

**ISSAYA PREMIER  
RULES AND REGULATIONS  
APPROVED ON  
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## TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	2
<b>II. ROLES AND RESPONSIBILITIES</b>	2
<b>III. RULES AND REGULATIONS</b>	2
1. Cleanliness and Sanitation	2
2. Streets, Vehicles and Drivers	2
3. Parking	3
4. Vehicle Stickers	4
5. Security	4
6. Visitors and Deliveries	4
7. Helpers, Driver and Other Employees	5
8. Common Areas	6
9. Pets	7
10. Pest Control	8
11. Moving In and Out	8
12. Lot Restriction and Use of Unit	9
13. Construction and Renovation	10
14. Resale and Leasing	11
15. Utilities	11
16. Garage Sale	11
17. Events and Social Gatherings	11
18. Insurance	12
19. Association Dues and Special Assessments	12
20. Communication Tools Between Association and Unit Owners	12
21. Emergency and Important Contact Information	13
<b>IV. REVISIONS</b>	13

## **I. INTRODUCTION**

The Rules and Regulations will serve as your reference for all the necessary information that will make your stay in our subdivision pleasurable, safe and peaceful.

This is meant to be a “living document” that will continue to evolve as our community grows. It is a guide that will respond to our changing needs as unit owners, families, and individuals that make up a thriving community.

Please take time to read and share it with the rest of your household members. We do welcome comments, suggestions and recommendations on the content of this handbook.

## **II. ROLES AND RESPONSIBILITIES**

Issaya Premier is composed of 32 units. Each unit owner shall be entitled to one (1) vote on any matter concerning the subdivision. Any matter decided by the majority of the unit owners shall be binding on the whole Association and all residents of the subdivision.

The Association shall comprise of five (5) board of directors whom are all required to meet the qualifications and undergo the election process as dictated in the bylaws.

Each unit owner must abide by the rules and regulations laid down by the Association in the interest of sanitation, security, aesthetics and the general welfare of the community. The Association is authorized to collect dues or make assessments to meet its expenses.

All the properties, business and affairs of the Association shall be managed and administered by the Board of Directors whose powers, functions and duties shall be specified in and governed by the Association rules and regulations as well as bylaws.

## **III. RULES AND REGULATIONS**

### **1. Cleanliness and Sanitation**

- 1.1. In accordance with prevailing laws, each resident is encouraged to practice the segregation of trash.
- 1.2. Garbage containers should be properly covered to prevent unpleasant odor.
- 1.3. Wet garbage should be placed inside plastic bags which should be securely tied and brought out during garbage collection.
- 1.4. Garbage containers should be kept inside the lot of the residents and must be brought out only during garbage collection.
- 1.5. Burning or incineration of any trash, garbage, garden cuttings or other rubbish on any lot is prohibited.
- 1.6. Residents must avoid littering within the subdivision. They shall keep and maintain their premises and common areas in a clean and sanitary condition, free from all unpleasant odors.
- 1.7. Dumping of trash, litter, discarded materials of any kind (including but not limited to broken furniture; packaging materials, debris, tools, equipment and the like) on common areas and streets are strictly prohibited.

### **2. Streets, Vehicles and Drivers**

- 2.1. All traffic signs within the subdivision must be strictly followed.
- 2.2. Priority of exit in the gate should be given to the resident going out.

- 2.3. Vehicles of residents should have the valid vehicle stickers permanently located on the windshield for entrance purposes.
- 2.4. The maximum speed limit of 10 kph must be observed at all times.
- 2.5. Overtaking is strictly prohibited.
- 2.6. Only trucks weighing a maximum of twenty (20) metric tons, whether loaded or unloaded, may enter the subdivision.
- 2.7. Anyone riding a motorcycle should wear safety gears such as crash helmet, etc.
- 2.8. Unnecessary/excessive car horn blowing is not allowed within the subdivision, especially at night.
- 2.9. 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.
- 2.10. In no case shall smoke-belching vehicles be allowed within the subdivision. Any public utility vehicles may be allowed entry into the premises, upon leaving their driver's license or valid ID at the guard house which will be returned to them before they are allowed to leave the subdivision.
- 2.11. Intoxicated persons are not allowed to operate any type of motorized vehicle inside the subdivision.
- 2.12. Student drivers are not allowed to practice driving skills within the subdivision premises.
- 2.13. No major or extensive car repair may be performed within individual parking spaces or anywhere within the subdivision. The Association may make necessary steps to remove any parked or stored vehicle within the subdivision that is in violation of this rule. Any expenses in performing such shall be charged to the resident.

### **3. Parking**

- 3.1. Residents must park in their own parking garage or spaces. Parked vehicles shall not protrude more than 60cm (2feet) from the unit's property line. No one is allowed to park in another unit's vacant garage unless with prior written permission from the other unit owner.
- 3.2. Guest parking are exclusive for guests only for a maximum of eight (8) hours. In excess of eight (8) hours, the guest is subject to a parking fee of P20.00 per succeeding hour. Note that the guest is not allowed to park within the next eight (8) hours from the time of the last parking or the parking fee of P20.00 per succeeding hour shall continue.
- 3.3. Overnight parking in the guest parking is not allowed unless with prior approval of the Association. For proper definition, overnight parking is defined as continuously parking within the guest parking area from 12:00 AM until 5:00 AM. Residents not following the rules for overnight parking shall be given two (2) written warnings after which, succeeding instances is subject to a penalty of P1,000.00 per offense.
- 3.4. In cases when a resident has an ongoing construction or renovation which prevents them from using their own parking garage, they may temporarily use the guest parking with prior written approval from the Association.
- 3.5. Driveways should be free from parked vehicles or any other form of obstructions at all times.
- 3.6. The Association shall not be held liable for any loss of or damage to cars or other vehicles in the guest or common parking areas. The Association, however, will conduct an investigation into such incidents to assist the resident involved.
- 3.7. The Association may designate rentable parking spaces within the common area and offer the same for lease to unit owners whose garages are already fully occupied. Prior to designating such parking spaces, the consent of the residents surrounding such space shall first be secured. If the number of such rentable parking spaces exceed the demand by the residents, the same shall be raffled off by the Association on an annual basis.

#### **4. Vehicle Stickers**

- 4.1. Vehicle stickers will be issued to residents who are members in good standing subject to the payment of a corresponding fee. This is for the purpose of regulating the use and access of the streets within the subdivision. Vehicle stickers are issued subject to the following:
  - a. Submission of a duly accomplished application form and payment of the appropriate fee for each vehicle.
  - b. Submission of copies of the vehicle's Certificate of Registration (CR) and Official Receipt (OR). If the vehicle is newly acquired, a copy of the Deed of Sale can be submitted in lieu of the CR and OR.
- 4.2. Only authorized representatives of the Association shall be responsible for affixing the stickers on the windshields of vehicles.
- 4.3. Vehicle stickers are renewed yearly.
- 4.4. The Association shall be free from any liability for any untoward incidents or damages that may occur arising from or during the use of motor vehicles and/or the use of vehicle stickers within the subdivision. The issuance of this vehicle sticker does not carry any acceptance of liability on the part of the Association.

#### **5. Security**

- 5.1. The security guards area of responsibility shall be the entire subdivision.
- 5.2. Security guards on duty must be physically fit to work as well as wear proper and complete uniform and ID at all times.
- 5.3. There will be security guards on rotation with 24/7 coverage. An Officer-in-Charge (OIC) is designated among the security guards.
- 5.4. Rounds in the entire subdivision must be regularly conducted by a security guard for proactive monitoring purposes.
- 5.5. Logbooks must be maintained and used by security guards to properly track all incoming and outgoing activities of residents, employees, drivers, nannies, workers, etc.
- 5.6. All CCTV cameras must be closely monitored from the guard house.
- 5.7. For visitors, guests, delivery personnel and other non-residents, security guards must follow the proper procedure prior to allowing entry. Please refer to section 6 - Visitors and Deliveries for complete information.
- 5.8. Security shall immediately report to the primary assigned board member or in his/her absence, any available board member of the Association, any incident or actions that involve potential threats, breach of security or criminal activities. The Officer-in-Charge (OIC) or security guard in his/her absence is responsible for reporting these situations.
- 5.9. Security guards shall remain courteous and professional when interacting with residents, employees and others while maintaining peace and order in the subdivision.
- 5.10. Security is not allowed to enter any unit unless necessary or in emergency cases.
- 5.11. Security guards are given the authority by the Association to properly call the attention of those who violate the subdivision's rules and regulations. They may also issue violation slips on behalf of the Association.

#### **6. Visitors and Deliveries**

- 6.1. All visitors and deliveries must undergo the following security protocol prior to entry in the subdivision:

- 6.1.1. The security guard shall first communicate with the resident to get approval by calling only the contact number/s they registered and provided with the Association. The use of unregistered contact number/s to reach out to residents are strictly prohibited to prevent fraudulent and criminal activities. Security shall give the full name, company (if applicable) and purpose of the visitor to the resident to acquire clearance to enter.
- 6.1.2. If the registered primary and secondary contact number/s of the resident cannot be reached, a security guard will be dispatched to the resident's unit for further verification.
- 6.1.3. If there is no one in the unit, the visitor or delivery personnel will not be permitted to enter the subdivision.
- 6.2. A visitors or car pass shall be issued to guests. A valid ID with photo shall be given to the main gate guard in exchange for the visitors pass.
- 6.3. Mail for residents will be delivered to their respective doorsteps. Upon request of the resident and on an as-need basis, the guard house may receive and sign for mail, noting the date, time and source of delivery.
- 6.4. The guard house may accept only small hand-carried packages on a resident's behalf only if needed.

## **7. Helpers, Driver and Other Employees**

- 7.1. The resident shall be responsible for the behavior and conduct of their household helpers, drivers and other persons under their employment and shall ensure compliance of all such persons with the subdivision's rules and regulations.
- 7.2. All household helpers must undergo the following security protocol prior to entry or exit in the subdivision:
  - 7.2.1. The security guard shall first communicate with the resident to get approval by calling only the contact number/s they registered and provided with the Association. The use of unregistered contact number/s to reach out to residents are strictly prohibited to prevent fraudulent and criminal activities. Security shall give the name of the household helper to the resident and verify if he/she is allowed to enter or exit the subdivision.
  - 7.2.2. If the registered primary and secondary contact number/s of the resident cannot be reached, the household helper shall not be permitted to enter or exit the subdivision.
  - 7.2.3. For residents who prefer not to be contacted by security for incoming or outgoing household helpers, they must fill up and sign a waiver form to be submitted to the Association.
- 7.3. To ensure proper security and restriction of persons roaming the subdivision, any household employee found roaming between 10:00 PM to 5:00 AM may be stopped and escorted by security to the unit of his/her employer.
- 7.4. No household helper, driver, nanny, and the like can be employed by another resident without the written consent of the previous employer.
- 7.5. Visitors of household employees shall be allowed entry within the subdivision only with prior clearance from their respective employers.
- 7.6. No household helper, driver, nanny, etc. may use the pool for personal reasons. Household staff are allowed to use the pool if accompanying children of the residents.
- 7.7. It is the responsibility of the resident to perform their own inspection for any items, bags or packages that are brought out by their household employees.
- 7.8. The security guards need prior clearance from the resident before any items, bags or packages can be brought out by household employees.

- 7.9. Any bags and packages regardless of their size, that are brought in and out by construction workers and other employees alike, shall be subject to search by security guards.
- 7.10. All household helpers, drivers, nannies, etc. must wear appropriate and decent attire when outside the premises of their employer's unit.
- 7.11. Residents must secure IDs for each of their household employees from the Association. The ID is only used by security as additional verification of the employees' identity when entering or exiting the subdivision. However, it shall not be used as clearance or approval to enter and exit the subdivision as the proper security protocols above in section 7.2. will be strictly followed.
- 7.12. While at the premises of the subdivision, household employees are prohibited from gambling, drinking liquor or loitering, indulging in horseplay or other rowdy behavior, staying and/or sleeping inside parked vehicles or any similar activity.

## **8. Common Areas**

### **8.1. Swimming Pool**

- 8.1.1. Swimming pools are for the exclusive use of residents in good standing and their immediate dependents.
- 8.1.2. The pools will be officially available for use from 7:00 AM to 10:00 PM only. Night swimming is considered from 6:00 PM to 10:00 PM only.
- 8.1.3. The number of guests of any resident using the pool must not exceed seven (7) at any time. In special cases when the number of allowed guests of the resident will exceed, permission from the Association must be requested.
- 8.1.4. Only swimsuits, swimming trunks or shorts are allowed as proper swimming attire.
- 8.1.5. Persons sixteen (16) years old and below are not allowed in the swimming pools unless accompanied by a parent or guardian at all times.
- 8.1.6. Users of the pools are expected to observe proper behavior at all times and not to indulge in any excessively noisy or boisterous activities. Strictly no diving from the edge of the pool. Pushing, roughhousing, splash bombing, etc. in and around the pools are strictly prohibited.
- 8.1.7. The user and/or resident host will be held responsible for damages resulting in the indiscriminate use of pool equipment and facilities.
- 8.1.8. Persons suffering from any infectious or contagious diseases, cough, colds, communicable diseases or with open wounds are not permitted to use the pools.
- 8.1.9. Household employees or other persons under the employment of residents and the Association are not allowed to use the pools. They are allowed only while safeguarding or providing personal aid to residents, their family members and guests.
- 8.1.10. Eating and drinking of non-alcoholic beverages are only allowed in the gazebo. It is prohibited to eat and drink in the pools.
- 8.1.11. Smoking and drinking alcoholic beverages are not allowed in the pool area.
- 8.1.12. Domestic pets are not allowed in and about the pool area.
- 8.1.13. No one is allowed to use the pools during thunderstorms and other severe weather disturbances.
- 8.1.14. Swimming lessons can be conducted only after permission is secured from the Association.
- 8.1.15. Due care and caution should be taken by all users of the pools and its surroundings (including shower area) to avoid injury or accidents. The Association will not be responsible for any damages, injuries or loss sustained by people from the use of the pools at any time.

- 8.1.16. Security reserves the right to refuse entry to the pool to any person suffering from any infectious disease or to someone who may be under the influence of drugs or alcohol, or for whatever reason the security guards may consider unsafe and/or unwise for everyone concerned.
- 8.1.17. The Association reserves the right to make the pools unavailable for use for purposes of carrying-out repair and maintenance work.
- 8.1.18. The pool shall be closed one day every week for general cleaning.
- 8.1.19. Each homeowner acknowledges that the pool does not have any lifeguards and assumes full responsibility for any untoward incident that may occur when using the pool. The Association will not be responsible for any damages, injuries or loss sustained by people while using the pool.

## 8.2. Basketball Court

- 8.2.1. The court is for the exclusive use of residents in good standing and their immediate dependents.
- 8.2.2. The court will be officially available for use from 6:00 AM to 10:00 PM only.
- 8.2.3. The use of the court will be on a first-come-first-served basis.
- 8.2.4. Guests may be allowed to use the court as long as they are accompanied or sponsored by a resident in good standing.
- 8.2.5. The court may be rented as a venue which shall be subject to its availability, a fee and set of conditions.
- 8.2.6. No one is allowed to use the court during thunderstorms and other severe weather disturbances.
- 8.2.7. Rough playing, vandalism, and other indiscriminate behavior are not permitted.
- 8.2.8. Smoking, use of alcohol or controlled substances, littering, gambling and the like are prohibited in the court area.
- 8.2.9. The Association will not be responsible for any damages, injuries or loss sustained by people while using the court.
- 8.2.10. The Association reserves the right to make the court unavailable for use for purposes of carrying-out repair and maintenance work.

## 9. Pets

- 9.1. Residents are allowed to keep only house pets such as dogs, cats, birds, and fish.
- 9.2. Each resident is required to have their pets on the premises vaccinated against rabies and other required vaccinations valid for the period within which the pet is in the premises. Photocopy of the vaccination record may be requested by the Association annually.
- 9.3. Pets are not allowed to be walked on a neighbor's yard or garage area.
- 9.4. Pets, especially dogs, must be leashed at all times when taken outside the resident's premises or common areas. The leash should be non-extendable, and should not exceed 1.50 meters in length.
- 9.5. Pet owners must ensure that all their residential gates or premises are properly secured to prevent their pets from escaping to the streets and common areas.
- 9.6. Cage areas must be within the resident's premises. Dogs kept on leash must also be situated within the premises. No dog cage or leashed dogs may be located in the front or side lawn of the unit or garages in residences without proper fence.
- 9.7. Pet owners must ensure that their pets do not disturb nearby neighbors with excessive barking, especially at night time until early morning.
- 9.8. The number of pets shall be at the discretion of the resident as long as it does not negatively affect the subdivision and other residents.



- 9.9. The resident who owns each pet is responsible for promptly cleaning and properly disposing any of its droppings and dirt. Leaving pet droppings or any of its dirt on streets, common areas and neighbor's premises are strictly prohibited.
- 9.10. Residents shall be held responsible for any injury to a person or damage to property caused by any pet within his/her possession.
- 9.11. Commercial breeding of any animal is prohibited.
- 9.12. It is the discretion of the Association to prohibit the retention of any pet if it finds it to be dangerous and a nuisance to other residents.

## **10. Pest Control**

- 10.1. Pest control services against rodents, mosquitoes, vermin and other pests, including inspection for the presence of termites, will be the sole responsibility of each resident in their individual units. It is highly recommended that pest control is performed on a regular basis.
- 10.2. It is recommended that each unit must be treated before a new unit owner, resident or tenant is allowed to move in.
- 10.3. The costs of pest control is not part of the association dues.

## **11. Moving In and Out**

- 11.1. For moving into any unit within the subdivision, the resident must first obtain a written clearance from the Association for presentation to the security guard upon entry.

Requirements of move-in clearance for unit owners shall include:

- a. Written notice to the Association to be submitted ten (10) days prior to the move in date.
- b. Copy of Transfer Certificate of Title (TCT).
- c. Copy of the unit owner's valid ID.
- d. Duly accomplished Unit Owners Information form.
- e. Schedule of move in shall be from 8:00 AM to 8:00 PM only.

In case of leased dwelling, the following are required:

- a. Copy of the lease contract.
- b. Copy of all the occupants' valid ID.
- c. Duly accomplished Occupants Information Form for all occupants of the leased dwellings.

- 11.2. For moving out of any unit within the subdivision, proper written clearance must be sought from the Association for presentation to the security guard upon exit.

Requirements for move-out clearance shall include:

- a. Written notice to the Association to be submitted ten (10) days prior to the move out date.
- b. An issuance of quit claim letter by the registered unit owner stating that the Association is free and harmless from any and all claims and liabilities should be furnished to the Association at least three (3) working days before moving out. In case of a lease, a copy of a written permit issued to the tenant is required within the same period.
- c. All IDs issued by the Association should be surrendered.

- d. Full settlement of accounts / dues must first be made before the resident is issued a clearance for exit. The Association reserves the right to deny any resident the written clearance to leave the subdivision if any pending balances are not fully paid.
- e. Schedule of move out shall be from 8:00 AM to 8:00 PM only.

## **12. Lot Restriction and Use of Unit**

- 12.1. All units in the subdivision shall be used only and exclusively for residential purposes by their respective unit owners or authorized lessee thereof, their families, household employees, as well as short-term staying guests and for no other purposes subject to the by-laws, rules and regulations promulgated by the Association. The term "residential purposes" as used herein excludes hospitals, clinics, schools, tutorial centers, boarding houses, apartment houses, bedspace for rent, hotels, and commercial and retail uses, all such uses being expressly prohibited.
- 12.2. The owner/resident of a unit shall not permit any illegal unlawful or immoral practice to be committed in the premises. No one shall permit the unit to be used for any purposes which will disturb the peace and convenience of the occupants of the other units.
- 12.3. The unit shall be used by a single family. Should the occupants of a unit be unrelated to each other by blood or affinity, prior permission from the Board has to be obtained.
- 12.4. A lot shall not be subdivided. A lot, however, may be consolidated with an adjoining lot for the purpose of integrating the housing structures constructed on such lots. The consolidation of the lots and the integration of the housing structures shall be subject to the prior written approval of the Association.
- 12.5. Other than the housing structure constructed by the developer of the subdivision, no other structure shall be allowed to be constructed on the lot.
- 12.6. Ownership of the lot and the housing structure shall be the same at all times. The housing structure may not be transferred, encumbered, assigned, or in any manner conveyed, separate from the lot on which it was constructed; and correspondingly, the lot may not be transferred, encumbered, assigned, or in any manner conveyed, separate from the housing structure constructed thereon.
- 12.7. Nothing shall be done or kept in any unit or common areas which shall increase the rate of insurance thereon without the prior consent of the Association.
- 12.8. No unit owner shall permit anything to be done or kept in the unit or common area which will result in the cancellation of the aforesaid insurance or which would be in violation of the law.
- 12.9. Commercial or advertising signs shall not be placed, constructed or erected on the unit. Neither shall the unit or any part thereof, be used as a retail or wholesale store, offering goods for sale.
- 12.10. All radio, television or other electrical equipment shall be in compliance with public authorities having jurisdiction thereon. No outside antenna for radio or television shall be constructed, erected or maintained by the resident except as may be approved by the Association.
- 12.11. The resident shall not install, erect or maintain any permanent clothesline, or hang laundry on any part of the unit which is exposed to public view other than the space or area designated as laundry and drying area. Temporary clothesline, however, may be erected inside the parking garage area when the need arises.
- 12.12. The garage area of the unit shall be used for the parking and storage of vehicles only and shall not be converted into a living or recreation area. Garage doors are not allowed.
- 12.13. No obstruction and storage on any part of the common areas shall be allowed.

### 13. Construction and Renovation

- 13.1. Improvement, addition, reconstruction, renovation, repainting and major repair works on the unit which will alter or modify the design, features and external character of the housing structure as constructed by the Developer is strictly not allowed. Further, notification to adjacent units, prior to construction, is highly encouraged to reduce the potential for misunderstanding.
- 13.2. Renovation may be classified as Major Renovation or Minor Renovation. A Work which can be described by any two (2) of the following shall be considered Major Renovation:
  - i) Work which generates substantial debris (requiring removal by truck)
  - ii) Work which lasts longer than 1 week
  - iii) Work that may result in potential inconveniences to neighbors (e.g. due to noise, smell, obstruction, etc.)
  - iv) Work which requires more than 3 workers
  - v) Work with an estimated cost of more than P250,000.00Example of these are: construction/removal of balcony, complete re-roofing, significant alternation to original plan, major floor re-tiling, etc.
- 13.3. Work that is not considered Major Renovation shall be considered Minor Renovation. Generally, minor work does not need any clearance from the Association; however, any minor renovation that will require more than 5 days of work shall require a work permit but do not need the posting of any bond. Examples of these are: partial re-roofing, minor plumbing repair, minor electrical repair, landscaping, repainting of portion of the house, door repair, etc.
- 13.4. The resident or his/her authorized representative is required to visit the unit to verify actual space conditions prior to the application of renovation permit.
- 13.5. Prior to commencement of any Major renovation work, the unit owner/resident must secure a renovation permit from the Association. The following requirements are to be accomplished by the resident for application of renovation permit:
  - a. Submission of complete plans, scope of work and specifications.
  - b. Submission of a list showing the names and contact information of contractors and workers.
  - c. Payment of all overdue Association Dues.
  - d. Posting of Php100,000.00 bond (refundable) which serves as security against damages which may arise from such renovation. This will be refundable two (2) months after the completion of the renovation less any deductions.
  - e. Posting of Php10,000.00 construction fee (non-refundable) which shall form part of the Association fund.
  - f. Upon approval of the complete plans, scope of work and specifications, the resident is responsible for providing his/her workers with valid IDs. The valid ID shall be surrendered to security upon entry to the subdivision. In exchange, a temporary worker's access pass shall be worn by the workers whenever they are within the subdivision premises.
- 13.6. The completed requirements for renovation permit will be carefully evaluated by the Association. Release of approved renovation permit will be after approximately twelve (12) working days from the submission date of completed requirements.
- 13.7. The Association shall have the power to approve, approve with modification, or deny the plans and proposed work as deemed necessary and shall notify the applicant accordingly.
- 13.8. The Association has the right to inspect construction and/or renovation work at any time to ascertain that the work conforms to approved plans. In case of violation of the prescribed rules and regulations, the Association may suspend the construction and oblige the unit owner and contractor to conform to the rules.

- 13.9. The resident and his representatives are responsible for controlling, monitoring and ensuring proper conduct of his contractors and workers.
- 13.10. The unit owner/resident will assume full responsibility and shoulder the rectification costs for any damages that may be caused to a person or property, resulting from the construction activities or violation of rules and regulations.
- 13.11. Any work that will affect the structural integrity of the housing structure or any of its components (i.e. steel frames, cross bracings, steel columns, steel beams, trusses, rafters, purlins, concrete panels or any other structural element) shall require among others, a duly licensed structural engineer's approval.
- 13.12. The resident shall not subject the unit to any additional mechanical, electrical, plumbing and/or sanitary load without obtaining the prior approval of the Association.
- 13.13. The resident will be responsible for securing his/her area. The security guards are mainly responsible for securing the common areas of the subdivision.
- 13.14. No worker/"katiwala" is/are allowed to stay inside the unit being renovated beyond the construction time allowed below.
- 13.15. Construction Hours:  
Construction time shall be as follows:
 

Monday – Friday	:	8:30 am – 5:30 pm
Saturday	:	8:30 am – 5:30 pm
		No noisy work allowed from 8:30 am – 10:00am
Sunday and holidays	:	NO WORK ALLOWED

**14. Resale and Leasing**

- 14.1. Each unit owner shall be required to advise the Association of the sale or lease of his/her unit to another party within fifteen (15) days from the date of execution of the contract covering such sale or lease.
- 14.2. Any violation of the association rules and regulations by the lease automatically gives the Association the right to deny the lessors, lessees, occupants, and properties concerned any and all services and amenities, without the need for notice or demand. The Association shall take legal action, if need be, to implement these rules.

**15. Utilities**

- 15.1. No resident shall be allowed to install any additional drainage line outside his/her property without the written approval of the Association.
- 15.2. If drainage, water, roadway and/or other utilities are affected by a unit construction or expansion of a resident, he/she shall shoulder the repair costs involved.
- 15.3. Construction workers under the employment of a resident are prohibited from using the utilities such as water and electricity within the common areas.

**16. Garage Sale**

- 16.1. A permit from the Association is required before any garage sale is allowed.
- 16.2. Each garage sales is limited to a maximum period of two (2) days and may be done twice in a year.

**17. Events and Social Gatherings**

- 17.1. Any noise after midnight that disturbs the peace and tranquility of neighbors is discouraged and should be avoided.

- 17.2. No drinking of any alcoholic product shall be allowed in the garage or patio of each unit or in the common areas.
- 17.3. As much as possible, events, parties or social gatherings must be done inside the unit. Outdoor gatherings shall not exceed 10:00 PM.
- 17.4. The discharge of firearms inside the subdivision is prohibited. It is also not allowed to use firecrackers and similar pyrotechnics except on New Year's Eve and the Lunar Chinese New Year. Proper safety procedures must be followed.

**18. Insurance**

Residents are required to carry their own liability and property damage insurance covering their individual units and personal properties.

**19. Association Dues and Special Assessments**

- 19.1. All residents including lessees (as may be required under their respective lease contracts with the unit owner) shall be liable to the duly authorized association dues and special assessments / projects.
- 19.2. The association dues may be paid monthly, quarterly or annually. In any case, the submission of dated or post-dated checks covering the entire year shall be given on or before January 15 of each year. In the event the association dues are not paid by the 15th of every month, there will be 2% penalty per month in arrears. For this purpose, a fraction of a month is considered as a whole month.
- 19.3. The amount of association dues shall be approved by the residents or homeowners.
- 19.4. The Association may, from time to time, deem it necessary to have special assessment / project to beautify, increase security or make other improvements in the subdivision. Any special assessment shall be subject to the review, approval and/or voting of residents as facilitated by the Association.
- 19.5. Each special assessment shall have a project name and schedule of payment. Such funds shall not be used for any other projects except those stated in it. However, any savings from the special assessment shall be transferred to the general fund of the Association.
- 19.6. All residents shall promptly pay the special assessments according to their due dates. All unpaid special assessment shall be treated similar to the unpaid association dues per paragraph 19.2 above.
- 19.7. Residents with delinquent accounts (unpaid association dues for three (3) months in arrears and unpaid special assessments within three (3) months from the due date) shall not be allowed to use the facilities, amenities and services of the subdivision including, but not limited to those provided by security guards. Their lessees, guests or visitors will also not be allowed to use the facilities, amenities and services of the subdivision including, but not limited to guest parking. In addition to these, the Association may impose any other consequences.
- 19.8. If the lessee of a unit owner is liable to pay the association dues and special assessments as specified in their lease contract, the unit owner must give notice to the Association so collections can be made properly with the appropriate party. In the event lessee fails to settle their unpaid association dues and special assessments, the unit owner shall still be liable to pay such unpaid balances.
- 19.9. The Association may take legal action against a resident who continues to be delinquent after repeated reminders. In this case, the resident shall be liable to pay for attorney fees associated with the court case filing of the Association.

**20. Communication Tools Between Association and Unit Owners**

Announcements	Viber Group
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General Inquiries	<a href="mailto:officers@issayapremier.com">officers@issayapremier.com</a>
Billing	<a href="mailto:billing@issayapremier.com">billing@issayapremier.com</a>
Complaints	<a href="mailto:officers@issayapremier.com">officers@issayapremier.com</a>

**21. Emergency and Important Contact Information**

Security Guard Assistance	(0920) 851 8701 - Smart (0977) 289 0616 – Globe
Police Assistance	(02) 8724 2515
Barangay Assistance	Gen Gutierrez Street, San Juan City, Metro Manila (02) 8725 4484
Fire Assistance	Pinaglabaan, San Juan, 1500 Metro Manila (02) 8725 2079
Medical Assistance	Cardinal Santos Medical Center 10 Wilson, Greenhills West, San Juan, 1502 Metro Manila (02) 8727 0001
	St. Luke’s Medical Center 279 E Rodriguez Sr. Ave, Quezon City, 1112 Metro Manila (02) 8723 0101
	San Juan Medical Center 71 N Domingo St, San Juan, 1500 Metro Manila (02) 8724 3266
	The Medical City Clinic 2F Santolan Town Plaza, Little Baguio, San Juan City (02) 8876 8490 / (02) 8641 1227
	Our Lady of Lourdes Hospital 46 P. Sanchez St, Santa Mesa, Manila, Metro Manila (02) 8716 8001

**IV. REVISIONS**

APPROVED ON FEBRUARY 22, 2020

Revision Date	Section	Summary of Revision	Revised By