



**LANCASTER ESTATES  
HOMEOWNERS' ASSOCIATION, INC.**

***General Village Rules and  
Regulations***

## **HOA / Move-In Frequently Asked Questions (FAQs)**

### **What are the Restrictions on Use and Management of Housing Units and Common Areas?**

The restrictions on the use and management of housing units and common areas are stated in the Master Deed of Restrictions, a copy of which is provided to every homeowner. The major provisions are summarized as follows:

#### **A. Use and Management of Units**

1. The UNIT shall be used for residential purposes only. **All commercial activities are strictly prohibited.**
2. No work animals such as cows, pigs, goats, sheep or fowls shall be kept and/or raised in the premises.
3. The Unit may not be devoted to any improper, offensive, unlawful and/or immoral practice, or to other activities prohibited herein. No contraband, effects of crime, explosive or combustible materials shall be kept or maintained in the premises.

#### **B. Restrictions on the Use of Common Areas**

1. Common Area intended for the provision of services and facilities for the common enjoyment of the residents shall be used only for such purposes and shall not be appropriated for the exclusive use or benefit of any particular unit/s.
2. Nothing shall be stored in the common areas (except those intended for common storage) without prior written consent of PRO-FRIENDS or the Homeowners Association, as the case may be.

### **What is the Homeowners' Association (HOA)?**

**The Homeowners' Association (HOA)** is a non-stock, non-profit, non-political association organized and incorporated for purposes of administering and maintaining the Common Areas in a subdivision, enforcing the provisions and restrictions contained in the Master Deed of Restrictions and HOA By-laws, levying and collecting association dues from members, and promulgating additional rules and regulations as may be necessary for the benefit of the subdivision and the general membership.

### **Who shall initiate the Registration of HOA with Housing and Land Use Regulatory Board (HLURB)?**

PRO-FRIENDS initially forms, organizes and incorporates the HOA and registers the association with the HLURB.

It also provides all the necessary organizational support required to put into place an effective homeowners' association.

**Who are qualified to become Members of the HOA?**

- **Homeowners and buyers** of house and lot units in the subdivision
- **The developer** while holding title to unsold lots or housing units

**Who manages all the affairs of the HOA?**

The management of all the affairs, property and business of the Association shall be vested in the Board of Directors which may exercise all such powers of the Association without prejudice to the appointment of a Project Manager.

**What are HOA Dues?**

**HOA Dues** is the amount collected from the homeowners every month. This is used to defray the cost of basic community services and other requirements for the upkeep of the subdivision such as but not limited to: garbage collection, security, community enhancement, subdivision maintenance and administration, repair and maintenance of facilities, street lighting, and office & other expenses.

The amount of monthly HOA dues varies per project and, where applicable, includes monthly fees for the township amenities and linear park. However, HOA dues do not cover rental fees for the use of amenities such as swimming pools, basketball courts, clubhouse and/or multi-purpose hall. HOA dues likewise do not include the free existing shuttle service from Lancaster Transport Hub to Centennial Highway.

**When should a Member start paying HOA dues?**

A homeowner shall start to pay the monthly association dues upon occurrence of any of the following events, whichever comes earlier:

- Actual acceptance such as when the buyer signs the Buyer's Contact Report (BCR) and Certificate of Acceptance during final inspection
- Constructive or deemed acceptance. There is deemed acceptance upon failure of the member to inspect the unit within the prescribed period indicated in the Notice for House Inspection, or in case there are defects in the unit stated in the Buyer's Contact Report, upon failure to inspect within ten (10) days from the scheduled date for final inspection;

**Why are HOA dues important?**

Considering that the HOA is a non-stock and non-profit organization, it has no finances to sustain its operations. Thus, faithful payment of the monthly HOA dues is essential to defray the cost of the basic services. HOA dues are therefore considered as the lifeblood of the association.

**How does a homeowner pay HOA dues?**

HOA dues are reflected in the monthly water bill pursuant to an agreement between the HOA and the water service provider of the subdivision. The latter serves as collecting agent for the Association.

Homeowners who have not moved in, nor applied for water supply service shall remit monthly HOA dues to the Village Administrator at the Site Office until such time that his/her water meter has been installed; in which case, the water meter shall not be installed unless the unit owner settles all unpaid HOA dues.

**Village Administration Office** (VAO c/o Finance Officer) shall prepare for individual billing statements of homeowners with temporary water deliveries due to ongoing rehabilitation of main pipes.

**What are the sanctions for non-payment of HOA dues?**

Non-payment of HOA dues for two (2) consecutive months shall result in water service disconnection; and unpaid dues shall be subject to a penalty of 12% per annum from due date until full payment.

## General Village Rules and Regulations

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### I. General Restrictions

- a. The unit shall be used solely for residential purposes only. Any commercial activity (such as *sari-sari* store) is strictly prohibited. Existing stores shall not be construed as a precedence, and will not justify establishment of new stores.
- b. The unit owner/tenant shall be responsible in keeping his/her unit in good condition in a manner that shall not prejudice other unit owners/tenants. For vacant lots, it shall be the responsibility of the owners to maintain and keep such lots reasonably clean and clear of any form of debris.
- c. Unit owners/tenants shall not introduce any improvements, alterations or additions on their units without prior written consent or approval from the developer and the Association. Likewise, the construction of housing units on vacant lots shall be subject to the approval of the developer and the Association pursuant to the provisions of the Deed of Restrictions of the project. Otherwise, the homeowner shall lose any and all rights or claims to any warrant by the developer.
- d. The unit may not be used for any improper, offensive, unlawful and/or immoral practice, or to other activities prohibited herein. No contraband, effects of crime, explosive or combustible materials shall be kept or maintained in the premises.
- e. Any noisy, boisterous or loud acts that may interrupt the peace and order of the subdivision and its residents are strictly not allowed.
- f. Unit owners/tenants shall at all times be responsible for the behaviour and conduct of their own children. They shall be refrained from playing and/or loitering along the streets/driveways/common areas without adult supervision to avoid any untoward incident, which shall likely cause harm or damage to others.
- g. No Confirmation No Entry is strictly implemented at the guard post. Guests will only be allowed entry once the unit owner confirms his/her purpose/invitation.
- h. Cycling along the streets shall be regulated to promote road safety and establish order; therefore, homeowners are encouraged to use bicycle lanes on secondary roads, bike racks in various locations inside Lancaster New City, as well as use of safety equipment such as helmets, head & tail lights and reflectors.

PCFI reserves the right to prohibit cycling when it is deemed unsafe for cyclists & pedestrians, and when it is seen as an impediment to the traffic flow inside the subdivision; thus, PCFI shall not be held liable for any accidents that may arise from this activity.

- i. All motor vehicles must be equipped with mufflers or other noise-suppression devices.
- j. All tricycles, whether public or private, are not allowed in all roads. Public utility vehicles (PUVs), except taxi cabs and those that are privately hired are not allowed to enter the subdivision premises.
- k. The Association respects its homeowners' right to privacy and autonomy over their possessions and other domestic affairs; however, they are expected to limit hanging their newly-washed clothes and other articles at their respective laundry areas. They should avoid using the front part of their houses as hanging areas.
- l. Any obstruction and construction in common areas is strictly prohibited. Homeowners/residents must not place objects that will cause obstruction to sidewalks, walkways, entrances, and/or any other part of common areas (*e.g., pot plants, hoses, cages and cleaning materials*).
- m. No signs or any other form of advertisement shall be exhibited or displayed in any part of the common areas and homeowners' respective properties without prior written consent from the Association.
- n. Indecency is not tolerated in the subdivision. Residents/guests are discouraged to roam around shirtless or dressed in a way that may attract undue attention.

The following penalties shall be imposed for violators:

- **First Offense:** Verbal warning
  - **Second Offense:** Written warning
  - **Third Offense:** Written reprimand plus fine as may be required by the Association
  - **Fourth Offense:** Fine\* plus withdrawal of basic HOA services
- \*Fine shall be equal to 10% of the monthly HOA dues and shall be charged until such time that the buyer complies with the village rules & regulations.*

## **II. Maintenance of Units**

- a. All unit owners/tenants shall keep their units in good condition at all times.
- b. All maintenance activities that may pose danger or safety concerns and that may become a nuisance to other unit owners shall be regulated by the VAO.

- c. Expenses that may be levied from the upkeep and repair of units shall be shouldered by the unit owners. Unit owners who intend to introduce improvements/alterations to their respective units shall initially coordinate with the Home Improvements and Compliance Department.

### III. Vacant Lots

- a. Homeowners shall at all times be responsible in maintaining the cleanliness and orderliness of their vacant lots. Failure on the lot owners' part to do so shall compel the Association to provide the services necessary for the upkeep of the vacant lots; expenses levied from which shall be charged to the lot owners.
- b. Expenses that may be levied from the maintenance of vacant lots done by the Association shall also be charged to the lot owners.
- c. Building of improvised structures (*e.g., shanties, huts and sheds*) in all areas within the subdivision is strictly prohibited.
- d. Dumping of garbage, construction debris, tree cuttings and other waste materials on vacant lots is strictly not allowed. Violators shall be dealt with accordingly.

### IV. Vehicle Control

#### a) **Vehicle sticker guidelines for PCFI projects**

- Homeowners are required to register their vehicles with the VAO and buy the **official vehicle sticker** issued by the HOA. If a resident is proven to have used "fake" Lancaster New City stickers, he will be considered a member not in good standing and may lose some rights and this will be dealt with in accordance to the law.
- Vehicle stickers shall be renewed **every two (2) years**.
- Homeowners shall be allowed to purchase a **maximum of two (2) vehicle stickers only**. Issuance of more than two (2) stickers shall be upon the discretion/judgment of the Village Administrator.
- Assigned security is the only authorized person to install purchased vehicle sticker on the top center portion of the windshield.
- The resident or legitimate lessee shall submit photocopies of the following documents, together with the official HOA vehicle sticker application form to the **VAO**:

- LTO Official Receipt for Payment of Car Registration;
  - LTO Certificate of Registration;
  - Authority to Move In (ATMI) issued by PRO-FRIENDS;
  - Lease Contract (if resident is lessee); and
  - Authorization Letter issued by the company (if vehicle is company-owned)
- The cashier shall issue a **Homeowners' Association Official Receipt (OR)** upon receipt of payments for vehicle stickers and/or registration fees.
- If a pre-owned vehicle is not transferred under the resident's name, the Deed of Sale (DAS) has to be submitted and authenticated by presenting the original DAS.
- a. Visitors entering the subdivision premises shall surrender the driver's license or any valid government-issued ID to the Gate Guard for the issuance of a vehicle/visitor's pass. They shall also provide all the necessary information such as name of person to visit and exact address upon submission of a valid ID. More so, the gate guards shall log details about the visitors such as name, vehicle type, color, and plate number.
  - b. Homeowners are advised to furnish in advance a list of the visitors' names and their estimated time of arrival to the **Village Administration Office (VAO)** or to the Gate Guards to enable the guards to clear the visitors with minimal delay.
  - c. All vehicle owners and drivers must observe the subdivision traffic rules and regulations as may be prescribed by the Association. They shall exercise extreme caution while inside the premises to avoid damage to facilities and other vehicles and/or homeowners. Maximum speed for all vehicles inside the subdivision must not exceed **20 kph**.
  - d. Parking of vehicles along the driveway shall be regulated, except for delivery trucks and/or emergency vehicles such as ambulances, fire trucks and the like. Vehicles delivering materials of any kind for PRO-FRIENDS shall comply with policies and guidelines promulgated by the Head Office, to which all guards should also be familiar with. Illegally-parked vehicles shall be towed at the owner's expense.
  - e. Minors are not allowed to drive inside the subdivision. **Practice driving and joy ride are also strictly prohibited.** Violators shall be penalized.
  - f. **Drunk driving inside the subdivision premises is strictly prohibited.** Violators' licenses shall be confiscated and forwarded to the nearest **Land Transportation Office (LTO)** for proper ticketing.
  - g. **Smoke belching vehicles are not allowed inside the subdivision.** Violators shall be reported to proper authority.



- h. **Public utility or passenger-type vehicles** (PUVs), including tricycles, are not allowed inside the subdivision. Non-residents bringing their passengers home shall surrender their drivers' license to the Gate Guard for logging and proper issuance of a visitor's ID which shall be returned upon departure from the area. The guard-on-duty must note time of arrival and departure together with the vehicle type and plate number. Violators shall be penalized.
- i. Drivers/owners of heavily-tinted vehicles must lower their windows down when coming in or going out of the subdivision to allow the guard-on-duty to check on its passengers. Drivers shall also dim their headlights upon entry/exit at the gates during night time.
- j. Activities that may disturb other unit owners (e.g., prolonged and repeated blowing of horns, excessive revving of engines and loud car stereos) are strictly prohibited.

## **V. Security**

- a. Homeowners must take full responsibility over their properties to avoid loss and damage; thus homeowners are required to fill out the **Move-Out Form** and have it approved by the VA when bringing equipment outside the subdivision premises.

The Move-Out Form is available at the VAO and must be accomplished at least **three (3) days** prior to move-out.

- b. Any untoward incident shall be reported immediately to the guard on duty for initial investigation and recording. The head of security, to which the guard on duty submits his initial investigation, shall report the incident to the barangay for further investigation and action.
- c. Security Personnel shall log all incidents, occurrences and any other security-related concerns reported by unit owners. The OIC shall furnish a copy of these reports to the Association and the Village Administrators for necessary action.
- d. Deliberate or indiscriminate and unwarranted display and/or discharge of firearms by homeowners, members of their family, and their visitors are strictly prohibited inside the subdivision premises.
- e. Use, sale and/or possession of illegal drugs are strictly prohibited inside the village.
- f. Loitering around the subdivision premises beyond 10:00pm is strictly prohibited.

## **VI. Employees and Household Helpers**

- a. Homeowners shall be held responsible for the behavior and conduct of their household employees (*e.g. maids, drivers*), as well as in ensuring their employees' compliance to the village rules and regulations.
- b. Household helpers in the employ of unit owners must be registered with the VAO for proper issuance of identification cards.
- c. Homeowners' household helpers and drivers may be allowed to entertain visitors only upon clearance by their employers. The visitors' names and time & duration of visit must be specified in the said clearance.
- d. Loitering is strictly not allowed. Visitors of household helpers and drivers are advised to stay in designated areas inside their employer's unit.
- e. Household helpers and drivers must submit a gate pass/authorization letter issued by the employer when going out of the subdivision carrying valuables and the like.

#### **VII. Vendors/Peddlers/Solicitors**

- a. Any commercial establishment (*e.g., sari-sari stores*), street vendors/peddlers and any transactions or engagements with them are strictly prohibited. Any concerns, questions and complaints shall be endorsed to the Association for further evaluation and action.
- b. Vendors/peddlers/solicitors are strictly prohibited from roaming around the subdivision premises.

#### **VIII. Social Gatherings**

Gatherings must only be facilitated at the clubhouse, multi-purpose hall, or linear parks. However, for subdivisions without the said amenities, the following rules shall apply:

- a. Unit owners shall seek permission from the Village Administrator for the use of public roads.
- b. Residents are allowed to use public roads for social gatherings subject to approval by the Association through the VA. During such events, the roving guards shall remind homeowners to pack up at least **30 minutes** before the end of the prescribed schedule for proper clean-up of the area.
- c. Use of *videoke* and/or other sound systems and equipment producing loud music and excessive noise must be limited up to 10:00 PM only.

**IX. Wakes**

In line with Filipino customs and traditions, Lancaster New City homeowners shall be allowed to hold wakes for the dead at their homes provided that:

- a. Immediate neighbors or neighbors residing three to four (3-4) houses away on both sides, front and back, shall sign a waiver that they do not object/complain against the holding of the wake.
- b. The following activities shall be strictly prohibited:
  - Gambling;
  - Excessive noise that may distract neighbors such as but not limited to the following:
    - Extremely loud music;
    - Noise from any operating machinery/equipment; and
    - Any excessive noise from guests
  - Gun firing

**X. Construction:** *Application forms and specific guidelines are available at the Home Improvement and Compliance Department (HICD).*

- a. The unit owner shall not make any addition, alteration or modification on the house or introduce any improvement on the lot without the prior written consent of the developer or the Association as the case may be.
- b. The unit owner shall at all times conform to the guidelines in securing permits for exterior and interior improvements and shall adhere to the rules and regulations stated in the construction guidelines.
- c. Construction workers shall be confined to their respective project sites at all times. Loitering is strictly prohibited.
- d. Stay-in construction workers shall only be allowed subject to approval of the Home Improvement & Compliance Department.
- e. Any form of gambling or games of chance, consumption of intoxicating beverages or use and possession of prohibited drugs by and among construction workers within the subdivision premises are not allowed and violators shall be dealt with accordingly.
- f. All construction workers shall maintain decent, proper appearance and decorum when inside the village premises.

- g. Working hours should be limited to **six (6) days a week, Mondays to Saturdays**, from **7:00am to 5:00pm**. Construction during Sundays & holidays must be secured with a special permit at HICD a day before the scheduled date. No permit No entry/work.
- h. Construction workers must clean up construction debris at the end of the day and dispose rubbish in designated areas only.

#### **XI. Sanitation and Garbage Collection**

- a. Homeowners shall at all times be responsible in keeping their units clean and free from any unpleasant odor. In line with this, they shall also be responsible in providing trash bins inside their respective units.
- b. Only domestic or household wastes shall be collected by designated garbage collectors. Domestic or household wastes are those that are produced at home every day (e.g., kitchen waste, plastic, glass, paper, dried leaves, etc.).
- c. All homeowners must comply with the garbage segregation policy of the local government in which they are required to segregate biodegradable from non-biodegradable waste. Homeowners shall only place their garbage outside their units during the scheduled collection day.
- d. A designated collector shall be assigned to pick-up wastes other than domestic ones, such as but not limited to the following:
  - Construction debris;
  - Old furniture/appliances; and
  - Cut trees

To avail of this service, homeowners must coordinate with the Village Administrator and pay the corresponding fees to the site cashier.

- e. All recyclable materials shall be collected by assigned personnel from the Association for the **Materials Recovery Facility (MRF)**. Full utilization of the MRF shall be imposed in coordination with the **Municipal Environment and Natural Resources Office (MENRO)**.
- f. The Association shall be responsible in making arrangements for the pick-up and proper disposal of garbage and in notifying the homeowners of the regular collection schedule. Should there be no garbage collection for a particular schedule, the VAO, through the roving guard, shall notify all homeowners beforehand.

## **XII. Parking Space**

- a. Streets are intended as pathways and must be clear from any obstruction, especially during emergency cases; therefore, only one-side street parking shall be allowed inside the subdivision premises.
- b. Visitors must park their vehicles at designated parking slots only. The VAO reserves the right to refuse entry to vehicles if the parking area is full.
- c. In case of special events and occasions, double parking is not allowed. The policy of “first come, first served” shall be imposed.
- d. Unit owners who shall celebrate special occasions in their respective units must notify the Association and guard-on-duty beforehand to properly notify neighbors, should there be a need to use the front area of their houses for parking.
- e. Any violation of parking and traffic rules are subject to corresponding sanctions promulgated and enforced by the Board and the VAO.

## **XIII. Pet Regulations**

- a. No work animals such as cows, pigs, goats, sheep, or fowls shall be kept and/or raised in the unit and/or any portion of the common areas.
- b. Breeding of pets is not allowed inside the subdivision.
- c. The Management reserves the right to have any pet evicted/banned from the community in case of their owners’ failure to follow rules and regulations.
- d. Homeowners must have their pets vaccinated regularly.
- e. When walking a pet, the owner must put a leash on his/her pet and it must be at least 6 feet away from approaching persons or animals.
- f. Pets are generally not allowed within the premises of amenities.
- g. Owners should not leave their pets in common areas unattended.
- h. Pets shall not in any way cause distraction to the community. Nuisance pets are animals that:
  - Constantly bark, whine, scratch or cause any other noise;
  - Cause damage to property other than its owner’s;
  - Cause undesired or foul odor;
  - Attack other domestic animals.
- i. Pet owners shall be responsible in checking and cleaning up the areas that they and their pets have been to.

## EMERGENCY NUMBERS

<b>LTO</b>		
	ADDRESS	CONTACT NUMBERS
IMUS	Palico IV, Toclong I, Imus	(046) 4712567 / 09178363076
KAWIT DISTRICT OFFICE	Brgy. Putol, Kawit	9178363870
KAWIT LICENSING CENTER	Brgy. Putol, Kawit	(046) 4841409 / 09178112942
<b>HOSPITALS</b>		
KAWIT KALAYAAN HOSPITAL	San Sebastian, Kawit	(046) 4388523
OUR LADY OF THE PILLAR MEDICAL CENTER	Tamsui Ave., Bayan Luma II , Imus	(046) 4722302
IMUS FAMILY HOSPITAL	Justinville II, Palico, Imus	(046) 4716403
MEDICAL CENTER IMUS	Buhay na Tubig St., Imus	(046) 2091242
DE LA SALLE UNIVERSITY MEDICAL CENTER	Congressional Ave., Dasmariñas	(046) 4818000
EMILIO AGUINALDO MEDICAL CENTER	Brgy. Salitran II, Dasmariñas	(046) 4163010
<b>FIRE STATION</b>		
IMUS FIRE STATION	Imus Public Market, Nuevo Avenue Imus	(046) 9705161
BFP CAVITE PROVINCIAL HEADQUARTERS	Emilio Aguinaldo Highway, Palico Imus	09291504758 / 09212327584 / 09329401268
NOVELETA FIRE STATION	Poblacion Rosario	(046) 8560650
KAWIT FIRE STATION	Tirona Highway, Brgy. Madalo Kawit	(046) 4845250 / 09172411353
GEN TRIAS FIRE STATION	Brgy. Sampalucan Gen. Trias	9175564566
<b>POLICE STATION</b>		
KAWIT MUNICIPAL POLICE STATION	National Road, Brgy. Poblacion, Kawit	(046) 4847511 / 09175288884
GEN TRIAS MUNICIPAL POLICE STATION	Gen. Trias, Cavite	(046) 4377306 / (046) 5090934 / 09328641995
IMUS MUNICIPAL POLICE STATION	Gen. Castaneda St., Imus	(046) 4713993 / 09175299994
<b>MERALCO</b>		
BACOR BUSINESS CENTER	Meadowood Ave., Aguinaldo Hi-way	(046) 4173272 (046) 4171645
ROSARIO BUSINESS CENTER	Gen. Trias Drive, Rosario	(046) 4382869 (046) 4384038
DASMA BUSINESS CENTER	Zone 1, Aguinaldo Hi-way Dasma	(046) 4161707 (046) 4160541