

HOME IMPROVEMENT PROCEDURES

All homeowners are required to secure written approval and the necessary permits before starting any construction or installation.

NO PERMIT, NO WORK.

A. EXTERIOR WORKS

1. Fence, Extension, Carport

1. Visit the **Office of the Building Official (OBO), Silang Municipality** to obtain the list of requirements.
2. Complete and submit all requirements to the OBO.
3. Secure the approved **Building Permit** from the OBO.
4. Request an **HOA Certification** from the HOA Office.
5. Submit the following documents via email to:
 - **Caezar Pineda** – caezar_pineda@lessandra.com.ph
 - **Rosemarie Ricafranca** – rosemarie_ricafranca@vistaland.com.ph
 - Approved Building Permit
 - All supporting documents required by the OBO
 - HOA Certification
6. Upon approval, Caezar / Rosemarie will issue an **Approval Letter** addressed to the HOA.
7. The Property Administrator will:
 - Review the **Bill of Materials (BOM)**
 - Issue the **Gate Pass and Work Permit**

2. Grills

1. Secure the list of requirements from the **Bureau of Fire Protection (BFP), Silang Municipality**.
2. Submit all required documents to the BFP and obtain the necessary approval or clearance.
3. Request an **HOA Certification** from the HOA Office.
4. Submit the following documents via email to Caezar Pineda and Rosemarie Ricafranca:
 - BFP-approved documents
 - HOA Certification
5. Upon approval, an **Approval Letter** will be issued to the HOA.
6. The Property Administrator will:
 - Review the **Bill of Materials (BOM)**
 - Issue the **Gate Pass and Work Permit**

3. Canopy

1. Prepare the following:
 - Canopy design or drawing
 - Estimated **Bill of Materials (BOM)** with quantities
2. Request an **HOA Certification** from the HOA Office.
3. Submit the following documents via email to Caezar Pineda and Rosemarie Ricafranca:
 - Canopy design or drawing
 - Estimated BOM with quantities
 - HOA Certification
4. Upon approval, an **Approval Letter** will be issued to the HOA.
5. The Property Administrator will:
 - Review the **Bill of Materials (BOM)**

- Issue the **Gate Pass and Work Permit**

4. Repainting of House Exterior

1. Request an **HOA Certification** from the HOA Office.
2. Secure approval by submitting the following via email to Caesar Pineda and Rosemarie Ricafranca:
 - HOA Certification
3. Upon approval, Caesar / Rosemarie will issue an **Approval Letter** addressed to the HOA.
4. The Property Administrator will:
 - Review the **Bill of Materials (BOM)**
 - Issue the **Gate Pass and Work Permit**

Note: Please make sure to follow the **appropriate color scheme of your house model to avoid penalties** from the developer.

B. INTERIOR WORKS

1. Submit the following to the HOA Office:
 - **Bill of Materials (BOM)** with quantities
 - Photos clearly showing the specific areas where the materials will be used
2. The Property Administrator will:
 - Review the submitted documents
 - Issue the **Gate Pass and Work Permit**

C. FINAL REMINDERS

- Please allow **two (2) to three (3) days** for document review prior to material delivery and start of construction.
- Construction may begin **only after** the Gate Pass and Work Permit have been issued.
- Any work done without permits or HOA approval is subject to **work stoppage, penalties, and/or removal** of unauthorized construction.
- Structural works affecting common areas, utilities, or building integrity are **not allowed** without additional approval.
- All construction must strictly follow the approved plans. Any changes require **prior re-approval** from the HOA.
- Please **copy the Property Administrator** at hoaltasilangc@gmail.com when sending emails to Mr. Caesar Pineda and Ms. Rosemarie Ricafranca.