



PLAYA CALATAGAN VILLAGE
HOMEOWNERS' ASSOCIATION, INC.

CONSTRUCTION GUIDELINES

The LOT OWNER hereby agrees that any construction-related activity shall be subject for review based on the complete set of Construction Guidelines formulated by LANDCO PACIFIC CORPORATION (LPC)/ PLAYA CALATAGAN VILLAGE HOMEOWNERS' ASSOCIATION, INC. (PCVHAI).

The LOT OWNER / CONTRACTOR, during the course of his/her intended construction/improvement shall abide by the following ***pre-construction guidelines and construction rules and regulations*** and to all policies applicable hereto:

A. PRE-CONSTRUCTION GUIDELINES

1. The LOT OWNER shall secure a copy of the Deed of Restrictions, Construction Guidelines, lot plans and all other forms needed to the applicant pertaining to house construction from PCVHAI.
2. The LOT OWNER / OWNER'S ARCHITECT shall prepare and submit the following house construction plan requirements in accordance with the Playa Calatagan Deed of Restrictions:
 - 1 set of architectural plans, including color schemes (blue/white prints for review)
- All sheets require signature of the OWNER
 - 1 set Engineering Plans (blue/white prints for review)
- All sheets require signature and seal of the Architect, Civil, Sanitary, and Electrical Engineers
3. The plan will be submitted to the Design Review Committee (DRC) for review and approval.
4. A meeting may be set between the DRC or Village Manager / Site Administrator and the LOT OWNER for review/clarification of plans.
5. Upon approval and completion of the final revised plans, the LOT OWNER prepares and submits (7) sets of construction drawings to PCVHAI (including color schemes and material specifications), together with a Notice of Intent to Construct Form (PC-001).
6. Upon approval, each set of the construction drawings will be marked "Approved" by PCVHAI.
7. DRC and Village Manager / Site Administrator shall provide an endorsement letter addressed to the Municipal Engineer regarding the application for house construction.
8. Using the construction drawings with seal of approval, the LOT OWNER shall acquire the necessary permits from the local government, Calatagan Municipal Hall.
 - **Mayor's Permit / Locational Clearance**
Requirements:
 - Duly filled out application form
 - Architectural/Engineering Plans approved by the DRC
 - Certified Xerox Copy of Transfer Certificate of Title (TCT) of the subject lot
 - Development Cost Estimates

- **Municipal Building Permit**

- Requirements:

- Duly filled up application form for Building Permit,
 - Blueprint Plans
 - Cost Estimates
 - Photocopy of TCT
 - Barangay Clearance

9. Upon receipt of all local government permits, the LOT OWNER secures an Assessment of Charges and Fees from PCVHAI for payment.
10. PCVHAI shall verify the account payment status of the LOT OWNER to certify if Lot Owner is at least 50% paid.
11. The LOT OWNER / owner's architect / contractor / shall fill-up and submit the necessary forms and permits and pay the Construction Bond and other necessary Fees to PCVHAI.
12. The DRC/PCVHAI shall issue the necessary Permits to Construct to the LOT OWNER.
13. The LOT OWNER / OWNER'S ARCHITECT shall conduct site inspections with PCVHAI representative / Site Administrator to validate lot boundaries and issued lots plans through site inspection.
14. The LOT OWNER submits to PCVHAI representative / Site Administrator a list of authorized personnel to enter the premises before the start of construction starts.
15. PCVHAI issues a memo to security of the list of personnel as well as of the Permit to Construct.
16. Upon near completion of house construction the LOT OWNER shall request for a Final Inspection by the PCVHAI representative / Site Administrator prior to the release of the construction bond. LOT OWNER / architect shall submit the post construction requirements:
 - As-Built Plans
 - Municipal Occupancy Permits
 - Request for Construction Bond Refund
17. The PCVHAI representative / Site Administrator together with the homeowner, architect, and contractor, to conduct Final Inspection.
18. PCVHAI shall release the Construction Bond and Certificate of Completion upon completion and securing of all necessary construction clearances and permits from all the government agencies involved.

B. CONSTRUCTION RULES AND REGULATIONS

1. No construction/improvement shall commence without the approval of PCVHAI.
2. The LOT OWNER/CONTRACTOR shall comply and submit all the necessary requirements for his/her intended construction/improvement of the Playa Calatagan Design Review Committee/ PCVHAI representative / Site Administrator for proper evaluation

3. ADMINISTRATIVE GUIDELINES

3.1 All new residences, additional and auxiliary structures (including trellises, gazebos, servants' quarters, roof sheds, pool/filter and electric generating set housing, guardhouses, storerooms, green houses, pocket gardens, swimming pools) which are semi- or fully-enclosed shall require PCVHAI's approval and plans.

3.2 The approved or corrected house plans must be adhered to by the owner, architect, engineer and contractor.

3.2.1 One set of the building plans and permit duly approved by the DRC/PCVHAI shall be kept at the construction site at all times for the purposes of inspection and compliance.

3.2.2 PCVHAI shall send inspectors to the site to verify the progress of development. If found to be in violation of any provisions in the Deed of Restriction, the PCVHAI representative / Site Administration may suspend work to oblige the owner to conform with said guidelines.

3.3 Should any construction activity commence without the necessary permits and/or consent of PCVHAI, the latter may have the prerogative to:

- a. Refuse issuance of I.D.'s to workers;
- b. Stop the ingress and egress of any delivery of materials at the subdivision entry points;
- c. Stop all activities related to construction of, repair of, alteration of and addition to the property.

3.4 Requests for Overtime, Gate Pass, Temporary ID's, Temporary Vehicle and Personnel gate pass and all other concerns regarding the ingress and egress of materials, properties, and personnel shall be addressed or properly coordinated with the PCVHAI representative / Site Administrator.

3.5 Forms and Application Requirements

3.5.1 *WORKER'S I.D.*

All workers must have their IDs and must wear their IDs at all times when in the site premises for proper identification. Workers not wearing their ID will not be allowed entry.

3.5.1.1 Application forms shall be available at the Village Admin. Office.

3.5.1.2 Requirements:

- Completed application form
- 1" x 1" most recent picture
- NBI Clearance and Barangay Clearance
- Php50.00 fee for maximum of 6 months validation; Php100.00 for 1 year validation

3.5.2 *OVERTIME (OT) FORM*

An OT form must be secured and approved by the PCVHAI representative / Site Administrator to allow work beyond 5pm, during Saturdays and Sundays, as well as on legal and non- working holidays to ensure the privacy of homeowners.

3.5.2.1 Please see attached Playa Calatagan form, (PC-012), for the sample Overtime Form.

3.5.3 STOCKPILING PERMIT

Stockpiling of construction materials is authorized only on one's lot. Stockpiling on an adjacent lot requires the permission and approval of the concerned lot owner.

3.5.3.1 Please see attached Playa Calatagan form, (PC-008) for the sample Stockpiling Permit application form.

3.5.4 DELIVERY OF MATERIALS

Deliveries of materials shall be allowed from Monday to Friday, between the hours of 7 a.m. to 5 p.m. and shall pass through the designated gate and routes as identified by PCVHAI or the Association. No deliveries shall be allowed outside this period

All deliveries shall be charged with fees to be determined by the Association. Delivery trucks of up to 6-wheeler only shall be allowed.

3.5.4.1 Please see attached Playa Calatagan Form (PC-011) for the sample Gate Pass and Materials Delivery Voucher form.

4. WORK HOURS AND CURFEW

4.1 The official work hours for house construction are from 7:00 am to 5:00 pm, Monday to Friday, except holidays.

4.2 In order not to compromise the privacy of other residents, overtime work hours, and on Saturday and Sundays as well as on legal and non-working holidays may be allowed provided that prior request for overtime has been filed and approved by the PCVHAI representative / Site Administrator.

4.3 A maximum of fifty (50) persons may be allowed to undertake the work or construction activity subject to the Association's Security Department Terms and Conditions.

4.4 Curfew hours are from 8:00 pm to 6:00 am. Workers will not be allowed to enter, leave, and/or roam around the Village premises during these hours.

5. WORKERS

5.1 The lot owner/contractor shall be responsible for the behavior and discipline of all workers in the construction project (helpers, contractors, architects, engineers, and suppliers).

5.2 Terminated workers or end of contract hires must be reported immediately, not later than one hour after termination, by the contractor to the PCVHAI representative / Site Administrator. It shall be the contractor's responsibility to update the PCVHAI representative / Site Administrator and Security Department.

5.3 Workers are allowed to sleep at the site provided that the contractor has a written consent from the lot owner, which should be submitted for approval by the PCVHAI representative / Site Administrator. For security reasons the number of workers allowed shall be limited to two (2) persons.

5.4 Wives, children, and relatives of workers / construction personnel are not allowed to sleep inside the project site.

- 5.5 Workers hired by contractors for cooking, washing clothes and dishes on site will be allowed to stay in the project site, provided that they also have secured the necessary construction workers' ID.
- 5.6 All workers / construction personnel are confined and restricted to their work areas and their designated barracks only. They are strictly prohibited to roam around the Village, and refrain from creating noise and disturbance (i.e. loud singing and radio playing) and using foul language.
- 5.7 All workers, construction personnel are prohibited from bathing, urinating, defecating or appearing without clothes or wearing undergarments in public view.
- 5.8 Workers engaged in acts resulting in physical injuries such as fighting or other acts that are determined to the peace and order such as theft and drunkenness will be handed over to the proper authority. Violators will be expelled permanently from the village.
- 5.9 Any cost of damages due to the negligence of the workers shall be charged to the contractor.

6. WORKERS UNIFORM AND ID

- 6.1 Workers of each contractor group shall be in company uniforms/T-shirts.
- 6.2 All construction workers are required to wear shoes within the project site. Workers shall not be allowed to work in slippers and or undergarments unless particular construction activity requires so. Such activity shall have to be approved by the PCVHAI representative / Site Administrator.
- 6.3 Safety helmets are mandatory for the construction workers involved in vertical construction,
- 6.4 All workers must secure their ID's prior to any construction activity.
- 6.5 Workers shall be required to prominently display their ID's whenever inside the Village premises / project site.
- 6.6 Workers who are not registered will be escorted outside the Village premises and will be denied entry.
- 6.7 ID's are valid for six (6) months or one (1) year only. A temporary ID will be issued while waiting for the processing of the worker's ID. Temporary ID's are valid for one (2) weeks only and cannot be revalidated nor extended. Workers shall apply for renewal upon expiration.
- 6.8 Fines and penalties shall be imposed on workers who use expired ID's or found without the same.
- 6.9 Any person who has no ID and enters the property in any way other than through any of the authorized entry points shall be considered a trespasser, and shall be dealt with accordingly.

7. SAFETY AND SECURITY

- 7.1 It will be the contractor's responsibility to ensure that his workers have the necessary safety equipment / paraphernalia such as hard hats, safety shoes, gloves, goggles, etc. at the construction site.

- 7.2 The contractor shall designate his own Safety Officer, who shall be registered with the Security Department for proper coordination during any disaster and/or medical emergency.
- 7.3 The contractor shall provide for their own basic medical kits/paraphernalia. The contractor shall provide a minimum of one (1) unit 20 lb. fire extinguisher at his work site,
- 7.4 Firearms and deadly weapons are prohibited inside the village premises. All dangerous tools and pointed objects shall be kept securely in toolboxes. Violators involved in incidents resulting to any kind of physical injury will be expelled permanently from the village.
- 7.5 Security at the work site shall be the responsibility of the Contractor. Should the contractor require a dedicated guard at his work site, he may coordinate with the Security Department of the Village for his requirement. The cost of which shall be borne by the contractor.

8. CONSTRUCTION BARRACKS, TEMPORARY FACILITES, & UTILITIES CONNECTION

- 8.1 Contractors shall be allowed to construct their own temporary facilities at the designated areas. Electrical and water connections and consumption shall be for the account of the Contractor. The electrical loading requirement of their facilities shall first be submitted to the PCVHAI representative / Site Administrator for evaluation. In no instance shall any additional electrical loading be allowed without the written approval from the PCVHAI representative / Site Administrator.
- 8.2 The builder is required to construct first the permanent septic vault/tank of the house. The worker's latrine shall then be connected to this vault. It must be covered at all sides, roofed and hidden from public view. It must not be flushed against any existing property wall; and should be clean at all times. The shower area must be integrated with the latrine structure; and must likewise be enclosed and hidden from public view.
- 8.3 The worker's Temporary power source can be tapped from the existing estate power supply. However a projected load computation during construction will have to be submitted to the PCVHAI representative / Site Administrator in order to evaluate existing capacities. An electric meter (to be charged to the OWNER) shall be provided to measure consumption, which shall be the basis for billing.
- 8.4 Temporary water supply for construction shall be delivered for a fee by the PCVHAI representative / Site Administrator.

9. FENCING OF CONSTRUCTION & WORK AREAS

- 9.1 All construction/ work areas should be fenced off with acceptable materials such as G.I. sheets, tarpaulin/canvass sheet (recommended color: blue) or similar materials to maintain cleanliness of the area. Height of the fence shall be a minimum of 2.4 meters from ground level. It shall be the responsibility of the contractor to maintain the physical condition of the fence.

10. TRAFFIC LIMITATIONS

- 10.1 Heavy equipment and other vehicles with heavy loads shall not be allowed to enter the village.
- 10.2 In order to protect completed roads, tractors and roller-type equipment must secure a travel permit form from the PCVHAI representative / Site Administrator.

10.3 For areas with road construction, travel restrictions shall be at the discretion of the construction project manager.

10.4 The Use of heavy equipment during bad weather is discouraged to avoid mud/silt on the roads, and shall be subject to the approval of the PCVHAI representative / Site Administrator.

10.5 Vehicle Pass

10.5.1 To apply for the vehicle pass, the contractor should submit a photocopy of the O.R. and C.R. of all their vehicles entering the site at the Site Administration Office.

10.5.2 Secure a copy of the VEHICLE PASS APPLICATION FORM to apply for a vehicle pass.

10.6 Vehicle Pass (1 day only)

10.6.1 TEMPORARY VEHICLE PASS are secured at the Site Administration Office

11. DELIVERY OF MATERIALS

11.1 It is the LOT OWNER's responsibility to advise his contractor of the rules for deliveries in the Village. The Village Administration shall not be held liable for the construction delays or damage, or both, arising from the prohibition of delivery trucks which may be in violation of the following rules:

11.2 Deliveries of construction materials will be permitted from 7:00 am to 5:00 pm from Monday to Friday. Deliveries after 5:00 pm on said days and on Saturdays and Sundays as well as on legal and non-working holidays will not be allowed.

11.2.1 Suppliers are advised to use six (6) wheeler or smaller delivery trucks. The Village Administration reserves the right to refuse entry to vehicles that may damage Playa Calatagan's facilities, amenities and road networks.

11.2.2 Personnel accompanying delivery trucks are required to observe cleanliness of the road pavements by cleaning scattered mud, sand, gravel, and other litter resulting from their deliveries.

11.2.3 Delivery trucks shall be properly parked near the construction site. Delivery trucks are not allowed to stay at the Playa Calatagan Village premises after 5:00 pm.

11.2.4 All construction materials must be located within the perimeter of the construction site. Storage and stockpiling on vacant lots/adjacent lots is prohibited. The LOT OWNER must ensure that the materials such as gravel and sand do not obstruct the drainage system.

11.2.5 The LOT OWNER lot owner shall be held responsible to any damage to Playa Calatagan's facilities and amenities that may arise during deliveries of construction materials on his/her lot.

12. STOCKPILING OF CONSTRUCTION MATERIALS

12.1 Stockpiling is authorized only on one's lot. The PCVHAL representative / Site Administrator has no authority to permit anyone to use an adjacent lot without the adjacent lot owner permission and will not accept responsibility or liability for such use. If, however, the adjacent lot owner consents to the use of his/her lot for stockpiling, a Stockpiling Permit with the adjacent lot owner's signature must be approved by the PCVHAL representative / Site Administrator prior to actual use.

13. CONSTRUCTION DEBRIS, REFUSE, & SANITATION

13.1 Littering is strictly prohibited in all areas of the project site.

13.2 All refuse must be kept within the construction site premises and properly stored in sacks and/or containers. Dry refuse should be separated from wet garbage. They shall further be classified/ segregated as to the following:

13.2.1 Wet and/or Biodegradable Materials (food leftovers, fruit peelings, etc.):

13.2.1.1 Shall be properly stored in separate containers/bags for pick-up and processed/converted into a compost pit. These shall serve as organic fertilizer of the plant nursery.

13.2.2 Dry and/or Combustible Materials (paper, cement bags, wood shavings, saw dust, tree cuttings, etc.):

13.2.2.1 Shall be disposed of in designated areas to be identified by the PCVHAL representative / Site Administrator for burning.

13.2.3 Dry and/or Recyclable Materials & Non-Biodegradable (bottles, cans, plastic bags/containers, steel debris, etc.):

13.2.3.1 Shall be disposed of in designated areas to be identified by the PCVHAL representative / Site Administrator for burning.

13.2.4 Sewer / Human Waste

13.2.4.1 Shall only be disposed of in properly constructed temporary septic tanks. At no instance shall workers be allowed to relieve themselves in places other than designated areas.

14. The contractor is responsible to clean all scattered debris in and around his work area.

14.1 Corresponding fees and penalties for unauthorized stockpiling of debris and/or wet garbage is listed herewith.

14.2 Open fires, burning of trash, garbage, and grass are strictly prohibited outside of designated safety areas.

14.3 Dumping of garbage, waste and construction debris in adjacent/vacant lots is strictly prohibited.

15. DAMAGE OUTSIDE THE PROPERTY

16.1 Any damages caused by the construction outside the LOT OWNER's property will be charged to the LOT OWNER's cash bond. If the cost of damage cannot be totally covered by the cash bond, the balance will be charged to the LOT OWNER.

16. OTHER CONSTRUCTION MATTERS

17.1 Any other matter related to construction, not covered by this construction policy, and guidelines may be addressed on a case by case basis by the PCVHAI representative / Site Administrator.

17. NOTICES

18.1 Written notices of suspension of work or non-entry of materials or workers will be served to the contractor or architect. All penalties will be deducted from the cash bond after serving proper written notice to the owner.

18.1.1 The OWNER, after completion of his/her intended construction/improvement shall comply with the following provisions:

Release of construction bond

The cash construction bond shall be refundable only upon compliance of the following conditions:

- 100% completion of construction works on the lot according to the approved plans submitted to the Site Administration Office including finishing and landscaping work.
- Cleaning of catch basins or drainage, sidewalks and streets
- Retrieval of Workers ID cards
- Upon issuance of Occupancy Permit from Calatagan Municipal Office.

18.1.2 Final Inspection

A final inspection of the site by the PCVHAI representative / Site Administrator will be scheduled after the submission of the following to the Site Administration Office:

- Request for refund of the construction bond
- Original copy of the Official bond receipt
- Written clearance for neighbors (side and rear)
- Workers ID Cards
- Turnover letter from the contractor to the homeowner

If there is no violation committed or left uncorrected, the refund will be prepared and the owner will be notified of its release schedule.

18.1.3 Construction Violation and Non-Compliance

Violations or non-compliance with any of the above rules and regulations, including the Playa Calatagan Deed of Restrictions, may result in any or all of the following:

- Incurrence of penalties as stated
- Forfeiture of the LOT OWNER's construction bond, in whole or in part, which does not mean that the violation may be left uncorrected.
- Demolition at the LOT OWNER's or contractor's expense of the construction/renovation work in violation of restrictions and guidelines.
- Non-entry of materials to the job site
- Non-entry of workers to the construction site
- Other sanctions which may be levied by the PCVHAI representative / Site Administrator

18. PCVHAI and its representative / Site Administrator will not be liable to any delays arising from non-compliance of these rules.

19. CHARGES AND PENALTY FEES

19.1.1 New Construction

- i. Construction Deposit: Three Hundred Thousand Pesos (Php 300,000.00), refundable
Contractor's Bond: One Hundred Fifty Thousand Pesos (PhP 150,000.00), refundable.
- ii. Plans Processing Fee: Fifteen Thousand Pesos (Php 15,000.00), non-refundable
- iii. Administrative surcharge: Six Thousand Pesos (Php 6,000.00), non-refundable plus One Thousand Pesos (Php 1,000.00) per month in excess of twelve (12) months construction work.
- iv. Temporary Utilities Connection: Upon approval of the Construction Plans, and full payment of all the necessary fees and deposits in relation to construction, Owner shall be responsible for the application and filing of the necessary permits and licenses to cause the temporary connection of utilities.

19.1.2 Improvements / Additional Structures

- i. Construction Deposit: One Hundred Thousand Pesos (Php 150,000.00), refundable
- ii. Plans Processing Fee: Five Thousand Pesos (Php 5,000.00). non-refundable

19.1.3 Construction bond is valid for period of twelve (12) months subject for replenishment.

19.1.4 In excess of twelve (12) months construction, the PCVHAI shall collect Php 1,000 per month to the contractor

19.1.5 The construction bond shall be subject to replenishment upon assessment period. Refunds shall be made upon compliance of the ff:

19.1.5.1 Letter of conforme from the construction manager in charge;

19.1.5.2 After inspection of site project, tempfacil, surrendered ID's and all clearances have been issued by Administration Office.

19.1.6 Vehicle toll fee on **COMPLETED ROADS** only

- 4 wheeler (fully loaded) **P 500.00/ truck**
- 6 wheeler truck **P 750.00/truck**
- Transit Mixer **P2,500.00/truck**
- Trailer w/6 wheeler Prime Mover (20 ftr.) **P2,000.00**
- Trailer w/6 wheeler Prime Mover (40 ftr.) **P3,000.00**
- Flat Low Bed **P5,000.00**

19.2 Bonds / Current contracts shall be re-assessed / reviewed every:

19.2.1 Recurring Dates:

- April 30th
- August 30th
- December 30th

19.3 Without prejudice to PCVHAI's other rights and remedies, it is agreed that due authorization is given to the PCVHAI representative / Site Administrator to deduct charges, fines, etc. against the construction deposit as may be applicable to answer for liabilities as defined herein. Any deduction that PCVHAI may make from the Construction Deposit shall not constitute any waiver of its rights and remedies under this document/agreement.

19.4 Fines and Penalties

VIOLATIONS	OFFENSE	AMOUNT	ACTION
Construction improvement without permit	1 st	P 6,000.00	Confiscation of construction foreman's ID
	2 nd	9,000.00	Confiscation of construction foreman's ID
	3 rd	12,000.00	Stop Construction
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Stockpiling on Streets, Sidewalks, Common areas & Vacant lots without TVA permission	1 st	P 6,000.00	Confiscation of construction foreman's ID
	2 nd	9,000.00	Confiscation of construction foreman's ID
	3 rd	12,000.00	Stop Construction

VIOLATIONS	OFFENSE	AMOUNT	ACTION
Clogging of water/ Drain utility lines Due to stockpiling	1 st	P 3,000.00	Confiscation of construction foreman's ID
	2 nd	5,000.00	Confiscation of construction foreman's ID
	3 rd	7,000.00	Stop Construction
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Overtime work Conducted without Permit	1 st	P 1,500.00	Confiscation of ID-1 week
	2 nd	3,000.00	Confiscation of ID-1 month
	3 rd	4,500.00	Ban on personnel entry
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Unauthorized use of ID's, Misrepresentation	1 st	P 500.00	Confiscation of ID-1 week
	2 nd	1,000.00	Ban on personnel entry
		Per head	
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Disregard of Curfew Hours/Gambling/ Alcoholic beverages/ illegal entry/indecent exposure/ unauthorized stay- in	1 st	P 500.00	One week ban on personnel entry
	2 nd	1,000.00	One week ban on personnel entry
	3 rd	1,500.00	Confiscation of ID/ ban entry on personnel
VIOLATIONS	OFFENSE	AMOUNT	ACTION
No Warning Signage	1 st	P 200.00	Warning letter
	2 nd	400.00	Confiscation of foreman's ID
	3 rd	700.00	Ban on personnel entry
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Possession of deadly weapon	1 st	P 5,000.00	Ban on personnel entry
VIOLATIONS	OFFENSE	AMOUNT	ACTION
No or improper use of ID	1 st	P 50/pax	
VIOLATIONS	OFFENSE	AMOUNT	ACTION
Absence / improper use of uniform (no shoes, helmets etc)	1 st	P 100.00 /pax	

19.5 Fines and Penalties - traffic violations

A. VIOLATIONS IN CONNECTION TO LICENSING	FINES
1. Driving without license	1,000.00
2. Driving with a delinquent, invalid, suspended ineffectual or revoked license	500.00
3. Failure to show or surrender license	200.00
4. Failure to carry drivers license	200.00
5. Driving under the influence of liquor or prohibited drugs	3,000.00
6. Fake or counterfeit license	5,000.00
7. Allowing another to use his/her license	1,500.00
8. Student Driver operating a motor vehicle without being accompanied by a duly licensed driver	500.00

B. VIOLATIONS RELATIVE TO EQUIPMENT, PARTS, ACCESSORIES, DEVICES AND MARKINGS ON MOTOR VEHICLE	FINES
1. Defective brakes	200.00
2. Improper horn / signaling device (using loud, startling or disagreeable sound)	200.00
3. Defective horn or signaling device	200.00
4. Defective headlights and/or tail lights	200.00
5. Defective hand brakes	200.00
6. Without spare tire	200.00
7. Without red flag or red lights on projecting end of load extending more than 40 meters beyond the bed or body in the evening, red lights visible at 50mtrs.	200.00
8. No Early Warning Device (EWD)	200.00
9. Failure to install EWD 4 mtrs away to the front and rear of the stalled/disabled motor vehicle	200.00
10. No brake / stop lights	200.00
B. VIOLATIONS RELATIVE TO EQUIPMENT, PARTS, ACCESSORIES, DEVICES AND MARKINGS ON MOTOR VEHICLE (continuation..)	FINES
11. No or defective windshield wipers	200.00
12. No or disconnected muffler	200.00
13. Dirty or unsightly or dilapidated motor vehicle	200.00
14. Unauthorized improvised number plates	200.00

C. PARKING AND OTHER DRIVER'S VIOLATION	FINES
1. Illegal parking (Main road, Cul de sac)	500.00
2. Overnight parking (Central Parking, Main road, Cul de sac)	1,500.00
3. Arrogance or discourtesy	300.00
4. Failure to use helmet while operating / riding a motorcycle	500.00
5. Failure to dim headlights	200.00
6. Reckless Driving	
a. 1 st offense	1,000.00
b. 2 nd offense	2,000.00
c. 3 rd offense	3,000.00

D. TRAFFIC VIOLATIONS	FINES
1. Illegal Turn	200.00
2. Driving against traffic (Counter Flow)	200.00
3. Illegal overtaking (failure to pass to the left when over taking)	200.00
4. Overtaking at an unsafe distance	200.00
5. Cutting an overtaking vehicle	200.00
6. Overtaking on a curve	200.00
7. Overtaking on an intersection	200.00
8. Failure to give way to an overtaking vehicle	200.00
9. Increasing speed to an overtaking vehicle	200.00
10. Overtaking on a crest of a grade	200.00
11. Overtaking between "MEN WORKING" or "CAUTION" signs	200.00
12. Overtaking on "NO OVERTAKING ZONE"	200.00
13. Failure to yield the right of a vehicle w/ visible signal w/ intention of turning left	200.00
14. Failure to give proper turn / stop lights	200.00
15. Failure to notch handbrake when parked / unattended	200.00
16. Obstruction of the free passage to other vehicles	200.00
17. Entering a one way zone	200.00
18. Over speeding beyond 30 kph	200.00

E. OTHERS	FINES
1. Fake OR, CR, Plate	5,000.00
2. Smoke Belching	500.00
3. Hitch hiking	300.00

19.6 PCVHAI reserves the right to periodically review and amend these fines and penalties as deemed necessary and to add or amend these administrative guidelines.

Conforme:

LOT OWNER
(signature over printed name)