



SOUTH BAY HOMEOWNER'S ASSOCIATION, INC.

SOUTH BAY GARDENS, VILLONCO ROAD, BGRY. B.F.
PARANAQUE CITY

VILLAGE RULES AND REGULATIONS
2024

UPDATED March 2024

SOUTH BAY HOMEOWNER'S ASSOCIATION VILLAGE RULES AND REGULATIONS

The South Bay Homeowners' Association, Inc. (SBHAI) has formulated these guidelines with the intention of maintaining a friendly neighborhood and developing a peaceful and enjoyable community. With this, the House Rules shall be applied for the common good of the owners and residents of the village. Such rules are designed to:

- Safeguard every resident's health, safety and welfare by establishing and sustaining a safe, livable and pleasant community;
- Assure residents that the intended land use and character of their community will be preserved, protecting their rights to access, ventilation, view, utility service and privacy;
- Maintain the high aesthetic standards that make South Bay Gardens an attractive and desirable place to live in;
- Protect property values by ensuring that only compatible developments and densities will be located within the community.

1.0 GENERAL RESTRICTION

1.1 USE OF OCCUPANCY - Properties within the subdivision shall be used for single-family residential purpose only. One Dwelling Unit – Only one Dwelling Unit for use and occupancy by a single family shall be constructed on a single Lot. Rowhouses or apartment type dwellings for use by multiple families are not allowed.

1.1.1 Use of the Lot- All Lots shall be used exclusively for private, single-family, residential purposes. The term "residential purposes" as used herein shall exclude hospitals, clinics, duplex houses, apartment houses, multi-family attached housing, schools, boarding houses, hotels, staff houses (POGO), warehousing and commercial and retail establishment and such other use which is similar or related to the foregoing; all such uses being expressly prohibited.

1.1.2 Use of residence as a business address is allowed subject to the condition that the rule on the exclusive residential use of property will be strictly followed.

1.1.3 Homeowners who use his/her residence as business address shall be allowed not more than three (3) employees to enter the subdivision, subject to existing rules on the entry of visitors.

1.2. PROHIBITED USES – No activity shall be permitted on any Lot or any residential premises which is or may be detrimental to the occupant of any other Lot or residences which is or may be an annoyance or nuisance to other residents in the Village. Without limiting the generality of the foregoing:

1.2.1. No Lot or any residential premises shall be used as a distribution; point for commercial goods.

1.2.2. Dangerous, hazardous, flammable noxious, toxic, and explosive items, such as, but not limited to, firecrackers, gasoline, and chemicals are prohibited from being stored or kept within any Lot or any residential premises.

1.2.3. No Lot or any residential premises or any part thereof shall be used for any vicious, illegal, immoral, unpleasant, unsightly, or offensive activity such as, but not limited to gambling, distribution of contraband and the like, nor for any purpose in violation of national or local laws and regulations, or of police, health, sanitary, building or fire code regulations or instructions relating to, or affecting the use or occupancy or possession of any Lot. Any violation of law or ordinance shall be referred and reported to the appropriate government authorities notwithstanding any action that may be taken by the Declarant or the Association.

1.2.4 Strictly prohibit the use of South Bay residences as staff houses for officers, employees of any corporation or the common use of the residence by a group of persons who are not part of the single-family occupant (*Board Resolution:2019-19, July 7, 2019*)

2.0 HOMEOWNERS' RESPONSIBILITIES

2.1. Rights of Residents: SBHAI homeowners should at all times respect the rights of their fellow homeowners particularly where their fellow homeowners particularly the peaceful enjoyment of their residence in South Bay is concerned. Typically, this includes;

2.1.1 Maintaining **sound and noises at reasonably low levels** within their residential premises, out of respect for neighbor's right to peace and tranquility.

2.1.2 Blowing of horns **only when absolutely necessary**, such as for road safety and when signaling to open the gates. Homeowners and drivers are enjoined to limit honking their horns to two (2) short beeps. Blowing of horns are strictly not allowed after **10:00 p.m.**

2.1.3 Respecting the inherent and legal right to privacy and property of immediate neighbors.

3.0 GENERAL CLEANLINESS AND SANITATION

3.1.1 Keeping residential frontages and perimeters clean and free of garbage, debris, animal droppings, fallen tree leaves, twigs and branches and stinking and toxic element.

3.1.2 Keeping only pet dogs, cats, fish, and birds in their residence. **Farm animals (as chicken, game-cocks, goats, horses, cows and hogs) are strictly prohibited to kept or bred within South Bay.**

3.1.3 Proper upkeeping of their pets and ensuring that they do not disturb the immediate neighbors and other homeowners with their noise, litter, droppings and smell. Any litter made by 4-legged pet while it is being walked must be picked up and properly disposed by its handler.

3.1.4 Confining pets inside the homeowner's residential boundary only. Dogs may be taken out for walks only if on leash. Only one dog, capable of controlling the strength of the individual animal. SBHAI employees and security personnel have been instructed and authorized to catch and impound any stray animal and turn them over to the Security Office. If unclaimed within 48 hours of its captivity, dispose of the same as regulated. It is the responsibility of the pet owners to have their pets immunized.

3.1.5 Residents should not dry and hang laundry in front of residences and in any other parts of their homes visible to passersby. It is also important that property owners maintain the façade of their residences and the frontage of their properties so that the village can preserve a neat appearance.

3.1.6 Dumping of garbage and garden refuse on vacant lots and communal areas is strictly prohibited.

3.1.7 Regular garbage collection is scheduled by area. Garbage containers should be kept inside the lot and must be brought out only during garbage pick-up hours.

3.1.7.1 Garbage containers should be properly covered and kept odor-free.

3.1.7.2 Wet garbage should be placed inside plastic bags and securely tied and the bag placed inside the garbage container.

3.1.7.3 Proper segregation & garbage disposal should be strictly observed.

3.1.7.4 Owners/occupants must avoid littering within the village. They shall keep and maintain their premises and common areas in a clean and sanitary condition, free from all obnoxious or unpleasant odors.

3.1.8 Garden refuse must be put in a garbage bag. Trimmings that do not fit in garbage bags must be tied or bundled.

3.1.9 Unauthorized cutting, destruction, damaging and injuring trees, plants and vegetation is not allowed. On the common area, regular maintenance of vegetation shall be done only by the village maintenance crew.

3.1.10 Burning or incineration of any trash, garbage, garden cuttings or other rubbish on any lot is prohibited

3.1.11 Clotheslines, piles of wood, construction materials and/or equipment must be concealed from public view.

3.1.13 Dumping of trash, litter, discarded materials of any kind (including but not limited to broken furniture; packaging materials and debris, tools and equipment) on vacant lots are strictly prohibited.

3.1.14 Planting agricultural, commercial, or ornamental crops or gardens on vacant lots and at the sidewalk planting strips is strictly prohibited.

3.1.15 Residents, members, and owners should, at all times, conserve, cooperate in conserving, and ensure the conservation of all resources, natural and otherwise, of the village.

3.1.17. Cutting of trees is prohibited unless there is prior permission from the Board of Directors and EMB-DENR.

4.0 TRAFFIC / STREETS / VEHICLES

4.1 TRAFFIC

4.1.1 Parking: Residents are required to utilize their garages for parking their cars and refrain from parking on their cars and refrain from parking on the streets if no vehicle is parked in their garage. Parking along the streets may be allowed but subject to the following rules and regulations:

4.1.1.1 One-Side street parking - is strictly enforced at all times anywhere inside the village. The One-Side Street Parking rule also applies to non-homeowners/lot owners, visitors, drivers/chauffeurs, deliveryman etc. **without exception.** Homeowners are enjoined to maximize their garages and/or within their property boundary.

4.1.1.2 However, If it becomes necessary for them to park on the street, homeowners have the priority for parking slots directly in front of their properties during the designated period for one-side parking

4.1.1.3 Temporary parking on the wrong side of the street will be allowed only for a maximum duration of 10 minutes to allow for waiting time and loading/unloading of passengers and/or goods.

4.1.1.4 There will be a **Temporary suspension** of the One-side Street Parking from 9:00 p.m. of the 15th and the last day of the month up to 4:00 p.m. of the 1st and 16th day of the month to allow homeowners to move their cars from one side of the street to the other.

- 4.1.1.5 Parking on both sides of the street will be allowed only during parties and special occasions with prior notification to the SBHAI Administration Office or the Security.
- 4.1.1.6 Parking will not be allowed on space fronting gutters that are painted with red and other no parking areas such as South Bay Drive, street corners, front of hydrants and driveway of the Multi-Purpose Hall.
- 4.1.1.7 Overnight parking of delivery, service, commercial and utility vehicles (such as cargo vehicles, trucks, tractors, trailers, container vans, etc.) along the subdivision streets is **strictly prohibited. Junked vehicles** shall likewise not be allowed to remain on the roads.
- 4.1.1.8 The parking slots in front of the administration office shall be the designated area for cars that have no stickers. Maximum duration for parking is 24 hours from the time they enter the village.
- 4.1.1.9 Major repairs and painting jobs of vehicles within South Bay is strictly prohibited. After any minor or emergency repair on a vehicle, the homeowner should ensure that all oil and grease stains are scrubbed off the pavement and that the spent oil and grease are not disposed of through the drainage system. Violators shall be subject to sanctions as provided for under Barangay and city ordinances.
- 4.1.1.10 Cleaning of motor vehicles shall be allowed only in front of the property of the motor vehicle owner and subject always to keeping the area free of debris, discarded materials, oil and grease, toxic and malodorous elements.
- 4.1.1.11 A penalty of P300.00 shall be imposed on any violation of the 24-hour one-side parking rules;
 - 4.1.1.11.1 Violations committed by guests shall be the responsibility of the host home/lot owner. Guests shall include, but not be limited to visitors, as well as delivery and utility vehicles;
 - 4.1.1.11.2 A vehicle is considered parked if it is stationary for more than ten (10) minutes and its motor is not running.
 - 4.1.1.11.3 Roving security personnel have been authorized to issue citation tickets which should clearly state, among others;

- a. Name of homeowner, the violation, as well as the location where it was committed;
- b. Time and date of violation;
- c. Description of the vehicle including its plate number;
- d. Name of the party in the homeowner's household to whom the violation, prior to issuance of the ticket, was reported for possible rectification;
- e. Name and signature of the roving security personnel.

4.1.1.11.4 Assessment of fines shall be on a "day-to-day" and on a "per vehicle" basis; fines assessed shall be included in the monthly assessment billing being issued by the Administration.

4.2 STREET / VEHICLES / DRIVERS

4.2.1 IMPLEMENTATION OF VEHICLE PASS AND RFID TAG STICKER (SBHAI Board Resolution No: 2023-A08)

4.2.1.1 For security reason, RFID and Car stickers will only be issued to South Bay Homeowners and tenants only upon submission of the following requirements;

- a. OR and CR of the vehicle
- b. Driver's License
- c. Proof of Residency (e.g Lease Contract Agreement, Meralco Billing, etc.)
- d. Endorsement of the property owner (for tenants)

4.2.1.2 Strict implementation of "**No Sticker, No RFID, Leave ID Policy**". Homeowner/ resident/ with valid SBHAI Car Sticker but NO RFID shall utilize the visitor's lane.

4.2.1.3 The car sticker and RFID is non-transferable to other vehicles. However, if the transferee is member of the association or a bonafide resident of South Bay Gardens, the corresponding approval shall be first secured from the management prior to the transfer;

4.2.1.4 Only cars and other vehicles in the resident's name with address at South Bay Gardens shall be entitled to use South Bay Gardens car pass stickers

and RFID. However, company cars of residents may also be allowed to use SBHAI Car Stickers and RFID Tag provided they are for private use by residents and are being garaged in their residences;

- 4.2.2 Only valid licensed drivers may operate motor vehicles within South Bay. **Practice driving** and driving lessons within the subdivision is **strictly prohibited** in the interest of safety to homeowners.
- 4.2.3 A speed limit of **30KPH** will be enforced in the entire South Bay roads. **Violators of speed limits, reckless driving, no parking and other traffic rules and regulations** within South Bay will be apprehended and penalized.
- 4.2.4 Drivers of vehicles that do not carry valid SBHAI car stickers must first surrender their drivers' licenses in exchange for a Car Pass at all gates.
- 4.2.5 Drag racing and screeching of tires are strictly prohibited. Noisily revving up the engine and playing of car radio is strictly not allowed as well.
- 4.2.6 Driving under the influence of liquor/drugs is strictly prohibited anywhere within the village.
- 4.2.7 Commercial vehicles, even those owned by residents, are not allowed to park overnight inside the Village and must leave the Village after a reasonable amount of time sufficient to make deliveries.
- 4.2.8 Double-parking in any part of the village thoroughfares shall not be allowed.
- 4.2.9 Parking on the streets should not cover the sidewalk even partial. Sidewalks are provided for pedestrians and not designed to carry heavy loads.
- 4.2.10 Driveways should be free from parked vehicles or any other form of obstructions at all times.

- 4.2.11 The Association shall not be held liable for any loss of or damage to cars or other vehicles in the common parking areas. The Administration, however, will conduct an investigation into such incidents and submit an appropriate report to the homeowner or lessee involved.

4.3 VISITORS

4.3.1 Visiting Pedestrians/Construction Workers/Contractual or One-Time Workers

4.3.1.1 **Pedestrian visitors** who are **not accompanied** by homeowner will **not be allowed** entry to South Bay **without prior advice and permission** from the homeowner to be visited and without first surrendering satisfactory proof of identity to the guard at the subdivision's entrance. For this purpose, the gate guard will **first obtain the homeowner's clearance** before allowing the visitor to enter. A visitor's ID shall be issued only upon presentation of a valid and acceptable Id. The **Visitor's ID must be displayed visibly** and prominently at all times while the visitor is within the premises of subdivision.

4.3.1.2 **Construction workers must enroll on the Security Biometrics system** and secure an SBHAI ID, which must be worn at all times while inside the subdivision. Only workers whose names appear in the list of workers provided by the homeowner or contractor to the SBHAI office and the security office shall be admitted regardless of the possession of a valid SBHAI ID and continue to be employed at the job site. Upon completion of construction, homeowner or contractor shall surrender all SBHAI ID's to the Administration Office who, in turn, shall inform Security.

4.3.1.2.1 No construction worker will be allowed to enter South Bay and work in any construction project without an official SBHAI **Construction ID prominently displayed at all times**. It will be the responsibility of the builder-member and contractor to secure an official ID from SBHAI Administration Office for the contractor's employee/s and concurrently to certify and guarantee personally the identity and proper behavior of workers. Requirements for the issuance of ID cards are (a) NBI/Police/Barangay Clearance; (b) Signed request letter from the lot owner/contractor listing the complete names, addresses and ages of the workers.

4.3.1.2.2 The aforesaid IDs, the validity of which runs co-terminus with SBHAI Construction Permit for the project, will remain the property of the Association and must be surrendered to the Association upon the ID-holder's resignation/termination from the project or its completion. Failure to surrender the IDs as required will be the responsibility of the builder-member or contractor and is subject to penalty as provided for.

4.3.1.2.3 Exiting construction workers will be required to turn in their SBHAI IDs at the exit gate on or before 6:00 p.m. On the other hand, entering construction workers can reclaim their SBHAI IDs as they report for work at the entry gate.

4.3.1.2.4 Only **two (2) construction workers** with SBHAI **Stay-IN Construction IDs**, specifically issued for the purpose, will be allowed to **stay-in** at the construction site **overnight**.

4.3.1.2.5 The builder-member and contractor are deemed to have violated this rule on Construction Personnel if the construction workers are discovered to be without IDs or are surreptitiously brought in by them inside South Bay.

4.3.1.2.6 The movements and activities of all construction workers within South Bay will be restricted since all of them will have to be **confined** to their respective project sites at **all times**. Construction workers are not allowed to roam or loiter around beyond their work hours and work areas. South Bay park and facilities are, unfortunately, intended only for the exclusive use of resident –members and their guests.

4.3.1.2.7 For security and other reasons, construction workers are not allowed to fraternize or socialize with the residents' drivers and household helps within South Bay. Any report or complaint from any resident in this regard, if proven, will subject the worker/s and/or his builder-member and building contractor to appropriate penalty.

4.3.1.2.8 Any form of gambling or games of chance, consumption of intoxicating liquor or beverages or use and possession of prohibited drugs by and among construction workers within South Bay is **strictly prohibited** and will be dealt with accordingly.

4.3.1.2.9 Stay-in Construction Workers: A list of two (2) stay-in workers must first be submitted by the builder-member or contractor to the SBHAI office and to the Security Office for approval. These two (2) workers will be prohibited from loitering around the village premises and must be confined inside the construction site for security reasons.

4.3.1.2.10 Only the registered stay-in construction workers will be allowed to stay-in. The privilege of stay-in as granted to the construction worker is limited and restricted and does not include the members of their respective families.

4.3.1.2.11 Curfew hours will strictly be enforced beginning 7:00 p.m. until 6:00 a.m. of the next day. The stay-in workers must confine themselves to the project site and will not be allowed to loiter elsewhere or roam around South Bay during curfew hours.

4.3.1.2.12 SBHAI, through its designated officers or security personnel, may inspect the project site at any time for the sole purpose of ensuring strict adherence to the foregoing rules.

4.3.1.2.13 Cooking of food items for construction workers may be allowed provided the cooking is done only within the construction site.

4.3.1.2.14 Working hours should be limited to six (6) days a week, Mondays to Saturdays from 8:00 a.m. to 5:00 p.m. work on Sundays or after 5:00 p.m. may be allowed but subject to **prior clearance/approval** from immediate neighbors and SBHAI.

4.3.1.2.15 Construction workers with bicycles will only be allowed to proceed to the construction site by foot. Bicycles will be parked and secured (padlocks provided by owner) onto bicycle rack provided at the entrance gate.

4.3.1.2.16 **Contractual or one-time workers** such as service personnel (carpenters, plumbers, electricians, etc.) must first secure a Visitor's ID in return for their personal ID when they leave.

4.3.2.17 Visitors on Board Vehicles. Visitors on board vehicles and who are **not accompanied** by a homeowner will **not be allowed** entry to South Bay **without prior advice and permission** from the homeowner to be visited and without first surrendering their **Driver's License** to the guard at the subdivision's entrance. For this purpose, the gate guard will **first obtain the homeowner's clearance** before allowing the visitor to enter.

4.3.2.18 Homeowners are urged to **furnish in advance**, the Administration office or the security guard at the gate, the **names** of any visitor(s) or guest(s) that they may be expecting and the approximate time of their arrival to enable the gate guard to clear them through with **maximum delay**.

4.3.1.19 SBHAI reserves the right to require any visitor entering or exiting South Bay to open their vehicle's compartments or show their personal effects to the gate guard at any time it deems appropriate and necessary to uphold and protect the safety and security of the village and its members.

4.3.1.20 The gate security detail has instructions and authority to require exiting visitors, whether by car/vehicle or on foot, to furnish the exit guard with an appropriate Take-Out Form/authorization from the visited homeowner for any considerable item with which the visitor may be seen exiting.

4.3.1.21 A homeowner may request the gate guard to hold a visitor from leaving the subdivision provided the homeowner requesting takes full personal and legal responsibility for the action. The visitor, if still within South Bay, will then be escorted back to the homeowner.

4.3.1.22 Only authorized personnel of service companies like MERALCO, PLDT, Cable, etc. will be allowed entry, without obtaining any clearance from homeowners, based on a list of Authorized Personnel furnished by the service providers themselves. However, they still have to surrender satisfactory proof of identity to the guard at the subdivision's entrance in exchange for a Visitor's ID or Gate Pass.

4.3.1.23 Solicitors, peddlers, vendors, sales agents or house-to-house canvassers will not be allowed to conduct their activities within South Bay without prior clearance/approval from SBHAI Administration Office.

4.4 In-House Private Security. Homeowners who employ or retain in-house security will be required to register with SBHAI Administration Office and Security Office by providing them with details of the employee's personal background, professional references, clearances, and licenses and the specifications and licenses of the firearm/s assigned to them. The homeowner will additionally be required to undertake a formal written warranty of cooperation in ensuring the proper and responsible behavior and conduct of the guards assigned as provided for below.

- 4.4.1 Private in-house security personnel who are not registered with SBHAI will obviously not be allowed to enter the subdivision.
- 4.4.2 Any change or reassignment of the private in-house security personnel should be reported to SBHAI so that the outgoing guard can be de-listed by the Administration Office and Security Office and the incoming guard properly registered as replacement.
- 4.4.3 Private in-house security guards should check in and out with the security guards as they begin and end their daily tour of duty. They are strictly prohibited from roaming or loitering within South Bay, outside of their area of assignment.
- 4.4.4. SBHAI reserves the right to conduct inspections on private in-house security personnel to ensure the validity of the guards' fire arm licenses as well as the absence of alcoholic beverages or prohibited drugs in their possession or place of work.

4.5 Household helps and drivers: It will be the responsibility of the homeowner to register all household helps and drivers with SBHAI Administration Office and secure SBHAI IDs (stay-in or stay-out) and Gate Pass (only for Stay-in) for each of them. The Gate Pass, together with the valid Stay-in ID, will be used to authorize Stay-in household helps and drivers to exit and re-enter South Bay and, therefore, should always be in the secured possession of the homeowner while the helps and drivers are within the premises of South Bay. Stay-Out household helps and drivers will only need a valid Stay-Out ID to exit or enter the subdivision.

All household helps and drivers will be inspected for the contents of hand-carried bags and baggage and will be required to present a **Take-Out Form or written authority** from the homeowner for any item of value in their possession, before being allowed to exit through the subdivision gates.

Please take note that verbal instructions by phone will not be allowed. A formal Gate Pass will be needed and it is strongly recommended that the homeowners take personal custody of the Gate Passes.

- 4.5.1 All household helps and drivers will be required to surrender their respective IDs and Gate pass (for Stay-In only) upon exit and get back their ID/Gate Pass only upon re-entry Through subdivision gate.
- 4.5.2 Stay-in household helps and drivers accompanied by Homeowner on foot or on board a vehicle will be allowed exit by guard even without the Gate Pass Card. However, if they will re-enter the village unaccompanied, they should leave their IDs with the guard upon exit otherwise clearance will be secured from homeowner before they are allowed to re-enter.
- 4.5.3 Unless specifically tasked or allowed by their employers, household help must confine

themselves to their respective assigned residence and not allowed to loiter around or outside the assigned residence anywhere within South Bay at all times. Curfew hours begin at 10:00 p.m. until 5:00 a.m.

4.5.4 Household helps and drivers are not allowed to indulge in gambling, drinking alcoholic beverages, use of possession of prohibited drugs within South Bay at all times. Violators will be apprehended, penalized and severely dealt with to the full extent of the law.

4.5.5 Homeowners are discouraged from engaging the services of household helps and drivers who have been previously employed by other homeowners within South Bay, unless written consent is obtained from previous employer.

4.5.6 The owner/occupant shall be responsible for the behavior and conduct of their household helpers, drivers and other persons under their employ and shall ensure compliance of all such persons with the Village Rules and the Deed of Restrictions.

4.5.7 To ensure proper security and restriction of persons roaming the village between 10pm and 5 am of the following day, any household help found roaming during this time may be stopped and escorted by security to the house of his/her employer.

4.5.8 All domestic helpers and drivers shall secure the Village ID card and domestic pass from the Association office and must readily be able to identify themselves within the village when required.

4.5.9 When leaving/entering the premises, the household helpers and drivers shall present their respective IDs. They shall also be subject to luggage and package inspection.

4.5.10 No household staff, driver, nanny, et al. can be employed by another resident without the written consent of the previous employer.

4.5.11 Vendors and deliverymen are allowed to enter the village upon presentation of proof of an intended delivery within the village, or of a prior appointment with a homeowner after having been duly verified by the guard.

4.6 GATE PASS PROCEDURES

4.6.1 MOTOR VEHICLES

4.6.1.1 All vehicles belonging to homeowners must have the required South Bay car stickers to avoid being stopped at the gate and their plate numbers verified against the master list.

4.6.1.2 Vehicles will only be allowed parking on designated parking spaces within the village.

4.6.1.3 Twelve (12) wheeler trucks & above and 40- foot container vans are not allowed to enter the village except only the following limited purposes and upon payment of a fee which will be fixed from time to time by the Board.

- a. To deliver construction materials to a lot owner with an on-going residential construction;

- b. To pick-up or deliver furniture and other personal effects to homeowners or their tenants who are either moving in or out.
- c. No truck delivering construction materials will be allowed entry from 10:00 p.m. to 5:00 a.m. from Monday to Saturday and the whole day Sunday.
- d. Homeowners who will use a motor vehicle on a temporary basis must coordinate with the Administration.

4.6.2 HOUSEHOLD HELPS, DRIVERS AND CONSTRUCTION WORKERS

- 4.6.2.1 Each household help, driver or construction worker will be issued an Identification Card (ID), which will show whether he or she is stay-out or stay-in. All household helps and drivers, whether stay-in or otherwise, will be required to wear their IDs while they are inside the village and outside of their employer's residence. On the other hand, construction workers will wear their IDs at all times while inside the village. IDs will be color-coded depending on which quadrant their place of work is located. Homeowners and contractors will be responsible for the activities of their helper(s) or driver(s) and construction workers, respectively, within the village.
- 4.6.2.2 Homeowners must immediately report to the Administration or Security Guards any suspicious person without the South Bay ID loitering around the neighborhood.
- 4.6.2.3 Gate pass Card will be given for each stay-in household help and driver, and will only be used to authorize them to exit and enter the village. Therefore this card should always be in the possession of the homeowner (securely kept) while they are inside the village.
- 4.6.2.4 Stay-out household helps and drivers will be allowed entry and exit to the village with just their IDs and even without the Gate Pass Card and as such, it will be the responsibility of the homeowner to seize their IDs and immediately inform the Administration Office or Gate guards of their termination. Homeowner will prepare a written gate pass allowing exit of terminated stay-out household helps and drivers.
- 4.6.2.5 Take-Out Form will be accomplished by homeowners to authorize persons to bring articles outside the village. Similarly, this form should always be in the possession of the homeowner.
- 4.6.2.6 Upon exit, gate guard will check Gate Pass Card for proper authorization and veracity of identification against the ID. Both Gate Pass Card and ID will be deposited with the gate guard upon exit. Gate Guard will perform body search and inspection of belongings being brought out and discrepancies against the Take-Out Form will be subjected to investigation in consultation with homeowners.
- 4.6.2.7 Re-entry of stay-in household helps or drivers will only be allowed if they have deposited their Gate Pass Card and ID upon exit and if reason indicated in the Gate Pass Card is not "Terminated".
- 4.6.2.8 Curfew hours will be from 10:00 p.m. to 5:00 a.m. for construction workers.

- 4.6.2.9 Gambling and drinking sessions are strictly prohibited for household helps, drivers and construction workers. Violation of this rule will be subjected to automatic expulsion and violators shall be banned from the village.

4.6.3 VISITORS

- 4.6.3.1 Entry of all visitors or guests without any prior notification, preferably written to avoid confusion, from homeowners will be allowed by Gate guard only after getting permission from the homeowners by phone.
- 4.6.3.2 Visitors or guests on board a car will be required to deposit his or her license with the gate guard in exchange for a Car Pass Card, which should be displayed prominently in the vehicle. License will be returned upon surrendering of the Car Pass Card.
- 4.6.3.3 Visitors on foot with valid identification will be allowed entry only with the permission of the homeowner. He will be issued a Visitor's Pass.
- 4.6.3.4 Household helps or drivers whose visitors are not allowed entry by homeowners will be allowed to entertain them within the shaded area at the gate (inside the) but under the close watch of the Gate Guard. They will be asked to deposit their bags/articles (if any) before meeting their visitors unless they are covered by duly authorized Take-Out Pass.
- 4.6.3.5 Peddlers or vendors without permission from the Administration will not be allowed inside the village.

Except for the ID, above rules and regulations will take effect immediately. The existing Gate Pass Card and Take-Out Form will be used and available at the Administration office. The IDs will be issued to all household helps and drivers free of charge.

5.0 PEACE AND ORDER

- 5.1 Visitors of lot owners/occupants shall be required to leave any form of identification with the guard posted at the gate before entering the village. For vehicles, the Driver's License shall be surrendered at the gate.
- 5.2 Objects, materials, and any other form of property may only be brought out of the village premises by any person other than the owner or tenant only upon presentation of a gate pass signed by the owner/occupant.
- 5.3 All deliveries to homeowners must be cleared through the Administration Office and no delivery personnel shall be allowed inside the village without such clearance. Deliveries of furniture, appliances, etc are permitted only between 8am to 7pm, Mondays to Saturdays. Any exception must be cleared with the Administration.
- 5.4 Bags and packages brought in and out by domestic helpers, drivers, workers, visitors or other persons shall be subject to search or inspection by Security guard and must be accompanied

by a gate pass duly accomplished by owner/tenant. Commercial vehicles (taxi units, etc.) shall also be subject to inspection by the security guards.

5.5 Guests of the homeowners and/or lessees will be requested to leave their Identification document at the gate guard which will be returned before leaving the compound. They must have prior clearances with the homeowner or lessees concerned before they will be allowed entry.

5.6 Bomb Threats/Possession of Illegal Drugs/Hostage Situations shall be referred to the Philippine National Police for intervention. SBHAI and Village Security shall not be involved in any counteraction unless protection or life in danger of the resident is eminent. The primary role and responsibility will be restricted to reporting of any given incident to the PNP or other related Gov't agencies like Philippine Drug Enforcement Agency (PDEA).

5.7 Criminal offenses committed inside the village will be reported to the OIC, Security and relayed to PNP and SBHAI Management respectively.

5.8 Noise that disturb peace and tranquility is discouraged and should be strictly avoided. Minimize party noise between 2200-0600 so as not to disturb sleep patterns. For late night activities, consent of the neighbors within the area should be mandatorily sought.

5.9. Pets and live animals must be registered accordingly to the SBHAI Membership Committee. In case there will be incidents of lost pet and animal bites, it will be easier to claim ownership.

Fraternization Policy

5.10 Between its Administration, Security, Maintenance and residents' household personnel, the Association prohibits fraternization, romantic and all other unprofessional relationships that are exploitative or coercive in nature or which are prejudicial to good order and discipline, or may pose a risk of a conflict of interest within the village and the Association.

6.0 Pets

6.1. Cattle, pigs, sheep, horses, goats, and other large animals that are likely to cause inconvenience or harm due to offensive odors, and unwanted noise as well as cause endangerment to health and safety are not allowed.

6.2. Breeding of animals for commercial purposes is strictly prohibited.

6.3 Pets should be kept within the perimeter of each property. Whenever taken out of such properties, pets where applicable shall be held by a leash or otherwise properly restrained or contained.

6.4 Dogs taken on walks or constitutionals should be leashed. In case of aggressive dogs, close supervision and muzzles are strongly encouraged.

6.5 Loose or unleashed dogs roaming the streets shall be considered stray and will be caught by the guards. Unless redeemed at a fee of P 100.00 by the owner within 48 hours, all stray dogs caught will be turned-over to the PHILIPPINE ANIMAL WELFARE SOCIETY (PAWS) in Manila / PARANAQUE CITY VETERINARY OFFICE for proper disposition.

6.6 The owner shall be responsible for any nuisances, incidents and injuries to person(s) or damage(s) to property caused by his pets. He/she shall be responsible for the cleaning of the dirt, stool or urine, and rubbish caused by the pets in the common areas.

6.7 Owners must see to it that any noise created by their pets is minimized so as not to disturb nearby houses.

6.8. Owners shall be responsible for having their domestic pets vaccinated.

6.9 Parks, Green Ribbons, Courtyards, easements and other common areas are off limits to pets, especially dogs.

6.10 The Administration shall have the discretion to prohibit the retention in any house of pets which are deemed dangerous or a nuisance to everyone.

6.11. Pets of any kind should be limited to reasonable numbers and should not cause any undue disturbance to neighbors due to cries, calls and other noises or cause annoyance because of strong odors.

7.0 Resale/Lease of Lots

Each owner shall be required to advise the Association of the sale or lease of his/her Lot and Dwelling Unit to another party within fifteen (15) days from the date of execution of the contract covering such sale or lease. However, the following guidelines cover such transactions:

7.1. Conditions for Lease/Resale:

7.1.1. All privately-owned dwellings within the village can be used exclusively for residential purposes and not for commercial purposes. The term "residential purposes" as used herein excludes hospitals, clinics, duplex houses, apartment houses, schools, tutorial centers, boarding houses, bedspace for rent, hotels, and commercial and retail uses, all such uses being expressly prohibited.

7.1.2. The "single family, one dwelling" rule shall apply strictly. 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. By legal definition, family relations include those (1) between husband and wife; (2) between parents and children; (3) among other ascendants and descendants; and (4) among brothers and sisters, whether of the full or half-blood (based on Family Code, Article 150). This definition could also be expanded to include parents and their adopted children since this is a legal relationship akin to family relations. Village Rules and Regulations

7.1.3. All leases and rentals within South Bay Homeowners' Association, Inc. shall be subject to clearance by the Association. No lease or rental may be implemented without such a clearance.

7.1.4. Each owner shall submit to the association the Occupant's Info Sheet provided by SBHAI, duly accomplished and signed by both owner and lessee containing among others, the following:

- a. Name of the lessee and the member of his family and household authorized to enter the village.

- b. The provision of the lease contract, which obligates the lessee to comply with and abide by the rules and regulations of SBHAI.

- c. Name of person responsible for payment of association dues – lessee or owner.

d. Name of person (lessor or lessee, but not both) authorized to represent the owner (if such is delegated) in association meetings and/or elections.

e. The period of the lease (start and termination dates)

7.1.5. Any violation of any restriction on leases or rentals automatically gives the association the right to deny the lessors, lessees, occupants, and properties concerned any and all services and amenities, without need for notice or demand. The South Bay Homeowners' Association, Inc. shall take legal action, if need be, to implement these rules.

8.0 WATER SERVICE

8.1. Water supply and service will be provided by the association.

8.1.1 Calibrated water meters shall be provided and installed by the association to be tapped to the subdivision main line. Meter, pipes, fitting and other materials are the expense of the lot/homeowner.

8.1.2 Maintenance and repairs of the pipe line after the water meter shall be the responsibility of the lot/homeowner. Cost of water wasted due to leaks shall be charged to the lot/homeowner.

8.1.3 Any leaks or damages to the water line before the water meter must be reported to the village office. Expenses for the repair shall be shouldered by the party(ies) responsible for the damage(s). Tampering/covering the gate valve before the water meter is strictly prohibited.

8.1.4 If existing water meter becomes defective, lost, destroyed or non-functional for any reason, the same shall be replaced immediately and the expenses are to be shouldered by the Lot/homeowner.

8.1.5 The location of the water meter shall be fixed by the Association outside the property line of the owner. Any relocation of the water meter or disconnection by unauthorized persons shall be construed as tampering.

8.1.6 An authorized meter reader or collector will be provided by the association for reading and checking water meter every 25th of the month.

8.1.7 Tampered water meters will disconnected upon inspection and a fine will be levied on the lot/homeowner involved. Non-payment of the fine will mean no reconnection of water meter. If the offense is committed twice, water service will be permanently disconnected.

8.1.8 Water bills should be paid no later than five (5) days after actual receipt of water billing notice. The Association reserves the right to disconnect the water service after forty eight (48) hours written notice for failure by the lot/homeowner to pay bills. Water service may be reconnected only upon payment of back account and the reconnection fee.

9.0 SCHEDULE OF VIOLATIONS, PENALTIES AND CHARGES

I. Traffic Violations:

	Violations	Offenses/Charges		
		1st	2nd	3rd
1	Violation of maximum speed limit 30KPH	500.00	500.00	500.00
2	Reckless driving	500.00	750.00	1,000.00
3	Driving under the influence of liquor/drugs	2,000.00	2,000.00	2,000.00
4	Smoke Belching	200.00	200.00	200.00
5	Obstruction	150.00	150.00	150.00
6	For motorcycle: not wearing helmet	150.00	150.00	150.00
7	Open Muffler (cut muffler)	150.00	150.00	150.00
8	Driving without license	750.00	750.00	750.00
9	Loss of Vehicle Pass	300.00		
	Blowing of Horn after 10:00 p.m.	300.00	300.00	300.00

II. Parking Violations:

	Violations	Offenses/Charges		
		1st	2nd	3rd
1	Illegal Parking	300.00	300.00	300.00
2	Overnight parking of service units	500.00	500.00	500.00
3	Parking in front of hydrants	500.00	500.00	500.00

III. Other Violations and Fines

	Violations	Offense	Charge	Penalties
1	Stockpiling on streets or sidewalks	1st	-	Warning to contractor/clean up Confiscation of contractor's ID/ clean up Confiscation of contractor and workers' IDs/clean up/ban to enter

	Violations	Offense	Charge	Penalties
2	Clogging of sewer/drain utility lines due to stockpiled materials or trash disposed	1st	10,000.00	Warning to foreman/clean up Confiscate foremans ID/ clean up Confiscation of contractor foreman and workers IDs. Stop Construction & clean up
		2nd	15,000.00	
		3rd	20,000.00	
3	Overtime work conducted without neighbors and SBHAI permit	1st	-	Warning to contractor, Confiscate Supervisors' ID Ban entry of Supervisor
		2nd	1,000.00	
		3rd	5,000.00	
4	Unauthorized signature/false identity	1st	-	Warning Confiscation of ID Ban entry
		2nd	1,000.00	
		3rd	5,000.00	
5	Disregard of curfew hours - for construction workers(after 7:00 PM until 5:00 AM)	1st	1000.00/head	Warning Confiscation of ID One (1) month ban to enter
		2nd	2000.00/head	
		3rd	3000.00/head	
6	ID not displayed (construction workers)	1st	-	Warning Confiscation of ID Ban Entry
		2nd	100.00	
		3rd	300.00	
7	Gambling/ Indecent exposure	1st	1000.00/head	Warning Confiscation of ID One (1) month ban to enter
		2nd	2000.00/head	
		3rd	3000.00/head	
8	Selling liquor inside village premises	per offense	10,000.00	Stop activity
9	Usage/mere presence of alcoholic drink	per offense	1,000.00	Stop activity
10	Sale/usage/ possession of prohibited drugs	per offense	10,000.00	Revocation of construction permit
11	Hanging clothes in front of roads/ streets	1st	-	Warning
		2nd	300.00	
		3rd	400.00	
12	Workers quarreling/ public scandal	1st	-	Warning Confiscation of ID Ban entry
		2nd	500.00/ head	
		3rd	1000.00/head	
13	Loud music/ sounds/ noise created by the workers	1st	-	Warning Confiscation of Appliances Ban entry
		2nd	1,000.00	
		3rd	2,000.00	
14	Digging without SBHAI consent	1st	20,000.00	Warning plus cost of repair Contractor ban to enter
		2nd	40,000.00	

				plus cost of repair
15	Liter on street front; improper disposal of garbage and debris	per offense	1,000.00	
16	Dumping of garbage/excess materials on the adjacent vacant lot (by construction workers)	1st 2nd 3rd	10,000.00 15,000.00 Forfeiture of Construction bond	Warning/Clean up Confiscation of ID/ clean up / ban entry Deny entry of construction materials and workers.
16 1	Dumping of any kind of garbage on the adjacent vacant lot (by resident and/or their house help)	1st 2nd 3rd	1,000.00 2,000.00 3,000.00	clean up clean up clean up
17	Burning of garbage on adjacent lot	1st 2nd 3rd	5,000.00 10,000.00 15,000.00	Shoulder damages on complaint filed by neighbors
18	Open fire burning, including use of firewood for cooking in any open space	1st 2nd	1,000.00 5,000.00	Warning Revocation of construction permit
19	Occupying sidewalks of construction materials	1st 2nd	- 15,000.00	Warning Removal and Clean up
20	Tapping of water main line of the Subdivision without written approval	per offense	20,000.00	Secure papers
21	Use of revised construction plan without SBHA approval		100,000.00	Stop construction Confiscation of plans Owner to explain in writing
22	Easement and height violation		Forfeiture of Construction bond	Rectification of the Violation
23	Indecent bathing exposure	per offense	2,000.00	Provide covering of bathing place
24	Welding without canvass protection, if above will trigger fire	1st 2nd 3rd	5,000.00 10,000.00 20,000.00	Provide canvass shield Stoppage of work
25	Disturbing/courting housemaid if there is complaint	1st 2nd 3rd		Warning Confiscation of ID Ban to enter
26	Failure to register working personnel	per offense	5,000.00/head	immediate registration
27	Unauthorized stay-in construction worker	per offense	1,000.00/head	

28	Violation of curfew hours by household helps/ driver	1st	200.00	Warning
		2nd	300.00	Confiscation of ID
		3rd	400.00	Revocation of ID
29	Construction of basketball court /	1st	-	Warning
	structure on the street	2nd	10,000.00	Demolition of Structure
30	Cutting of trees			Every cut tree shall be replaced with ten (10) fruit trees and ten (10) ornamental trees for a total of twenty trees with 6-8 ft. height
31	Deliberately cutting of full grown trees	Per	5,000.00/tree	
		Offense		
32	Accidental cutting of full grown trees	Per	2,000.00/tree	
		Offense		
33	Vandalism	per	5,000.00	Warning to parent; restitute paint graffiti
		Offense		
34	Dog owners whose pets' waste is not removed at once by them or their household helpers	per	100.00	
		Offense		
35	Letting dogs out unleashed	1st	1,000.00	and confiscation of pet/s
		2nd	2,000.00	and confiscation of pet/s
		3rd	3,000.00	and confiscation of pet/s