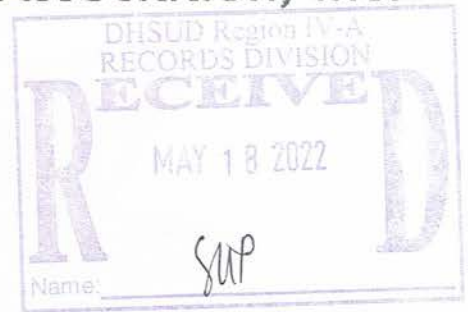




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Filinvest Eastville Homeowners Association, Inc.
(FEHAI)



Subdivision Rules and Regulations

FEHAI

FILINVEST EASTVILLE HOMEOWNERS ASSOCIATION, INC. (FEHAI)
Antipolo/Cainta, Rizal



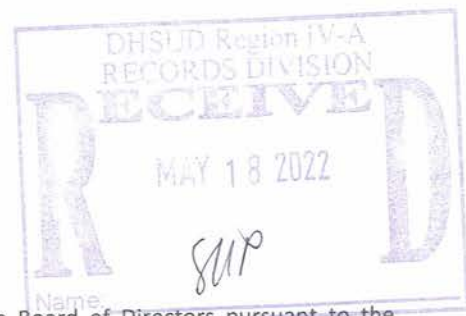
SUBDIVISION RULES AND REGULATIONS

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SECTION I: GENERAL PROVISIONS

- 1.1 These Subdivision Rules and Regulations are promulgated by the Board of Directors pursuant to the authority granted to it under the Articles of Incorporation and By-Laws of FILINVEST EASTVILLE HOMEOWNERS ASSOCIATION, INC. (FEHAI). All pertinent conditions and restrictions contained in the Contract to Purchase and to Sell, Master Deed and Declaration of Restrictions of the FILINVEST EAST HOMES SUBDIVISION (Subdivision), and Master Encumbrances in the Transfer Certificate of Title to the property within the Subdivision which may or may not be specifically provided in these Rules, are considered integral part of these rules and regulations
- 1.2 The FEHAI Rules and Regulations are intended with the intention of maintaining an environmentally friendly and sustainable master-planned community and one with a friendly neighborhood that is both peaceful and enjoyable. These rules and regulations shall be applied for the common good of the owners and residents of the Eastville Subdivision. These rules are designed:
- a. to govern and regulate the occupancy, enjoyment, or use of individual home units and lots as well as recreational and other subdivision facilities;
 - b. to ensure an efficient and orderly management and administration of FEHAI for the benefit of all property owners/residents;
 - c. to ensure that the subdivision remains a first-class, peaceful, secure and pleasant place to live in;
 - d. to safeguard every resident's health, safety and welfare by establishing and sustaining a safe, livable and pleasant community;
 - e. to 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;
 - f. to maintain the high aesthetic standards that make Eastville an attractive and desirable place to live in;
 - g. to prevent nuisances and the deterioration of neighborhoods that inevitably follows a "let people do whatever they want" philosophy of construction, maintenance, and property use;
 - h. to protect property values by ensuring that only compatible developments and densities will be located within the community.
- 1.3 All property owners (homeowners and lot owners) and residents are bound to comply with these Rules as well as the following:
- a. members of their family and household helpers;
 - b. lessees and members of their family/household helpers;
 - c. their guests and the guests of their lessees; and
 - d. any person or party allowed access to the Subdivision by them or their lessees.
- 1.4 The Board of Directors shall have the full authority to implement these Rules. The Board of Directors may, however, delegate this authority to any individual or corporation who shall have the full power to act for and in behalf of the Board of Directors in the implementation of these Rules.

SECTION II MEMBERSHIP

- 2.1 All homeowners as well as lot owners are automatic members of FEHAI provided that they are updated with the required membership fee.
- 2.2 Pursuant to the Homeowners Association Membership Agreement and Proxy, they are obliged to pay monthly lot owner's dues for each lot they own in the Subdivision to cover the cost of maintaining the lot and safeguarding it from intrusion by squatters and unauthorized use by contractors and others. A lot is defined as vacant if there is no house constructed on it and if it is not immediately adjacent to a lot with a house owned by the same home/lot owner. A lot with no house constructed on it but fully enclosed by a fence wall is considered occupied.
- 2.3 A homeowner who has more than one house and lot in the subdivision should pay homeowner's dues for each house and lot owner's dues for each vacant lot he owns not adjacent to this lot.
- 2.4 All members are required to pay all FEHAI dues; assessments and charges that have been duly levied and imposed by the Board of Directors.
- 2.5 All members in good standing are entitled to vote in the annual meeting for the election of FEHAI Board of Directors and for any other special meeting convened by the Board or by at least majority of the members in good standing. A member is entitled to only one vote regardless of the number of houses he owns in the Subdivision or number of lots his house occupies.

SECTION III USE OF PROPERTIES

- 3.1 House and lots in the subdivision should be used exclusively for private residential purposes only following the residential zone classification by the Municipality of Antipolo and Cainta, Rizal through the Office of the Municipal Planning & Development Coordinator. In addition, the houses and lots in the subdivision should not be used for business (such as sari-sari/grocery store, hardware store, computer/video rental store, bakery, purified water outlet, pet shop, flower shop, landscape/garden outlet, karaoke/videoke bar, billiards/pool joint, beer garden/pub house, restaurant/carinderia, dress shop/haberdashery, boutique shop, motorshop, barbershop, metalwork fabrication shop, tinsmith/jewelry factory/shop, sash/wood works fabrication shop, toddler/kindergarten school), illegal (such as all sort of gambling, drug/pot session), online gaming or immoral activities.

Online selling and use of property as forwarding business address may be allowed, provided that proper coordination with the FEHAI office has been made. Any online business activity or hobby which could cause aggravation or nuisance to fellow residents may not be conducted from any property.

- 3.2 No house, out buildings, fence or wall shall be commenced, erected, placed, or altered on any lot until the construction plans and specifications and a plan showing the location of said proposed improvements on the lot have been approved in writing by the Construction Committee as to quality of workmanship and materials, harmony of external design with existing structures.
- 3.3 No building shall be erected, altered, placed, or permitted to remain on any lot other than one detached single family dwelling, not to exceed two and one half stories in height above ground, plus an attached private garage for at least two (2) cars.
- 3.4 No dwelling or residence shall be occupied until fully completed, and the exterior of such dwelling or residence must be fully completed within six (6) months after the first earth excavation is started. In the event of fire, earthquake, or other damage, no building shall be permitted to remain in a damaged condition longer than three (3) months.

- 3.5 Each lot is only for one single-family residential building. Construction of condominiums, high-rise buildings (three- story or higher), duplex and apartment row houses is prohibited. Houses being rented must be covered by a lease contract duly approved by FEHAI.
- 3.6 All new building/renovation plans must be approved by FEHAI. New construction/renovation of home units approved by FEHAI shall be governed by FEHAI's Construction Rules and Regulations, building code, and other pertinent national and local government regulations, declaration of restrictions of the Subdivision and Master Encumbrances indicated on the Transfer Certificate of Title of the property.
- 3.7 No sign of any kind shall be displayed to the public view on any lot except project identification signs as approved by the Board. One professional sign of not more than 6x12 inches in size, one sign of not more than ten (10) square feet advertising the property for sale or rent, or signs used by a builder to advertise the property during the construction and sales period.
- 3.8 No animals such as pig, cattle, sheep, goat, or any livestock may be kept inside the property. No commercial quantity of dogs, cats, duck, goose, chicken, pigeons, rooster or rabbit shall be maintained or raised on the lot or inside premises. In no case shall any wild animals especially exotic animals be kept; bred or maintained for any commercial purpose (commercial breeding).
- 3.9 All pet droppings will immediately be picked-up, bagged and disposed of in proper receptacle bin or trash receptacles. Residents shall be held responsible for injury to person or property caused by pet(s) within his possession, and cleaning any pet dropping produced in common areas. Persons authorized to walk the pets must carry adequate scooper and/or receptacle of the pet droppings.
- 3.10 Pets, most especially dogs must be restricted inside the premises and must not be allowed to go outside of the homeowner's/resident's premises except with leash and accompanied by a member of the household. All stray animals and pets will be impounded.
- 3.11 Every pet must wear a collar with a tag indicating the name, telephone number and address of its owner for courtesy turnover. No pets are allowed to roam the streets. Roaming pets will be removed immediately, without notice to the owners and be handed to the City Dog Pound/Animal Welfare.
- 3.12 Owners must ensure that their pets (e.g., dogs, roosters, etc.) do not disturb nearby neighbors with excessive barking or crowing. Any pet which creates a nuisance or unreasonable disturbances or causes damage to common property may be fined at the property owner/resident's expense.
- 3.13 Cage areas must be within the owner's premises. Dogs kept on leash must also be situated in the premises. No dog cage or leashed dogs may be located in the front lawn of the house or garages in residences without front fence.
- 3.14 Unleashed dogs or cats roaming the streets shall be considered stray and will be hunted by the security guards. Stray pets may be redeemed within 48 hours after paying appropriate penalties. All stray dogs or cats caught will be turned over to the appropriate agencies. (i.e. Society for the Prevention of Cruelty to Animals, Dog Pound, etc.).
- 3.15 The following procedures are to be observed for the disposal of the remains of a pet:
- a) Pet must be buried within 24 hours and must be at least 3 feet deep.
 - b) Remains must be sealed in heavy plastic.
 - c) In burying a pet, make sure to put something heavy on top to discourage digging by live pets.
 - d) Burying on vacant lots, parks, and common areas is strictly prohibited except when the lot is owned by the pet owner.
- 3.16 Each house or residence is allowed to keep no more than five (5) authorized pets/animals provided that it will comply with other provisions on these rules.

- 3.17 Each dwelling shall have a garage for at least two (2) cars. The driveway of each lot shall contain sufficient paved area for the off street parking of at least two (2) cars, and shall extend to the edge of street pavement of the street serving the dwelling.
- 3.18 All garages facing any street must be equipped with doors which will be kept closed as much of the time as practicable to preserve the appearance of the elevation of the house fronting on the street. Garage door/gate shall not protrude any portion of it beyond property limits when closed.
- 3.19 No structure of a temporary character such as barracks, tent, shanty, shack or other outbuilding shall be used on any lot at any time without prior approval from the FEHAI office. A temporary shelter for workers may be maintained only during the period of house construction which has been approved by the FEHAI office.
- 3.20 Planting agricultural, commercial, or ornamental crops or gardens on vacant lots (especially not owned) and at the sidewalk planting strips is strictly prohibited without consent from the lot owner and FEHAI Board of Directors.

SECTION IV FENCES, PARKS, LANDSCAPING AND EASEMENTS

- 4.0 All fences, boundary walls, and firewalls (if applicable) shall be subject to approval by Construction Committee.
- 4.1 Any fence, boundary wall or firewall erected, kept, or maintained around any of said lots or any parts thereof, shall be in keeping with the design and architecture of the residence upon such lot and of ornamental nature. No such fence or boundary wall shall be more than two (2.00) meters in height. Temporary fence on vacant lots shall be made of G.I. pipes or tubular steel and steel cyclone or steel matting, and must be painted with black paint only for aesthetic uniformity.
- 4.2 Any fence erected in front of any dwelling shall be constructed of concrete hollow blocks or natural stone complimented with tubular steel. Steel cyclone wire fences, or any of the same type shall not be erected in front of any dwelling on any lot.
- 4.3 Only steel cyclone wire fences or any smooth steel wire shall be acceptable on the rear or either sides of dwelling to be added on top of perimeter fence. Chicken wire or barbed wire fences are prohibited.
- 4.4 Landscaping beyond property limits is optional provided that the easement for sidewalk has been preserved and with the approval of Construction Committee. Planting should not interfere with pedestrian traffic or obscure the vision of motorists.
- 4.5 Designated recreational area/parks shall be improved and maintained by the Association and/or Filinvest Land, Inc. (FLI).
- 4.6 Drainage easements have been reserved across certain lots in the Eastville Subdivision for the purpose of installation, construction and maintenance of storm water drains and for slope control purposes, including the right to grade and plant slopes and to prevent any practices which might create erosion problems or which might change, obstruct, or retard drainage flow. The Association, its successors and/or assigns, shall have the exclusive right, to be exercised at the discretion of the Association Board, to enter upon said drainage easements for the purpose of taking any action considered by said Association to be necessary to remedy problems of slope erosion or to prevent any practices which are not in keeping with the intent of these covenants.
- 4.7 Access easements have been reserved across certain lots in the House to provide continual access within and through the Eastville Subdivision for the Owners and to preclude the obstruction of storm water flow. The easements shall remain unobstructed for the use and enjoyment of the Owners and shall be used in

accordance with provisions set forth in compliance with provisions and procedures to be adopted from time to time by the Association.

SECTION V PAYMENT OF ASSESSMENTS

- 5.1 All property owners (homeowners and lot owners) should pay all regular assessments within ten (10) days of each calendar month at FEHAI office without the need of any bills/statements or reminder from the Treasurer or designated Collection Officer by the Board of Directors. Special assessments are to be paid within ten (10) days of receipt of the notice of assessment. Association dues may be paid annually, quarterly or monthly.
- 5.2 Property owners are primarily responsible to the Association for the payment of all dues, assessment and charges levied by the Association, regardless of their arrangements with their lessees under their respective contracts of lease for the payment of these dues, assessments and charges. It is, therefore, the property owners' and not the Association's responsibility to ensure the prompt and full payment of these dues, assessments and charges by their lessees, if under their lease contracts, their lessees are obliged to pay these dues, assessments and charges to the Association. All bills/assessments and official receipts shall be in the name of property owners.
- 5.3 No secondly-endorsed checks shall be accepted for payment of Association dues. However, property owners may deposit with the Treasurer or designated Collection Officer by the Board of Directors postdated checks to cover future assessments or charges. Official receipts for these checks will be issued upon due dates of these postdated checks.
- 5.4 No partial payments for current and delinquent accounts shall be accepted, unless properly approved by the Treasurer/Finance Committee. It shall be the exclusive right of the Board of Directors to apply payments made by property owners to any outstanding accounts of property owners.
- 5.5 All arrears for dues, assessments and charges shall be subject to interest charge equivalent to six (6%) percent per annum of the total amount of arrearages computed from the due date of the payment of such dues, assessments and charges until such arrears are fully paid. Any payment arrangement can be coordinated with the Treasurer by submitting a letter of request.

SECTION VI DECLARATION OF DELINQUENT MEMBERS

- 6.1 Any member who has failed to pay three (3) cumulative monthly dues or membership fees, or other charges/assessment despite demands by the association, or has repeatedly violated the association's by-laws and/or declared policies, may be declared delinquent by the Board of Directors provided that proper procedures were followed.
- 6.2 The President or the designated officer of the association shall forthwith notify the said member in writing of the violation and require the member to explain in writing, within fifteen (days) from receipt of notice, why he/she should not be declared delinquent.
- 6.3 After the lapse of fifteen (15) days, with or without written explanation, the President or designated officer shall submit the matter to the Board or committee for hearing and deliberation. Thereafter, the member may be declared delinquent by majority vote of all members of the Board.
- 6.4 For homeowners with delinquent accounts, they shall not be allowed to use the facilities and amenities of the village. Their lessees, guests or relatives will not be allowed as well to use the facilities and amenities of the village.

- 6.5 The Association shall take legal action against any homeowner who fails to remit payment after repeated reminders from the administration office.

SECTION VII DUTIES AND RESPONSIBILITIES

A. Residents

- 7.1 The term resident refers to property owner, his/her relatives, guests and his/her lessee, members of his/her lessee's family including household helpers, drivers, gardeners, and caretakers residing permanently or intermittently in the Subdivision. All residents are obliged to strictly observe all provisions of the Subdivision Rules and Regulations including those pertaining to construction and renovation, traffic and parking, security and safety, water service, sanitation, and FEHAI facilities.
- 7.2 Resident shall assume full responsibility for any damage injuries and indebtedness caused by themselves, their dependents, household helpers, drivers, gardeners, caretakers and guests, as well as those caused by their respective lessees and any other person occupying their respective home unit(s) either on a permanent or temporary basis.
- 7.3 Residents shall use their home unit(s) only for the purpose as set forth under these Rules. Property owners shall see to it and shall be responsible for ensuring that their lessees and/or guests use their property or home unit(s) only for the purpose set forth under these Rules.
- 7.4 Residents should keep their premises and maintain their home unit(s) in a manner that will not prejudice, endanger, annoy or cause disturbance to other property owners/residents. They should not store highly flammable, toxic and combustible materials within the property, inside their premises or home unit(s). They shall compensate other property owners/residents for damages and injuries caused by their act, or their children, dependents, relatives and guests, caretakers, helpers (stay-in and stay-out), drivers, gardeners, contractors and their assigned persons, hired service providers, and similar persons present in the resident's property. Property owners concerned shall be solidarity and jointly liable with their lessees for such damages and injuries.
- 7.5 Residents shall not do any laundering or washing nor hang, erect, maintain any clothesline, permanent or temporary outside their property or vacant lot which they may own but not fenced. Clothesline must be concealed from public view.
- 7.6 Residents should provide a garbage container with cover, preferably two (2) big blue plastic drums for uniformity. Place all trash properly inside garbage bin and ensure the cleanliness of their immediate surrounding. All excess trash which will not fit in the garbage container shall be at all times kept in an area not exposed to public view, except during the day or days designated for regular trash service, at which time the containers and other trash and refuse may be placed at such designated places as determined by a regularly designated trash service. Proper segregation & garbage disposal should be strictly observed. Wet garbage should be placed inside plastic bags which should be securely tied before being placed inside the garbage container.
- 7.7 Residents should not use vacant lots as dumping place for garbage, dilapidated vehicles, unused or excess construction materials, filling materials, debris and other things which are eye sores or fire hazards. No trash, old appliances, junk, dilapidated vehicle, garbage, or other refuse shall be allowed to accumulate on any lot in the subdivision. Burning or incineration of any trash, garbage, garden cuttings or other rubbish on any lot is prohibited.
- 7.8 Residents shall allow FEHAI Site Inspector or any authorized persons to enter the property anytime for the purpose of inspection and survey works on or within the property.

- 7.9 Residents should not make unnecessary noise. They should ensure that their radios, TVs, karaokes, videokes and stereo sound systems in their cars or houses are set just at right volume so as not to disturb their neighbors. Minimize party noise between 10:00 pm – 6:00 am so as not to disturb sleep pattern. For late night activities, consent of the neighbors within the area should be mandatorily sought.
- 7.10 Residents should be mindful with their neighbors at all times. No noxious or offensive activity shall be carried on upon any lot, nor shall anything be done thereon which may be or may become an annoyance, or nuisance to the neighborhood, including mechanical work on automotive or other equipment of any kind. No prohibition is contained in this paragraph against minor repair work (e.g., tire change, light bulb change, oil/fluid refill, etc.) on private vehicles being accomplished in the garage of the completed residence on any lot or within an outbuilding on any lot. Any commercial or non-resident vehicle should not perform any type of automotive repair work inside the subdivision. Strictly NO vehicle repair will be performed on the road side except on emergency situation only.
- 7.11 Residents holding parties should inform FEHAI office at least three (3) days in advance to enable the latter to facilitate the entry of their visitors in the subdivision and provide necessary security. Residents should ensure the proper parking of cars along the streets and must, at all times, keep music and noise within reasonable level especially during nighttime so as not to cause annoyance to their neighbors.
- 7.12 Residents or their visitors/guests should strictly observe the prohibition against drinking intoxicating liquors in public places such as clubhouse, tennis and basketball courts, playground, park, open spaces, etc.

B. Property Owners

- 7.13 Property owners selling and/or leasing their respective property should immediately notify the FEHAI office the name of the person buying or leasing the property. They should furnish the FEHAI office a copy of lease contract and any amendments thereto. Selling Property owners must inform the buyer that there is a homeowner association. Any outstanding association dues on the subject property will be at the expense of the new owner.
- 7.14 All property owners should not involve any FEHAI Board of Directors in any case filed in court by the property owner against his/her lease.
- 7.15 Property owners who are not residing in the Subdivision should update the FEHAI office of their contact information (i.e., address, phone numbers, & email) to facilitate dissemination of important information.
- 7.16 Property owners should advise their lessees and guests of their duties and responsibilities as residents or visitors of the Subdivision and ensure that said lessees/guests abide by the Subdivision Rules and Regulations.

C. Lessees

- 7.17 The lessee (tenant) shall have the same duties and responsibilities of a resident set forth in these Rules. The lessee acknowledges that, upon occupation of the leased premises, their family, visitors and servants shall adhere to all rules and regulations as contained in this document.

D. Board of Directors

- 7.18 The Board of Directors is responsible for all matters relating to the common welfare and interest of propertyowners and residents. It shall not concern itself with matters relating to the property or lease arrangements between the property owners and lessee if the same has no bearing on the well-being of the other property owners, residents and the Subdivision as a whole.
- 7.19 The Board of Directors shall be responsible for setting the rules, regulations and guidelines for property owners, residents, guests and associations, or organizations within the Subdivision. The Board of Directors or its authorized representative shall ensure that such rules, regulations and guidelines are strictly complied with by the said parties.
- 7.20 The Board of Directors shall ensure that property owners, and residents use and maintain their respective properties in the Subdivision in accordance with these Rules.
- 7.21 The Board of Directors may employ additional individuals or security services to maintain peace and order within the Subdivision, ensure the safety and security of all residents and their properties and assist the Association in enforcing Subdivision Rules and Regulations.
- 7.22 The Board of Directors shall maintain identified facilities and open spaces within their scope of responsibility, in good condition and employ maintenance crews and/or enter into contract with individual or corporations to provide the repair and maintenance, sanitation, security and other essential services for the Subdivision to ensure that the Subdivision maintains its reputation as a first-class safe and secure Subdivision.
- 7.23 The Board of Directors may also employ personnel necessary to perform administrative and other necessary functions to assist the Board effectively administer and oversee the Association's activities as well as supervise, monitor and implement the Association's development projects.
- 7.24 The Board of Directors shall ensure all property owners and residents are kept regularly informed of its activities and to render an annual report of its accomplishments during the year and financial performance and condition of the Association.
- 7.25 It shall be the responsibility of the Board of Directors to immediately render a response in writing to the complaining homeowner/resident and to act upon such complaints and recommendations as soon as practicable.

E. Administration Office and Personnel

- 7.26 FEHAI shall maintain an Administration Office. This Administration Office and its personnel will manage the day-to-day affairs of the Association and will see the implementation of resolution and policies of the Board of Directors, Subdivision Rules and Regulations, Constructions Rules and Regulations as well as directives of the President and other Officers of the Association.
- 7.27 The Administration Office will be under the direct supervision of the Village Manager who will manage the day-to-day operations of the Administration Office, and will supervise all employees of the Association such as office personnel, security guards, maintenance crew, pool tenders, laborers and other persons employed or under contract with FEHAI.
- 7.28 Residents shall not ask FEHAI employees to perform personal services for them particularly during the regular working hours of employees. All work requests must be coordinated with the FEHAI Office.
- 7.29 All FEHAI employees should always wear their uniform and ID whenever they are inside the Subdivision during working hours.

- 7.30 Upon their resignation, they should surrender their IDs to the Administration Office.
- 7.31 Security guards should inspect thoroughly all bags of FEHAI employees upon their entry and departure from the Subdivision.
- 7.32 FEHAI employees are strictly prohibited from providing any information regarding any property, property owner/lessee to anybody except with the expressed authorization from the property owner/lessee, the Board and in compliance with court order. In all cases regarding confidential information, FEHAI employees should seek advice, inform and get approval from concerned member of the Board.

F. Security Guards

- 7.33 All security guards, either hired by FEHAI or Filinvest Land, Inc. (FLI) are responsible for strictly enforcing the Subdivision Rules and Regulations especially security/safety as well as traffic/parking rules and regulations.
- 7.34 In general, security guards are responsible for maintaining peace and order within the Subdivision, ensuring the safety and security of all residents, securing all facilities and properties of FEHAI and Subdivision residents against theft, pilferage, robbery, arson and other acts of by strangers or malefactors; they also assist in combating fires and during emergency situations.
- 7.35 Security guards should immediately control and report to the Village Manager any disturbances within the Subdivision.
- 7.36 Security guards must always maintain vigilance on any possible cause, condition or indication of theft, pilferage, robbery, arson or fire; they must report immediately such condition or indication to the Village Manager.
- 7.37 Security guards must control and monitor the ingress and egress of all persons; ensure that only bonafide property owners and residents in the Subdivision, their household helpers, authorized guests and visitors, as well as FEHAI Administration Office staff members, workers and contractors with valid authority from the FEHAI office are allowed entry into the Subdivision.
- 7.38 Security guards should prevent all trespassers from entering the Subdivision. Especially during nighttime, they should also control loitering, unauthorized parking within the Subdivision, standing by in the park area and other public places; checks suspicious characters found inside the Subdivision.
- 7.39 Security guards should regularly check the Association's facilities, Subdivision street lights, perimeter fence, open spaces and vacant lots, including construction sites and vacant home unit(s); they should report all matters pertaining to these properties and places requiring immediate attention of the Village Manager.
- 7.40 Security guards should control and stop unnecessary noise within the Subdivision from whatever source; prevent loitering within the Subdivision especially during nighttime and curfew hours of household helpers and construction workers.
- 7.41 Security guards should control and monitor the ingress and egress of motor vehicles and ensure that such motor vehicles have valid car stickers or visitor car pass; they should also ensure the observance of FEHAI's traffic/parking rules and regulations inside the Subdivision by all motor vehicles including tricycles; they should also control the operation of authorized tricycles and behavior of tricycle drivers inside the Subdivision.
- 7.42 Security guards are responsible for checking all articles brought in and out of the Subdivision ensuring that the same are with the knowledge and consent of concerned residents.

- 7.43 Security guards should maintain up-to-date and accurate logbook; prepare incident and other periodic reports as may be required by the Village Manager.
- 7.44 Security guards on duty should be in proper uniform, equipped with necessary firearms, radio, flashlights, whistles and other paraphernalia and should refrain from drinking, gambling, playing parlor games, sleeping, loitering, courting and fraternizing with homeowner's house helpers, caretakers, or performing errands for any resident should the same require them to be absent or away from their assigned posts or negligent in the performance of their duties.
- 7.45 Security guards are instructed to strictly enforce FEHAI Subdivision Rules and Regulations. Thus, all property owners/residents are requested to fully cooperate with the security guards in the enforcement of these rules.
- 7.46 Any comments, suggestions, questions, complaints pertaining to any FEHAI Rules and Regulations should NOT be made to security guards. These should be forwarded in WRITING to the President, FEHAI Board of Directors.
- 7.47 Property owners/residents are requested to inform immediately the Village Manager or any member of the Board of Directors of any rules and regulations not being enforced or any violations in the rules and regulations not attended to by security guards.

G. Moving In and Out of the Subdivision

- 7.48 Move-Ins. Anyone who wishes to move into any house inside the Subdivision must first obtain a written clearance from the Association office for presentation to the security guard upon entry. Requirements for "move-in" clearance shall include:
 - A. For registered lot owners of newly completed or constructed house:
 - a. Submission of copy of an Occupancy Permit. In the absence of an occupancy permit, a waiver for early move-in is required.
 - b. A dully filled-out and accomplished Homeowner's Information Sheet.
 - B. In case of leased dwelling, the following documents are required:
 - a. A copy of the lease contract.
 - b. Submission of duly accomplished Occupant's Information Sheet.
 - c. In the case of non-Filipino, copies of VISA & Passport of all concerned.
- 7.49 A registered owner or lessor should inform the Association office of his/her or lessee's intention to move in at least five (5) working days before the date of transfer. Moving-in activities should take place only between 8am to 8pm.
- 7.50 Any new Eastville residents are encouraged to visit the Admin Office for courtesy briefing.
- 7.51 Move-Outs. For registered owners/lessees moving out, proper written clearance must be sought from the Admin office. Requirements for "move-out" clearance shall include:
 - a. Written notice to the Association filed during office hours at five (5) working days before any registered owner/tenant decides to move out.
 - b. In case of a lease, a copy of a written permit issued to the tenant is required within the same period.

c. All FEHAI IDs issued to all household helpers must be surrendered to the Admin office.

- 7.52 Full settlement of accounts/dues must first be made before the resident is issued a gate pass. The association reserves the right to deny any owner, resident written clearance to leave the subdivision if accounts are not fully paid.
- 7.53. Moving-out activities should take place only between 8am to 8pm.

SECTION VIII HOUSEHOLD HELPERS

- 8.1 Residents shall at all times be responsible for the behavior and conduct of their household helpers (maids, cooks, laundry women, nannies, houseboys, drivers, caretakers etc.).
- 8.2 Residents should secure IDs for all their household helpers whether these helpers will permanently or temporarily reside in the Subdivision. FEHAI office will only issue ID upon submission of required documents (e.g., NBI/Police/Barangay clearance).
- 8.3 All residents should surrender to the FEHAI Security Officer, IDs of household helpers whose services they have terminated.
- 8.4 Curfew for all household helpers is from 8:00 PM to 5:00 AM. Household helpers will not be allowed to enter and get out of the Subdivision during the curfew hours unless they have written authorization from their concerned residents.
- 8.5 Household helpers leaving the Subdivision with bags must have a gate pass duly signed by concerned residents. Whenever they are entering or leaving a Subdivision, household helpers must submit their bags for inspection by the security guards.
- 8.6 The entry and departure of all household helpers will be recorded in a logbook by the security guards.
- 8.7 Residents should instruct their household helpers not to loiter in the Subdivision at any time, especially during nighttime.
- 8.8 Residents should furnish the FEHAI office with the photocopy of the license of their driver(s) and should instruct their driver(s) to observe Subdivision traffic/parking rules and regulations.

SECTION IX COMPLAINTS/ SUGGESTIONS

- 9.1 All complaints/suggestions should be in writing signed by the resident and sent to the Board through the President. No unsigned complaint or suggestion shall be acknowledged, entertained nor acted upon by the Board.
- 9.2 Complaints/suggestions submitted thru electronic mail is acceptable provided they will put their complete name, address and contact phone number.

SECTION X ABATEMENT OF VIOLATIONS

- 10.1 In the event that any property owner/resident or his lessee fails or refuses to comply with any limitation, restriction, covenant, or condition as herein set forth, within the time fixed in the notice given to the property owner/resident/lessee, the Board of Directors or its duly authorized representatives, shall have the right:

- a. to enjoin, abate or remedy the continuance of such breach or violation by appropriate administrative and/or legal proceedings;
 - b. to avail of the remedy of attachment or encumbrance the title of the property owner that correspond to the violation then committed.
- 10.2 If the breach or violation is committed by a lessee, guest of the property owner/resident or lessee, or any person allowed access to the Subdivision by the property owner/resident or lessee, the Board of Directors or its duly authorized representative, shall require the property owner/resident to ask the lessee, guest or person allowed access to the Subdivision to leave the Subdivision. If the property owner/resident or lessee, ignores or fails to accede to the request of the Board of Directors or its authorized representative to deny his lessee, his guest or lessee's guest access to the Subdivision, the Board of Directors shall hold the property owner/resident and/or lessee responsible for any injuries, damages, or breach of peace resulting from the continued violation by or continued presence of his lessee, guest or his lessee's guest(s) in the Subdivision, in addition to the penalties that the Board of Directors may impose against such erring property owner/resident or lessee.
- 10.3 Moreover, the Board of Directors, in the interest of the Association and upholding the law in specified cases, may summarily deny access to a lessee, guest or his lessee's guest to FEHAI's recreational and other facilities, services, and may work for their ejection from the Subdivision. This right shall be expressly indicated in all lease agreements entered into by property owners and lessees.
- 10.4 In case of non-payment of arrears in association dues by the property owner, the member may be declared delinquent by the majority vote of all the members of the Board. The rights and privileges of a member are suspended upon the declaration of delinquency by the Board. Such suspension shall extend to his/her co-owner/homeowners or co-lessees, as applicable, and all those residing in his/her property.
- 10.5 Legal action for collection of all outstanding accounts shall also be taken against delinquent property owner/resident.
- 10.6 The remedies herein granted to the Board of Directors shall be in addition to the remedies or penalties provided for in pertinent laws, as well as the Articles of Incorporation and By-Laws of FEHAI and Declaration of Restrictions of the Filinvest Land Inc. (FLI) including the Master of Encumbrances of the Transfer Certificate of Title to the property inside the Subdivision, other provisions contained in the appendices of these rules and regulations.

SECTION XI FACILITIES AND COMMON SPACES

- 11.1 Facilities such as the swimming pool, social hall, basketball court, tennis court, clubhouse, parks and playground, and other common spaces are accessible to all homeowners in good standing subject to rules and regulations.

SECTION XII BILLING PROCEDURES

- 12.1 Delinquent or not in good standing means any member who has failed to pay three (3) cumulative monthly dues.
- 12.2 If after four (4) months the account is still outstanding, a letter will be sent to homeowner explaining that if payment is not made in thirty (30) days then a notice of delinquency will be issued.
- 12.3 If after six (6) months the account is still outstanding and after a member was declared delinquent, the account will be dealt with more aggressive collection efforts by filing the claim with proper agencies

such as Department of Human Settlements and Urban Development (DHSUD), Human Settlements and Adjudication Commission (HSAC), collection agencies or pursuing other legal remedies.

SECTION XIII ENFORCEMENT POLICIES AND PROCEDURES

- 13.1 FEHAI will contact the homeowner via written notification to inform of the violation and provide explanation and corrective action within fifteen (15) days upon receipt of notification. This is to discuss the violation in an attempt to resolve the problem.
- 13.2 If there is no response on the first notification letter, a final notification will be sent to homeowner and giving the homeowner an additional thirty (30) days to resolve the matter.
- 13.3 If after thirty (30) days from the letter being sent the violation has still not been corrected, the board will then either first pursue a resolution through arbitration or move immediately to enforcing our legal rights through an attorney. The final decision as to whether or not to seek arbitration will be decided by the board.

SECTION XIV FINES AND PENALTIES FOR VIOLATIONS

- 14.1 Violations of any of the Rules and Regulations are subject to the fine and penalty structure (see Appendix F):
 - 14.1 After the third Notice of Violation for the same offense, the Board reserves the right to use any remedies available under the Master Deed and Declaration of Restrictions and By-Laws.
 - 14.2 Should a property owners/residents delay in the payment of fines, said property owners/residents will be referred to Association attorney for collection in the same manner as late assessment payments are now referred.

SECTION XV NOTICES, DECISIONS AND APPEALS

- 15.1 All correspondences will be addressed to the registered homeowner/member.
 - a. No resident/owner may refuse receipt and/or delivery of any notices in terms of rules and regulations.
 - b. Refusal will result in the placement of the notice in the normal fashion in attachment to the gate. Such service will be sufficient service of such notices.
 - c. In the event of appeals or contesting of the facts relating to any penalty imposed or decision made by the Board, a signed letter must be addressed to the Board for deliberation and/or consideration.
 - d. After this, the decision of the Board of Directors is final and no further appeal is allowed thereafter.

SECTION XVI AMENDMENTS

- 16.1 These rules and regulations may be amended from time to time by the Board of Directors of the Filinvest Eastville Homeowners Association, Inc. (FEHAI).
- 16.2 Amendments to the rules and regulations shall take effect on the date designated by the Board of Directors, after due notice is given to all property owners/residents, and other lawful occupants of the property.

SECTION XVII SEPARABILITY

- 17.1 The invalidity of any provisions of these rules and regulations shall not in any manner affect the validity or enforcement of other provisions.

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APPENDIX A

SECURITY / SAFETY RULES AND REGULATIONS

FEHAI employs the services of security guards to give protection and assistance against criminality within the subdivision however; security and safety within the subdivision are not the sole responsibility of security guards. They are the joint responsibility of all property owners/residents. They should observe security and safety measures within their homes and premises and fully cooperate in the implementation of and abide strictly by the following rules and regulations. They should also instruct members of their families, household helpers and visitors to also abide strictly by these rules and regulations.

FEHAI does not assume any responsibility for any crimes that may occur within the residences and premises of property owners/residents.

A. Motor Vehicles

1. All motor vehicles entering the Subdivision must have valid car stickers or visitor car passes prominently displayed on the front windshield or on the dashboard.
2. Property owner's or resident's vehicles without valid car stickers will be treated as driven by visitors. They will be required to secure a visitor's car pass from security guards before their vehicles are allowed entry into the subdivision.
3. Security Guards should ensure that driveways, corner streets and fire hydrants are not blocked at any time.
4. Residents should provide drivers, who are not immediate members of their families (children or parents) with a written authority to drive out their car outside the Subdivision after 7:00 pm.
5. All commercial vehicles (trucks, vans, jeepneys, taxis, etc.) will be subjected to routine inspection upon entering and leaving the Subdivision.
6. All vehicles entering and leaving the Subdivision after 7:00 p.m. (including those driven by property owners/residents) will be subjected to routine inspection by security guards for identification purposes.
7. All vehicles parked in the streets and public places/open space inside the Subdivision after 10:00 pm will be subjected to routine inspection.
8. Overloaded vehicles are not allowed inside the Subdivision. Violators of this provision will not be allowed to enter the Subdivision or if already inside, shall be prevented by the security guards from driving such an overloaded vehicle. For the purpose of identifying overloaded vehicles, the following shall be considered:
 - 8.1. Motorcycles with more than two (2) persons on board.
 - 8.2. Any type of motor vehicle with passengers beyond the prescribed sitting capacity.
 - 8.3. Truck loaded with construction materials more than its capacity as specified in the registration paper and indicated on the side of the vehicle.
9. Unnecessary/excessive car horn blowing or engine revving is not allowed within the Subdivision especially at night.
10. In no case shall smoke-belching vehicles be allowed within the Subdivision. Public utility vehicles, trucks, delivery vans, tricycles, will not be allowed entry into the premises.

11. Motorcycles or other vehicles with modified mufflers causing undesirable and/or irritating sound which do not conform the Land Transportation Office guidelines will not be allowed entry inside the Subdivision.
12. Intoxicated persons are not allowed to operate any type of motorized vehicle inside the Subdivision.
13. Whether parked or in transit, the volume of car stereos should be limited so as not to disturb the peace and quiet of the residents.
14. Any violation of the traffic rules and regulations shall subject the owner/occupant concerned to sanctions/fines that may be promulgated and enforced by the Association.

B. Visitors

1. Security guards should verify the identity of all visitors to the Subdivision (through appropriate IDs), their purpose in entering the Subdivision and the name and address of residents they wish to see in the Subdivision.
2. Security guards should never leave the entrance gate unattended to entertain questions from visitors especially those riding in motor vehicles. Guards must ensure that visitors' vehicles are properly parked so as not to obstruct entrance or exit gates.
3. Security guards must require all pedestrian visitors to leave an appropriate ID and sign on the visitors' logbook before allowing such visitors entry into the Subdivision. Security guards should note down the time of departure of these visitors from the Subdivision before returning the visitor's ID.
4. Security guards should only give the direction to the visitor in going to the resident's house after having done the initial screening process and after the visitor has given the name and address of the resident he wishes to see in the Subdivision. Guards are strictly prohibited from providing the names and addresses of property owners/residents of the Subdivision to visitors under whatever guise or reason. Visitors who do not know the name(s) nor address of residents they wish to see should not be allowed entry into the Subdivision.
5. No visitors will be allowed entry into the Subdivision if nobody is in the house of the resident even if such visitor shows a written authority from the resident. Property owners/residents expecting to be absent from their house when their visitors arrive must inform beforehand the FEHAI office in writing to enable the Security Guards to immediately inform their visitors.
6. Residents, expecting visitors and guests should inform the security guards of the names of their visitors and guests and their expected time of arrival to facilitate the entry of such visitors and guests into the Subdivision.
7. Security guards should inspect all bags/packages carried by all visitors (i.e. pedestrian gate only) entering and leaving the Subdivision. If they detect anything suspicious, they should immediately inform the FEHAI office and concerned resident or if necessary, the Cainta/Antipolo Police Departments for appropriate action. They should record this matter in the security logbook.
8. All visitors should proceed directly to the house of the resident they are supposed to visit. No visitor should be allowed to loiter inside the Subdivision. Security guards may stop and subject them to routine interrogation.

C. Workers and Contractors

1. Any construction/renovation/repair must have an approved permit issued by FEHAL office. Property owners/residents must furnish the FEHAL office all names of the workers and expected duration of work. All workers must secure an ID from FEHAL office before the start of any construction works. FEHAL office will only issue ID upon submission of required documents (e.g. NBI/Police/Barangay Clearance).
2. Security guards should check the FEHAL-issued IDs of workers and contractors before they permit them to enter the Subdivision. They should ensure that such workers/contractors are the persons engaged by the property owner/resident as per list submitted by property owner/resident.
3. All workers/contractors should always wear their IDs. While inside Subdivision, they may be asked by security guards to present their IDs for identification purposes.
4. All workers/contractors should proceed directly to the construction site or property they are supposed to work in. They are strictly prohibited from loitering inside the Subdivision.
5. Security guards should inspect all bags brought in and out by workers and contractors. They should require workers and contractors to produce a gate pass duly signed by the property/resident for any item they are taking out of Subdivision.
6. Drinking of intoxicating liquor, gambling or any games of chance by workers and contractors within the Subdivision are strictly prohibited. Workers/contractors violating this rule will be ordered to leave the Subdivision immediately.
7. All workers/contractors must stay in their respective construction sites from 8:00 pm to 5:00 am. They should not loiter in the Subdivision during these hours.
8. Workers/contractors are discouraged from fraternizing with household helps, maintenance men and security guards.

D. Peace and Orders

1. No firearms are allowed inside the Events Place/Clubhouse during any private or public functions. All visitors, including personal bodyguards or official staff of property owners/residents/guests should be required to leave their firearms inside their vehicles or at their residences. Any person refusing to follow this rule should not be allowed to enter the Events Place/Clubhouse. If the person insists on entering with his/her firearm, security guards should immediately report the matter to the Village Manager and/or Cainta/Antipolo Police Department for proper action and record the incident in the logbook.
2. Displaying of firearms in public within the Subdivision is strictly prohibited. Any resident/visitors displaying their firearms in public will be requested to return to their residence or to leave the Subdivision. Should they refuse, security guards should immediately report the matter to the Village Manager or FEHAL Security Guards and Cainta/Antipolo Police Departments for proper action and record the incident in the logbook.
3. Target practicing even inside the property of the property owner/resident is strictly prohibited.
4. Bomb Threats/Possession-Manufacturing of Illegal Drugs/Hostage Situations/Criminal Activities shall be referred to the Philippine National Police (PNP) for intervention. FEHAL 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. Criminal offenses being committed inside the village must be reported immediately to the guardhouse for proper coordination with the Barangay Public Safety Officers (BPSO) and to the PNP.
6. Noise that disturbing peace and tranquility is discouraged and should be strictly avoided. Minimize party noise between 12:00 midnight – 6:00 a.m. so as not to disturb sleep patterns. For late night activities, consent of the neighbors within the area should be mandatorily sought.

E. Others

1. All property owners/resident leaving their house vacant for any duration of time should always lock all their gates, doors and windows when they leave they should also inform the Filinvest Subdivision Administrator or FEHAI Security Officer if they are leaving their house vacant for any considerable length of time.
2. Roving guards should inspect at proper intervals public places/open spaces and perimeter walls; conduct routine inspection of vehicles parked during nighttime on the street, public place/open spaces, verify identity and interrogate persons loitering Subdivision after 10:00 p.m.
3. No personal and other information regarding any property, property owner/resident nor information about vacant houses must be given to anybody including the military and the police, especially through the telephone by the security guards, by the owner, by the Board of Directors or in compliance with proper court order.
4. No vendors, demonstrators, solicitors and similar types of persons are allowed to enter and practice their trade inside the Subdivision unless authorized by the FEHAI Board of Directors or the Village Manager.
5. PLDT/MERALCO/MANILA WATER/TELECOMS and other utility personnel will be allowed entry only after verification of job orders and upon authorization of property owner/resident or the Village Manager. If PLDT/MERALCO/MANILA WATER/TELECOMS and other utility vehicles are needed to be brought inside the Subdivision, these vehicles should be inspected thoroughly before these are allowed to get in and out of the Subdivision.
6. Security guards should prevent any act of trespassing. They should immediately inform the FEHAI office and if necessary call the help of the Cainta or Antipolo Police Department should they detect any trespassers.
7. No mechanical maintenance, the use of power tools or any noise generating equipment and the like is permitted on Sundays and Public Holidays. Only exception is the use of vacuum cleaners and water pressure machine for do it yourself car wash.
8. The Association prohibits fraternization, romantic and all other unprofessional relationships between its Administration, Security, Maintenance and residents' household personnel, 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.

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APPENDIX B

TRAFFIC/PARKING RULES AND REGULATIONS

For security and safety of all property owners/residents and orderly flow of traffic and parking within the subdivision, all property owners/residents should fully cooperate in the implementation of and strictly abide by the following rules and regulations. They should also instruct members of their families, household helpers, and visitors to also abide strictly with these rules and regulations.

A. Car Sticker/Pass

1. FEHAI is strictly enforcing the NO CAR STICKER/PASS- NO ENTRY policy. Only cars with a valid car sticker or visitor's car pass properly displayed on the windshield or dashboard of the car will be allowed entry inside Subdivision. Any vehicle, even if driven by the driver or by property owner/resident himself, without valid car sticker will be considered driven by a visitor and such will be subjected to routine inspection by the security guards. Property owner/resident will be issued a visitor's car pass, upon surrendering their driver's license or any government issued photo ID, before they are allowed to enter in the Subdivision. *(Note: Security guards are not and should not be expected to know all the property owners and residents of the Subdivision.)*
2. All residents should secure the same number car stickers as the number of cars they own. The car sticker should be displayed properly on the windshield or dashboard of the car upon entering the Subdivision. The car sticker should be displayed at all times particularly when inside the Subdivision.
3. In case the car sticker is destroyed or lost, this should be reported immediately to the FEHAI office.
4. Property owners who have leased their property must immediately provide a copy of their lease contracts to the FEHAI office. They should require their lessee to secure car sticker(s). Lessees are also subject to NO CAR STICKER/PASS-NO ENTRY policy even if the property owner provides a copy of the lease contract to the FEHAI office. Property owners should ensure that their lessees surrender to them the car sticker(s) upon termination of their lease contract.
5. Property owners who sell their property must remove car stickers from their car and inform the FEHAI office of the name of the new property owner.
6. Property owners/resident should not secure car stickers to be used by car owners who are not residents of the Subdivision.

B. Visitor/Commercial Vehicles

1. Security guards should ask all drivers of private and commercial vehicles (trucks, trailers, buses, delivery vans, taxis, jeeps, etc.) the purpose of their entry into the Subdivision and the name and address of the resident they wish to see in the Subdivision. Visitors who have no legitimate purpose (personal or business) in the Subdivision should not be allowed entry in the Subdivision. Visitors who do not know the name and address of the resident they wish to see/visit should not be allowed to enter the Subdivision.
2. All drivers of vehicles with legitimate purpose should be required to surrender any government issued photo ID in exchange for a visitor's car pass. Drivers should be instructed to display properly the visitor's car pass on the dashboard of the vehicle while inside the Subdivision.
3. All visitors' and commercial vehicles should be subjected to routine inspection by security guards upon entering and leaving the Subdivision.

4. All large delivery vehicles (trucks, trailers, delivery vans) with or without cargo will be required to pay an entrance fee in accordance with the schedule of fees approved by the FEHAI Board of Directors. Other small commercial vehicles, except taxis, will be charged a delivery fee if they have cargos for delivery inside the Subdivision.
5. No vehicles delivering any cargo, merchandise or construction materials to residents will be allowed entry after 7:00 pm. Normal delivery hours are between 8:00 am – 7:00 pm (Monday - Saturday).
6. Any expected delivery beyond the normal delivery hours should be properly coordinated in advance by the residents at the FEHAI office.
7. Any food deliveries via courier (i.e., Grab Food, Lalamove, Food Panda, etc.) are authorized beyond the normal delivery hours.

C. Tricycles

1. Only tricycles with authorization from the Filinvest East Homeowners Association (FEHA) are allowed to enter and operate within the Subdivisions of Filinvest Land Incorporated (FLI). Only a limited number of tricycles are permitted to operate in these Subdivisions and cannot be used for other routes or to operate in another place.
2. Tricycles should have a unique number painted on the body of the tricycle. This number should be the same as the FEHA stickers for tricycle.
3. A maximum of four (4) passengers is allowed for each tricycle.
4. Fares to be collected by tricycle drivers from passengers should not exceed those approved by the FEHA. Representation will be made by the FEHAI Board to the FEHA Board to include reasonable fares for passengers going to and from any phase at Eastville Subdivision.
5. Overcharging of fares, reckless driving, overloading, driving under the influence of alcohol, discourtesy to passengers, or any unruly behavior by tricycle drivers will result in the revocation of IDs of tricycle drivers and other penalties which may be imposed by the management of Fil-East Homeowners Association (FEHA).

D. Driving Inside the Subdivision

1. The maximum speed for any motor vehicle inside the Subdivision is **25 kph**.
2. Drag racing and practice driving by student drivers or driving of vehicles by person without driver's license or under the influence of alcohol inside the Subdivision are strictly prohibited.
3. While driving inside the Subdivision, drivers should ensure that they display properly the valid car sticker or visitor's car pass. Vehicles without valid car stickers or visitor's car passes will be stopped and subjected to inspection and drivers will be subjected to interrogation.
4. Unnecessary blowing of car horns or revving of car engines while inside the Subdivision should be avoided at all times, especially in the early mornings and late evenings. Only street legal muffler exhaust system is allowed inside the Subdivision.

E. Parking

1. Cars should be properly parked along the streets of the Subdivision. They should not block any driveways, be left in front of fire hydrants, corner streets, and any road curbs painted with yellow and black stripes, so not to obstruct the free flow of traffic within the Subdivision. Double-parking in any part of the streets of the Subdivision shall not be allowed.
2. Commercial trucks, trailers and other vehicles used for business like taxis, passenger jeeps, delivery vans, and tricycles are prohibited to use the streets of the Subdivision as parking space during daytime and nighttime especially for overnight parking. The said vehicles may be allowed reasonable time to load or unload their cargos, after which said vehicles must leave immediately.
3. All vehicles parked inside the Subdivision after 10:00 pm, especially in front of public places/open spaces (i.e., park, recreational areas, clubhouse, Events Place, and vacant lots), will be subjected to routine inspection and drivers of these vehicles will be required to remove these vehicles from these places.
4. No stalled vehicles should be parked on the streets of the Subdivision for more than three (3) days. Any stalled vehicles must be off the street after the allowable number of days and should be parked inside the resident owner's garage.
5. Homeowners with multiple vehicles must use their garage first before using the street as parking space. Double-parking in any part of the village thoroughfares shall not be allowed.
6. Homeowners are prohibited from reserving any part of the street or any adjacent spaces for their own personal and exclusive parking space. Street is a common space and it's a public road right-of-way and for use for everybody that must be available to all residents inside the Subdivision.
7. Any vehicle parked in such a manner as to violate these rules may be subject to the enforcement procedures set forth herein, including but not limited to, legal action, fines, towing, etc. All costs and expenses will be charged back to the property owners/residents.
8. 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.
9. The Association can request assistance from the Traffic Management Bureau or other Law Enforcement Agencies for any suspicious and illegally parked vehicles. These vehicles may be towed at the owner's expense.

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APPENDIX C

SANITATION RULES AND REGULATIONS

These rules and regulations on sanitation are promulgated to promote cleanliness in the Subdivision thus make the Subdivision a pleasant place to live in. It is the responsibility of all property owners and residents to ensure that these rules and regulations are strictly observed, not only by them but also members of their families, household helps, and guests.

A. GARBAGE DISPOSAL

1. Every resident must provide a hard plastic blue container/drum for disposing garbage. The garbage container must be covered at all times. Paper, plastic bags and cartons cannot substitute for garbage container.
2. The lid or cover of the garbage container must always be placed on top so that the garbage will not attract flies, rats, cats, dogs and other stray animals. The container must be washed and cleaned regularly to remove foul odor.
3. Every resident should keep their area and immediate surroundings clean.
4. Vacant lots must never be used as a dumping places of garbage, unused or excess construction materials, filling materials and debris and other things which are eye-sores or fire hazards.
5. The burning or incineration of any trash, garbage, tree cuttings or other materials on any lot is strictly prohibited.
6. Wet garbage should be placed inside plastic bags which should be securely tied before being placed inside garbage container.
7. Proper segregation and garbage disposal should be strictly observed.

B. GARBAGE COLLECTION

1. Garbage is collected by a contractor at least once a week The garbage contractor is instructed to collect empty or used cans, bottles and other materials found in the immediate vicinity of the garbage container.
2. Construction and other materials should not be left on vacant lots as they may be mistaken by garbage contractor for garbage.

C. FINES AND PENALTIES

1. A fine in the amount prescribed by the Board will be charged for each day that the proper garbage container is not provided.
2. The dumping of garbage on vacant lot is subject to a fine to be determined by the Board. In addition, a fine will be charged for each day the dumped garbage is not removed even after a written notice of violation and fine is served.
3. The cost of removing dumped garbage and clearing piles of excess construction and other materials in vacant lots shall be charged against the property owner/resident who used the lot.

APPENDIX D

SOCIAL HALL RULES AND REGULATIONS

A. Decorations, Set-Up, and Equipment

1. Nails, thumbtacks, adhesive tapes, and tack guns are not allowed on the windows, walls and ceilings.
2. Only compressed air balloons may be used within the venue. No helium or oxygen-filled balloons will be allowed.
3. No open flame equipment except for properly shielded decorative or mood candles placed in fireproof containers may be used within the main hall.
4. Renter, guests, and suppliers, and service providers must take care not to scratch the floor tiles with their tables, chairs, and equipment.
5. Carpentry, painting, and welding are prohibited in any area of the Events Place unless otherwise with written approval from FEHAI.

B. Catering, Food, and Drink

1. Caterers may use the kitchen area and is responsible for its state and cleanliness.
2. Caterers must provide their own garbage bags and must ensure proper disposal of their garbage.
3. Alcoholic beverages may be served during the event proper and within the hall premises only. No drinking is allowed by the pool area.

C. Lights, Sounds, and Electrical

1. Renters who will be using lights and sounds systems must coordinate with the FEHAI staff for proper connection of electrical systems and equipment.
2. FEHAI reserves the right to regulate the volume of the sound system of the event.
3. Air-conditioning units will only be operated by authorized FEHAI staff. Air conditioning units will only be opened thirty minutes before the event start time.

D. Security

1. Parking, pick-up and drop-off points are properly marked around the Events Place. Renter and guests must follow
2. Renter must be responsible for providing emergency services such as first-aid for guests and coordinating with proper authorities.

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APPENDIX E

SWIMMING POOL RULES AND REGULATIONS

1. All rules and requests made by pool staff must be followed at all times.
2. Users must present their pass to the pool staff and register themselves upon entry to the pool area.
3. No lifeguard is on duty. Users must know how to swim or should be joined by a capable companion.
4. Users must clean up after themselves. All trash must be disposed of properly in the available trash bins.
5. Users must wear acceptable swimwear. Allowed swimwear fabrics include nylon, polyester, and Lycra.
 - a. For women: one or two-piece swimsuits, swim shorts, rash guards.
 - b. For men: swimming trunks, board shorts, jammers, rash guards.
6. Users not wearing prescribed swimwear may be denied use of the pool. No clothing made of cotton and fabrics that pill or produce lint is allowed in the water including loose-fitting garments, shirts, underwear, basketball shorts, cover ups, sports bras, and leotards.
7. Persons with contagious diseases, open cuts, sores, bandages, colds, cough, or other infections are not allowed in the pool area.
8. All users must shower before entering the water.
9. No smoking, vaping, and drinking. Persons under the influence of alcohol or narcotics will be denied entry or will be asked to leave the premises.
10. Users must use the comfort rooms to relieve themselves. Peeing, spitting, spouting, and nose-blowing in the pool are strictly prohibited.
11. No food or drink is allowed in the pool deck or its immediate surroundings.
12. No running, horse play, or other dangerous practices. Diving, flips, and back jumps are not allowed.
13. Children must always be accompanied by a parent, guardian, or responsible adult. Children must always be within arm's reach.
14. Toddlers must wear swimming diapers. Cloth or plain disposable diapers are not allowed.
15. Animals and pets are not allowed in the immediate surroundings of pool area.
16. FEHAI is not responsible for any injury, illness, damage, loss of property to any person while using the pool.
17. FEHAI officers and staff reserve the right to deny entry to users at their discretion. Users who disregard these rules and requests by pool staff may be escorted out of the pool premises.
18. Appropriate fines may be imposed by FEHAI to erring homeowners, residents, and users as deemed necessary.

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APPENDIX F

TABLE OF FINES AND PENALTIES FOR GENERAL OFFENSES

Category	Violation	1st Offense	2nd Offense	3rd Offense	Penalty
Dues	Delinquent in Association Dues	1 st notice of past due account	2 nd notice of past due account	Final notice of past due account & demand letter	Can be declared as delinquent member. Suspension of all rights and privileges as a member.
Garbage	Burning of garbage & other debris	Notice of violation	₱500.00	₱800.00	Citation from Community Environmental Municipal Office (CEWMO) or other DENR representatives.
Garbage	No cover on trash bins	Notice of violation	₱500.00	₱800.00	Can be declared as delinquent member. Suspension of all rights and privileges as a member.
Garbage	Dumping of garbage, construction debris, tree trimmings, etc. on vacant lot and/or common spaces	Notice of violation	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Pets	Dogs' waste in any part of the common area or in the neighboring property lot that are not picked up by its walker	Notice of violation or verbal warning	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Pets	Stray Pets (i.e. dogs, cats, etc.)	Notice of violation or verbal warning	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended. Turnover of pets to the City Dog Pound.

Category	Violation	1 st Offense	2 nd Offense	3rd Offense	Penalty
Others	Unauthorized posting of signages in common spaces	Notice of violation	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Others	Use of the house or property lot other than for residential purposes that are not allowed under the rules	Notice of violation	Final Notice of violation	Assessment of fines.	Can be declared as delinquent member. All rights & privileges will be suspended.
Others	Littering	Notice of violation	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Security/ Safety	Unauthorized use of the neighboring property lot	Notice of violation or verbal warning	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Security/ Safety	Nuisance	Notice of violation and or verbal warning	₱500.00	₱800.00	Can be declared as delinquent member. All rights & privileges will be suspended.
Security/ Safety	Overnight Parking without car pass	Notice of violation or verbal warning	₱500.00	₱800.00	Possible towing and/or issuance of traffic citation ticket by Traffic Bureau.
Security/ Safety	Double Parking	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker and/or possible towing, or issuance of traffic citation ticket by Traffic Bureau.
Security/ Safety	Illegal parking (i.e., corner street, fire hydrant, and driveway)	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker and/or possible towing, or issuance of traffic citation ticket by Traffic Bureau.
Security/ Safety	Practice Driving	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker

Category	Violation	1 st Offense	2 nd Offense	3rd Offense	Penalty
Security/ Safety	Reckless Driving and/or Overspeeding (25 kph limit)	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker
Security/ Safety	Smoke Belching/ Open exhaust pipe	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker
Security/ Safety	Violation of one - way traffic scheme (as applicable)	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker
Security/ Safety	Damage to FEHAI's property and other facilities	1 st notice of payment	2 nd notice of payment	Final notice & demand letter	Can be declared as delinquent member. All rights & privileges will be suspended.
Security/ Safety	On street parking and not using garage	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker and/or possible towing, or issuance of traffic citation ticket by Traffic Bureau.
Security/ Safety	Use of streets or vacant lots for junk/dilapidated vehicles (subject vehicle to be towed)	Notice of violation or verbal warning	₱500.00	₱800.00	Non-issuance of car sticker and/or possible towing, or issuance of traffic citation ticket by Traffic Bureau.

The list above is not intended to be all-inclusive. Additions may be made as required. Fines, penalties, and assessments may vary and may increase depending upon the circumstances; and may be at the discretion of the Board of Directors. The amounts shall be predicated upon the severity of the violation and may include legal action.

The amendments were approved by the majority of members.

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