALA website. Proxies must be filed at least (7) seven days prior to the date of the meeting. Online voting

shall be permitted no more than 30 days prior to a vote and the online voting will be closed 48 hours prior to a meeting to allow tabulation of verification of the cast votes.

3. Turnover of Association Books, Records, Funds, and Properties by Outgoing Directors and/or Officers. The outgoing trustees and directors shall turn over all association books, records, funds, properties, and other assets to the new directors and/or officers within ten (10) days, without the need for demand. To ensure the orderly turnover of the management.

## **SUBDIVISION GENERAL RULES**

### **1. GENERAL CLEANLINESS AND SANITATION**

1.1. Burning or incineration of any trash, garbage, garden cuttings or other rubbish on any lot shall be prohibited.

1.2. Garbage containers should be equipped with lids that secure tightly and are kept odor-free. Each home shall have a minimum of two trash garbage containers aligned with the volume of trash the household produces. Additional containers are required if trash volume exceeds the two trash can minimum. Cracked or broken containers should be replaced immediately to prevent spillage and to prevent animals/rodents from accessing the garbage.

1.3. Wet garbage shall be placed in plastic bags and securely tied before being placed inside the garbage container.

1.4. Garbage containers should be kept neatly on the owner's own lot with lids secured. Residents may not store their garbage containers on adjacent or vacant lots.

1.5. Proper segregation between biodegradable and non-biodegradable garbage disposal must be strictly observed. All plastic waste must be placed in a separate container, bag to be picked up by the garbage collector.

1.6. Littering in the subdivision is unacceptable. Anyone caught littering will be asked to collect the discarded trash and will be subject to a fine. This includes throwing cigarette butts into the streets and empty lots.

1.7. Piles of wood, construction materials and/or equipment must be concealed from public view.

1.8. Removal of easement trees and palm trees is prohibited without prior approval from the PALA Board of Directors. However, trees/plants protruding beyond the property and causing an obstruction to drivers must be trimmed. Likewise, trees with branches interfering with overhead power and utility lines must be cut back and trimmed. Notify the PALA office to have AEC trim the trees.

1.9. Dumping of trash, litter, discarded materials (including but not limited to broken furniture; packaging materials and debris, tools, and equipment) on vacant lots are prohibited. Anyone committing these offenses will be fined.

1.10. Planting agricultural, commercial, or ornamental crops or gardens on vacant lots or at the sidewalk grass strips is prohibited.

1.11. The Association shall contract for pick-up and disposal of garbage. Barangay Amsic is our current service provider. The current schedule for garbage collection shall be Tuesdays and Fridays. Lot owners / occupants shall be advised of any garbage collection schedule changes. Failure to have proper trash containers as described above in section 1.2 will result in no trash pickup.

1.12 Engaging in indecent exposure, such as urinating, defecating, or bathing in public view, is strictly prohibited. Individuals or property owners found in violation may face fines, legal consequences, and restrictions on vehicle access to subdivision roads.

1.13 Each lot owner is obligated to maintain their property and all improvements on it to keep it in a clean, sightly and safe condition and to conform with any specific standards which the Board may adopt. An owner's maintenance obligation includes, but is not be limited to: the maintenance of all visible exterior surfaces of all buildings and other improvements; the prompt removal of all paper, debris, and refuse; the removal and replacement of dead and diseased trees and plantings; the mowing, watering, fertilizing, weeding, replanting and replacing of all landscaping.

1.14 No laundry will be allowed to be in view of the public from the street.

## **2. STREETS / VEHICLES / DRIVERS**

2.1. All Resident vehicles shall have the approved PALA sticker permanently affixed to the upper corner of the driver's side windshield to access to the subdivision. Stickers not affixed in the appropriate place on the windshield shall be considered invalid and required to be replaced at owners cost.

2.2. The maximum speed limit of 20 kph must be observed at all times for the safety of children and pedestrians. Overtaking vehicles which are obeying the posted speed limits is prohibited. Anyone who speeds while operating any vehicle type will be fined. The second offense bans the vehicle from subdivision roads. Vehicles traveling at speeds of over 50 kph will be immediately banned from subdivision roadways.

2.3. Only trucks weighing a maximum twenty (20) metric tons, whether loaded or unloaded, shall enter the subdivision.

2.4. Overloaded vehicles shall not be allowed inside the subdivision. If found inside the subdivision, security shall detain the overloaded vehicle and report the incident to the admin office for instructions.  
Overloaded vehicles are defined as follows:

2.4.1. Any type of motor vehicle carrying passengers beyond the prescribed vehicle manufacturer's seating capacity.

2.4.2. A vehicle, usually a truck, loaded with construction materials weighing more than its capacity as specified in the registration paper or indicated / printed on the side of the vehicle shall not allowed to be in the subdivision.

2.5. Motorcycle riders and passengers should correctly wear a helmet in the subdivision per the Land Transportation Office (LTO) Republic Act 10054 or the Mandatory Helmet Act of 2010.

2.6. Unnecessary/excessive car horn blowing shall not be permitted within the subdivision. Residents must be considerate of other residents.

2.7. Smoke-belching vehicles are not permitted within the subdivision.

2.8. Taxis shall enter the subdivision but the driver must identify the address of their destination and must surrender ID to PALA security at the guard house and be authorized by a call to the resident. Upon exit, the sentry shall promptly return the ID.

2.9. Vehicles with modified, loud mufflers shall not be permitted within the subdivision. LTO sets 99 decibels as a new sound limit for exhaust systems although any noise exceeding 75 dB is considered disturbing.

2.9.1. The LTO guidelines make it clear that the sound shall be measured at exactly 0.5 meters away from the tip of the exhaust pipe, with the sound level meter at a 45-degree angle with respect to the vehicle's exhaust pipe. The sound level meter must also be parallel to the ground while assessing the

sound level. Lastly, the motor vehicle's exhaust sound shall be measured at an engine speed ranging from 2,000 to 2,500 rpm.

2.10. Vehicles with no plate number or temporary plates shall not be permitted to enter the subdivision, unless a Certificate of Registration (CR), Official Receipt (OR) and proof of insurance shall be presented to the guard for checking and recording in their logbook.

2.11. For visitors who have surrendered their IDs at the gate, the numbered vehicle card (given by the gate guard) shall be prominently displayed on the dashboard, and it shall be always displayed inside the subdivision. Security will call the resident that the visitor is visiting to get authorization for the visitor to enter the subdivision.

2.12. Drivers of homeowners and lessees shall be prohibited from gambling, drinking liquor or loitering, indulging in horse play or other rowdy behavior, staying and / or sleeping inside parked vehicles or any similar activity. Drivers shall stay in their employee's house only. Drivers shall abide by the rules & regulations of the subdivision.

2.13. Intoxicated persons shall not be allowed to operate a vehicle which transports people or goods of any type inside the subdivision.

2.14. Non-resident, student drivers and driving schools shall not be permitted to practice driving skills within the subdivision premises. Likewise, no unlicensed person shall be allowed to operate a motor vehicle within the subdivision.

2.15. Whether a vehicle is parked or in transit, the operator must limit the volume level of the vehicle stereo to ensure that the peace and quiet of the residents is not disrupted.

2.16. PALA shall be free from any liability for damage to any vehicle parked or moving within the subdivision.

2.17. Any violation of the PALA traffic rules and regulations shall subject the owner/occupant to sanctions/fines. Repeated violators vehicles will be banned from driving inside the subdivision.

### **3. PARKING**

3.1. Residents must park their vehicles in their own carport or garage. Carports and garages are not to be repurposed for other functions which prohibit the ability to park your vehicles within your property. Parking on the road should be by exception. If the number of vehicles you own which are equipped with a current PALA resident sticker exceed the total capacity of your carport or garage, park them in areas which do not inhibit your neighbors from easily accessing their property. Resident vehicles shall not be parked in front of neighboring properties. Each block can control their own parking. Attempt to work it out with your neighbors amicably or submit a complaint to the Grievance Committee to assist in the resolution.

3.2. Vehicles parked in the street shall not be covered and shall not block access to a neighbor's driveway. Motorbikes/trikes shall not be parked on the roads during hours of darkness. PALA shall impose fines for vehicles violating these rules.

3.3. Public parking lots/spaces, such as those on both sides of the clubhouse are only temporary spaces for residents visiting the Clubhouse and public areas. They shall not be used as private parking for residents residing in the adjacent properties.

3.4. Double-parking in any part of the subdivision thoroughfares is prohibited.

3.5. Parking on the streets should not block driveways. Sidewalks provided for pedestrians are not designed to carry heavy loads. Vehicles and motorbikes/trikes, trailers, and any other heavy objects shall not be allowed to be parked on sidewalks at any time.

3.6. When on-street parking is unavoidable, vehicles must be parked parallel to the curb, as close to the curb as possible, and at least five (5) meters away from street corners, blind intersections, curves, or any areas marked with yellow paint. All on-street parking shall be temporary and must not obstruct the passage of other vehicles, particularly emergency vehicles such as ambulances and fire trucks.

3.7. Vehicles shall not be parked in front of fire hydrants. Any vehicle parked illegally in front of a fire hydrant shall be responsible for damage incurred to any vehicle or property during a fire emergency response, PALA shall not be responsible for any damages.

3.8. The Association shall not be held liable for any loss or damage to cars or other vehicles in the common parking areas or along the streets. For reports of damage to vehicles, the Grievance, Peace, and Order Committee shall investigate and submit a report to the involved homeowner or lessee. Actions may be recommended to prevent reoccurrence.

3.9 No boat, watercraft, boat trailer, boat rigging, motor home, trailer, or inoperable motor vehicle shall be parked or stored on any street or lot unless such vehicle is housed within a garage or otherwise screened from public view. Owners may seek Board approval for a limited period prior to and following an excursion for the purposes of preparation and cleaning. Fines and penalties will be imposed for violations, and repeated infractions may result in the permanent removal of the vehicle, motor home, or trailer from the subdivision. Failure to comply with these regulations may also lead to the removal of the offending vehicle, motor home, or trailer from the subdivision.

3.10 Violation of any of Covenants, By-Laws, Deed Restrictions, Regulations, PALA Construction and Contractors regulations and Policies of the Homeowners Association will include, but not limited to, fines, towing of vehicles, and banning of vehicles from use of subdivision roadways.

## **4. VEHICLE ENTRY STICKERS**

4.1. Subject to a reasonable fee, annual vehicle stickers or an RFID system tag are required for all residents vehicles including cars, trucks, motorbikes, tricycles, jeepneys and electric vehicles and shall be issued to residents who are members in good standing for the purpose of regulating the use and access to roads within the Subdivision. Other sticker classifications or entry permits for trucks, jeepneys, and public utility vehicles shall be issued at the discretion of and subject to the rules prescribed by PALA.

4.2. Only vehicles with Pulu Amsic Lot owners 'Association, Inc. stickers shall be granted unattended access to the subdivision. All guests coming to visit residents must stop at the main gate, and security will call the resident to clear them into the subdivision. If the resident cannot be contacted, the visitor will not be allowed entry into the subdivision.

4.3. Only members in good standing and school bus drivers shall obtain the PALA stickers from the Administration office. Issuance shall be subject to the following conditions:

4.3.1. Submission of a duly completed application form and payment of the appropriate fee for each vehicle is set by the Board of Directors. The fees shall be announced annually by the first day of December.

4.3.2. Submission of copies of the vehicle's Certificate of Registration (CR), Official Receipt (OR) and proof of insurance.

4.3.3. If the vehicle is newly acquired, a copy of the Deed of Sale can be submitted in lieu of the Certificate of Registration (CR), and Official Receipt (OR).

4.3.4. If the sticker is being requested for a company vehicle, submission of the company's authorization / certification shall be required. For a lot that is registered under a company name, only the authorized representative(s) stated in the Secretary's Certificate issued by the company may avail themselves of the sticker.

4.4. PALA stickers shall only be affixed on the upper left-hand windshield (driver's side), and on the outside of the windshield. Stickers not affixed at the proper location on the windshield shall be considered invalid requiring the homeowner or lessee to remove the sticker and purchase a new one.

4.5. Vehicle stickers shall be renewed each calendar year. If at any time during the year a new car is purchased, the homeowner must register it and get a new sticker (at no cost) within 10 days. If a vehicle is sold, it is the responsibility of the owner to advise the PALA office of the sale within 10 days and the owner must remove the PALA sticker before completing the sale.

## **5. ID SYSTEM AND REQUIREMENTS – RESIDENTS AND NON-RESIDENTS**

5.1. Effective January 2024, PALA residents shall be provided with a Subdivision ID card with a unique control number for entry into the subdivision, for residents/owners, the ID is valid for 5 years. Subdivision ID shall be mandatory for member use of the amenities or facilities.

5.1.1. Cost for each Subdivision I.D., Resident or Non-resident is **P 200**

### **5.2. RESIDENT SUBDIVISION I.D. APPLICATION REQUIREMENTS**

- Copy of the Deed of Absolute Sale or Contract to Sell.
- Copy of Lease Contract or authorization letter from owner, if tenant.
- Accomplished application form
- Official photo to be taken at the PALA Office.
- SPA or a Certificate of Change of Ownership for secondary buyers

### **5.3. Resident Subdivision ID Card Rules & Regulations**

5.3.1 Resident Subdivision ID Card shall be issued exclusively to homeowners, authorized tenants, and their immediate family members residing within the subdivision. Renters' Subdivision ID Card shall remain valid only for the duration of their lease agreement. In the event of relocation within the subdivision, renters must promptly inform the PALA office, so new cards may be issued. When moving out, residents must return their identification cards to the PALA office to obtain a gate pass for the removal of their belongings.

5.3.2. Resident Subdivision ID Cards shall display a unique control number identifying the owner or tenant's transactions with PALA.

5.3.3. The Subdivision ID card shall also be used to grant access to the amenities of the subdivision, including the swimming pool and Clubhouse.

5.3.4. All transactions with the Association shall be monitored through this number.

5.4. For members, the Resident Subdivision ID Cards shall be renewable every (5) five years. For tenants or renters, the Subdivision ID shall be valid for the period of the lease.

5.5. All subdivision personnel, such as security, maintenance and those working for PALA, shall be issued Non-resident Subdivision ID. These cards shall be surrendered upon resignation or termination of their contract of employment with the subdivision.

5.6. Subdivision security and maintenance personnel shall display both their Non-resident subdivision ID and their respective agency's ID, at all times inside the subdivision.

5.7. Non-resident Subdivision ID shall include live-in and day domestic helpers, employees of PALA and construction workers are valid for the lease period or one year.

5.7.1. Domestic helpers are required to have a Non-resident Subdivision ID card to Allow easy entry/exit into the subdivision and serve as employment identification.

5.7.2. Application Requirements for Non-resident Subdivision ID:

- Personal completed application form.
- Official photo to be taken at the PALA Office.
- For a driver, a copy of a valid driver's license.
- Copy of NBI clearance. Construction Workers and PALA employees only.
- Completed application form/biodata form, to include a government picture ID, Construction workers and PALA employees only.
- Construction worker ID Rules & Regulations: Construction workers only.

5.7.3. Rules & Regulations for Domestic Helpers Non-resident Subdivision ID:

5.7.3.1. The Domestic Helper's Non-resident Subdivision ID shall be issued when requested by the Owner of the property or the authorized tenant and fill out the information form.

5.7.3.2. When leaving the subdivision and entering the premises, the Non-resident Subdivision ID shall be inspected by security personnel at the subdivision main gate.

5.8. Construction Workers. The contractor at each construction site shall be responsible for acquiring the Non-resident Subdivision ID cards from the PALA office for each of their workers prior to construction in the subdivision. The IDs are valid for up to 12 months or upon completion of the construction, whichever comes first.

5.8.1. The Non-resident Subdivision ID shall only be issued if requested to the PALA office and authorized by the Owner of the property or the construction contractor.

5.8.2. Curfew for contractor worker or "Bodegero" is between 7pm to 7am. No work is allowed on Sundays or Government and city holidays.

5.8.3. Construction workers shall be subject to inspection by the security guards when leaving the subdivision and entering the premises.

5.8.4. The Non-resident Subdivision ID cards shall be returned to administration upon termination of the contract or completion of the project for which it was issued.

5.8.5. **TEMPORARY PASSES** may be issued for construction workers, service providers, or suppliers whose work shall be less than five (5) days in duration. Notice can be in the form of a letter to the main gate or call the homeowner by the gate guard on the provided phone numbers.

5.9. A **VISTOR'S PASS** shall be issued to walk-in guests of the PALA members or the PALA office. A car pass may be issued to a vehicle without a sticker at the main gate after the security calls the

homeowners provided phone numbers to authorized the enter, then the driver surrenders a valid driver's license to the main gate guard.

5.10. **EVENT PASS** - the host's invitation shall serve as entry pass to the subdivision, during big events (more than 30 people) (i.e., Weddings, Baptisms, Parties), A copy of the host's invitation must be given to the Administration not less than one (1) week before the scheduled event. A guest list and invitation shall also be submitted to the administration not less than one (1) week before the scheduled event.

5.11. Subdivision Gate Pass shall be used to regulate the exit of the resident's guests / employees who bring items out of the subdivision, homeowner shall provide the gate security a written notice that authorizes the removal of each item by the owner of the property or the authorized representative.

## **6. EMERGENCIES – FIRE, MEDICAL, POLICE**

### **6.1. Fire Emergency**

6.1.1. In case of fire, call PALA Security on **0945-960-9808**. Security is responsible for contacting fire services, informing members of the Grievance, Peace and Order Committee and other PALA officials, and alerting residents who may be in harm's way.

6.1.2. A roving guard shall be posted at the entrance gate to escort all responding fire trucks to the fire scene.

6.1.3. The Security OIC on duty shall record the sequence of events and shall submit a post operation report to the PALA board, copy furnished to the Grievance, Peace, and Order Committee, within 24 hours after the incident.

### **6.2. Medical Emergency**

6.2.1. In case of medical emergency, call the PALA Security at **0945-960-9808**.

6.2.2. Security personnel shall attend to the victim and provide first hand emergency care or first aid, as deemed necessary.

6.2.3 The OIC of PALA Security shall inform the PALA Office Manager, and/or board member or GPO member (during non-business hours) to advise of the situation. PALA Security shall also call to request an ambulance dispatch from Medical City Clark at 045-300-888 or another nearby hospital.

6.2.4. A security officer shall escort the ambulance to the location of the medical emergency upon ambulance arrival at the main gate.

6.2.5. The OIC on duty shall document the sequence of events and submit a post-operation report to the Board of Directors and the Grievance, Peace, and Order Committee within 24 hours after the incident.

### **6.3. Police Emergency**

6.3.1 The Security OIC shall immediately report these incidences to the appropriate authorities, such as the PNP, for action and to alert the neighboring residents if a danger persists in their area. PALA Office and PALA Security shall not be involved in any counteraction unless protection or life in danger is imminent.

6.3.2 Criminal offenses committed inside the subdivision will be reported to the OIC, PALA Security and relayed to PNP and PALA Office Manager, respectively.

## **7. PEACE AND ORDER**

7.1. Visitors of PALA residents without a vehicle entry sticker shall be required to stop at the gate and leave a valid driver's license or government picture ID with the posted security guard. Security will also request where the visitor is going, including the name of the person(s) being visited and the street address of the resident. Resident will be called to authorize the visitor to enter the subdivision.

7.2. A gate pass obtained from the PALA office, signed by a current resident and landlord shall be required to remove objects, materials, or any other property from the subdivision premises.

7.3. Homeowners shall ensure that their deliveries, are authorized and cleared through main gate security. Homeowners shall give their delivery information, in advance, to the main gate security. Delivery personnel are prohibited from entering the subdivision without proper clearance. ***Clearance does not apply to Lazada, Shopee, Panda Express, or any other food deliveries services.*** Deliveries of furniture, appliances, etc. are only allowed between 8 am and 6 pm. Any exceptions to this schedule must be approved by the PALA office one day prior to the intended delivery.

7.4. All bags and packages carried by domestic helpers, drivers, workers, visitors, or any individuals entering or leaving the premises are *subject to search and inspection* by the security guard on duty at the main gate. In addition, a gate pass completed by the owner/tenant and an authorization letter from the homeowner specifying the items being removed is required.

7.5. All commercial vehicles and taxis are required to undergo inspection by the main gate security guards. The inspection covers the interior and trunk of the vehicle.

7.6. Noises that disturb the peace and tranquility of the subdivision are prohibited. Residents are required to observe quiet hours between 10:00 PM to 8:00 AM, Sunday through Thursday. For Friday and Saturday, the quiet hours are 11:00 PM to 8:00 AM. After 10:00 pm, any day, music and karaoke should be turned down to a minimum. Sundays Note that House Bill No. 103. was recently passed prohibiting the use of videoke/karaoke systems and other sound amplifying equipment that cause unnecessary disturbance to the public within the residential areas.

7.7. Homeowners engaging in maintenance, hobbies, or self-help projects are only permitted to make noise between 8 am and 5 pm. However, it is essential to ensure that the noise levels remain reasonable and respectful to the neighbors at all times.

## **8. UTILITIES LINE SPACING**

8.1. No property owner shall be allowed to install additional drainage line outside his property without the written approval of PALA.

8.2. If drainage, water, roadway and/or other utilities are affected by house construction, expansion or for whatever reason, the owner shall shoulder the repair and the cost to eliminate the hazard.

8.3. Drainage from homes, including pool outlets, shall be connected directly to the storm drain. No curbside drainage shall be installed or allowed.

## **9. DOMESTIC HELPERS, DRIVERS, AND OTHER EMPLOYEES**

9.1. PALA residents are accountable for the actions of their household helpers, drivers, and employees. Non-resident household employees must adhere to a curfew of 8:00 PM to 5:00 AM, while resident employees follow the same rules as residents. Violations by employees shall lead to notifications and potential liability for lot and homeowners.

9.2. Any household help found outside the house of their employer between 8:00 PM and 5:00 AM, may be stopped, interviewed and escorted by security to the house of their employer to ensure proper security and restriction of such persons.

9.3. All domestic helpers and drivers must carry their Subdivision ID and Domestic Pass and they must identify themselves to security when requested.

9.4. Household helpers and drivers shall present their respective government picture IDs. when leaving/entering the subdivision. They shall also be subject to luggage and package inspection.

9.5. Visitors of domestic helpers shall be allowed entry within the subdivision, only with prior clearance from their respective employers.

9.6. Vendors and delivery people are allowed to enter the subdivision upon proof of an intended delivery within the subdivision or a prior appointment with a homeowner. Right to entry shall be verified by the guard.

## 10. PETS

10.1. Residents are allowed to keep the following pets on their premises: dogs, cats, birds, and aquarium or pond fish. Chickens, roosters, cattle, pigs, goats, sheep, poultry, monkeys and any other exotic animals are prohibited.

10.2. Pet owners must ensure that their pets are vaccinated for rabies and any other diseases that may put the subdivision residents at risk.

10.3. No animals, including dogs and cats, may roam freely in the subdivision. Pet owners must ensure that their residential gates or premises are properly secured to prevent their pets from escaping to common areas. Pets must always be kept on a leash no matter the pet's size when exercising or walking. Pet owners violating this rule shall be subject to fines. Food for animals must be only be on the pet owners residents property, never on other peoples properties or subdivisions common property.

10.4. Pet owners must collect and properly dispose of their pet's droppings and waste while walking or exercising them. It is prohibited to leave pet droppings and waste on sidewalks, streets, or easements.

10.5. No motor vehicles or electric vehicles shall be used to walk or run a pet. This is unsafe for both the animals and people.

10.6. For safety, no pets are allowed within the clubhouse, pool area and kid's playgrounds.

10.7. Caged pets and leashed dogs, unless being walked, must remain inside the owner's property boundaries. No dog cage or leashed dogs may be in the front lawn of the house or in resident garages without a front fence.

10.8. Animal cruelty and pet neglect are criminal offenses in the Philippines under RA 8485, Animal Welfare Act of 1998. It shall be unlawful for any person to torture, kill, or neglect to provide adequate care, sustenance, shelter, or maltreat an animal. Severely restricting an animal's movement by tethering it to a stationary object or keeping an animal in a cage, in high temperatures, is the most common, and most visible type of neglect, and neglect is the most common type of animal cruelty. Please report the incident to PALA Office when witnessing animal cruelty, animal liability, or animal neglect in our community.

10.8.a. Owners must ensure that their pets do not disturb nearby neighbors with excessive barking, day or night. PALA shall take appropriate steps to correct the situation, based on a complaint filed with its office. Under Article 694 of the New Civil Code, an act, omission, establishment, business, condition of property or anything else that "annoys or offends the senses" is a nuisance, and under Article 695, a public nuisance affects a community or neighborhood or any considerable number of persons. **Under Section. 1.7 Noisy Dogs**. No person shall allow the continuous barking, yelping, whining, or howling of a dog, such that the situation becomes a nuisance to the public. The local Barangay may be asked to take appropriate legal steps to correct the situation, based on a complaint file with its office.

10.9. Pet Control - Each house of residence shall be permitted no more than 4 pets in total, of which no more than three (3) are adult canine/feline pets. A pet that is more than six (6) months old is considered an adult.

10.10. Commercial breeding of any animal is strictly prohibited.

10.11. Deceased pets must be appropriately disposed of. Pet owners may choose to bury their small pets on their own property but it is prohibited to bury them on vacant lots or other public areas. The burial should be conducted in a manner that prevents other animals from digging up the deceased animal and ensures there is no foul smell.

10.12. Any pet that has been the subject of a written or electronic complaint from two or more residents will be considered a nuisance, if the Board of Directors finds the pet to be a nuisance or a danger to the community. The Board of Directors evaluate these complaints and take appropriate actions to correct the nuisance. Any violation of these rules shall incur a fine after due process.

## **11. STRAY ANIMALS**

11.1. Unleashed dogs or cats found roaming the streets, public areas and/or vacant lots shall be considered as stray and security personnel shall make every effort to capture them. Owners of loose or stray pets will be notified immediately and advised to collect their pets.

Residents' pets are required to wear a collar with the owner's name and address attached.

Animals not identified will be turned over to the local animal shelters.

11.2 Feeding of stray animals at a residence, vacant lot, or common grounds is prohibited and subject to fine. Feeding stray cats leads to an increase in their population, causes them to gather in larger numbers, creates health issues to home pets and people, and causes property damage.

11.3 Stray animals will be trapped, neutered, and returned/relocated (TNR) to lower the stray population. PALA shall fund the TNR program as a humane solution to the ongoing problem.

11.3 Allowing stray animals to feed from plastic garbage bags or unsecured garbage cans is prohibited and subject to fine.

## **12. GARAGE SALES**

12.1. Residents must obtain a permit from the PALA office at least 48 hours in advance of a planned garage sale. Garage sales shall be limited to twice a year to minimize any inconvenience to neighbors.

## **13. TARPAULIN AND POLITICAL SIGNAGE**

13.1. Political tarpaulins are not permitted in the subdivision. Non-political tarpaulins advertising a specific event may be displayed at one's house but must be removed within two weeks after the event. "For Sale" or "For Rent" signage should be limited in size to 1 meter in height and 1.5 meters wide and should be removed when no longer applicable.

## **14. GENERATOR SETS**

14.1. Soundproof generator sets should be utilized. Residents should switch off their generator sets when power is restored.

## **15. FIREARMS AND FIREWORKS**

15.1. The discharge of a firearm inside the subdivision is prohibited.

15.2. Fireworks are permitted only on special holidays such as New Year's Eve and Chinese New Year or when authorized by the Philippines government. Proper safety procedures must be followed.

Residents are required to clean up the fireworks within 12 hours following the celebration. Any property damage caused by the use of fireworks is the responsibility of the property owner who authorized their use. PALA is not liable for any damage resulting from the discharge of fireworks.

## 16. SOLICITATIONS AND SURVEYS

16.1. Organizations outside PALA, except for all levels of government, are prohibited from engaging in door-to-door solicitations, surveys, or distributing samples. This includes all vendors, suppliers and charities unless written authorization has been granted by the Board of Directors. However, the PALA board and its committees may go door-to-door to distribute event notices, circulars, flyers, or update the census.

## 17. USE OF SUBDIVISION LAND/DWELLINGS AND LEASING

17.1. All privately-owned dwellings within the subdivision are to be used exclusively as single-family residences and not as multi-unit homes on a single lot or for commercial purposes of any kind. Residences may not rent out rooms inside the home. The term “*residential purposes*” as used herein excludes hospitals, clinics, duplex houses, apartment houses, schools, tutorial centers, boarding houses, rooms for rent, hotels, and commercial and retail uses, all such uses are expressly prohibited.

17.2. The “single family, one dwelling” rule shall be strictly applied in the context of the lot being used exclusively for residential purposes, the dwelling unit to be constructed thereon shall be a single-family structure for use by a single family. Single family being defined by immediate family members such as father, mother, their children, grandmothers and grandfathers. Immediate family does not extend to the parents other siblings, cousins, other relatives, friends or acquaintances. This does not apply for extended family events such as spending the night after a family gathering or equivalent.

17.3. All leases and rentals within the subdivision shall be subject to clearance by the PALA board. No lease or rental may be implemented without such a clearance. All existing duplexes and non-single family homes will be grandfathered until the lease expires. Multi-family leases will be allowed until the lease expires, but not extended.

17.4. A property owner is required to advise PALA of the sale or lease of their lot and/or house five (5) days before the date of contract execution.

17.4.1. Each owner shall submit to the PALA office the PALA provided Occupant’s Info Sheet duly accomplished at the PALA office, and signed by both owner and lessee containing among others, the following:

- Lessee’s name and names of household members to reside on the property.
- A provision of the lease contract which obliges the lessee to comply with the rules and regulations of PALA.
- Name of the person responsible for payment of association dues – lessee or owner.
- Name of person, lessor, or lessee, but not both, authorized to represent the owner (if such is delegated) in association meetings and/or elections.
- The period of the lease (start and termination dates).

## 18. RENTER’S MOVING IN AND OUT OF THE SUBDIVISION

18.1. **Move-Ins:** A written clearance must be obtained for anyone planning to move into a dwelling within the subdivision’s ***Leasing Provision***. Single Family Residential Lots may be rented only in their entirety; no fraction or portion may be rented. All leases shall be in writing and shall be for an initial term of not less than 30 days. Lease notice, together with such additional information as may be

required by the Board, shall be given to the Board by the Lot Owner within five days of execution. The lessee will also be required to purchase a current copy of the Bylaws for a reasonable fee. (*currently* 200php).

Requirements for “move-in” clearance shall include:

18.1.1. For registered lot owners of newly completed or constructed house:

- Submission of copy of an Occupancy Permit. In the absence of an occupancy permit, a waiver for early move-in is required.
- A duly accomplished “Homeowners Information Sheet” from the PALA office.

18.1.2. For a leased dwelling:

- A copy of the lease contract with start and termination dates.

Written inspection and authorization from the property owner to ensure renters are not leaving without all final payments satisfied, all property owners provided amenities are accounted for including damage assessments which require reconciliation prior to the renter leaving PALA property.

- Submission of duly accomplished “Occupants’ Info Sheet” for all occupants of the leased dwellings.
- For non-Filipinos, copies of immigration visa & passport of all occupants.
- All dues must be paid for the full length of the lease contract.

18.1.3. A registered owner or lessor shall inform the PALA office of their intention or lessee’s intention to move in at least five (5) working days before the date of transfer.

18.1.4. Moving-in activities should take place only between 8 am to 8 pm. Every new resident is encouraged to secure their ID from the PALA office immediately after moving in.

18.2 Move-Outs. Proper written clearance must be sought from the Association office, for registered owners/lessees move out. Requirements for “move-out” clearance shall include:

- A notice to PALA filed during office hours at least five (5) working days before any registered owner / tenant moves out.
- All PALA IDs and vehicle stickers should be surrendered to the PALA office.
- Full settlement of accounts, dues, and fines must first be made before the resident shall be issued a gate pass. The association reserves the right to deny resident written clearance to leave the subdivision if accounts are not fully paid. Disputes between landlord and tenant are a civil matter.

18.2.1. Schedule of move-out shall be from 8 am to 8 pm only with proper notification to the PALA office at least one day in advance of moving day.

## **19. INSURANCE**

19.1. PALA will carry fire and property damage insurance on the public area and equipment owned by PALA. Homeowners and/or lessees shall be required to carry their own liability and property damage insurance covering their individual houses and personal properties.

## **20. MONTHLY ASSOCIATION DUES**

20.1. Lot owners, homeowners and/or lessees are liable for the duly authorized monthly dues, interest and late fees, fines, and special assessments as determined by the PALA Board of Directors. When justified, adjustments in monthly dues will be announced at the AGM or SGM and subject to a vote of the attending homeowners. **Discounts for advance payment of dues are subject to the following terms:**

***20.1.1. Members paying 12 months in advance will receive the 13 month free.***

***20.1.2. Members paying 6 months in advance will receive a 2% discount.***

***20.1.3. Members paying 3 months in advance will receive a 1% discount.***

**20.2.** Association dues shall be due and payable on the **1st of each month.** Payments not received by the **7th of each month** are deemed overdue at which time the unpaid dues will incur a **1%** interest per month for each delinquent month. A P300 late fee penalty for each delinquent month.

20.3. Homeowners with delinquent accounts, their family members and/or lessees will be prohibited from using the subdivision facilities and amenities until they have fully paid their dues, fees and fines.

20.4. Homeowners with delinquent accounts (30 days or more) shall also be deemed “**not in good standing**” and prevented from voting in PALA elections or from using PALA recreational facilities.

20.5 The President or the designated officer of the Association will notify the delinquent member in writing of the violation within 10 days from delinquency. The member is then allowed 7 days from the date of the signed notification to explain in writing why the member should not be declared delinquent or “not in good standing”.

20.6 If the violation was for non-payment of dues, fees, penalties and fines, and other assessments, the notice should state that the member shall be given a grace period of sixty (60) days from the receipt of notice to pay their arrears. The member shall notify the Board of their intention to avail of the grace period within fifteen (15) days of receipt of said notice.

20.7 After lapse of the fifteen (15) days, with or without a written explanation or notice of intention to avail of the grace period, the President or the designation officer shall submit the matter to the Board or the Committee for hearing and deliberation.

20.8 Within fifteen (15) days of the commencement of the hearings and deliberations, or the termination thereof, whichever is earlier, by majority vote of all members of the Board, the member shall be declared delinquent or not in good standing.

20.9 The President shall notify the member concerned of the decision of the Board and shall furnish the member a copy of the board resolution.

20.10 The member declared delinquent or not in good standing may file a motion for reconsideration with the Board within ten (10) days of receipt of the board resolution declaring the member delinquent or not in good standing. The motion shall be resolved by the Board within five (5) days of the receipt thereof.

20.11 Member delinquency and determined through the above process will include, but not limited to, fines, towing of vehicles, banning of vehicles from use of subdivision roadways, property lien, court costs and legal fees.

## **21. RECREATIONAL AREAS, FACILITIES AND AMENITIES**

21.1 General Rules for Use of Recreational Areas and Amenities

21.1.1. Recreational areas include the Pool, Clubhouse, and Children’s Playground. Only residents in good standing shall have the right to use the recreational areas. At the appropriate time residents will be required to have a subdivision I.D. card to use the subdivision facilities. Subdivision guests are only

permitted use of recreational areas when accompanied/sponsored by a resident. Each lot owner is permitted to have a maximum of four (4) guests at any given time at the PALA facilities. The use of the basketball courts shall be limited to a duration of thirty (30) minutes if other players wish to utilize these facilities. Alternatively, players may engage in half-court play to accommodate those waiting for access to the courts.

21.1.2. All sports and recreational facilities shall be for the exclusive use of PALA members, lot owners, residents, tenants, and their immediate dependents (up to 1st degree of consanguinity only).

21.1.3. Only the subdivision-card-carrying primary representative (upon being issued a subdivision ID card after presentation of special power of attorney or SPA), can use subdivision amenities and facilities in the case of corporate lot owners.

21.1.4. The recreational areas shall be open from 8:00 am to 10:00 pm, unless other hours are posted. Recreational areas may be closed without notice to conduct emergency repairs or in preparation for an incoming storm.

21.1.5. All recreational facilities areas are considered smoke-free zones. Smoking shall be permitted in smoking areas only and the area must be kept clean and free of cigarette butts and trash. This is NOT the sole responsibility of maintenance personnel.

21.1.6. PALA shall not be held responsible for any untoward incident resulting in any harm or injury that may occur to any person or persons using the facilities. Children must be accompanied by an adult.

21.1.7. PALA members and their dependents may be requested to present their Subdivision ID Cards to the PALA person-in-charge before using the facilities for registration and security purposes. (Starting February 2025)

21.1.8. Security Guards and the pool attendant oversee enforcement of the rules and regulations to ensure the safety of the users. Disagreements between a member or guest and the pool attendant or PALA security should be referred to the appropriate committee or the administration office.

21.1.9. All members and guests must observe proper decorum and attire when using the recreational areas. These rules shall be strictly enforced. Anyone who does not follow the rules will be asked to leave the facility until they comply with the rules.

21.1.10. PALA reserves the right to refuse any individual or group the use of its facilities for cause.

21.1.11. PALA shall not be responsible for any valuables lost or damaged during the use of any of the facilities. Users should properly secure their belongings.

21.1.12. Members using the facilities/amenities shall be held responsible for the repairs cost of damage caused by the member or their guests. The member, the guest, and a PALA representative will jointly accomplish damage assessments.

21.1.13. Glass bottles, prohibited drugs, firearms and fireworks are not allowed in the recreational areas unless otherwise permitted.

21.1.14. Recreational areas should not be used in a manner that will cause disturbance to the community. Boisterous behavior and loud noises are strongly prohibited.

21.1.15. Pets are not allowed in the Clubhouse, Pool area or playground.

21.1.16. Residents are responsible for cleaning up after parties or events. Should PALA require the maintenance crew to clean up after a party, then the member will be charged 1,000 pesos, the cost of PALA maintenance crews.

21.1.17. The PALA Board of Directors / Property Management reserves the right to amend and supplement any recreational area rules at any time without notice.

## 22. PRIVATE FUNCTIONS

22.1. Residents may request the use of the Recreational areas for private functions by submitting their request to the administration office when not required for PALA sanctioned events. Approval will be given on a first-come, first-served basis. If multiple requests are received for the same time/date, approval must be obtained from the PALA office prior to any private event being held within the recreational areas. For large events (i.e., weddings, birthday parties, etc.) reservations should be made up to 6 months in advance.

22.2. The PALA office manager will advise the member of the rental fee when the reservation is accepted. Within 10 days of placing the reservation, a deposit fee of 50% of the total booking cost (per event) shall be required for the reservation of the Clubhouse or swimming pool facilities.

22.3. A refundable cash deposit of P10,000 for non-residents / P3,000 for residents, shall also be collected at the time of the booking. Provided that the area used was thoroughly cleaned and restored to its pre-event status, the deposit shall be returned 2-3 business days after the event. Residents shall be held responsible for any damage incurred to our facilities during a party or event.

22.4. The member or function organizer shall furnish the Property Management a guest list, including vehicle license plate numbers for invited guests and a copy of the distributed invitation at least 5 days prior to the event. The invitation shall serve as a security pass to enter the subdivision and shall be presented to the guards at the main gate.

22.5. Catering crew members shall be dressed in uniform while inside the subdivision during the event. Controlled substances and firecrackers/pyrotechnic materials shall be strictly prohibited at Clubhouse or Pool events.

22.6. To cancel an event booking, a resident must notify the PALA office in writing at least five (5) business days before the scheduled event. Deposits shall not be returned for cancellation within 5 days of the event. An exception shall be made if the cancellation is due to a fortuitous event such as a storm under signal No. 2 or above.

22.7. The member, the caterer, and the event organizer shall be responsible for the clean-up after the event and must provide their own trash bags or receptacles and must haul the debris out of the subdivision at the conclusion of the event.

## 23. CLUBHOUSE GUIDELINES

23.1. Operating Hours 8:00 am to 10:00 pm.

23.2. The Property Management reserves the right to regulate the number of residents and their guests using the Clubhouse.

23.3. For corporation-owned properties, reservations for the use of the Clubhouse can be made only by its duly registered representative.

23.4. Additional event fee may be assessed for the use of high electric usage items such as refrigerators, pumps or any other large equipment which requires power.

## 24. SWIMMING POOL GUIDELINES

24.1. The swimming pool hours of operation are: 7:00 am to 7:00 pm or as set by the Board of Directors.

24.2. All users of the pool should take due care and caution to avoid injury or accidents. **YOU SWIM AT YOUR OWN RISK!** No lifeguard shall be stationed at the pool. PALA is not responsible for any untoward or unfortunate incidents arising from pool use.

24.3. Each household, with a resident in good standing, may invite up to 4 guests to use the pool at no charge. A resident in good standing may sponsor a maximum of 10 guests in total, however, pool entrance fees will be charged for all guests beyond the first four. Guests must be accompanied by a resident at all times.

24.4. Only swimsuits and swimming trunks shall be allowed as proper swimming attire. No cotton shirts or street clothes shall be worn in the pool.

24.5. All children under (13) years old using the pool shall be accompanied by a parent or guardian. Parents with children under 5 years old shall always remain within arm's reach of their child.

24.6. Pool users are expected to always observe proper behavior. Strictly no diving from the edge of the pool. No pushing or roughhousing or horseplay around the pools. "Splash bombing" and water polo shall be strictly prohibited.

24.7. Persons suffering from any infectious / contagious diseases, cough, colds, communicable diseases or with open wounds shall not be permitted to use the pools.

24.8. Nurses, domestic helpers, caregivers, or any other person in the employment of residents/ association members shall be allowed to use the pools only while safeguarding or providing personal aid to residents, their family members, and guests. 24.9. Food and beverages shall be consumed in designated areas such as the cabana. Glass bottles or glass containers shall never be brought into the pool area. Anyone who breaks glass in the pool that requires emptying the pool, shall be charged a fine of **P50,000**.

24.10. Portable or handheld electronic gadgets can be used poolside but should be operated at low volume as a courtesy to others.

24.11. For safety, swimmers shall exit the pool during thunderstorms and other severe weather disturbances.

24.12. Clubhouse maintenance personnel shall monitor use of the pool and enforce pool rules. They will issue warnings to anyone whose behavior violates the pool rules and may evict anyone whose continued conduct is considered untoward or endangering. Our resident's safety is number one priority.

24.13. Swimming lessons for PALA residents may be conducted in the pool if permission is secured from the PALA administration office.

24.14. The PALA board and pool attendant reserves the right to deny entry to the pool to any person whom they feel presents a safety, security, or health threat to other users.

## **25. CHILDREN'S PLAYGROUND GUIDELINES**

25.1. The children's playground is normally open from 8:00 am to 8:00 pm. PALA staff may close the playground as required to allow for cleaning and maintenance.

25.2. For children's safety, the playground is designed for children, ages 3-12, and an adult must always accompany children.

## **26. COMMON AREAS**

26.1. The PALA staff are responsible for maintaining all the public areas in a clean, sanitary, and tidy condition. Please notify the PALA office if concerns are identified.

26.2. Smoking is restricted only to designated areas at the clubhouse and pool area. Smoking is allowed in the clubhouse and pool area. All cigarette butts should be properly placed in ashtrays, never thrown on the ground. Homeowners/visitors shall be fined per incident of non- compliance.

26.3. No notices, except those issued by Property Management, shall be posted at the front gate, phase security shacks, or at the Clubhouse or its walls.

## 27. USE OF LOTS / ROADS

27.1. Lots shall be used exclusively for residential purposes and only construction of single-family dwellings shall be permitted.

27.2. Homes may not be leased for short-term durations. All leases must have a minimum duration of one month. A lease from the owner to the tenant is considered a lease agreement, while a lease from the tenant to a subtenant is classified as a sublease. Subleasing is strictly prohibited. Additionally, the use of platforms such as AirBnB, as well as daily or weekly rentals, is not permitted.

27.3. Lot owners are prohibited from engaging in any commercial or industrial activities on their subdivision lots. Additionally, renting out individual rooms or accommodating multiple families within a single residence is strictly prohibited.

27.4. The owner shall under no circumstance use or allow the lot to be used as a right of way or access to any adjoining property.

## 28. COMPLIANCE AND ENFORCEMENT OF PALA RULES

28.1. All owners and occupants / tenants shall comply with these Covenants, By-Laws, Deed Restrictions, Regulations, PALA Construction and Contractors regulations and Policies of the Homeowners Association.

28.2. The PALA board shall have the right to file injunctive legal action to enforce the Covenants, By-Laws, Deed Restrictions, Regulations, PALA Construction and Contractors regulations and Policies of the Homeowners Association. The violating party shall pay for all costs of injunction including attorney fees not less than P100,000.

### Appendix A : Rental Fees for Private Events, Clubhouse and Pool

	Clubhouse	Clubhouse	Pool Area	Pool Area
	WEEKEND	WEEKDAYS	DAYTIME	NIGHT
<b>Homeowners/ Lessees</b>	<b>P2,500 First 4 hours</b>	<b>P2,000 First 4 hours</b>	<b>P1,000 / hour</b>	<b>P3,000 / hour</b>
<b>Outside Guests</b>	<b>P7,500 first 4 hours</b>	<b>P6,000 first 4 hours</b>	<b>First 4 guest free / P100 from 5 to 10</b>	<b>First 4 guest free / P200 from 5 to 10</b>
<b>Additional Hour</b>	<b>P1,000 / 1 hour</b>	<b>P500 / 1 hour</b>		
<b>Security Deposit</b>	<b>P5,000 residents / P10,000 Non- Residents</b>	<b>P5,000 residents / P10,000 Non- Residents</b>	<b>P5,000 residents / P10,000 Non- Residents</b>	<b>P5,000 residents / P10,000 Non- Residents</b>

*Maximum number of guests for pool area rental is 50 guests. Maximum number of guests at the clubhouse 250. The cost to have PALA maintenance clean up after a party will be one thousand pesos. This fee will be from the Security Deposit. Security deposit will be refunded by PALA check.*

## Appendix B : Table of Penalties for General Offense

*Note: Normal practice is (2) two weeks between each violation letter if the violation continues. This is to allow for compliance.*

<b>VIOLATION</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>
<b>Delinquent in Association Dues, Special Assessments, and other such fees</b>	Letter of demand to pay dues, special assessments	A monthly interest penalty of 1%, accruing from the 31st day of delinquency, will be applied until the outstanding amount is fully paid.	At 60 days overdue, the status of "Member in Good Standing" will be revoked. All member benefits will be suspended until the outstanding arrears are settled.
<b>Parking – blocking adjacent property</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Parking – Too close to corner</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Parking – Not parking in available carport or garage, using carport or garage as additional living space.</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Parking on Sidewalk</b>	<b>Violation/Warning Letter</b>	<b>P500 / day</b>	<b>P1,000 / day</b>
<b>Speeding (20kph to 50kph)</b>	<b>Violation Letter</b>	<b>P1,000</b>	<b>P5,000 fine &amp; One month ban from driving on subdivision roads</b>
<b>Speeding (&gt;50kph)</b>	<b>P5,000 fine &amp; One month ban from driving on subdivision roads</b>	<b>Permanent ban from driving on subdivision roads</b>	
<b>Garbage – Not secured in proper trash cans</b>	<b>Violation/Warning Letter</b>	<b>P500 / day</b>	<b>Continuing violation of more than 7 days. Suspend trash pickup and fined P1,000 / day</b>
<b>Littering</b>	<b>Violation/Warning Letter</b>	<b>P10,000</b>	<b>P25,000</b>
<b>Pet – unleashed / loose</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Pet – droppings not collected by owner</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Pet – excessive barking</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000 &amp; Barangay Report</b>

<b>Pool – Horseplay</b>	<b>Violation/Warning Letter</b>	<b>P500 &amp; One day expulsion</b>	<b>P2,000 fine &amp; Two month ban from pool</b>
<b>Pool – Breaking pool rules</b>	<b>Violation/Warning Letter</b>	<b>P500 &amp; One day expulsion</b>	<b>P2,000 fine &amp; Two month ban from pool</b>
<b>Pool – Broken glass in Pool</b>	P5,000 fine; P50,000, if pool needs to be drained	Permanent ban from swimming pool and P50,000 fine	
<b>Smoking in non-designated area</b>	<b>Violation/Warning Letter</b>	<b>P500</b>	<b>P1,000</b>
<b>Indecent Exposure / Urinating</b>	<b>Violation/Warning Letter</b>	<b>P2,000</b>	<b>Permanent Ban from Subdivision</b>
<b>Non-wearing of ID / Construction Workers</b>	<b>Violation/Warning Letter</b>	<b>P1,000</b>	<b>Permanent Ban from Subdivision</b>
<b>Fraternizing with Domestic Help</b>	<b>Violation/Warning Letter</b>	Permanent Ban from Subdivision	
<b>Unauthorized stay-in / illegal entry / exit</b>	<b>Violation/Warning Letter</b>	P250 (worker) P500 (lot owner)	P500 (worker) P1,000 (lot owner)
<b>Unapproved /Unauthorized Construction</b>	<b>Violation/Warning Letter</b>	<b>P5,000 / per day, until the issue is corrected.</b>	<b>P5,000 / per day &amp; Vehicles banned from Subdivision</b>
<b>Construction Rules Violation</b>	<b>Violation/Warning Letter</b>	<b>Fine of P2,000 to P5,000/ day until violation is corrected</b>	<b>Fine of P2,000 to P5,000/ day until violation is corrected &amp; Forfeiture of Construction Bond</b>

Additional fines can be applied by a majority vote of the PALA board of directors for any infractions not covered by the above Table of Penalties.

## **Appendix C : Emergency and Important Contact Numbers**

**PALA Administration Office 0917-923-8604**

**Security 0945-960-9808**

**Trike Service (Through main gate security) 0945-960-9808**

**Revised January 1, 2023**  
**Approved at the SGM, June 18, 2024**  
**Approved by DHSUD on April 15, 2025**