



NEW CAPITOL ESTATES
HOMEOWNERS ASSOCIATION, INC.

IMPLEMENTING RULES AND
REGULATIONS OF 2014

BOARD RESOLUTION 20-14

PURSUANT TO THE APPROVED AMENDED ARTICLES OF INCORPORATION AND THE BY-LAWS OF THE NEW CAPITOL ESTATES HOMEOWNERS ASSOCIATION INC., BE IT RESOLVED, AS IT IS HEREBY RESOLVED:

That this Implementing Rules and Regulations (IRR) is henceforth to be known as the NCEHAI-IRR of 2014;

That this IRR shall encapsulate all duly approved resolutions passed by previous Boards of Directors, effectively amending, repealing and superseding those resolutions, rules and regulations or parts thereof inconsistent with this IRR or those that are no longer relevant, applicable or appropriate;

That all rules and regulations contained in this IRR, including fees, penalties and charges contained herein are hereby approved by the Board of Directors of the NCEHAI;

That this IRR shall be subject to amendments and new inclusions, including those on fees, penalties and charges as the Board may from time to time deem to be fit and proper;

That this IRR and future amendments/new inclusions shall be made available to homeowner-members of the NCEHAI through its website at <http://newcapitolestatesnewscap.yolasite.com> and that paper reprints thereof shall be available to interested parties at the NCEHAI office at a cost of ₱100.00 per set;

That it is the obligation of each and every member of the Association, to strictly follow the provisions and rules contained in this IRR, these being in the best interest of public order, safety, health and NCEHAI's good neighbor policy;

That it is incumbent upon the Board to resolve any discovered conflict among articles/provisions contained in this IRR, particularly in regard to national laws as well as city and barangay ordinances.

That all existing national laws and/or local ordinances together with their appurtenant Implementing Rules and Regulations are hereby automatically adopted as part of this IRR, particularly (but not limited to) those relating to housing and land use, building constructions/renovations, environmental concerns and pollution control, and the Magna Carta For Homeowners and Homeowners Associations.

Done this 1st day of July 2014, in Quezon City.

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Zone 1 Representative

Edmond Lugtu
Zone 1 Representative

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Zone 12 Representative
Secretary

Lydia S. Depra-Ramos
Zone 3 Representative
Treasurer

Roberto C. Hernandez
Zone 11 Representative
Auditor

Yolanda Christie U. Manginsay
Zone 4 Representative
Vice President

Leandro C. Palma
Zone 8 Representative
President

FOREWORD

We have finally consolidated all the rules and regulations passed by previous administrations of our Association, codifying these into what will henceforth be known as the NEW CAPITOL ESTATES HOMEOWNERS ASSOCIATION, INC. IMPLEMENTING RULES AND REGULATIONS of 2014 (NCEHAI-IRR or simply IRR).

The IRR is couched in simple terms. It has been arranged systematically in a clear and concise manner which makes it easy and interesting to read. We have done away with ambiguities and redundancies that have accumulated over the years on the guidelines that direct our relationships with one another and with our environment. With the IRR now in place, it will be quite difficult to interpret the rules in ways other than what is clearly written down and intended to be.

It must be understood that while the IRR encapsulates all duly approved resolutions passed by previous Boards, it also effectively amends, repeals and supersedes all those resolutions or parts thereof that are no longer relevant, applicable or appropriate under the Association's new Constitution and by Bylaws as well as RA 99041 (the Magna Carta For Homeowners and Homeowners Association) and its Implementing Rules and Regulations.

The IRR opens by stating the vision, mission and principles of governance of our Association. It then proceeds to enumerate rules and regulations meant to ensure consistency, predictability and doability in upholding the rule of law. It is designed to reduce arbitrariness in the Board's decision-making process – there is little room, if any, for whims and personal caprices. The IRR not only serves as a guide: it also empowers the Board to take particular courses of action, especially on matters involving relationships and discipline among members of the Association. In short, this compilation of rules is meant to establish what is right and just among neighbors.

We see this IRR as a means to improve the Board's capability in the area of corporate good governance. It is also our fond hope that this IRR will enlighten each and every member of our Association on what they can expect from the Board, and what the Board expects of them in turn. The IRR is not an end in itself. Like anything else that is man-made, it is but work-in-progress. It is something that can always be improved on. So please read – and be aware of the rules and regulations governing our Association. This is our first step toward making our subdivision a better – and safer – place to live in. We appeal to your civic consciousness and ask you not only to cooperate but to contribute to make our dreams a reality. We need your feedback, and we have our very own community website for this purpose at:

<http://newcapitolestatesnewscap.yolasite.com>

We are counting on your support. Without it, it becomes much harder for us to accomplish our mission, and everyone suffers as a result.

LEANDRO C. PALMA
President

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CHAPTER I General Principles

Section 1. *Vision.* – To develop the New Capitol Estates as a community where its members enjoy life and liberty under a safe and healthy environment, and where peace, order and harmony prevail;

Section 2. *Mission.*

- ⊕ To deliver adequate utility services to the members of the Association;
- ⊕ To maintain peace and order;
- ⊕ To continue upgrading the community's physical plant and surroundings;
- ⊕ To provide such amenities and improvements that will redound to the community's health and well-being; and
- ⊕ To achieve the highest possible living standards of the residents.

Section 3. *Principles of Governance.* – The following principles and practices of good governance shall apply to members of the Board, Executive Officers, Committee Members and office and field staff:

- ⊕ Transparency and accountability;
- ⊕ Honesty, uniformity, fairness and consistency in applying Association rules and regulations;
- ⊕ Guided by the common good and best interests of the community;
- ⊕ Democratic participation by all stakeholders in the Board, Committees, and community assemblies;
- ⊕ Observance of the rule of the majority and the rights of the minority;
- ⊕ Operate under the rules and/or agreed standards;
- ⊕ Within the jurisdiction and area of competence of the Association, the concerns of homeowners are primordial and are to be attended to with dispatch. and
- ⊕ Promotion of harmony, non-partisanship, and good neighborliness in the community.

CHAPTER II Membership in the Association

Section 4. *Definition of Regular Members of the Association.* – Under the provisions of Article II of the Constitution and By-Laws of NCEHAI, every home unit/lot owner of New Capitol Estates I is automatically a member of the Homeowners Association.

Furthermore, it is written on all the deeds of absolute sale of the properties sold by Home Guaranty Corporation (HGC), formerly Home Insurance And Guarantee Corporation (HIGC), successor in interest of Bliss Development Corporation (BDC) that:

xxxx the VENDEE, his heirs and assigns hereby agree to accept membership in the Homeowner's Association, a non-stock, non-sectarian and non-political association composed of lot owners formed and registered with the Housing and Land Use Regulatory Board (HLURB) for the main purpose of

providing essential services for the benefit of lot owner's well-being, general health, safety and morals
XXXX

The deed of absolute sale forms part and parcel of the title to the property acquired. It is in effect a lien annotated on the certificate of title. By acquiring a homelot at New Capitol Estates, membership in the NCEHAI is automatically conferred upon the property buyer. It is mandatory and binding not only upon the original vendee, but upon his heirs and assigns, being a contractual obligation.¹

CHAPTER III

Properties Belonging to the Association

Section 5. *Properties Belonging to the Association.* – By virtue of the *Deed Of Donation And Acceptance* executed by Bliss Development Corporation (BDC) in favor of the New Capitol Estates Homeowners Association, Inc. (NCEHAI) dated October 23, 1991, NCEHAI is the owner of the subdivision's multi-purpose hall, basketball court, tennis court, playground, parking spaces at blocks 33, 34, 35, 36, 37, 38, 39, 40, 41 and 43, drainage and sewer system, water distribution system, pedestrian access between blocks 23 and 24 intended for the use of blocks 21 and 22, road networks of NCE, open spaces at block 43, street lightings, and the NCE perimeter fence and gate among others. Hence, ***all*** parks, streets, access spaces between row houses, path walks, parking areas, spaces reserved and meant for installations used by public utilities (water, power, telephones and the like), and such other open and/or vacant spaces within the subdivision ***not otherwise within the private ownership of a unit/lot/homeowner by virtue of a deed of sale and/or title indicating the boundaries of said property*** belong to the Association by virtue of this Deed Of Turnover to the Association issued by the Bliss Development Corporation. Such properties belonging to the Association are indicated on the subdivision plans surveyed for the area today known as New Capitol Estates (known then as Capitol Bliss), copies of which are kept and deposited at the Association offices.

Section 6. *The Board's power over the use and disposition of properties belonging to the Association.* – Section 5 of Article VI defines the powers and functions of the Board of Directors over properties owned by the Association.² It is the Board that has the sole power over the use and disposition of properties belonging to the Association. No homeowner may arrogate for his own use or keeping any of the properties belonging to the Association without the consent of the Board by way of a legally acceptable and binding written undertaking. Violators shall be prosecuted to the fullest extent of the law

¹ This is recognized by the Supreme Court in the case of BelAir Village Association. Inc. vs. Dionisio (174 SCRA 589,595, June 30, 1989). The Supreme Court said, among others, "a party who enters into a contract of sale is bound by a lien annotated on the certificate of title." Further, the same Court stated, 'Section 39 of Article 496 (The Land Registration Act) states: Sec. 39. Every person receiving a certificate of title in pursuance to a decree of registration, and every subsequent purchaser of the registered land who takes the certificate of title for value in good faith shall hold the same free of all encumbrances *except those noted on the said certificate x x x.*' " (Italics supplied) [Cited in Sta. Clara Homeowners' Association vs. Gaston (374 SCRA 408, 409, January 23, 2002).]

² In particular:

Paragraph d) to promulgate, adopt, and prescribe rules and regulations covering the use, enjoyment or occupancy of the common areas and properties of the Association with membership in good standing as a paramount consideration;

Paragraph e) to enter into any contract, agreement, commitment, for and in behalf of the Association; and

Paragraph f) to acquire, hold, lease, encumber and convey in its own name any right, title to, or interest in real or personal property subject to consultation with and the approval of a majority of its members;

under civil and criminal proceedings.

Section 7. Rules governing the use of properties owned by the Association

1. Use of the streets and sidewalks

- A. No obstructions of any kind shall be allowed on streets, sidewalks and pathways – No structure or object of any kind that may obstruct or block any portion of the streets, sidewalks and pathways of the subdivision, such as potted plants, signs, sawhorses, barricade, junk vehicles, vehicles undergoing major repair, debris of any kind, steel drums, waste containers, chain link fences, construction materials, and similar items shall be allowed without prior permission of the Board. All Illegally placed structures or objects thereon shall be confiscated and removed and brought to the NCEHA office premises prior to disposition.
- B. One-way traffic scheme – To allow order and easy access to fire trucks, ambulances and other emergency vehicles during emergencies, and in line with Quezon City’s risk reduction management plans, the Board may declare and impose one-way traffic schemes within the subdivision.
- C. Vehicles allowed into the subdivision:
 - 1. Privately-owned vehicles:
 - a. Motorcycles – All two or three-wheeled motorized vehicles. Typical vehicles in this category have saddle type seats and are steered by handlebars rather than steering wheels. This category includes motorcycles, motor scooters, mopeds, motor-powered bicycles, and three-wheel motorcycles.
 - b. 4-wheeled passenger cars – All 4-wheeled sedans, coupes, and station wagons manufactured primarily for the purpose of carrying passengers and including those passenger cars pulling recreational or other light trailers.
 - 2. Other two-axle, four-wheeled single unit vehicles – All two-axle, four-tired vehicles other than passenger cars. Included in this classification are pickups, panels, vans, and other vehicles such as campers, motor homes, ambulances, hearses, carryalls, and minibuses. Other two-axle, four-tire single-unit vehicles pulling recreational or other light trailers, light delivery vehicles and **light school buses** are included in this classification.
 - 3. Movers and construction delivery services – Mover trucks, trucks delivering household equipment, furniture, and furnishings, and trucks carrying home construction and/or renovation materials are allowed to enter the subdivision; *Provided*, that they do not fall under the category of heavy trucks as described in Item [D1] below.
 - 4. Limitations to the entry of the above-described allowed motor vehicles:

- a. NCEHAI vehicle sticker requirement for those regularly entering and leaving the subdivision:
 - i. Private vehicles belonging to the household of a homeowner are required to carry and display the necessary vehicular sticker to facilitate entry to and exit from the subdivision. Stickers are renewable yearly and can be availed of at the NCEHAI's office during normal working hours upon presentation of the vehicle's registration papers and payment of the required fee.
 - ii. Commercial vehicles of the type described in Item [C2] above that regularly deliver goods, provide services, and otherwise do business inside the subdivision are likewise required to secure yearly stickers and to pay the Association a fee to be determined by the Board.
- b. NCEHAI gate pass requirement for those infrequently entering and leaving the subdivision:
 - i. All Vehicles belonging to outsiders may enter only if its driver is properly identified, logged into the security record book, and issued a numbered gate pass at the subdivision's main gate guardhouse in exchange of the driver's license. The gate pass shall be displayed prominently on the windshield of vehicle while inside the subdivision. Gate passes are surrendered upon exit from the subdivision, upon which the driver's license is returned to its owner.
 - ii. Motorcycle riders and their outriders are required to deposit their helmets at the subdivision's main gate and have their picture taken in addition to the requirement specified in Item [bi] above.
- c. Precondition to entering or leaving the subdivision in the interest of security and public order – the Association reserves the right to conduct vehicular and body searches on vehicles and persons entering and exiting the subdivision, including pedestrians and motor vehicle occupants. Said search may also cover any baggage, packages and such materials as they may be bringing in or out of the subdivision; *Provided*, that the search proceedings be recorded on camera and/or documentary form; *Provided further*, that there be suitable eye-witnesses so as to protect the rights of the person or persons being searched.

D. Vehicles **not** allowed into the subdivision:

Because the subdivision is residential in nature, the following types of motor vehicles are **not** allowed to enter, ply their trade, or park inside the subdivision **even if owned by a homeowner**:

1. Heavy trucks, tractors and trailers, container vans and similar vehicles exceeding ten (10) tons are not allowed to enter the subdivision; *Provided*, that vehicles of this kind that are to be utilized during emergencies and/or the installation, repair and maintenance of public works, infrastructures and utilities for water, power and telephones are exempted from this prohibition.

2. Passenger vehicles such as jeepneys, tricycles, taxis, public utility vehicles and all sizes of buses; *Provided*, that a taxi directly called in or hired by homeowner, or a taxi called upon phoned-in request of a homeowner to the main guard house shall be allowed to enter; *Provided further*, that public vehicles hired for one-time, special purposes such as excursions or field trips may be allowed to enter the subdivision and park beside the NCEHA office on a waiting-time basis only; *Provided finally*, that such vehicles thus allowed entry shall first avail of a gate pass as required for security purposes in Item [C4b] above.

Homeowners who own buses, taxicabs, delivery vans, school busses and/or trucks and other public utility vehicles are required to apply for a parking space allocation close to the multipurpose hall for a fee, or seek parking/garage facilities outside the subdivision.

3. Noisy vehicles – Vehicles that exceed allowable tolerances for noise pollution in Class A (e.g., a residential area) are not allowed to enter the subdivision and will not be issued stickers/gate passes as the case may be. See the table on the following page.

Daytime	Morning and Evening	Night-time
<u>(9am - 6pm)</u>	<u>(5am – 9am) / (6pm – 10pm)</u>	<u>(10pm – 5am)</u>
65 dB	60 dB	45 dB

For this purpose, a system of determining the noise level produced by motor vehicles shall be installed at the subdivision’s main gate.

4. Smoke-belching vehicles – Vehicles that clearly emit dark, malodorous-smelling smoke shall not be allowed to enter the subdivision and will not be issued stickers/gate passes as the case may be, notwithstanding any claim that the vehicle has passed the smoke emission test by virtue of having been issued valid registration papers.
5. Overloaded vehicles – Overloaded vehicles are not permitted. These shall be denied entry into the subdivision.
6. DUI prohibition – Vehicles driven by persons under the influence of liquor or drugs are not allowed within the subdivision.

E. Rules on driving a motor vehicle within the subdivision

1. No one is allowed to drive any motor vehicle inside the subdivision without a valid driver’s license issued by LTO.
2. The relative smallness of the subdivision and the narrowness of many of its streets renders practice driving within the subdivision impractical. For this reason as well as other safety concerns, student drivers are not allowed to drive inside the subdivision.

3. Drag racing is strictly banned inside the subdivision.
4. No blowing of horns – with particular reference to school buses; garbage trucks should use bells.
5. Overtaking is not allowed within the subdivision, and a speed limit of 20 KPH is hereby imposed, in exchange of which all humps shall within the subdivision shall be removed.
6. Throwing of waste while in transit inside the subdivision is strictly prohibited.
7. Unregistered vehicles are banned inside the subdivision.
8. Failure to observe these rules may result in the banning of the motor vehicle from the subdivision's streets.

2. Parking and parking issues

A. Parking along the subdivision streets

1. Sole authority to permit or prohibit parking resides with the board – By virtue of its exclusive ownership, only the Association, acting through the Board of Directors, has authority to permit or prohibit parking anywhere along the streets of the subdivision. Only the Board may cause to be put up parking barriers or No Parking signs as it deems to be in the best interest of the community. In this connection, with the exception of their driveways, homeowners may not prevent parking in streets beside their premises; any signs or barriers they may have put up are considered arbitrary, whimsical, unjust and uncalled for. As such they are henceforth to be removed and brought to the NCEHA office for disposition.
2. Free parking along the street in designated slots – Parking in designated slots along the subdivision's streets is free for anyone, who may park two-, three- and four- wheeled private vehicles and trailers thereat; *Provided*, that the vehicle is properly parked; *Provided further*, that no prejudice is caused to third parties; *Provided finally*, that the vehicles do not encroach upon or block adjoining parking slots, driveways and/or community path walks;
3. General parking rules along the subdivision streets – The following parking practices are to be observed at all times:
 - a. Parking on curves or corners is not allowed.
 - b. Double parking is not allowed.
 - c. Diagonal parking is not allowed.
 - d. Blocking driveways, garages and pedestrian path walks is not allowed.

- e. Distance of the parked vehicle from the curb shall not be more than two feet (2') or 0.61 meters (60.96 centimeters) to avoid obstruction of traffic.
- f. One-side parking on inner subdivision streets – In line with the provisions of Section 7, Paragraph 2A1 hereof, except for JP Rizal St., parking shall henceforth be allowed only on one side of all the inner streets of our subdivision, alternating on either left or right side on a monthly basis.
- g. Marking of parking and no parking areas on the ground to be undertaken – The Peace and Order Committee shall mark with paint areas where parking is allowed in white; areas where parking is prohibited will be so marked in red. Likewise, highly visible parking and no parking signs shall be placed in key locations.

All designated parking spaces shall be of uniform and standard dimensions.

- h. Absolutely no parking beside fire hydrants and in areas defined as fire lanes.
4. Penalties for illegal parking – Vehicles improperly parked in designated slots, or parked along prohibited spots such as driveways, pedestrian path walks or prohibited areas so indicated by official signs shall be subject to either of two penalties below:
- a. Tow-away by the MMDA and City authorities, subject to whatever fees as may be imposed thereof; or
 - b. Wheel-locking by subdivision security guards, subject to payment of a ₱1,000.00 fine per day payable at the NCEHA office during normal working hours from Monday to Friday: and
 - c. Other measures as may be determined by the Board.

B. Parking at the communal parking lots

- 1. The sole purpose and use of communal parking lots – The communal parking lots are meant to be used for no other purpose but parking.
 - a. Prohibition of illegal structures in communal parking lots – All structures thereon (such as, but not limited to, bodegas, sari-sari stores, parlors, living quarters and similar establishments) are clearly illegal and shall be demolished after a period of three (3) months from due written notice at cost to the person who erected these illegal structures.
 - b. Allocation of free parking slots in communal parking lots: a privilege that accrues only to homeowners in good standing – Parking slots within the communal parking lots are to be allocated **free** of charge only to homeowners in good standing. Such an allocation is a **not a right but a privilege** that is earned first and foremost, by being a member in good standing;

and second, by assiduously observing rules and regulations governing the use of this privilege. Failure to do so may mean revocation of such parking slot privilege.

- c. Prohibitions that apply to any portion of the communal parking lot and penalties thereof:
 - i. Drinking, gambling, illegal drug use, and such other immoral and/or unwholesome activities.
 - ii. Washing and drying of clothes;
 - iii. Storage of any kind of material whatsoever, whether temporary or permanent in nature.
 - iv. Penalties – The above prohibitions are punishable by cancellation of the responsible homeowner's parking slot privilege, if any, and the confiscation of the items and appurtenant paraphernalia used in carrying out the prohibited acts; said confiscated items to be brought to the NCEHA office premises for disposition.

2. The manner of allocation of slots at the communal parking lots

- a. Who is entitled to a free parking slot – Only one (1) free parking slot may be allocated for each unit belonging to a homeowner; *Provided*, that only those units which were originally built **without** a garage shall be entitled to such free parking slot. *Provided further*, that the homeowner shall, at the time the parking slot is allocated, be in good standing; *Provided finally*, that the parking slot allotment may be revoked for failure of the homeowner-assignee to maintain his status as a member in good standing for a period that the Board may deem to be right and just.
- b. Where allocated parking slots shall be located – Such allocated parking slots shall be located along the periphery of the communal parking lot. It shall be roofed-over to provide protection from the elements, and be of such dimensions as to contain enough space for an average-sized four-wheeled vehicle to safely park. All such slots will be uniformly measured and marked on the ground, with the name of the homeowner to whom it has been allocated properly identified.
- c. How parking slots shall be allocated – These free individual parking slots shall be allocated by Board Resolution to qualified homeowner-applicants on a first-come-first-served basis. Said slots shall be for the designated assignee's sole and unimpeded parking. *Provided*, that applicant must reside in the general area where the communal parking lot is located; *Provided further*, that the applicant shows proof that he owns the vehicle subject to parking; *Provided furthermore*, that only 4-wheeled private vehicles that will fit in the space provided may be allowed such parking slot. *Provided finally*, that the existing usage/allotment of the communal parking lot shall be followed insofar as practicable, fair and just.
- d. Availment of additional parking slots – Homeowners who have used up their units' garage

space, or those who have already availed of a free parking slot in the communal parking lot and who desire to be assigned an extra slot in the communal parking lot can avail of one **for a monthly lease/rental fee to be fixed by the Board**; *Provided*, that there be an available slot; *Provided further*, that there be no objection from other homeowners; and *Provided, finally*, that such lease/rental may be terminated anytime at the discretion of the Board in the best interest of the community.

3. The central portion of communal parking lots shall remain unallocated and free for use by anyone on a first-come-first-served basis – The central portion of Communal Parking Lots shall not be roofed-over, and shall remain unallocated. It shall be divided into individual parking slots for diagonal or parallel parking (whichever is practical) and so marked on the ground. Such slots shall be free for anyone to park on a first-come-first served basis.

4. Role of the Construction, Repair, Renovation and Facilities Management Committee:

The Construction, Repair, Renovation and Facilities Management Committee shall take charge of improving and re-laying out existing parking slots and rehabilitating/reconstruction of roofed slots to accommodate the most number of vehicles within the communal parking areas. It shall also undertake planning and construction of new/additional and/or multi-tiered communal parking areas.

For this purpose, the Construction, Repair, Renovation and Facilities Management Committee shall submit costing required for planning and construction to Board, which in turn shall instruct the Ways and Means Committee to study and recommend funding thereof guided by the provisions of Sections 2 and 3 of Article V of the NCEHAI Constitution and By-Laws.³

5. Other vehicles that may be parked in allocated parking slots – Two- and three-wheeled vehicles and trailers are allowed to be parked in their owner's assigned slots; *Provided*, that no prejudice is caused to third parties; *Provided further*, that the vehicles do not encroach upon or block the entry to neighboring parking slots.
6. Parking of stalled vehicles – Stalled vehicles will only be allowed to park in the homeowner's garage or carport or assigned parking slot at the communal parking lot. No major repair of any vehicle will be allowed on streets, sidewalks and open spaces except in emergency cases in order to move the vehicle.
7. Junk vehicles – Junk vehicles are identifiable by being unused for more than six (6) months, proof of which is its deterioration, rusting, deflated tires, mildewed interior furnishings, weeds growing underneath the body, and inability to start and move on its own power. They constitute

³ Sec. 2. The Board may raise funds for its programs and activities by soliciting contributions, donations, or such other similar forms of raising funds not contrary to law.

Sec. 3. The Board, through a resolution, may from time to time and upon consultation with the members of the Association, assess and collect from each member, reasonable amounts that may be necessary to fund special community projects for the common good and benefit of the members.

an eyesore, take up street and parking space, and pose a danger to moving traffic. They are also considered as a form of improper waste disposal under existing local ordinance. Junk vehicles will be towed away three (3) months after due notice to its owner and sold as scrap to interested parties, proceeds of which shall accrue to the Association.

8. Caveat on the sale, rent or lease of allocated parking slots – All communal parking lots and parking slots thereon belong to the Association. No rights over the parking slots that may have been assigned to a homeowner accrue to him. Hence the sale, rent or lease of parking slots, or use thereof for purposes other than parking, is therefore illegal. Violation of this rule will result in automatic and perpetual cancellation of the homeowner's parking slot assignment, and corresponding civil and criminal charges shall be filed by the Association to protect its interests.
9. Disclaimer on the association's responsibility over parked vehicles – The Association shall not be responsible for loss or damage to parked vehicles, nor shall it be subject to claims against theft of valuables left within said vehicle.

3. Rules governing the playground, basketball court and tennis court

A. The role of the Sports, Youth Development and Socio-Cultural Affairs Committee over the playground, basketball court and tennis court – NCEHAI's playground, basketball court and tennis court shall be under the jurisdiction of the Sports, Youth Development and Socio-Cultural Affairs Committee, which is hereby charged with the following duties and responsibilities:

1. Authority over the repair, maintenance and improvement of the said facilities.
2. Authority over the use of the said facilities, including the staging of various sports tournaments/events thereat.
3. Coordinate with the Peace and Order Committee on the aspect of security in applying the rules governing the use of the playground, basketball court, and tennis court.

B. Rules on the use of the playground:

1. Who may use the playground – The playground is exclusively for the use of children of homeowners.
2. Watcher required for the safety of very young children – Children who are too young to look out for themselves should be accompanied by an adult to watch over them.
3. Prohibitions on the use of the playground facilities:
 - a. Rowdiness and rough play.
 - b. Vandalism and/or ill-usage of the playground facilities, whether by the children or their

accompanying adults.

b. Littering.

4. Disclaimer – The Association shall not be liable for any injury sustained by any person availing of the playground facilities; neither shall it be liable for any loss or damage to their personal property in the course of using the said facilities.

C. Rules on the use of the basketball court

The use of the basketball court is open **only** to NCEHAI members in good standing. Such members are also permitted to invite guests to play in the court, subject to the following rules and regulations:

1. Proper care to be taken in the use of the basketball court – The basketball court, which is owned by the NCEHAI, is one of the community amenities. Although it is relatively free from maintenance, it is not immune to deterioration resulting from neglect or abuse.
2. Daytime free use of the basketball court – The basketball court is free for use by homeowners and their guests (who may be outsiders) during the daytime when no lighting is required. Outsiders not in the company of homeowner in good standing may not use the court. Likewise, construction workers are not allowed.
3. When the basketball court may be used – The court will be open for use according the following schedule:

Monday to Saturday 6:00 a.m. to 10:00 p.m.

Sunday..... 6:00 a.m. to 10:00 a.m.
11:00 a.m. to 6:00 p.m.
7:00 p.m. to 10:00 p.m.

4. No exclusive use of the court on Saturdays, Sundays and Holidays – There shall be no exclusive use of the court on Saturdays, Sundays and holidays. On all other days, reservations for the exclusive use of the court may be made; *Provided*, that only Association members in good standing may apply for such exclusive reservations; *Provided further*, that such applications shall be processed on a first-come-first-served basis.
5. Period of validity for exclusive reservations – Exclusive reservations to use the court are good only for the date and time applied for and duly approved.
6. Alternative use of the basketball court – The basketball court is available for basketball tournaments, social functions and other activities requiring a large, roofed-over area with a cement floor; *Provided*, that its use shall be free for individuals and juridical entities who

sponsor Association or community-related events that redound to the benefit of the members of the Association; *Provided further*, that if its alternative use shall be for private social events, then it shall be subject to the same terms and conditions contained herein for its exclusive use; *Provided finally*, that the NCEHAI Board may stipulate other specific requirements for such alternative uses deemed necessary for maintaining the facility in good order.

7. Procedures for applying for an exclusive reservation to use the court:
 - a. The applicant shall accomplish a reservation form from the NCEHAI office at least five (5) working days before the event and pay the corresponding fee.
 - b. An official receipt will be issued by NCEHAI. The NCEHAI office will provide the security-in-charge with a copy of the accomplished reservation form.
 - c. The security detail turns on the basketball court lights based on the specifications stated on the official receipt, i.e. time of use of court.
 - d. Fees for the exclusive use of the basketball court are charged on an hourly basis. No fractional minutes will be accepted, i.e. 15 minutes or 45 minutes will be considered as one (1) hour. Time schedules will be strictly enforced. When confirmed and paid for, no reservation may be cancelled and no payments shall be refunded, except in cases where non-use is due to force majeure such as inclement weather.
8. Resident members are required to be with their guest(s) – Resident members must accompany their guest(s) while they play in the court unless guest(s) is an immediate family member.
9. Requirement of proper playing attire – Players are required to wear proper playing attire and rubber-soled shoes. Non-compliance with the proper attire rule is a basis for barring a player from playing in the court.
10. Other rules to be observed by players – Players shall observe the NCEHAI subdivision rules and regulations, including observance of the subdivision traffic and parking rules.
11. Priority in using the court on non-exclusive days – homeowners in good standing shall have priority over the use of the court. Among homeowners, court use is on a first-come-first-served basis.
12. Prohibition on animals inside the court – Pets or animals are not permitted within the basketball court.
13. Prohibition on food and beverages inside the court – No food or beverages are to be brought into the court at any time.
14. Prohibition on littering – All trash must be disposed of in the proper receptacles provided for

within the court premises. Littering is strictly prohibited.

15. Prohibition on breakables inside the court – Items made of glass or similar items which may cause injury when broken may not be brought into the court at any time.
16. Prohibited Acts – The following are prohibited at all times in the course of using the court:
 - a. Loud, profane or obscene language; rough, rowdy and/or unsportsmanlike behavior; lewdness or any such conduct that may be in bad taste, offensive to public morals, or which places in jeopardy the health, safety and well-being of others.
 - b. Committing acts that result in physical injury to others and/or deliberately causing loss and/or damage to property.
 - c. Partaking, or being under the influence of, alcohol or prohibited drugs within the premises of the basketball court.
 - d. Smoking.

Violations hereof shall be sufficient grounds to throw out the offending party(s) and may lead to the arrest, detention and prosecution of the malefactor when there is damage to property or physical or verbal abuse involved. Further, the malefactor shall be perpetually banned from using the court, especially when the element of recidivism exists.

17. Noise reduction – Radios/tape/CD players/etc. maybe used at low volume. If requested by another residents, these items must be used with earphones. Shouting and making loud noises is prohibited, particularly during night time playing.
18. Responsibility over damage to property and/or injury to persons – Anyone who causes damage to property and/or injury to persons shall be held personally responsible. Any loss, breakage or damage to the facilities brought about by any individual or group shall be assessed and billed against the party concerned. Residents will likewise be held responsible for actions and damages caused by their guest(s).
19. Disclaimer – NCEHAI shall not be held liable for any loss of valuables, or personal effects, or physical injuries suffered by any player resident, guest, or visitor during in the course of their use of the use of the basketball court.
20. All rules are subject to change by the NCEHAI Board without prior notice if conditions so require.

Failure to comply with any of these Rules may result in denial of the privilege to use the court as well as the forfeiture of such fees as may have been paid for its use.

D. Rules governing tournaments hosted by NCEHAI – In tournaments hosted by NCEHAI itself, official FIBA and BAP rules shall apply as far as practicable, subject to modifications agreed upon by the parties involved in the tournament. The Sports, Youth Development and Socio-Cultural Affairs Committee shall determine and impose such fees as may be necessary to cover the total cost of the tournament. It shall be responsible for overseeing the conduct of the tournament.

The following are rules to be followed during NCEHAI-hosted tournaments. They may be modified during a pre-tournament conference among participating teams to suit local exigencies. It is understood that in the absence of such modifications agreed upon, these rules shall automatically apply:

1. Divisions by age bracket and tournament rules – The Sports, Youth Development and Socio-Cultural Affairs Committee shall firm up rules governing the eligibility of players regarding age limits per age bracket/division, and other requirements for basketball tournaments/events. The commonly acceptable age bracket/divisions are as follows:

<u>Division</u>	<u>Age Bracket</u>
Mosquitoes	below 12 years old
Midgets	12 to 16 years old
Juniors	17 to 20 years old
Seniors	21 years and up

2. Proof of player eligibility – The burden of proving eligibility is incumbent upon the individual players. This means that if a player fails to prove his/her eligibility then he/she is deemed ineligible. A team that allows an ineligible player to play shall automatically forfeit all the games where he/she played. In addition, the team shall be fined in the amount of Five Thousand Pesos (₱5,000.00) or barred from the rest of the tournament, or both. The player who violated the eligibility rule shall be banned from all tournaments sanctioned by the Association in the future.

3. Maximum players per team – There shall be a maximum of fifteen (15) players per team.

4. Specifications and use of uniforms – The basketball uniform must have the player's number in front and his name and number at the back of the shirt. Each player is required to wear the team's official proper uniform with his/her name and number (as reflected in the official line-up) in every ball game. Players in improper uniforms shall not allowed to play.

5. Conduct of the tournament proper:

a. Formats for the elimination round – The format for the elimination round shall be determined on the basis of the number of teams entering a particular Division;

Five (5) teams or less - Double round-robin

Six (6) teams or more - Single round-robin

- b. The double round-robin format – In the double round robin format, the combined win/loss for the two rounds shall be added and the first four teams (in case that there are five entries) shall play in the semi-final round on a knock-out basis, with the No. 1 team playing against the No. 4; the No. 2 team playing against No. 3. There will be best-of-three series for the championship and a winner-take-all game for third place..
- c. The single round-robin format – In the single round robin format, the first four teams shall play in the semi-final round on a knock-out basis. Winners of the single knock-out semi-final games shall vie for the championship while the losers for the 3rd and 4th place.
- d. Use of the quotient system rule for ties – In case of triple or quadruple tie in the elimination round, the "quotient system" rule shall apply to determine the placing (see Item [t] hereof).
- e. Each game shall have four (4) quarters with ten (10) minutes each.
- f. Authority to change competition format vested in the Sports, Youth Development and Socio-Cultural Affairs Committee – The Sports, Youth Development and Socio-Cultural Affairs Committee shall have the option to change the format of the competition; *Provided*, that the teams are informed prior to the start of the Sports fest. This will only be done with the intent of maximizing resources and playing time of the teams in a particular Division.
- g. Number of players involved per game – Each basketball team should have at least 10 members of the team present before the game starts. Each player present must be given time to play in one game, otherwise the team will forfeit the game in favor of the opponent team.

All players must be in the original line-up submitted to the Sports Committee before the start of the tournament. The Sports, Youth Development and Socio-Cultural Affairs Committee strongly urges all coaches and team captains of all participating basketball teams to let all their players play for the duration of the tournament, to let them feel the competitive spirit of sportsmanship and bring out the best in them.

- h. Coach and Team Captain requirement – Each team must have a designated coach and team captain. The team captains are to sign the score book after each game.
- i. Special rules for Mosquito Division:
 - i. The G-6 ball shall be used.
 - ii. The game has two halves with 20 minutes each, with running time during the first half. The clock shall be stopped in every dead ball situation during the 2nd half.
 - iii. In all other aspects of the game, the FIBA and BAP rules apply.

- j. Players and coaches under the influence of liquor or any prohibited drug in the playing area shall be banned from further participation for the rest of the tournament as well as in future basketball tournaments.
- k. Players and coaches involved in violent acts during and after the game are disqualified from further participation for the rest of the tournament as well as in future basketball tournaments.
- l. Players and coaches thrown out of the game by the referee are automatically suspended from their next game; in case of more serious offense they may be disqualified from further participation for the rest of the tournament as well as in future basketball tournaments.
- m. Players and coaches thrown out of the game by the referee for the second time are automatically disqualified from further participation for the rest of the tournament as well as in future basketball tournaments.
- n. Players and coaches thrown out of the game by the referee must immediately leave the playing area, and stay away not less than 500 meters from the playing court.
- o. Violent spectators and/or supporters or those who threaten to do violence during a game shall be warned by the Security Group to leave the playing area. Failure to heed to the request may result in the removal of said person(s) from the playing area by force.
- p. Only the official coaches and players of the playing teams are allowed to sit on the team benches.
- q. Only team captains are allowed to ask for clarifications from the referees and table officials during the game.
- r. Coaches shall be held responsible for the conduct of players during the games.
- s. Violators of the above guidelines shall be subject to sanctions by the Sports, Youth Development and Socio-Cultural Affairs Committee. The Committee may endorse its findings and recommendations to NCEHAI Board for further action, as it deems fit and proper.
- t. Default and forfeiture
 - i. Defaults and forfeitures of games are definitely frowned upon by the Sports, Youth Development and Socio-Cultural Affairs Committee. Once a particular team joins the tournament then the team is committed to play until the end of the competition. Similarly, when a player joins a team, he/she is committed to the team until the end of the competition. To ensure commitment, the Committee finds it necessary to strictly

implement the sanctions stated hereunder. Likewise, “giving away” of games will not be tolerated and will be dealt with accordingly.

- ii. A team is in default if it does not have the necessary number of players eligible to play. For basketball, there must be at least 5 players. The referees, in coordination with the table officials, are responsible for determining whether a team shall be considered in default. The referee's decision is final.
- iii. A team that defaults the game must pay the defaulting fee which is equivalent to the officiating cost (see sample below):

Mosquitos	₱ 700.00
Midgets	800.00
Juniors	900.00
Seniors	1,000.00

Note: No defaulting team shall be allowed to play their succeeding games unless such fees are settled before its next scheduled games.

- iv. Walking out of the game shall not be tolerated by the Committee. If a team walks out of the game, it shall be given 15 minutes to return to the playing court, otherwise the team forfeits the ongoing game, which is tantamount to a default and pay the corresponding penalty equivalent to the officiating cost.
 - v. All games involving walk-outs shall be automatically investigated by the Committee. It shall decide on whether the team that walks out may still be allowed to continue its participation in the Sports fest or not.
- u. On protests
- i. The referee's decision on calls is final. A judgment call by a referee cannot be questioned and can never be the basis for protest.
 - ii. Only a technicality can be a basis for protest. Technicality refers to any violation of a guideline or procedure stated herein.
 - iii. The team captain must indicate that he/she is putting the “game under protest” when signing the score book.
 - iv. A formal letter of protest signed by the captain ball and coach must be submitted to the Technical Committee not later than 36 hours after the protested game. Otherwise, said protest becomes null and void.
 - v. The decision of the Committee on any and all protests shall be final and executory.

- v. Application of the “quotient system” in a triple or quadruple tie in basketball
 - i. Only the results of the games played against each other shall be considered.
 - ii. The first step in breaking the tie is to count their wins and losses against each other where a win means one (1) point and a loss means a zero (0). The team with the best win-loss record gets the top position, and so on. But should there still be a tie, then the next step follows.
 - iii. The second step constitutes the scores that the opposing teams have against each other. The difference of the teams' scores shall be added to the winner and deducted from the loser. The team with the highest quotient gets the top position and so on.
 - iv. In case a team that defaults or forfeits a game (by walk-out) gets involved in a triple or quadruple tie, the quotient system in the second step shall be resolved in the following manner:
 - v. The score of the losing team (the team that defaulted) shall be the lowest score it got in all of its games, and the score of the winning team shall be the highest score if got in all of its games. The difference shall then be the basis for the quotient system.
 - vi. In case the highest score of the winning team is lower than the lowest score of the losing team (the team that defaulted), then the winning team shall get a plus (+) 3 and the losing team shall get a minus (-) 3.
 - vii. When the losing team walks-out then the score at the time of walk out stands. If both teams are involved in a triple or quadruple tie and the difference of their scores at the time of the walk-out is less than three, then the team that walks-out get a minus (-) 3, and the winning team gets a plus (+) 3.
 - viii. In case a team that walks-out of the game is ahead in the score and is winning the game or that the score is tied, and that both teams are involved in a triple or quadruple tie, the quotient system shall be resolved in the following manner. The score will be disregarded and the team that walks-out gets a minus (-) 3, and the other team gets a plus (+) 3.
- w. Other responsibilities of the Sports, Youth Development and Socio-Cultural Affairs Committee with regard to basketball tournaments/events:
 - i. Physical arrangement – maintains the playing areas/courts' goals, posts, lights and facilities necessary for the conduct of all games and events.
 - ii. Custody of property – in charge of safekeeping of balls, nets, scorebooks, sound system, timers, whistles and all other materials necessary for the conduct of all games

and events; coordinates with the Finance Committee in the procurement of all necessary materials.

- iii. Technical Committee and game officials – designate a technical committee for every sports event and acquires the services of a professional group of basketball referees and table officials tasked to officiate during all official games; coordinates with finance committee in the payment of the honoraria to all officials after each game.

E. Rules governing the Tennis Court:

A tennis club to run the affairs of the tennis court – The NCE Tennis Court and the NCE Tennis Club (henceforth called Club) has been put up by NCEHAI as part of its continuing effort and concern to enhance the general well-being of residents of the community, especially for their physical conditioning and fitness.

Consistent with the above objective, and pursuant to Article IX, Section 8 of NCEHAI Constitution and By-Laws on Sports, Youth Development and Socio-cultural Affairs, the following rules and regulations shall govern the tennis court, the Club and the attendant amenities:

1. Tennis Club Registration – it is incumbent upon the Club to register/incorporate itself, complete with Articles of Incorporation and Constitution and By-laws in order to legitimize its juridical personality and possess legal authority to govern its members and enter into contracts and agreements with other juridical entities.
2. Lease of the tennis court to the Club – For a nominal monthly fee of One Thousand Pesos (₱1,000.00), NCEHAI hereby leases its tennis court to the club for a period of one (1) year ending May 30, 2015, after which the effectiveness of the Club in running the affairs of the tennis court shall be evaluated to determine if the lease may be renewed.
3. Responsibility of the Club over the tennis court – The Club shall be responsible for the maintenance and upkeep of the tennis court, including the cost of utilities such as power and water that it may consume in the process.
4. Club membership
 - a. Regular membership
 - i. Membership in the NCE Tennis Club is open to all NCE 1 homeowners and their dependents.
 - ii. Homeowners and their dependents, who are not in good standing in the Association, cannot be considered for membership until such time that they have settled their outstanding accounts with the Association;

b. Associate Membership

- i. Individuals living outside the jurisdiction of the Association may apply as Associate Members, provided they are recommended by the regular members, subject to the approval of the Club's Membership Committee.
- ii. The validity for Associate Membership is only good for one year but maybe extended in a year-to-year basis, provided the Associate Member pays the prescribed annual fee and other fees. An Associate member maybe suspended for playing due to misdemeanor, or acts committed, not consistent with the objectives of the Tennis Club.
- iii. Associate Membership shall be determined by the NCEHI's Sports, Youth Development and Socio-Cultural Affairs Committee.
- iv. Only Regular Members shall be elected as Club President, Vice President, and Treasurer. An Associate Member may be appointed to other positions by the Club President.

5. Privileges of members

- a. All members, regardless of their classification, shall pay the same prescribed court fees.
- b. Only regular members of good standing, in both the Homeowners Association and Tennis Club, respectively, shall have the right to vote and be voted upon or appointed as officers of the Club.
- c. All members can join tournaments, invitational matches and other activities organized by the Club.

6. Duties and responsibilities of regular/associate members

- i. Everyone (i.e., regular and associate members, guests and other users), is expected to take care of the cleanliness and orderliness of the Court and its premises.
- ii. Members and their dependents (i.e., children and guests) must always be accompanied by their member-companions, and at all times be responsible for their behavior.
- iii. Any damage to the facilities of the Court shall be assessed against anybody, whether they are regular/associate members and their dependents, or guests. Damages shall be paid by the violators.

7. Other rules and regulations

- i. Members must pay monthly dues on time, in the amount prescribed by the Club and

approved by the NCEHAI Board, to defray the costs of maintaining the tennis court and other amenities. All monetary transactions and payment of dues should be properly receipted by the Club Treasurer, who shall submit a monthly financial report to the Club.

- ii. All beginners for training shall pay an initial amount of ₱500.00 to the Club Treasurer for maintenance of the Court. All members shall observe the following playing time: weekdays – 6 to 9 am and 3 to 10 pm; training days shall be conducted only during weekdays from 10 to 2 pm.
- iii. The “first-come-first-served” rule shall apply on the tennis court. A logbook should be provided for this purpose indicating the time of arrival for proper scheduling of games. Reservations are allowed, but should be officially logged a day before and the payment must be made in advance to the Club Treasurer. Reservations, however, should not exceed one hour. Failure to arrive 15 minutes after the reserved time (e.g., for an 8 to 9 a.m. reservation, failure to arrive at 8:15, the schedule will be forfeited).
- iv. A doubles game shall take precedence or priority over singles at all times;
- v. A singles game shall have priority over training (i.e. “training“ here means player/s practicing with a trainer);
- vi. Trainors must be Club members, and shall conduct training sessions only when there are no more players waiting for their game;
- vii. Club tournaments and Dual matches organized by the Club, shall have priority over individual games, whether singles or doubles.
- viii. Gambling, drinking alcoholic beverages and eating (except on special occasions), are strictly prohibited inside the Court.

8. Schedule of fees

- i. Annual Fee for all members ₱1,200.00
- ii. Court Fees:
 - Day rates (per game) ₱100.00
 - Night Rates (per game)..... ₱180.00
- Rally:
 - Trainer’s Fee (per hour) ₱150.00

Daytime Court Use (per hour) ₱50.00

Night-time Court Use (per hour) ₱150.00

9. Disclaimer – The Association shall not be liable for any injury sustained by any person availing of the tennis court facilities; neither shall it be liable for any loss or damage to their personal property in the course of using the said facilities.

The NCEHAI enjoins all tennis players and enthusiasts to faithfully observe the above guidelines and the internal Club rules to preserve harmony and camaraderie.

- F. Other Duties And Responsibilities Of The Sports, Youth Development And Socio-Cultural Affairs Committee – The Sports, Youth Development and Socio-Cultural Affairs Committee shall recommend to the Board adjustments/changes to the fees and other charges for the use of the basketball and tennis court facilities in view of corresponding changes in the cost of maintenance, equipment replacement, and increases in electricity rates.

4. Rules governing the use of all properties owned by the association not elsewhere mentioned herein
 - A. The Board shall endeavor to expand the multi-purpose hall and upgrade the facilities therein. It shall promulgate updated rules on renting out the clubhouse for private purposes and events.
 - B. The Board shall undertake a feasibility study on putting up a swimming pool in the general area of the main park for the enjoyment and recreation of the residents, including rules and fees on the use of the said swimming facility.
 - C. A survey of NCEHAI properties that have been arrogated by some homeowners shall be undertaken and finished within six (6) months from date of approval of these rules, to be submitted with recommendations for the recovery and/or feasible alternatives thereof.
 - D. The Board shall apply its authority to enter into memorandum of agreements and other forms of contracts over the use of the following association properties:
 1. Those owned by the association which have been arrogated illegally by certain homeowners, for which compensation is due and demandable.

The association has every right to demand legal compensation / restitution / indemnity if restoration of the property is impractical, or where demolition of structures built thereon will serve no useful purpose, involve additional expense and will not redound to the community's benefit.

NCEHAI reserves the right to take whatever legal action is necessary in cases where those homeowners who illegally arrogated its property refuse to recognize its ownership over the properties turned-over to it by the BDC.

The Board shall also explore other practical solution to the problem.

2. Those owned by the association which are occupied and utilized by institutions that have existed from the very beginning of this community for the benefit of the majority of subdivision residents.
- E. The board shall study the feasibility of turning-over the subdivision streets, park and other open spaces to the city government for economic purposes and other practical considerations.

CHAPTER IV

Rules on renovation of housing units

Section 8. *Rules governing the renovation of existing housing units within the subdivision*

1. Renovation defined

Renovation is the act of improving an existing structure by renewing, restoring, redevelopment, overhaul, or otherwise causing improvements thereon with the end-in-view of increasing the value of the property.

Renovation refers to refurbishing an existing structure such that it is restored to its former good condition and/or improving its appearance but without involving major structural changes thereon.

Renovation involves making changes and repairs to an existing house, building, room, etc. so that restored to good condition. It is differentiated from construction as follows:

Standard court practice is to refer to a common desk reference. Merriam-Webster online defines construct as: “to make or form by combining or arranging parts of elements; to build or make something physical, such as a road, bridge, or building.”

On the other hand, to renovate is “to restore to a former better state (as by cleaning, repairing, or rebuilding).”

Therefore, a dwelling is under construction if it is being built from scratch. There are no standing elements. A foundation must be laid, framing must be put up, and wiring, plumbing, walls, floors, and ceilings all must be installed.

When a building is being renovated, it is being repaired or rebuilt. Buildings being renovated already exist; only certain parts of the structure are being modified. Even if renovations are extensive, the process is still completely different than starting construction from scratch. The foundation is already laid, walls are present, and wiring and plumbing are in place.

However, the complete alteration of the foundation, walls, wiring, plumbing, and increasing the number of floor levels is to be treated as a new construction.

2. Renovation guidelines

A. Since all home-units have already been constructed and no vacant home-lots exist within New Capitol Estates I, ***only applications for renovation of home units shall be allowed.***

B. Only homeowners in good standing may apply for renovation of their existing unit.

C. Design guidelines:

1. Drop ceiling material should be non-toxic, sound absorbent, non-asbestos, lightweight and non-combustible. Wood or any combustible material is not allowed.

2. The ceiling system should be adequately supported to eliminate sagging.

3. Concrete nails cannot be used on walls.

4. Door, frames and hardware can be altered, provided that full structural strength is maintained, without affecting other concrete supports.

5. Toilet and kitchen facilities may be relocated provided that the sewer line is working properly and will not be clogged as a result.

6. The following may only be altered subject to the approval of the NCE Management Office and should conform to the load restrictions of the building:

a. Partition walls

b. Electrical system

7. The height of existing residential structures may not be altered without corresponding strengthening of load-bearing structural framework.

8. All works shall be in accordance with the latest government regulations and applicable codes.

D. Procedures to be followed in applying for a Home Renovation Permit:

1. The unit owner desiring to make renovations to the unit which he owns shall first submit the original building plan together with the plans for renovation thereof to the Oversight Committee on Private Constructions and Use/Occupation of Units. Such plans should be prepared and signed by a duly licensed professional engineer or architect. It shall contain the scope of work,

specifications and time frame of the renovations to be made, including bills of materials and cost estimates for the said renovation project. A Request for Renovation Permit for this purpose is available at the NCE Office.

2. The Oversight Committee on Private Constructions and Use/Occupation of Units shall review the submitted plans; make ocular on-site inspection; and require of the applicant unit owner such other information it deems necessary to apprise the Board of relevant facts.
3. The Oversight Committee on Private Constructions and Use/Occupation of Units shall submit to the Board its findings, recommending approval or disapproval thereof and stating the reasons thereto within fifteen (15) working days from the submission of all the pertinent required information by the applicant-unit owner.
4. The Board shall, in the presence of the unit owner, deliberate on the matter, and if approved, the Association, through its President, endorse the renovation to the proper Barangay and City Government authorities for approval and issuance of the necessary renovation permits.

3. Pre-renovation phase

- A. Identification of workers – The unit owner should submit the names of workers who will undertake the renovation work, complete with worker's ID issued by the contractors' firm consisting of a 1"x1" photo, residence address, company name and address and telephone number, signature of the bearer and company owner/manager. These shall be submitted to and kept by the Peace and Order Committee, which will in turn issue the workers with the corresponding NCEHAI IDs. Said worker's ID issued by the contractors' firm are to be returned upon termination of the renovation project and surrender of NCEHAI-issued IDs.

Contractors must surrender the ID's issued to construction workers after completion of the project, or if the worker is terminated before completion thereof. Failure to comply will be penalized ₱500/worker. All retrieved IDs shall be turned over to the NCEHAI Office.

- B. Location of materials storage area and protection of sewer and storm drains – The unit owner shall designate a portion of his property for storage of materials to be used in the renovation. Adjoining sewer and storm drains should be adequately protected against the entry of sand, silt, soil, gravel and/or debris from the renovation site. Failure to protect adjoining sewer and storm drains are violations punishable under Quezon City Ordinance No. 6305 s.1965 as amended by SP 1506 s.2005.
- C. Security and Maintenance Inspection Fee – The unit owner shall pay the amount of Fifty Pesos (₱50.00) per working day during the first month of renovation to the Association for additional services and monitoring the renovation. Thereafter, the fee shall be One Hundred Pesos (₱100.00) per week.
- D. Cash bond deposit – The unit owner shall deposit with the Homeowners Association a cash bond

equivalent to Ten Percent (10%) of the total estimated cost of the renovation, which shall serve as security against injuries and/or damages to third parties (such as neighboring units or passers-by) and/or the cost of clearing up debris that may occur during and after the renovation period. This amount shall be refunded without interest, less any deductions due to any of the aforesaid damages and other charges as follows: (a) fifty percent (50%) two (2) months after the completion of the renovation project; and (b) the balance after another two (2) months after passing the necessary structural tests.

4. Actual renovation phase

A. Safety requirements – The following must be available on site at all times:

1. One (1) unit 20-lb. ABC type extinguisher
2. First aid kit
3. Protective apparel – hard hats, gloves, boots, etc.

B. Security

1. Security of construction area – The unit owner will be responsible in securing his area.
2. Access to the building – All workers can only pass through designated entry/exit points.
3. The following must be worn to be allowed entry:
 - a. Company T-shirt (with name and logo)
 - b. Long pants (shorts and sandals are not allowed)
 - c. Protective apparel / Personal protective equipment
 - d. Identification card

C. Materials delivery, storage and pull-out

1. Delivery:
 - a. All deliveries must proceed directly to the construction area after having been cleared at the main gate.
 - b. Heavy equipment and bulky construction materials (sand, gravel, hollow blocks, cement, etc.) may only be delivered based on the schedule approved by the NCE Management Office.

- c. Only the unit owner or his duly authorized representative at the job site may accept deliveries made in connection with the renovation project.

2. Storage:

- a. Storage of any construction materials will be allowed only on-site and/or such area designated by agreement with the Association.
- b. Highly flammable materials such as paints, thinners, etc. shall not be stored at the construction site.
- c. Debris may not be stored or placed outside the boundaries of the home lot (e.g., as the sidewalk, street or pathway).

3. Pull-out:

- a. All construction debris must be hauled-out every day to avoid accumulation.
- b. In order to preserve the surface of the streets, sidewalks and pathways of the subdivision, the use of steel-wheeled carts or any similarly-wheeled vehicles or devices is strictly prohibited. Transport of heavier loads must be coordinated with the NCE Management Office.
- c. The hauling out of excess construction materials and/or pull-out of equipment that will no longer be used shall be accordance with the schedule approved by the NCE Management Office.

D. Sanitation – Proper sanitation must be observed at the construction area to prevent the proliferation of pests such as insects and vermin. The project site shall be free of foul odor.

E. Work hours – Working hours are from 8:00 AM to 6 PM

F. Other required permits

Aside from the permits required prior to carrying out the renovation project, any of the following activities shall require a separate clearance to be applied for at least three (3) days in advance from the Association for proper coordination:

- 1. Permanent closure of ceiling
- 2. Flood testing (waterproofing, plumbing/sanitary)
- 3. Flow test (plumbing/sanitary)

4. Hydro-testing (fire protection)
5. Smoke alarm test (fire alarm system)
6. Insulation test (electrical system)
7. Load test (a/c, LPG, exhaust system, etc.)
8. Welding jobs

G. Inspections

1. NCEHAI has the right to inspect construction and/or renovation work at any time to ascertain that the work conforms to approved plans and specifications. In case of violation of the prescribed rules and regulations, the Association may suspend the construction and oblige the contractor to conform to these rules.
2. The unit owner will likewise assume full responsibility for any damages that may be caused to any person or property by any reason for such violation.

H. Prohibitions – The following prohibitions apply within the construction area:

1. Smoking.
2. Drinking of all forms of alcoholic beverages.
3. Use of prohibited drugs.
4. Gambling in any form or kind

Workers found indulging in these prohibited vices shall be subject to arrest and confiscation of the substances and/or paraphernalia involved.

Workers shall confine themselves within the construction area during construction hours and shall immediately leave the premises after the allowed construction hours. Loitering is not allowed.

Workers are prohibited from fraternizing with female household helpers of the subdivision.

The unit owner and his representatives are responsible for controlling and monitoring the conduct of his workers/contractors. Proper conduct should always be observed.

CHAPTER V

Security and safety rules

Section 9. *Rules governing the security and safety of the subdivision residents*

1. General concepts

- A. Self-preservation is a basic right of individuals as well communities which are composed of like-minded individuals.
- B. It is the policy of NCEHAI to take a proactive (rather than reactive) stance against elements that could endanger lives and properties of the residents of the subdivision.
- C. In this context, the NCEHAI Board shall from time to time promulgate security measures and/or revisions thereof for the protection of subdivision residents against criminal elements as well as to be prepared in the event of fire, earthquake and other calamities.
- D. The NCEHAI President shall implement these security measures through the Peace and Order Committee led by its Chairman. The President shall, on behalf of the Association, liaise and coordinate with Barangay, City, Police and other agencies for purposes of maintaining law and order within the confines of the subdivision.
- E. The NCEHAI President, through the Peace and Order Committee led by its Chairman, shall exercise direct supervision over the hired Security Agency's force in implementing security rules and regulations promulgated by the Board. It shall monitor and evaluate the performance of the Security Agency's force in carrying out its duties and responsibilities and make corresponding recommendations to the Board intended to improve the security of the subdivision.
- F. The Peace And Order Committee shall study all security aspects within the subdivision and recommend to the Board measures to forestall criminality and all other threats to the well-being of the residents.

2. Duties of the Security Agency

The Security Agency is hired by the Association to provide professional services for the security, safety and round-the-clock protection of New Capitol Estates homeowners and residents. As such, it is tasked to:

- A. Enforce National, City, Barangay and Association rules and regulations that have to do with the security and well-being of members of the community.
- B. Assist the NCEHAI administration in enforcing construction rules and regulations.

- C. Maintain discipline and department of the security force in general and its individual security guards in particular.
- D. Perform other duties as may be required by the Board.

The Security Agency's force consists of the Detachment Commander, the Assistant Detachment Commander, sentinels manning the subdivision gates, and the roving guards.

3. Access control

One important policy to ensure security is to control access into the village, i.e., to limit entry to those who are authorized and deny entry to illegal intruders. This is done through physical barriers (perimeter wall) and the institution and implementation of the identification system at the gates; the use of security car stickers, car pass, and ID cards. Thus, the security guards at the gates are instructed to implement the following access control measures.

The pertinent provisions of Section 7 hereof shall apply, which is elaborated upon as follows:

- A. Unhampered access for vehicles with current NCEHAI stickers – All homeowners of the subdivision shall secure security car stickers for their vehicles. Only vehicles with current NCEHAI Car Stickers shall be allowed unhampered entry and exit
- B. Access procedure for vehicles without NCEHAI stickers – The driver and passengers of all vehicles without NCEHAI Car Stickers (particularly taxicabs) shall identify themselves, their reason for entry and their destination address. The driver should leave his valid driver's license with the Guard-on-duty in exchange of a car pass. Details of the driver's license, the car registration plate, and the date and time of the vehicle's entry shall be duly recorded in a security logbook. At night, the Guards-on-duty must call up the homeowner by phone to obtain his clearance before entry is allowed.

In addition, vehicles without NCEHAI Car Sticker shall be inspected as they enter and exit the subdivision.

- C. Upon discovery of fake NCEHAI car sticker – The driver of a vehicle bearing fake NCEHAI Car Sticker shall be arrested and charged for this felony under pertinent laws.
- D. Only daytime deliveries allowed – all kinds of deliveries, including those for construction materials shall be allowed to enter the subdivision from 8:00 am to 5:00 pm only.
- E. Toll fees for delivery vehicles – Delivery trucks and other commercial vehicles are required to pay minimum toll fee of Fifty Pesos (₱50.00) and a maximum of Two Hundred Pesos (₱200.00) for heavily loaded vehicles.
- F. Procedures in bringing out personal and household effects out of the subdivision – Materials and

belongings being brought out of the subdivision such as furniture, appliances, computers, household effects, etc. shall be allowed only if accompanied by the homeowner or his authorized representative, or with authorization from the Association.

- G. Bringing in of raw materials to be used to assemble household furniture shall not require a gate pass.
- H. For meter readers, bill collectors, postmen and the like – may be allowed entry only upon presentation or verification of valid company IDs or written authority from the Association. Their names, date, time and purposes of entry shall be recorded in the appropriate logbook.
- I. For pedestrian visitors – Pedestrian visitors are required to submit acceptable identification before they are allowed entry at the main gate. The guard shall obtain clearance by phone from the homeowners concerned before allowing the visitors to proceed.
- J. Policy on opening and closing the entry and exit barriers at the main gate – The subdivision's entry and exit barriers / boom stops shall be closed at all times and will be raised / opened only when vehicles are cleared for entry or exit as the case may be.

In this connection, vehicles with current NCEHAI Car Stickers belonging to homeowner/residents who are not in good standing with the Association shall have to raise the entry and exit barriers / boom stops themselves, as this is a courtesy due only to homeowners in good standing.

- K. Policy on domestic helpers, family drivers and other private employees of homeowners – Domestic helpers, family drivers and other private employees of homeowners are required to secure ID cards from NCEHAI office. The ID should be worn/used within the subdivision. When the employment is terminated, it is the duty and responsibility of the homeowner to retrieve the ID from the said domestic helper/family driver/employee, inform the NCEHAI office accordingly, and turn over the retrieved ID.

Domestic helpers, family drivers or other private employees of homeowners are required to present their NCEHAI-issued IDs at the gates when going out of or entering the subdivision.

- L. General policy on persons and/or juridical entities wishing to conduct their business or trade within the subdivision – All persons or juridical entities such as (but not limited to) service providers of any and all kinds, newsboys, peddlers, solicitors, agents, vendors, salesmen, real estate brokers, agents, etc. who desire to do business within the subdivision should register with the NCEHAI office for purposes of identification and authorization/permit. The Board shall fix commensurate fees for their doing business within the subdivision.
- M. Clearance from the Association shall be required for all transactions involving the sale, lease, or rent of home units.
- N. QC Ordinance 9204 S-72: Curfew on minors – This Ordinance imposes curfew from 10:00 PM to

5:00 AM over those who are below 18 years of age. All establishments within the subdivision that cater particularly to this age group such as video game parlors and computer internet cafes shops shall be emptied of such patrons by 10:00 PM. Violation of the curfew ordinance will result in the closure of the erring establishment and cancellation of its permit to operate from both the Barangay and NCEHAI.

4. Emergencies

- A. Calling the Guardhouse for assistance – For immediate assistance in any emergency at any time, homeowners should call the Guardhouse at the main gate, telephone 932-9726. There is always a Guard on duty on a 24/7 basis.
- B. Calling the NCEHAI Office for assistance – Homeowners may also call the NCEHAI office at 932-9580 during official working hours from Monday to Friday between 9 AM to 5 PM, NO NOON BREAK.

C. Important emergency numbers:

Barangay Batasan Hills	431-6066
	474-6645
Quezon City Hall (connecting all Departments)	444-7272
Nat'l Disaster & Risk Reduction and Management Council (NDRRMC) hotlines	(02) 911-1406
	(02) 912-2665
	(02) 912-5668
Philippine National Police (PNP) Hotline Patrol	117
Philippine National Police (PNP) Send Text	2920
Bureau of Fire Protection (NCR)	(02) 729-5166
	(02) 410-6254
	(02) 431-8859
	(02) 407-1230
Department of Transportation and Communications (DOTC) hotline	7890 or
	0918-8848484
Metro Manila Development Authority (MMDA) Metrobase hotline	136
Metro Manila Development Authority (MMDA) Flood Control	882-4177
	882-0925
Department of Public Works and Highways (DPWH)	(02) 304-3713
Red Cross hotline	143
	(02) 911-1876
North Luzon Expressway (NLEX) hotlines	(02) 3-5000
	(02) 580-8910
Subic-Clark-Tarlac Expressway (SCTEX) hotlines	(0920) 96-SCTEX (72839)
Skyway System Hotline	(02) 776-7777
	0915-6256231
	0939-5006910

South Luzon Expressway (SLEX) hotline	0908-8807539
PAGASA hotline	(02) 433-8526
Philippine Coast Guard	(02) 527-3877
	(02) 527-8481
	0917-724-3682
	0917-PCG-DOTC
Department of Health (DOH)	(02) 711-1001
Meralco Call Center	16211
Meralco SMS Messaging – SMART	0920-9716211
Meralco SMS Messaging – GLOBE	0917-5516211
NAIA Terminal 1	(02) 871-0804
	(02) 871-9712
NAIA Terminal 2	(02) 782-7918
	(02) 782-7921
NAIA Terminal 3	(02) 425-2297
	(02) 877-7888
NAIA Terminal 4 (Manila Domestic Airport)	(02) 425-2293
Quezon City Rescue	(02) 927-5914

D. Bush fires or fires at construction sites should be reported right away to the Guardhouse at the main gate, telephone 932-9726.

5. Household Pointers on Security and Safety

A. Security: your responsibility as a Homeowner – Homeowners are directly responsible for the protection of their homes and household members. They should institute or adopt preemptive measures within their residential premises to ensure the safety and security of household members and properties.

Homeowners are expected to report/coordinate at once any observed unlawful or criminal acts or suspicious behavior with the Guardhouse at the main gate, telephone 932-9726 so that the Security Force can respond accordingly.

1. Distress signals

a. Signals indicating that a resident needs help:

- ⊕ Police whistles blown inside or outside the house
- ⊕ Continuous on and off or blinking lights inside or outside the house
- ⊕ Shouts or cries for help
- ⊕ Continuous blowing of car horn

- ⊕ Persistent barking of neighborhood dogs
- b. Neighbors reading distress signals should immediately contact the security guards for immediate assistance.
 - c. Guards on duty must promptly respond, but they should take precautions to avoid putting the beleaguered household in danger. Safety of household members is the primary concern of Security; catching culprits is secondary.
 - d. Apprehended culprits, after initial investigation/interview by Security, must promptly be turned over to Barangay/Police for investigation and filing of proper criminal charges.
2. Security and safety measures for homeowners
 - a. General application
 - ⊕ Keep two (2) or more police whistles in strategic places inside the house to be used as signal for help, to facilitate being heard by adjacent neighbors and security guards.
 - ⊕ Use blinking or on and off lights as distress signals for help. Ensure that neighbors and security guards will read your “emergency codes” accordingly.
 - ⊕ Turn on rear and/or front door lights at night whether you are in or out of the house.
 - ⊕ Provide double–cylinder locks for doors with glass panels which require inside keys. Use pin–tumbler locks for outside doors for best protection. Place a piece of wood or aluminum bar at the bottom track of sliding–glass door or windows to prevent movement.
 - ⊕ Interchange or change existing locks at all times when moving into a new house.
 - ⊕ Cut trees and trim shrubbery along your perimeter fence periodically. Unattended growing plants may serve as entrance or concealed venue for potential burglars.
 - ⊕ Keep ladders locked up when not in use.
 - ⊕ Do not keep large sums of cash or valuables at home; rent a safe deposit box. These may serve as temptations to any household help.
 - ⊕ It is good idea to install motion sensors that automatically turn the lights on and even give off an audible alarm.
 - ⊕ A CCTV security system may not prevent crimes, but it helps in the apprehension of the

criminal.

b. At home

- ⊕ Train your maids/houseboys to be security-conscious. Give them careful and rigid instructions on each of the items enumerated below:
 - Teach them to be aware of the modus operandi and workings of the *dugo-dugo* and *budol-budol* gangs.
 - Keep outside doors locked at all times even while outside the house for a short time to work in the yard, hang laundry or do anything for that matter. Thieves tend to watch movements of residents while inside or outside, then momentarily approach from an opposite side and subsequently enter through unlocked doors to steal.
 - Make a SAFETY CHECK each night before retiring. Ensure all doors and windows are locked and proper lights are on.
 - Do not automatically open the door whenever the doorbell rings. Carefully check by other means who the caller is, for he may be a thief in disguise.
 - Handle any “wise” phone call this way: CALLER: Who is this? (Do not give direct information.) YOUR RESPONSE: Whom are you calling, please? (Give the reverse trick – the caller may be a thief casing you as a prospective victim.)
 - Be suspicious of frequent, random or continuous “wrong number” telephone calls. Do not give your phone number or address to unknown callers. Do not insinuate or admit that you are alone at home.
 - Do not permit any strangers to enter the house to use the telephone. If you believe you have to accommodate him, offer to make the call for him.
 - Use keen judgment in admitting salesmen or repairmen; demand presentation of credentials.
 - Do not patronize peddlers or buyers who may be potential burglars.

c. When no one is left at home

- ⊕ To begin with, take great care in selecting household help, drivers, and other household employees such as caregivers whom you may leave behind at home from time-to-time. Ensure that they are honest, trustworthy and reliable. Demand references from previous employers and have them registered at the NCEHAI office, where their picture will be taken and an ID will be issued to them. Insist on their taking the same precautions as

you do. Give them the telephone numbers of places where they can reach you and the subdivision security guards.

- ⊕ Before going out at night, leave one or more lights on inside the house and possibly a turned-on radio soft enough to be heard outside to give the impression that someone is in,
- ⊕ Do not leave door keys under the flower pots or doormats.
- ⊕ Burglars are keen observers of unoccupied residence; leave your house with lived-in appearance that serves as a deterrent to any burglaries. Do not leave notes or signs that may inform or give the hint that no one is at home. Double check all doors and windows to ensure these are secure before departure. Advise the Commandant of the security guards that no one is at home for proper action.
- ⊕ If you find a door or window forced open or broken while you were absent, DO NOT ENTER. The criminal may still be around. Immediately use a neighbor's telephone to summon the security guards.

d. Helping your neighbors

- ⊕ Help your neighbors by responding to their needs as you wish them to do the same to you. A neighbor's call to our security guards may save a life and property.
- ⊕ Know your neighbors well enough to be certain they are not strangers when you see them in the vicinity to avoid inadvertent misidentifying them.
- ⊕ Talk to your neighbors about problems, prevention, and solutions or ways to fight crime. To lessen possibilities of occurrences. Conduct joint cooperative sessions to keep vigil on each other's homes. Work out a "code" to signal parties concerned of any burglary.
- ⊕ Immediately telephone the security guards to notify them of the presence of any prowler, suspicious persons, or of any unusual occurrence within the premises of your own home or that of your neighbor, particularly during the night. Be patient enough to wait for help when response seems slow; do not assume that security and law enforcement agencies have already been summoned because culprits usually approach in silence to seek avenues of escape which takes time. Remember: a wrong assumption may be disastrous for you.
- ⊕ Write down the vehicle license plate number, date and time used by suspicious characters in the neighborhood.
- ⊕ Be careful about buying goods offered at temptingly low prices. You may be buying stolen goods.

e. What to do upon discovery of a burglar inside your house:

- ⊕ Do not turn on the lights; this frightens the burglar; he came to steal and not to harm. Do not give him reason to attack you.
- ⊕ Use pre-arranged signals (such as loud whistles and blinking lights) to apprise departure of culprits.
- ⊕ Immediately call the security guards when burglarized. Do not touch anything until authorized personnel have completed processing latent fingerprints. You might be destroying helpful evidence if you do so.

6. What to do in an earthquake and other important information – Please visit our Association’s official website at <http://newcapitolestatesnewscap.yolasite.com>

There you will find, among others, (1) a map of the Diliman Area showing the subdivisions closest to the West Valley Fault, which is the most probable source of an earthquake in Metro Manila; (2) a PowerPoint presentation on what to do if an earthquake occur; and (3) a PowerPoint presentation on estimates by experts on the extent of expected damage to life and property.

As warranted, your Association, through its Board of Directors may issue from time to time procedural directives and policies for matters not covered by this Manual. Your Association will disseminate monthly news and information about the goings-on in our subdivision by way of our website.

- ⊕ Get the latest community news and other useful information about what is going on in our community.
- ⊕ Learn what National, City, and Association rules and regulations say about how we should live and inter-act with each other and with the environment.
- ⊕ Send in photos and stories of your special milestones in life and we will publish them.
- ⊕ Find out what your Board’s future plans are.
- ⊕ Tell us of your opinion on issues affecting our subdivision. E-mail us at ncenewscap@gmail.com to give us your feedback.

The only rule in communicating with each other is that we agree to disagree agreeably. Let us use this website to reach each other like good neighbors should.

ACKNOWLEDGMENTS

It is but fitting and proper to give credit where credit is due, and we'd like to acknowledge all those who gave their time, treasure, and talent in making this Implementing Rules and Regulations (IRR) a reality.

First, we are thankful for the continued and unremitting support of the community for all the undertakings of the Board. In the various Zone meetings we held, homeowners provided a lot of the inputs which gave us the direction we needed in codifying the rules and regulations that make up the IRR. The interest shown by residents at the Zone level proves that they consider themselves to be interested share- and stake-holders of our Association. Not only do they constitute the richest source of information for us; they also provided us with a great deal of inspiration; indeed, they are the very reason for which our Association exists.

We'd like to pat ourselves in the back as members of the Board (even if that is a contortion that is quite uncomfortable). Sometimes our discussions became quite vigorous to the point of being heated, but we managed to keep our cool with the awareness of each other's singular desire to contribute wisely. People, you must know that from the very start, as Board members, we agreed to disagree agreeably.

Then there is the office staff which undertook the drudgery of nitty-gritty secretariat support work, many times missing their holidays. They worked with the patience of Job, especially during weekend Zone meetings and the long and arduous Board sessions often held at night. Some people describe that kind of dedication as "over-and-above the call of duty." We **know** that it was a labor of love. Thank you, Ms. Josie Pasion, Mr. Rolando Ramos, Mr. Alex Testigo, Ms. Maridel Fajardo, Mr. Ponciano Peligro and Mr. Arjay Tabalno.

We'd also like to thank Mr. Albert J. Lesaca, Chairman of the Oversight Committee, who with the assistance and guidance of other Board members, particularly Director Marcos Marcelo, Chairman of the Peace and Order Committee; Director Peter Iblan, an engineer by profession and Chairman of the Construction, Repair, Renovation and Facilities Management Committee; and Director Antonio Santos, a recently retired professor at UP Los Baños and Chairman of the Sports, Youth Development and Socio-Cultural Affairs Committee. Together they researched, drafted, edited, improved and crafted the IRR from start to finish. Their contributions and insights can never be overstated.

Mr. Albert J. Lesaca also created and maintains our community website at no cost to the Association. That is a big deal, thank you. At last we have this official community bulletin board to post the latest news and information on matters that affect our village. By visiting <http://newcapitolestatesnewscap.yolasite.com> with your desktop, laptop, or "smart" phone, one can get the latest information about the goings-on in our community. One can also share personal milestones by way of pictures, movies, and/or documents with the rest of the community on this website. Simply furnish us with the materials, and you'll see it online.

LEANDRO C. PALMA
President