

CONSTRUCTION GUIDELINES

In accordance with the provisions of the Deed of Absolute Sale, plans and specifications for residential construction, renovations or additions within any of the subdivisions owned and developed by the **HOUSEHOLD DEVELOPMENT CORPORATION** must be submitted to the company for review and approval. For inquiries please call 02-CAMELLA (2263552) local **1022**. The following guidelines shall be supplementary to the provisions of the Building Code of the Philippines, Batas Pambansa Blg. 220, Presidential Decree No. 957 and other laws.

Part 1 NATURE OF CONSTRUCTION

1.1 MAJOR CONSTRUCTION (requires building permit)

- a) House Construction
 - i. Any house construction done by other party other than the Developer.
- b) House Expansion
 - i. Any construction intended to increase the size of the existing structure that will be part of the livable space involving addition or alteration.
- c) Auxiliary Structures
 - i. Construction of any roofed structures not considered as single family housing unit which are completely detached to existing house exceeding 6.00sqm in floor area (i.e., Maid's/drivers' quarter, gazebos, garage, and similar structures).
 - ii. Construction of swimming pools, pump house and accessories.
- d) Carport/Balcony/Porch
 - i. Additional structure intended for such use which directly attached to existing house/structure.
- e) Fence
 - i. Construction of house perimeter fence including pedestrian and vehicular access.

1.2 MINOR CONSTRUCTION (exempted from building permit)

- a) House Repairs and Enhancement
 - i. Any repair works not affecting or involving structural members such as replacement of deteriorated roofing sheets or tiles, gutters, downspouts, fascias, ceilings and/or sidings.
 - ii. Repair and/or replacement work of doors, windows, flooring, etc.
 - iii. Repair and/or replacement work of electrical and plumbing fixtures and accessories not involving addition or alteration.
 - iv. Repair of perimeter fence and walls.
 - v. Repaint of exterior walls, window frames, etc.
- b) Interior Renovation
 - i. Repair and/or replacement of any interior portion of a house not involving addition or alteration.
 - ii. Repair and/or replacement of non-load bearing partition walls.
 - iii. Repair and/or replacement of any Architectural finishes such as paint, tiles, ceiling, fixtures, etc.
- c) Minor Auxiliary Structures
 - i. Sheds, outhouses, greenhouses, children's playhouses, aviaries and the like, not exceeding 6.00sqm in total area, provided they are completely detached from any other building and are intended for the private use of the owner and not considered as single family housing unit.
- d) Canopy/Trellis
 - i. Construction of canopy/trellis which does not exceed 6.00 sqm in area.
- e) Landscaping
 - i. Installation of softscape and hardscape elements without the use of any heavy equipment.
 - ii. Includes garden pools not exceeding 0.50m in depth and exclusively for private use.
 - iii. Includes garden masonry walls not exceeding 0.60m in height, footpaths, residential garden walks and/or driveways
- f) ACU and Grilles
 - i. Installation of air conditioning units including accessories and condensing units.
 - ii. Installation of window grilles, screens, etc

Part 2

REQUIREMENTS FOR ASSESSMENT

Provide necessary requirements to the Developer for Evaluation prior to approval of Construction Permit. (See list of Requirements below.)

Submission	Approval	Releasing
Monday-Friday 10:00AM-5:00PM Saturday 10:00AM-12:00NN	1 week approval	1 week after submission of Requirements for assessment

2.1 MAJOR CONSTRUCTION

- a) Copy of Signed Guidelines
- b) (2) Copies of the proposed Site Development Plan showing Lot plan (A4 paper Size)
- c) (2) Copies of proposed Architectural plans (A4 paper size)
 - i. Floor plans with dimensions
 - ii. Elevations with specifications
 - iii. Sections/Details as required
- d) (2) Copies of Perspective
- e) (2) Copies of Material Samples/Brochures (A4 paper size)
- f) (2) Copies of Bill of Quantities & Specifications (A4 paper size)
- g) (2) Copies of HOA Clearance and Updated RPT Payment

2.2 MINOR CONSTRUCTION

- a) Copy of Signed Guidelines
- b) (2) Copies of the proposed Site Development Plan showing Lot plan (A4 paper Size)
- c) (2) Copies of proposed Architectural plans (A4 paper size)
 - i. Floor plans with dimensions
 - ii. Elevations with specifications
- d) (2) Copies of Material Samples/Brochures (A4 paper size)
- e) (2) Copies of Bill of Quantities & Specifications (A4 paper size)
- f) (2) Copies of HOA Clearance and Updated RPT Payment

Part 3

DRAWING CONTENTS

3.1 HOUSE CONSTRUCTION

- a) Site Development Plans
 - i. Show firewall orientation of adjacent lots
 - ii. Show route from main road
 - iii. Show proper setback depending on type of development as specified in the Deed or Restrictions and Design Guidelines
 - iv. Follow front setback of existing adjacent houses within the block
- b) Floor Plan with dimensions
 - i. Indicate floor area
 - ii. Indicate room and general dimensions
- c) Elevations with specifications
 - i. Show acceptable building height
 - ii. Highlight exterior specifications in compliance with the theme of the subdivision
- d) Sections/Details as required
 - i. Additional details needed to highlight only some design elements
- e) Perspective
 - i. Shown with the approved color scheme for the subdivision
- f) Material Sample and Brochures
 - i. Exterior material used

3.2 HOUSE EXPANSION/CARPORT/PORCH/BALCONY AND AUXILLIARY STRUCTURES

- a) Site Development Plans
 - i. Show firewall orientation of adjacent lots
 - ii. Show route from main road
 - iii. Show proper setback depending on type of development as specified in the Deed or Restrictions and Design Guidelines

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- iv. Highlight existing building and the expansion
- b) Floor Plan with dimensions
 - i. Indicate floor area of the expansion
 - ii. Indicate room and general dimensions
 - iii. Highlight existing building and the expansion
- c) Elevations with specifications
 - i. Expansion building height should not exceed the existing height
 - ii. No roof deck allowed
 - iii. Highlight exterior specifications in compliance with the theme of the subdivision
 - iv. Expansion should be based on the acceptable expansion indicated in the Deed of Restrictions and Design Guidelines
 - v. Highlight exterior specifications in compliance with the theme of the subdivision
- d) Sections/Details as required
 - i. Additional details needed to highlight only some design elements
- e) Perspective
 - i. Shown with the approved color scheme for the subdivision
- f) Material Sample and Brochures
 - i. Exterior material used

3.3 FENCE

- a) Site Development Plans
 - i. Show firewall orientation of adjacent lots
 - ii. Show route from main road
 - iii. Reflect other existing structures adjacent to lot like side walk, curb and gutter, perimeter walls, trees, firewalls, etc.
 - iv. Fence layout with opening
- b) Floor Plan with dimensions
 - i. Show foundation within the property
 - ii. Show dimensions
- c) Elevations with specifications
 - i. Show acceptable fence height
 - ii. Show entire span of elevations for sloping terrain with staggered layout
 - iii. Highlight specifications in compliance with the theme of the subdivision
- d) Sections/Details as required
 - i. Additional details needed to highlight only some design elements
- e) Perspective
 - i. Shown with the approved color scheme for the subdivision
- f) Material Sample and Brochures
 - i. Exterior material used

Part 4

APPLICATION PROCESS

4.1 The Developer will review the aforementioned documents and if found deficient, the Homeowner will be required to amend the same to conform to the Deed of Restrictions and Design Guidelines.

4.2 The Homeowner should secure building permit from pertinent local government unit.

4.3 Subject to presentation of requirements for major construction (with building permit) and minor construction (without building permit), payment of construction bond and other feed must be made by the Homeowner to the Developer. Once requirements and payments are complete. The Homeowner shall be issued construction permit and sticker which must be posted at the door throughout the construction period for inspection purposes.

4.4 Note that a copy of the building permit issued by the local government unit and the construction permit issued by the Developer must be presented to the Security Guards of the Subdivision before any materials, equipment and machinery which will be used or the construction activities can be allowed to enter the said Subdivision.

4.5 Without necessity of going to court, the Developer or any of its authorized representatives may stop or enjoin such construction activities which have not been previously approved by the Developer.

4.6 The construction plans and specifications approved by the Developer shall be valid for the period of (3-6) months from the date of approval depending on the type of construction. If for any reason, construction activities did not start within

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the said period and there are changes and/or new requirements in the government regulations on building construction, renovations or additions, the Owner and/or Contractor shall be duly notified thereof, and shall be given reasonable time within which to comply therewith. Should the Owner and/or Contractor fail to comply therewith, the previous approval of the plans and specifications is deemed automatically revoked and no construction activities shall proceed.

		Nature of Work	Duration	Camella	Crown Asia
a	Major Construction	House Construction	6 months	47,500 / 2,500	47,000 / 3,000 or 5% of House Cost
b	Major Construction	House Expansion	6 months	19,000 / 1,000	29,000 / 1,000
c	Major Construction	Auxiliary Structures	6 months	19,000 / 1,000	29,000 / 1,000
d	Major Construction	Carport / Balcony / Porch	3 months	9,500 / 500	9,500 / 500
e	Major Construction	Fence	3 months	9,500 / 500	19,300 / 700
f	Minor Construction	House Repairs and Enhancements	3 days	Gate Pass	Gate Pass
g	Minor Construction	Interior Renovation	3 days	Gate Pass	Gate Pass
h	Minor Construction	Auxiliary Structures	3 months	9,500 / 500	19,300 / 700
i	Minor Construction	Canopy / Trellis	3 months	4,500 / 500	4,500 / 500
j	Minor Construction	Landscaping	3 months	4,500 / 500	4,500 / 500
k	Minor Construction	ACU and Grilles	1 month	4,500 / 500	4,500 / 500

4.7 The Owner and/or Contractor assume full responsibility in the proper implementation of any changes and/or requirements of the plans and specifications should such changes and/or new requirements transpire between the date of approval of the plan and the execution of the approved construction plan.

4.8 In case the owner decides to suspend the construction indefinitely, Builder's Construction Bond may also be refunded subject to the following conditions, to wit:

- A written notice to the Developer citing the reason/s for the suspension of the construction activities;
- Certification from the Developer and/or HOA that the site of the construction activities has been properly cleared; and
- Certification from the Developer and/or HOA that the Owner and/or Contractor did not deviate from the approved plans/specification, nor violated any of the terms of these guidelines.

4.9 The construction bond must be renewed or refunded on or before its expiration date, otherwise, it will be forfeited. Note that the refund of the Builder's Construction Bond is not an assurance of the owner and/or contractor's non-liability to any violation which the company may find after such refund.

Part 5

STANDARD SPECIFICATIONS AND RESTRICTIONS

5.1 Materials to be used for the construction activities must be of strong materials. It should conform to the general specifications within the block or vicinity.

5.2 Proposed house design should not deviate from the original Architectural Character of the House Model and the Subdivision. No alteration of the House Model façade shall be conducted.

5.3 Sidewalks are part of the road, therefore owned by the Developer or its assignee. The respective homeowners may improve the sidewalk including the portion covered by the driveway at their own expense. This notwithstanding, the Developer or its representatives shall have access thereto for the purpose of repairing and maintaining the water drainage, water pipeline and other utilities and facilities, for which, the company or its representatives, shall not be held liable whether criminal or civil.

5.4 Building height must conform to the Design Guidelines.

5.5 The color of the structure to be constructed should match the original color schemes used on the housing units in the Subdivision. The use of other exterior finishes other than paint should conform to the Design Guidelines. Violation of these restrictions entitles the Developer, among others, to ask the Owner and/or Contractor to replace or remove the said finishes from the structures at the sole expense of the Owner.

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5.6 Construction of fences or walls adjacent to road shall not exceed 1.50 meters in height measured from the top of the sidewalk to the topmost part of the fence including columns and grill works. It shall be designed with the base or the lower part having a maximum height of 0.60 meter (measured from the top of the sidewalk) and shall be of solid material, fully enclosed. While, the upper part of the fence shall be see-through. Side and rear property walls will have a maximum height of 2.0 meters measured from the natural grade line to the topmost part of the fence. Additional grill work fences at rear side are allowed to be installed at a maximum of one (1) meter above the 2.0 meter solid wall provided they are painted black and blend with the surrounding landscape and subject for Developer's approval. The additional grill work at the rear is allowed only if the adjacent lot is higher than the existing to provide additional privacy.

5.7 The minimum setbacks which shall be measured from the property line to the outermost building line of the enclosed area shall conform to the National Building Code of the Philippines depending on the type of development.

5.8 Other specifications and restriction not mentioned here are detailed in the Deed of Restrictions and Design Guidelines.

Part 6

UTILITIES

6.1 Individual water meter and power meter must be installed before any construction or house improvements.

6.2 **Septic Tanks** – All housing units must have septic tank which must be of durable materials, completely water proofed, and designed to withstand the dead loads and live loads to which they will be subjected.

6.3 **Waterline** – It is prohibited neither to tap waterline of the Developer nor to construct any improvement encroaching upon or affecting the drainage and sewer lines without prior approval of the Company. The cost of transfer or relocation of water meter due to fencing or extension shall be solely chargeable to the homeowner.

6.4 **Deep well and Booster Pumps** – It is prohibited to drill deep well or install booster pumps or any equipment or device that will be connected to the Developer's waterlines for the purpose of sucking water faster than its normal flow.

6.5 **Plumbing** – All plumbing systems, equipment and installations shall conform to the provisions of the National Plumbing Code

6.6 **Electrical** – All electrical systems, equipment and installations shall conform to the provisions of the National Electrical Code. In cases, where no individual meters have yet been installed, a prior written approval from the Developer must first be secured for tapping of electrical lines for temporary facilities. The cost of transfer or relocation of Power provider's meter due to fencing or extension shall be solely chargeable to the homeowner. Any additional load shall conform to the Guidelines specified on the DOR (Deed of Restriction).

Part 7

MISCELLANEOUS

7.1 The Developer shall cease to guaranty the structural integrity of the housing component of the Property, once additions, improvements, alterations, revisions or modifications are made by the Homeowner thereon, even when the design, plan and specifications were obtained from the Developer or were approved by the Developer.

7.2 The Developer shall not be responsible for the Homeowner's use of either or both of the electrical or water facilities beyond their respective allowable loads/capacities.

7.3 It is prohibited to mix concrete or pile construction on roads of the Subdivision. It is also prohibited to use construction materials left by the Developer's contractors in any part of the Subdivision.

7.4 The Developer strictly prohibits the entry of ten wheeler trucks.

7.5 The construction permit is for the exclusive use of the owner who applies for it, and therefore, non-transferable. Violation of the same shall automatically result to the revocation of said permit.

7.6 No excess materials must be kept outside the property line of the owner who is responsible for the proper clearing or hauling out and disposal of these materials.

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7.7 A curfew is set at 9:00 pm until 5:00 am. Thus, construction workers are not allowed to roam around the Subdivisions during the said period.

7.8 Construction and transient workers connected with the construction activities are required to wear worker's ID and should pass only on the most direct route and main avenues on their way to and from their respective job sites.

7.9 The Owner and/or Contractor shall assume full responsibility in the conduct of his workers and hold the Subdivision free from any liabilities arising wherefrom.

7.10 Site utilities (water lines, cable, telephone, electrical, etc.) as well as existing trees should be verified on the site and taken into consideration in all design. Removing or relocating these existing utilities is not allowed.

7.11 Any construction, expansion, improvement or installation must strictly adhere to lot monuments and boundaries of the property. It is the sole responsibility of the client to verify the monuments and boundaries of the property by a Certified Surveyor prior to any construction, expansion, improvement or installation works. Any encroachments to adjacent property shall be rectified, by the client or by the Developer at client's sole cost and expense.

7.12 The extent of the Developer's approval is to ensure that the submitted plans, specifications, etc. conforms to the subdivision theme and development. The Developer will exert best effort to review the aforementioned documents to the best interest of the client and will be subject to Owner's compliance with Building Code.

Part 8 **TERMS AND CONDITIONS**

8.1 Duly approved plans and specifications shall not be changed, modified or altered without prior written approval from the Developer, and the construction activities shall be done strictly in accordance therewith.

8.2 In case of conflict in the interpretation of these restrictions, the most stringent interpretation shall apply, subject to pertinent laws thereto.

8.3 The owner and/or contractor manifestly allows the Company, its personnel or its assignees to inspect and check purchases receipts of construction materials being delivered at the site as well as to inspect and check on-going construction activities.

Part 9 **PENALTIES**

Any person who appears to be responsible for any violation of the aforementioned regulations and restrictions shall be dealt with appropriate charges by the Developer.

- a) Forfeiture of the entire Builder's Construction Bond
- b) Cancellation of the subject Construction Permit
- c) Endorsement of the noted violation/s to the Building Official of the pertinent local government unit and to the concerned HOA for the appropriate action.
- d) Filing cases with appropriate government agencies (i.e. HLURB)

Part 10 **CONSTRUCTION BOND REFUND**

10.1 The inspection slip must be signed by the Property Manager, Homeowners' Association Representative and the Developer. Actual inspection of the Developer and HOA Representative (7 days).

10.2 The following must be submitted to the Developer:

- a) Signed inspection slip
- b) Original receipt

Note: If with representative/attorney-in-fact or change of payee, Please attach SPA (special power of attorney) copy or authorization that the check will be named to the representative and valid ID of principal buyer.

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10.3 The availability of refund may be verified from the Finance Department. Preparation of Check for Refund is (14) working days with deduction of processing fee.

10.4 Once confirmed available, the refund may be secured from the Cashier.

Reminder: Please bring claim stub and valid id of payee/representative.

CONFORME

I hereby confirm that I have read the Guidelines of the Subdivision. I fully understand my responsibilities and will abide the Rules and Regulations stipulated herewith

Signature over Printed Name of Homeowner

Signature over Printed of Contractor

Blk _____ Lot _____ Phase _____ Construction Deposit OR #: _____

Subdivision: _____ Processing and Inspection Fee: _____

Telephone number: _____ Noted by: _____

Specific Improvement: _____ Date: _____