



MULTINATIONAL VILLAGE HOMEOWNERS ASSOCIATION, INC.

VILLAGE MANUAL
and DIRECTORY

ABOUT THE COVER



The artwork, entitled "FAMILY," was submitted by 18 year old CATHERINE MAE G. BASA of Lot 9 Block 9 Teheran Street. The following is her write up about her depiction of the theme "What Best Represents Multinational Village To You:"

The Multinational Village Homeowners and the people who spearhead the Association is a Family that caters to each Family. They cater to the diversity of this community as evidenced by numerous nationalities that reside here. The residents have put their trust in this village for their security, water and transportation facilities. We are also provided with a clean and practical environment reminiscent of rural living in the middle of this urban municipality. All of these are possible because of the Multinational Village Family.

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VILLAGE MANUAL AND DIRECTORY

This Village Manual is a compilation of relevant information about Multinational Village and the Multinational Village Homeowners' Association Inc. (MVHAI). It is a quick reference of its Village Rules and Regulations, as well as a directory of important telephone numbers and a listing of available products and services in and around its area, for the benefit of its homeowners, residents and lot owners.

This first issue commemorates the 25th anniversary of the MVHAI, and is a testament on how the Multinational Village has grown into a community that is continuously developing and nurturing the lives of people that call it their home.

"Beginnings,": A Reflection on the Early Years

Written By: Rita Buenavista Moreno

On the evening of February 21, 2009, the newly elected officers of the MVHAI took their oath at the Le Auditorium. The affair was well-attended, with local officials and other prominent individuals among the guests.

It had not always been like this. Twenty-five or so years ago, a group of homeowners banded together to form what would be the beginning of the MVHAI. Like any other young community, Multinational Village had its own share of problems that needed attention. The handful of residents at that time recognized the power in numbers, and that it was better to work on these concerns as a united body rather than as individual residents.

Over the years, MVHAI had grown from the handful of community-oriented residents to a membership of more than a thousand. Different Board members were given mandates and each set have left their stamp on Multinational Village. There are many who should be given due credit as to having helped establish the MVHAI as a veritable entity. The Certificate of Incorporation registered on November 21, 1984 listed only some of the original members who have selflessly given time and resources to make this possible: Arcadio "Nick" L. Lizaso, Reynaldo Fernando, Simplicio Roxas, Florencio Catipon, Rodolfo G. Buenavista, Arturo Cuneta, Joseph Co, Benjamin Aritao, Pablo Custodio, Noel Risos and Edgardo Capulong.

It all began when the late Mr. Nick Lizaso went from house to house to invite residents to the first meetings. During that time, gathering people was a monumental task as not everybody had telephones, and there was no staff nor clubhouse to speak of to facilitate such. For a while,

meetings were held in the different homes of members, and yes, even al fresco under the magnificent mango trees with the carabaos and goats as witnesses. Money was non-existent, and fundraising usually meant digging into their own pockets as many would attest.

Activities were family affairs and each family member was tapped to help. In fact, it was not uncommon for the parents and elders to be present to cheer the village youths during basketball and volleyball games held in the bare and still-uncovered basketball court, with the winners and losers all partaking in one big celebration after. It seems so amazing now how much had been done with so little at that time.

The road to progress was hardly smooth, but from these hardships, the village bonded together. Now, MVHAI is reaping the fruits that the founding members have sown. There are still many who, in their personal capacity as Director or regular members, have also contributed to the development of Multinational Village, without any desire for personal gain or recognition but for the sheer principle of doing what is right and what is needed at that time. Though not mentioned here by name, they all hold the community in deep gratitude. Still, it is the collective effort of each and every member that has carried the Association to its current stature.

Today the MVHAI is faced with many challenges, old and new, from outside and even from within. Yet reflecting on the past can give the members comfort in the thought that any obstacle, no matter how insurmountable, can be overcome as long as they face it in union as one body and one spirit.

IMPORTANT TELEPHONE NUMBERS

MVHAI Office	8249349	_____
	8210471	_____
	7767758	_____
MVHAI Security	8245721	_____
Barangay Moonwalk Office	8211951	_____
Our Lady of the Most Holy Rosary Parish	8292636	_____
	8250216	_____
Paranaque City hall	8290922	_____
	8266287	_____
Paranaque Disaster Coordinating Council	8293448	_____
Paranaque Police Headquarters	8268121	_____
	8262877	_____
	8253676	_____
Precinct 8	8548568	_____
<u>FIRE DEPARTMENT</u>		
Paranaque City	8263176	_____
	8269131	_____
Paranaque Filipino-Chinese Fire Volunteers Association	8275256	_____
Headquarters Fire District 3 (Southern) Pasay City Fire Department	8160791	_____
	8442120	_____
Makati City Fire Department	8443313	_____
	8162553	_____

Las Pinas Fire Department	8731948	_____
Muntinlupa Fire Department	8422201	_____
Anti-carnapping	7570	_____
Bantay Bata	163	_____
Bisig Bayan	9284299	_____
Illegal Connection	16228888	_____
Meralco	16211	_____
	6311111	_____
Maynilad Water Service Inc	1626	_____
MMDA	136	_____
National Poison Control (PGH)	5241078	_____
Research Institute for Tropical Medicine (RITM)	8072628-32	_____
Bureau of Quarantine	3019100-17	_____
PLDT	171	_____
Street Patrol	117	_____

HOSPITALS & CLINICS

PARANAQUE CITY:

Comcare Merville	8286046	_____
Comcare Bicutan	7763319	_____
Makati Medical Center	8888999	_____

Medical Center Paranaque	8256911-15	_____
Olivarez General Hospital	8267966	_____
Paranaque Community Hospital	8254902-04	_____
Paranaque Doctors Hospital	7760644-46	_____
OUTSIDE PARANAQUE CITY:		
Asian Hospital	7719000	_____
Las Pinas Doctors	8255236	_____
Manila Adventists Medical Center (Manila Sanitarium and Hospital)	5259191	_____
Manila Doctors Hospital	5243011	_____
Perpetual Help Hospital	8748515	_____
	8711736	_____
	8711673	_____
Philippine General Hospital	5548400	_____
Philippine Orthopedic Center	7126871	_____
San Juan de Dios Hospital	8319731	_____



GEN. ARSENIO M. TORRES JR (ret).

Theme: "Service, Transparency with Harmony"

MVHAI President's MESSAGE

My sincere congratulations to the Committee on the Souvenir Program/Village Manual headed by fellow homeowner Maricris Faustino. Coming up with this book is very timely for the 25th Anniversary of the Multinational Village Homeowner's Association Inc.

This book, which consists of the list of the Rules and Regulations concerning our Village, as well as a Directory of Important Numbers and various services available within our community and its surrounding vicinities is very informative to all residents, not only to new homeowners but as well as to the pioneers in our community. It will likewise serve as a handy tool in the implementation of Policies, Rules and Regulations for the benefit and protection of all homeowners and residents. The Duties, Responsibilities and Functions of Homeowners and Directors is also available for our reference.

To the Committee members under the table leadership of Maricris Faustino, our heartfelt gratitude for your invaluable efforts.

May the blessing of heaven continue to shower upon us particularly the members of MVHAI to flourish in our midst to make our community living at Multinational Village fulfilling.



GEN. ARSENIO M. TORRES JR (ret).
2009 President



To My Dear Co- Homeowners,

In behalf of the 2010 members of the Board, I would like to extend to you our gladness for allowing us to serve you once again.

We also would like to thank the Manual Committee for their tenacity and perseverance, painstakingly spending long hours in putting this Manual together.

However, this Manual is to be dynamic. We would love to hear from you. Your comments, inputs, observations are invaluable to us. These will help us improve on how we serve you.

We hope we can all work together towards a better, more convivial Multinational Village.

Very Truly Yours,

A handwritten signature in cursive script that reads "Olivia G. Bégré".

OLIVIA "Olive" G. BÉGRÉ
2010 President

2009 BOARD OF DIRECTORS AND OFFICERS

President	GEN. ARSENIO M. TORRES, JR. (ret.)
Vice President	DRA. JOSEFINA M. TIOPIANCO
Secretary	ATTY. RESTITUTO M. AREVALO
Assistant Secretary	ATTY. JUANITO I. VELASCO, JR.
Treasurer	JAIME F. DEL MUNDO

Directors:	OLIVIA G. BEGRE
	ARTEMIO F. DAMOT
	RICARDO G. GUTIERREZ, JR.
	ENGR. RAMON C. MAGBOO
	CARLOS C. RAPAY
	FREDERICK B. RAPINAN
	BIENVENIDO B. YANGA

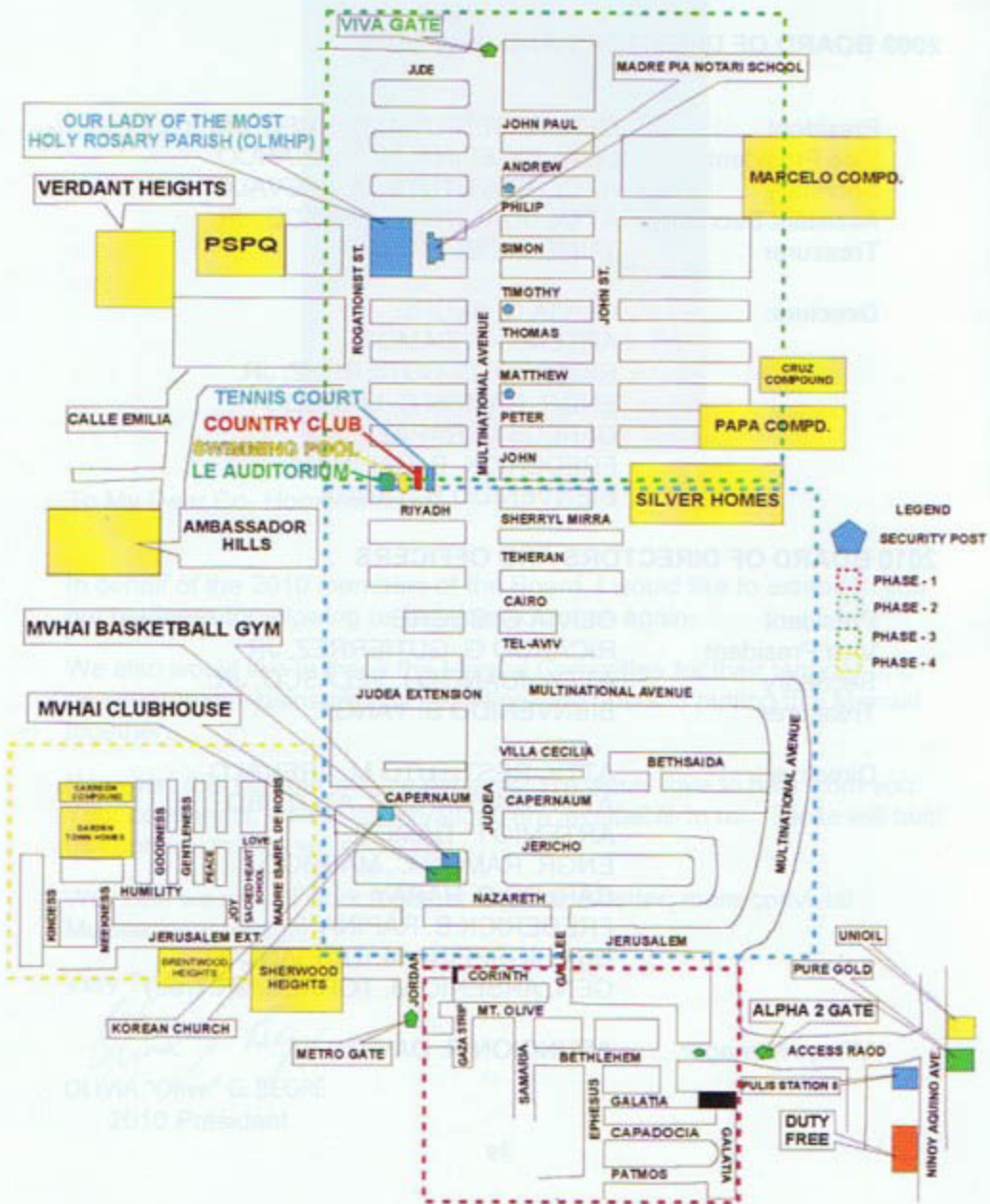
2010 BOARD OF DIRECTORS AND OFFICERS

President	OLIVIA G. BEGRE
Vice President	RICARDO G. GUTIERREZ, JR.
Secretary	ATTY. JUANITO I. VELASCO, JR.
Treasurer	BIENVENIDO B. YANGA

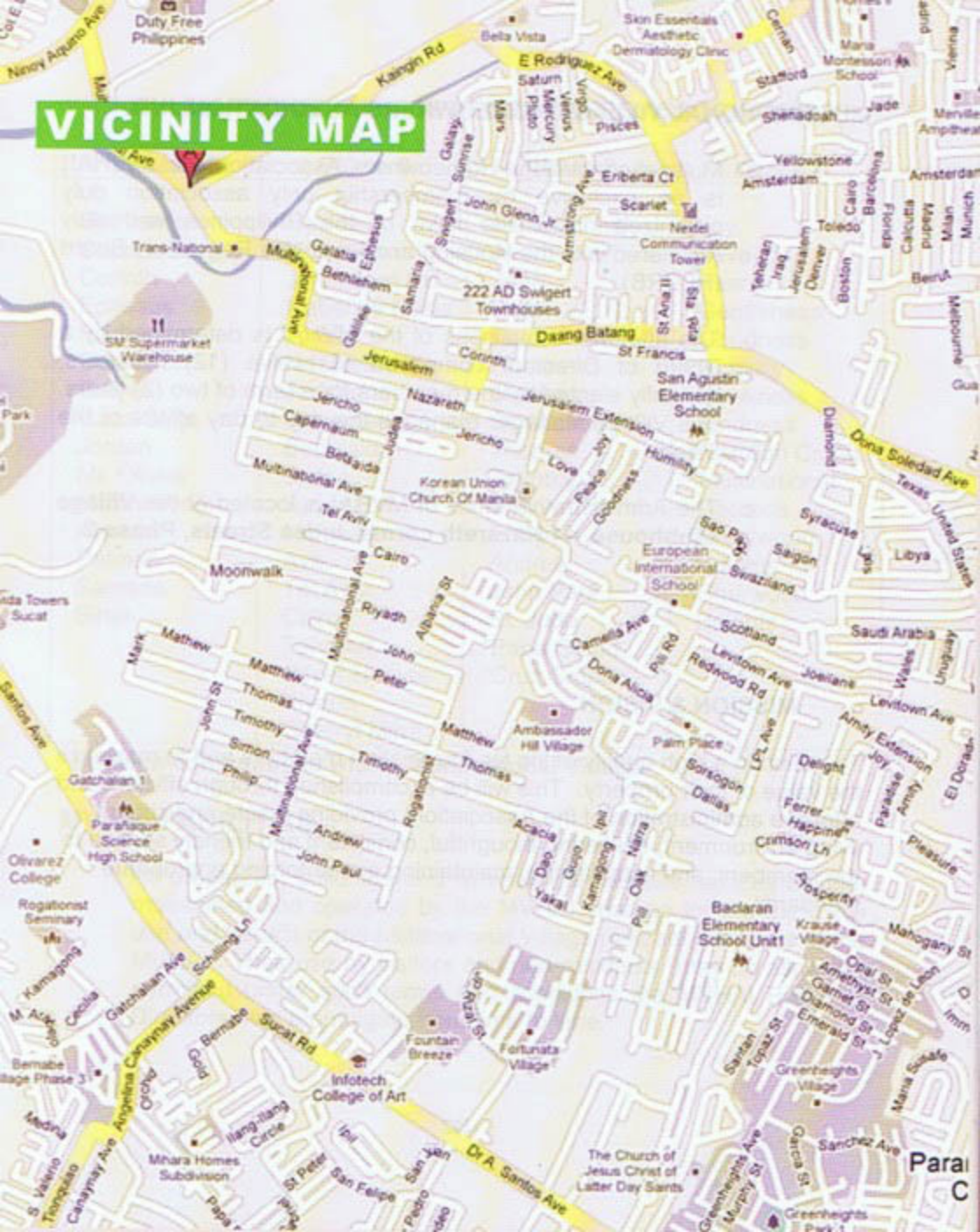
Directors:	ATTY. RESTITUTO M. AREVALO
	ATTY. MAYNARD G. ATOTUBO
	ARTEMIO F. DAMOT
	ENGR. RAMON C. MAGBOO
	CARLOS C. RAPAY
	FREDERICK B. RAPINAN
	DRA. JOSEFINA M. TIOPIANCO
	GEN. ARSENIO M. TORRES, JR. (ret.)

Village Manager	ASUNCION R. DAVID
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Road Map of Multinational Village



VICINITY MAP



MULTINATIONAL VILLAGE HOMEOWNERS ASSOCIATION, INC.

- a. Multinational Village Homeowners' Association, Inc. (MVHAI) is an exclusive by membership only association duly organized under the laws of the Philippines and duly registered with the Housing and Land Use Regulatory Board (HLURB).
- b. The affairs and business of the MVHAI is determined by a Board of Directors composed of twelve (12) members, annually elected by the members for a term of two (2) years. The Village Manager manages the day to day affairs of the Village.
- c. The Administrative office of MVHAI is located at the **Village Clubhouse, 44 Nazareth corner Judea Streets, Phase 2.**

MISSION & VISION

To maintain a high quality of life for Association members and to maximize the value of their property. This will be accomplished through efficient and effective administration of the Association; providing a safe and secure living environment, delivering thoughtful, consistent and friendly service to the members; and establishing, maintaining and enforcing appropriate standards.

MULTINATIONAL VILLAGE HOMEOWNERS ASSOCIATION

Phase 1	Phase 2	Phase 3	Phase 4
Bethlehem	Galilee	Multinational	Joy
Capadocia	Jerusalem	Ave.	Love
Corinth	Jerusalem Ext.	John	Peace
Ephesus	Isabel de Rosis	Peter	Gentleness
Faith	Jordan	Peter Town	Goodness
Galatia	Nazareth	Homes	Humility
Galilee	Jericho	Matthew	Meekness
Gaza Strip	Capernaum	St. Michael	Kindness
Jordan	Bethsaida	Thomas	*Carreon Cmpd.
Mt. Olives	Judea	Timothy	*Multinational
Multinational	Judea Ext.	Simon	Gardens
Ave.	Multinational	Philip	*Brentwood
Patmos	Ave.	Andrew	Heights
Samaria	Tel Aviv	John Paul	*Sherwood
Sinai	Cairo	St. Jude	Heights
	Teheran	*Papa Cmpd.	
	*Silver Homes	*Cruz Cmpd.	
	Riyadh		
	*Sherryl Mirra		

*Satellite communities within Multinational Village

MVHAI FACILITIES

All properties, buildings and recreational facilities, spaces owned, maintained and operated by the MVHAI shall be for the exclusive use and benefit of the Multinational Village resident members of the MVHAI. Their use by visitors and non-residents may be allowed / permitted under such terms and conditions the MVHAI Board of Directors may promulgate from time to time.

The following are the Village Facilities & their features:

A. **VILLAGE CLUBHOUSE**, 44 Nazareth corner Judea Streets, Phase 2

- The Official MVHAI Administration Offices

B. **COUNTRY CLUB**, John Street, Phase 3

1) **LE AUDITORIUM**

- 250-seating capacity multi-purpose hall for functions/assemblies
- Spacious lobby for function set up/overflow
- Kitchen space
- Spacious garden for outdoor functions/activities

2) **PAVILLON**

- A large gazebo for open-air meetings and assemblies

3) **BOXING GYM**

4) **FITNESS GYM**

5) **TENNIS COURT**

- Multinational Tennis Club Headquarters

6) **SWIMMING POOL**

- Spacious surroundings for outdoor parties and functions

C. **COVERED GYMNASIUM**, Judea Street, Phase 2

D. **Basketball Court**

- Space for assemblies and functions

E. ANDREW PARK, Andrew Street, Phase 3

- A lighted concrete track perfect for walking & biking
- Shade trees & park benches

F. MULTI-PURPOSE HALL, Jerusalem Extension, Phase 4

MVHAI 2009 COMMITTEE HEADS

STANDING COMMITTEES:

- | | |
|-------------------------------------------|----------------------------|
| 1. Financial Management Committee | FREDERICK B. RAPINAN |
| 2. Audit Committee | IRENEO E. CANTOS |
| 3. Security Committee | RICARDO G. GUTIERREZ, JR. |
| 4. Water Committee | ATTY. RESTITUTO M. AREVALO |
| 5. Village Infrastructure Committee | ENGR. RAMON C. MAGBOO |
| 6. Home Construction Committee | BIENVENIDO B. YANGA |
| 7. Environment & Beautification Committee | CARLOS C. RAPAY |
| 8. Community Relations Committee | OLIVIA G. BEGRE |

SPECIAL COMMITTEES:

- | | |
|---------------------------------------------|-----------------------|
| 9. Resource Mobilization Committee | ARTEMIO F. DAMOT |
| 10. Health & Sanitation Committee | JOSEFINA M. TIOPIANCO |
| 11. Legal Affairs Committee
VELASCO, JR. | ATTY. JUANITO I. |
| 12. Administrative Committee | OLIVIA G. BEGRE |
| 13. Youth & Sports Committee | FREDERICK B. RAPINAN |
| 14. Newsletter Committee | MARIO M. DANGAN |
| 15. Commission on Election
(COMELEC) | MARTIN V. IMPERIAL |
| 16. Grievance Committee | |

MVHAI 2010 COMMITTEE HEADS

STANDING COMMITTEES:

- | | |
|-------------------------------------------|---------------------------|
| 1. Financial Management Committee | BIENVENIDO B. YANGA |
| 2. Audit Committee | |
| 3. Security Committee | RICARDO G. GUTIERREZ, JR. |
| 4. Water Committee | CARLOS C. RAPAY |
| 5. Village Infrastructure Committee | ATTY. MAYNARD G. ATOTUBO |
| 6. Home Construction Committee | ARTEMIO F. DAMOT |
| 7. Environment & Beautification Committee | FREDERICK B. RAPINAN |
| 8. Community Relations Committee | |

SPECIAL COMMITTEES:

- | | |
|--------------------------------------|--------------------------------------------------------------|
| 9. Resource Mobilization Committee | |
| 10. Health & Sanitation Committee | JOSEFINA M. TIOPIANCO |
| 11. Legal Affairs Committee | GEN. ARSENIO M. TORRES, JR.
ATTY. JUANITO I. VELASCO, JR. |
| 12. Administrative Committee | OLIVIA G. BEGRE |
| 13. Youth & Sports Committee | FREDERICK B. RAPINAN |
| 14. Newsletter Committee | MARIO M. DANGAN |
| 15. Commission on Election (COMELEC) | |
| 16. Grievance Committee | |

MHAI COMMITTEES

(membership to these committees is open to all members of good standing)

a. FINANCIAL MANAGEMENT COMMITTEE

- Plan, adopt and implement procurement and disbursement guidelines for projects requiring use of association funds.
- Coordinating body for all financial matters involving outside institutions
- Develop a savings campaign for the Village
- Responsible for the safekeeping of depository and/or placement accounts relating to the Association Funds including the Builders Bond

b. AUDIT COMMITTEE

- Review the accounts and physically examine the books and assets of the Association
- Prepare a quarterly report duly audited by a Certified Public Accountant to be presented to the General Membership either in meeting and/or written correspondence
- Conduct an inventory of the assets of the Association on an annual basis

c. SECURITY COMMITTEE

- Formulate and implement security and safety procedures
- Recommend the hiring and firing of security personnel and/or guards with the hiring of the Security Agency (agencies) subject to Board Approval
- Responsible for the maintenance and deployment of the Village fire truck
- Take charge of maintaining peace and order within the Village
- Organize emergency disaster brigade to meet any natural or man made calamity

d. WATER COMMITTEE

- Responsible for the installation and maintenance of the Village water supply system
- Coordinate with the public and/or private water supply entities
- Responsible for monitoring , identifying delinquent and/or illegal water connections and authorizing the subsequent disconnection of such connections

e. VILLAGE INFRASTRUCTURE COMMITTEE

- Responsible for the planning , coordination and operation of physical facilities and infrastructure of the Association such as but not limited to buildings, roads, sidewalks, parks, perimeter walls
- Coordinate with public and private entities tasked to design, construct, repair of Village infrastructure

- Coordinate with the city and national agencies for any and all permits necessary for the operation of Village infrastructure
- Coordinate with the Environment and Beautification committee in cases where construction is required for projects which have an environment and beautification function

f. HOME CONSTRUCTION COMMITTEE

- Responsible for evaluating and approving all residential dwelling and commercial plans to be constructed within the Village and properties that have acquired Rights-of-Way in the Village
- Responsible for proposing fees and assessments related to construction in areas that have acquired Rights-of-Way within the Village, all subject to Board approval

g. ENVIRONMENT AND BEAUTIFICATION COMMITTEE

- Responsible for the planning, coordination and implementation of any and all sanitation requirements of the Village
- Responsible for monitoring and compliance with all national and city environmental protection laws and regulations
- Promote and strictly implement waste segregation and recycling in the Village
- Responsible for the maintenance of all vacant lots within the Village

- Plan, design, operate and implement any and all beautification projects meant to enhance ecological integrity and aesthetic value of the Village
- Coordinate with the Village Infrastructure Committee in cases where construction of facilities is required
- Promote and strictly implement waste segregation and recycling in the Village

h. COMMUNITY RELATIONS COMMITTEE

- Responsible for maintaining harmony among homeowners as well as neighbor communities
- Accept and investigate complaints filed by any homeowner against other homeowners
- Settle and arbitrate any dispute within the community
- Control, prevent and regulate access of informal settlers within the Village
- Propose rules and regulations with regards to existing informal settlements within the Village with the end in view of eradicating such settlements subject to Board approval

SPECIAL COMMITTEES - Created by the Board of Directors as it deems necessary. (as of 2009)

RESOURCE MOBILIZATION COMMITTEE

This Committee shall evaluate all income-generating activities and make a proposal on how to improve revenues to include Non-performing Assets.

HEALTH & SANITATION COMMITTEE

This committee shall study and recommend MVHAI's ethical and legal responsibilities to its employees - health wise. It shall recommend how MVHAI is to protect the health of its employees. It shall determine which are work related sicknesses and diseases; recommend and foster awareness on importance of following work safety measures (ie. importance of wearing shoes/ helmets/ raincoats/ gloves etc.). It shall ensure that employee benefits are properly subscribed to (ie. SSS/Philhealth). It shall review employee sick leaves and shall conduct periodic employee health check-ups.

This committee shall be in constant communication and coordination with the Public Health Inspector for new regulations on air and noise pollution; sanitation and public health dangers. It shall be aware of all laws, ordinances, and regulations pertaining to public health and disseminate these to village; know sanitary laws and assist board on how to implement these. It shall recommend measures to take during times of calamities and other natural disasters – ie earthquake/ typhoons/epidemics etc. in coordination with the Security Committee.

LEGAL AFFAIRS COMMITTEE

Functions:

1. Gather and analyze data of the past cases involving the association and formulate policies to address past legal concerns, for the approval of the Board
2. Review and analyze documents requiring knowledge of the law and provide legal opinion thereon to the Board, the President and the Village Manager;
3. Formulate case monitoring system and coordinate with retained counsel to ensure that cases involving the association are attended to;
4. Coordinate with the Board, the other committees, the President, the Village Manager and the retained counsel, to ensure that all actions of the association are within the bonds of law;
5. To act as counsel of the association, if so qualified, in any or all cases involving the association;
6. Determine reportorial requirements by government agencies, having supervision over the association and ensure that they are promptly complied with;
7. Such other functions as the Board may direct.

ADMINISTRATIVE COMMITTEE

The Administrative Committee is a Standing Committee created by the Board of Directors. It is the committee with the particular responsibility for monitoring operational policies and performance.

- Review existing current operation policies, practices and recommend revisions, improvements to policies and recommend covering policies to current practices as needed.
- Upon recognizing problems and situations encountered, shall review, analyze, assess, formulate and recommend to the Board for approval the policy and strategy that will be adopted together with its corresponding standard procedures for management to implement.
- Administrative Committee shall review, monitor, coordinate and provide guidelines, directions and inputs to management activities based on approved procedures and policies.

COMMITTEE ON ELECTION

As mandated by the HLURB and the Association By-Laws, there shall be a committee on election (Comelec) composed of five (5) qualified members appointed by the Board of Directors. The Comelec shall be comprised of a Chairman and four (4) members. The Comelec shall be created not late than December 15 of the year immediately before the scheduled election and annual meeting.

The Chairman must be a member homeowner of a good standing of Multinational Village. The members must likewise be member homeowners of good standing of the Village representing each of the Phases (1,2,3,4).

LEGAL AFFAIRS COMMITTEE

- To conduct the election in strict compliance with the By-Laws, rules and regulations governing the nomination, qualification and disqualification, election, proclamation of Directors.
- To decide all questions regarding the qualification of candidates and election of Directors in compliance with the By-Laws of the Association.
- To count and canvass all ballots cast.
- The COMELEC shall be the sole and only authority to issue implementing guidelines for the conduct of the election in compliance with the By-Laws of the Association.
- The incumbent Board of Directors cannot in any way interfere, influence and overturn any and all procedures and guidelines issued by the COMELEC for the conduct of the election.
- The decision of the COMELEC is final and not appealable.

GRIEVANCE COMMITTEE

Mandated by the HLURB, this Committee shall resolve disputes between and among members of the Association or the Board; or between members of the Association and the Board or any of its members and officers.

YOUTH & SPORTS COMMITTEE

It shall also develop programs and activities like Sports and other recreational activities for the benefit of the association and encourage the growth of neighborly relationships among the members of the association. To develop skills and talents from the Village youth to participate in sports competitions within the Village, as well as inter-village and district competitions; thereby building their confidence in preparation for school varsity leagues or even competitions on a national level.

NEWSLETTER COMMITTEE

To publish a bi-annual publication of village news and events featuring newsworthy items relevant to village affairs

ACCREDITED ORGANIZATIONS

MULTINATIONAL VILLAGE LADIES CLUB

The Multinational Ladies Club was envisioned to plan and organize social activities that shall raise funds from time to time for the Village's special projects and to provide supplemental source of funds during the financially challenging times of our village.

- Funding of beautification projects i.e., landscaping of all entrances, country club areas, clubhouse and basketball court facades.
- Sponsoring fund-raising activities such as the Children's Halloween Party; ballroom dancing, etc.
- Donating Christmas baskets and gifts for the MVHAI employees' yearly Christmas Party.
- Work in coordination with MVHAI committees to carry out future plans and projects.

MULTINATIONAL VILLAGE TENNIS CLUB

The Multinational Village Tennis Club was organized in 1996 by pioneer members and duly registered with the SEC in 2001. In 1998, the Club signed a 10-year contract of agreement with the MVHAI to maintain and operate the Tennis Courts. Using funds generated by the Club, a Tennis Club building was constructed in 2004.

In 2005, Court 1 was rehabilitated and lights were installed. A new 5-year contract was signed in 2008 and the rehabilitation of Court 2 was undertaken.

The Club is open to all homeowners and residents of Multinational Village.

- The Multinational Village Tennis Club was organized in 1996 by pioneer members and duly registered with the SEC in 2001. In 1998, the Club signed a 10-year contract of agreement with the MVHAI to maintain and operate the Tennis Courts. Using funds generated by the Club, a Tennis Club building was constructed in 2004.
- In 2005, Court 1 was rehabilitated and lights were installed. A new 5-year contract was signed in 2008 and the rehabilitation of Court 2 was undertaken.
- The Club is open to all homeowners and residents of Multinational Village.
- Sponsoring fun-raising activities such as the Children's Halloween Party, ballroom dancing, etc.
- Donating Christmas baskets and gifts for the MVHAI employees yearly Christmas Party.
- Work in coordination with MVHAI committees to carry out future plans and projects.



SECOND PRIZE WINNER
SEAN KRISTOFFER AREVALO, 15 YEARS OLD
ARTWORK: "HOME SWEET HOME"



THIRD PRIZE WINNER
KELLY MORALES, 12 YEARS OLD
ARTWORK: "TREES"



MANUAL COVER AWARDING

VILLAGE POLICIES

MEMBERS AND DIRECTORS

Section 1: MEMBERSHIP

- 1.1 All residents are members of MVHAI upon payment of monthly dues. Lease holders are considered stand-in members only by virtue of the authority of the Homeowners.
- 1.2 A member in good standing is one who complies with all the duties and obligations of a member as defined in the By-laws of the Association.

1.3 Rights & Privileges of Membership

Every member in good standing shall have the following rights:

- To vote on all matters brought before the members
- To be eligible to any elective or appointive office in the Association
- To participate in the deliberations of the members in all meetings
- To avail of all the facilities and services of the Association
- To have access to and inquire into relevant reports of the Association including but not limited to its books and financial reports during Business hours.
- To delegate to a long-term lessee the right to vote and in so doing, other Rights enjoyed by members with the exception of running for any elective or appointive office of the Association, provided lessee has resided a minimum of three (3) consecutive years in the member's leased property.

1.4 Duties of Members

- To pay their Membership Fee, Association Dues, special assessments and other fees which may be levied.
- To participate in major activities of the Association

- To attend all meetings and seminars called by the Association and its Committees
- To obey and comply with the By-laws and other rules and regulations promulgated by the Board of Directors
- To submit all necessary documents required by the Association with regards to leased properties of members within the Village

1.5 Membership Roll

The Association shall keep and maintain under Custody of the Secretary & Village Manager. A Membership Roll containing the list of all members and additional members as may be admitted from time to time, including information and data which may be required by the Board of Directors. This Membership Roll shall be made available to any member of the Association upon request.

1.6 Expulsion from the Association

Any member may be expelled from the Association on the following grounds:

- Default in the payment of Association Dues for a period of thirty (30) days from written demand
- Ceasing to be a member in good standing
- Repeated violations of any of the provisions of its Charter, By-laws or existing rules and regulations of the Association
- Convicted felons may be expelled from the Association
- Commitment of acts inimical to the welfare of the Association such as:
 1. Malversation of Association funds
 2. Participation, directly or indirectly, in business transactions of the Association as a contractor, supplier and/or financier when

the member is also a concurrent Director or employee of the Association.

3. Participants in illegal writing-off of debts due to the Association
4. Participants in the acts that deprive the Association of its rightful income such as:
 - i. Illegal manufacture and sale of Association stickers and forms
 - ii. Participants in the illegal tapping and provision of Association power and water supply
 - iii. Extorting from homeowners and/or persons engaged in business with the Association
 - iv. Misuse of the Association's name and authority
5. Other acts that will put in ill repute the name of the Association and the Village.

The motion to expel a member must be presented in any General Membership Meeting by any member or Director present together with the necessary proofs or evidence supporting the move to expel. The motion will be voted upon by the members present in the same meeting. A majority of members present in the meeting will affirm the motion to expel

1.7 MEMBERSHIP MEETINGS

• ANNUAL GENERAL MEMBERSHIP MEETING & ELECTION

This meeting shall be held every fourth Sunday of January of every year, at which meeting the members shall elect the Directors. To qualify to vote and/or be a candidate for Director, a member must have paid all his/her accounts due the Association as of the last business day of December of each year.

- **GENERAL MEMBERSHIP MEETINGS**

The Board of Directors must schedule a General Membership Meeting every quarter, preferably on a weekend in which the following are presented:

- i. Audited Financial Report
- ii. Status of Projects
- iii. Concern

Written notice stating the date, place and hour of the meeting shall be personally delivered to each member not less than five (5) days before the date of such meeting.

- **SPECIAL MEETINGS**

At any time during the interval between the Annual General Membership Meeting/Election and the quarterly General Membership Meetings, other meetings, may be called by the President or by a majority of the Board of Directors or by ten percent (10%) of members in good standing, informing the Board of Directors at least two (2) days prior to the date, place and hour of the Special Meeting in which the Board of Directors must attend.

Section 2. DUTIES AND FEES

- 2.1 There shall be assessed and levied on all homeowners / residents of Multinational Village monthly membership dues and fees in such amounts and under such terms and conditions as the MVHAI Board of Directors may reasonably determine from time to time. **Any homeowner / resident who fails to pay his dues shall be disconnected and denied of the use and benefit of the properties, facilities and/or services owned, maintained an/or operated by the MVHAI.**

2.2 Owners of houses leased to third persons shall be responsible and liable for the payment of the dues and fees unless prior arrangement is made with the MVHAI for the lessee/renter to pay the dues and fees with the lessor/owner as guarantor.

2.3 **Membership Fees**

Every member of the Association shall pay a one-time Membership Fee to be set by the Board of Directors and approved by a majority of members present in a Special Meeting called for this purpose. Such Membership Fee will be maintained in a special Reserve Fund. Any and all interest accruing from this Fund shall revert to the Association's General Fund. Withdrawals from this Reserve Fund shall be subject to the approval of a majority of members present in a Member's General Assembly.

2.4 **Association Dues**

Every member must pay a monthly Association Dues of an amount set by the Board of Directors after duly consulting the membership in a General Membership Meeting.

2.5 **Contributions**

The Association may raise funds for its programs and activities through contributions, donations and/or other forms. Such donations must be duly audited and submitted as information to the General Membership.

2.6 **Special Assessments**

The Board of Directors, from time to time, may assess and collect from each member, reasonable amounts as may be required by the Association for its vital needs. Such special assessments need the approval of the majority of its members present in a Special Meeting

called for this purpose. Funds raised from this special assessment must be audited and submitted as information to the General Membership.

2.7 Builder's Bond

The Board of Directors is empowered to assess and collect fees from each member applying to build a residential structure within the Village. classified as a Builder's Bond, it is intended to compensate the Association from any and all damages that the residential construction may cause to Village property and persons. The amount paid by the member as Builder's Bond will be held in trust by the Association until completion of the residential construction for which the bond was issued. The member must present a Certificate of Completion and Occupancy Permit, both issued by the City Government, before the Builder's Bond can be refunded, minus any and all fines and dues in favor of the Association.

Section 3: BOARD OF DIRECTORS

3.1 General Powers

The Board of Directors shall be the policy making body of the Association. All rules, regulations and policies promulgated through Board Resolutions duly approved by a majority of the Directors shall be in conformity with the spirit and letter of the Charter and By-laws of the Association and always in the interest of the general membership.

3.2 Number of Directors

The Board of Directors shall be composed of twelve (12) elected members as follows: Each Phase (1, 2, 3, 4) shall elect three (3) directors who are resident members in good standing in their respective phases.

3.3 Term of Office

Directors from each Phase who garner the most number of votes will serve for a period of two (2) years, comprising of total of four (4) directors. The remaining eight (8) directors will serve for a period of one (1) year. For the succeeding election, each phase will elect two (2) directors each who will serve for a period of two (2) years. The next elections will alternately elect four (4) and Eight (8) directors who will serve a period of two (2) years each.

This process ensures a sense of continuity from year to year as there will always be a set of directors who will stay on for one (1) year together with the new set of newly elected directors for that year.

3.4 Qualification of Directors

A director shall have the following qualifications:

- a. Of legal age
- b. A member in good standing
- c. An actual resident in the Village for at least six (6) months as certified by the Association Secretary and/or the Village Manager
- d. Has not been convicted by final judgement of an offense involving moral turpitude as evidenced by an NBI Clearance with a validity of at least six (6) months
- e. Should be free from any business or other relationships that could materially interfere with the exercise of their independent judgement relative to the Association affairs.

3.5 Disqualification of Directors

A director and officer of the Board may be disqualified if found to have committed the following acts inimical to the welfare, interest and purpose of the Association:

- a. Failure to turn over the books, monies and records of the Association during their term as Director and/or Officer
- b. Has served for three (3) consecutive terms as Director
- c. Theft of any Association property including monies, physical assets, including but not limited to its power and water supply.

3.6 Removal of Directors by Members

Any director may be removed by the members of the phase that he or she represents by way of petition duly signed by at least two thirds (2/3) of members of good standing. Such petition must be duly notarized and presented to any member of the Board. The Board must accept the petition and authenticate it within fifteen (15) days from its submission to the Board. Upon authentication, the director subject of the petition should be removed by way of formal Board Resolution to be promulgated not later than fifteen (15) days from the filing of the petition to the Board. The Board does not have the power to overturn the members' decision to remove the director.

3.7 Vacancies

Any other vacancies occurring in the Board either by resignation, removal, death or incapacity, shall be filled by a majority vote of the remaining directors, if still constituting a quorum, at a regular Board meeting duly called and held for the purpose. The director so elected, residing in the same phase as the director who vacated the post, shall serve the unexpired term of the resigned, removed, incapacitated or deceased director.

In case of election where a particular phase or phases does not have a candidate or candidates, the Board of Directors will declare the position(s) vacant and appoint a director who must reside in the particular phase where the vacancy occurred.

RULES AND REGULATIONS

Section 4: VACANT LOTS

- 4.1 It shall be the duty and responsibility of the owners of vacant lots to maintain and keep such lots reasonably clean and clear of debris and trash. Grass must be cut and maintained regularly.
- 4.2 Upon failure of the owners of the vacant lots to do and perform the above, the MVHAI shall provide the necessary services to maintain the cleanliness of such lots. The owners thereof shall be assessed from 1990 for such amount as may be necessary for expenses as reasonably determined by the MVHAI Board from time to time.
- 4.3 No shanties, improvised structures, temporary huts and sheds shall be built or permitted to be constructed on vacant lots. Violators shall be issued a warning for structures to be dismantled within 48 hours; after which a fine of Php **1,000.00 per day** until such structures are dismantled. If the structures are still not dismantled at the end of the given period of time, the MVHAI will undertake the dismantling with the assistance of Barangay Officials and charge the cost to the violators on top of the fines imposed.
- 4.4 Dumping of garbage, construction debris (especially broken glass, concrete, any kind of metal or steel, rubber or plastic materials, etc.); discarded furniture, appliances or vehicle spare parts and tires, tree cuttings, dead animals, hazardous and toxic wastes is strictly prohibited along and within vacant lots.

Violators shall be penalized under the existing **MVHAI Construction Rules and Regulations** and the **Philippine Ecological Solid Waste Management Act of 2000 (Republic Act 9003)** and the **Philippine Clean Air Act of 1999 (Republic Act 8749)**. Violators shall be reported to the DENR for appropriate action and shall be fined the amount of Php **5,000.00**, plus the cost of cleaning and removal of the above enumerated materials.

Homeowners/residents may notify the MVHAI Office if they need assistance in burying their dead pets and/or hauling construction debris, discarded furniture, appliances or vehicle spare parts, tires and tree cuttings after paying the appropriate and corresponding fees at the Village Office.

- 4.5 Open fire burning of any garbage, tree cuttings, dried leaves, hazardous and toxic wastes or construction debris is prohibited within the Village in accordance with the **Philippine Ecological Solid Waste Management Act of 2000 (RA 9003)** and the **Philippine Clean Air Act of 1999 (RA 8749)**. In addition to penalties provided by existing laws, violators shall be penalized under the existing **MVHAI Construction Rules and Regulations** and shall be reported to the DENR for appropriate action.
- 4.6 Unless the vacant lot is owned by the homeowner, the use of any open space, vacant lot, street, sidewalk and/or alley for repair purposes of any vehicle and/or for parking or repair purpose of public utility vehicles like buses, trucks, jeepneys, taxis, tricycles and other similar vehicles is prohibited.

Owners of these vehicles will be served notices. If the vehicles are not relocated after being served notice, the Owners shall be penalized as follows:

A FINE of Php **1,000.00 per day per vehicle** shall be imposed until the said vehicles are removed or relocated. The said vehicles shall be towed-away or clamped down at the expense of the owners. Release of the said vehicles shall be subject to the owners' presentation of proof of vehicle ownership documents (Certificate of Registration and the latest Official Receipt) and clearance from the MVHAI Office after due penalties and charges are settled.

- 4.7 Cutting down and uprooting of trees in any and all sidewalks and vacant lots is strictly prohibited in accordance with the **MVHAI Construction Rules and Regulations Manual** and the laws and prohibitions of the DENR as provided for under Presidential

Decree 953 Sections 3, 4 and 5, without the proper Baling Permits secured from the Department of Environment and Natural Resources (DENR). Violators shall be reported to the DENR for appropriate action and shall be fined as follows:

Full grown trees	: P 50,000.00 per tree
Medium grown trees	: P 25,000.00 per tree
Newly planted trees	: P 15,000.00 per tree

Section 5: GARBAGE DISPOSAL & COLLECTION

5.1 All garbage must be kept within the property of the homeowner and properly stored in trash bags that are placed in containers or garbage bins. Containers must not be placed along the streets, sidewalks, alleys and vacant lots.

The schedule for garbage collection is as follows:

PHASE 1: MONDAYS & THURSDAYS

PHASE 2: TUESDAYS & FRIDAYS

PHASE 3: WEDNESDAYS & SATURDAYS

PHASE 4: MONDAYS & THURSDAYS

5.2 As required by the **Ecological Solid Waste Management Act of 2000 (RA 9002)**, the **Philippine Clean Air Act of 1999 (RA 8749)** and **Ordinance No. 90, series of 1990**, garbage should be segregated and sorted accordingly into color-coded trash bags: black (non- biodegradable and non-infectious trash such as plastics and styrofoam), green (biodegradable trash such as leftover food, leaves, twigs and the like), and yellow (infectious and/or medical wastes such as used syringes, human wastes and the like). Non-compliance will be meted a penalty of **Php 1,000.00 per violation**.

- 5.3. Debris such as glass, concrete, scrap metal or steel, and the like, as well as discarded furniture and appliances will not be collected by the garbage truck. The homeowner should coordinate with the MVHAI Office for the proper disposal of these materials. *(Please refer to Provision 4.4 under Section 4 of this Manual).*

Section 6: SECURITY RULES AND REGULATIONS

- 6.1 Goal for Security: To attain peace and order in the Village.
- 6.2 Broad Objectives: To protect the lives and properties of the Homeowners and to extend assistance whenever necessary.
- 6.3 Specific Objectives: Strict implementation of Security Rules and Regulations.

The Duties and Functions of the Security Guards and Security officers are the following:

A. GATE GUARDS

1. To ensure effective security service, 24 hours day and night at gates, posts and other areas of assignment.
2. Make sure that boom at gates are always in the down position to prevent entry and/or exit of unauthorized vehicles.
3. Guards should strictly implement, with utmost courtesy the checking of entry and exit of residents, tenants, visitors, employees, construction workers, commuters and household help.
4. Conduct rigid inspection of baggage and hand carried bags by employees or workers, deliveries and pull-out of belongings,

furniture & fixtures, household items and appliances in coordination with the homeowners concerned.

5. Conduct license and ID verification. Security guards must ask clearance from any resident concerned before allowing any visitor to gain access inside the Village. Check the authenticity of authorization or gate pass slips including delivery and pick-up of household items and construction materials. Check and verify authenticity of stickers and politely advise those with expired ones to secure new stickers. Disseminate renewal of stickers after due date.
6. Enforce **"NO ID, NO ENTRY"** Policy for tenants, employees, drivers, household help and others to properly identify non-village occupants such as: visitors, unauthorized persons and unscrupulous individuals.
7. At no instance should guards fraternize with MVHAI employees, residents, household workers and construction workers.
8. At no instance should information about any homeowner or resident be given to unauthorized persons.

B. ROVING PATROL GUARDS

1. Check out all unauthorized vehicles and persons loitering around the village streets especially during curfew hours (10:00 P.M.-5:00 A.M.). Establish and record identities, addresses and purposes why they are roaming inside the village.
2. Prohibit and restrict beggars, vagabonds, scavengers, unauthorized solicitors, and product or service promodizers and all other activities not sanctioned or without permission from MVHAI. Apprehended violators will be turned over to MVHAI Management and Security for proper disposition.

3. Conduct proper investigation, inquiries and collate information and details of incidents that transpire within the village such as crime, fire, medical emergencies, etc. Report these to the MVHAI Security Office, which will be responsible to report to the MVHAI Office so that proper coordination can be done with the Barangay Office, Police or other government agencies.

4. Implement key locking system and observe closure/opening of secondary gates on periods designated as follows:

Jordan corner Jerusalem Streets	: 10:00 p.m. – 5:00 a.m.
Judea Extension	: 10:30 p.m. – 5:30 a.m.
Thomas, Timothy, Simon, Philip & Andrew Streets	: 10:00 p.m. – 5:00 a.m.
Jerusalem Extension (Pedestrian Gate)	: 10:00 p.m. – 5:00 a.m.

6. Institute proper parking of vehicles, to provide assistance or traffic signals as the situation warrants.

7. Assist residents whenever possible and perform other functions as the client or management authority may direct.

8. At no instance should guards fraternize with MVHAI employees, residents, household workers and construction workers.

Section 7: REPORTING UNUSUAL OR UNTOWARD INCIDENTS AND TRAFFIC VIOLATIONS BY HOMEOWNERS OR RESIDENTS

7.1 All unusual or untoward incidents and/or accidents, vandals, noise-makers, loud music, unruly conduct and behavior, traffic violations, etc., should be reported at once to the Security Office first and also to the MVHAI Office. Full name and address should be given for purposes of verification and filing of the necessary incident reports by the Village Security Guards, and for proper dispositive action.

Preferably, a written report should be given by the concerned homeowner, addressed to the Chairman of the Security Committee with copies furnished to the Village Manager & the President by filling out an **Incident Report Form** at the MVHAI Office.

Section 8: TRAFFIC RULES AND REGULATIONS

A. ENTRY/EXIT OF VEHICLES

- 8.1 Private vehicles without MVHAI vehicle stickers passing through any gate must stop for routine inspection. The driver must surrender his/her driver's license (no other ID shall be acceptable). In exchange for a vehicle pass and get it back when he/she leaves the Village.
- 8.2 All service and delivery vehicles without MVHAI vehicle stickers may enter or exit any gate upon surrender of the driver's license in exchange for a vehicle pass. This shall be returned to the driver only upon presentation of the vehicle pass & the MVHAI Official Receipt as proof of payment. All delivery vehicles regardless of the contents or weight of their cargo shall be charged per entry with delivery/entry fees as follows:

HOMEOWNERS:

4-wheelers	: P	150.00
6-wheelers	: P	200.00
10-wheelers	: P	300.00

SATELLITE COMMUNITIES:

4-wheelers	: P	200.00
6-wheelers	: P	300.00
10-wheelers	: P	500.00

DEPRESSED AREAS:

4-wheelers	: P	350.00
6-wheelers	: P	750.00
10-wheelers	: P	1,500.00

If loaded with:

10-foot container van:	plus P	1,000.00
20-foot container van:	plus P	1,250.00
40-foot container van:	plus P	1,500.00

Others:

Cement Mixers : P 2,000.00

MVHAI reserves the right to refuse or prohibit entry of vehicles that fall under specified restricted categories as recommended by MVHAI such as:

10-wheeler trucks

Heavy equipment (such as graders, pay loaders, backhoes, rollers, dump trucks and the like)

All incoming and outgoing delivery vehicles shall be subject to open-trunk routine inspection. Containerized vans shall need clearance from the MVHAI Office before being allowed entry into the Village. These shall be subject to thorough inspection by security personnel.

Heavy equipment such as graders, pay loaders, backhoes, rollers and the like, are prohibited from entry unless they are issued a clearance from the MVHAI Office and pay the corresponding fee of **Php 3,500.00 per entry**.

8.3 Deliveries of construction materials & other goods shall be allowed to pass from **5:00 A.M. to 8:00 P.M. at the Main Alpha Gate only**. Exceptions can only be granted upon clearance from the Village Manager. Deliveries to members in good standing, such as appliances, furniture and other personal effects are free of charge. Homeowners are advised to inform the MVHAI Office of expected deliveries.

8.4 The following vehicles will be allowed access into the Village (including Satellite Villages)

Government Vehicles (red plates)

Police Vehicles

Emergency Vehicles (Fire Engines & Ambulances)

City and Barangay Vehicles

Utility Vehicles such as MERALCO, PLDT, Maynilad, Smart, Globe, Cable Companies and the like, only upon presenting the corresponding Job Orders

Delivery of appliances & personal effects to Homeowners with proper MVHAI Office clearance

Delivery of construction materials with proper MVHAI Office clearance

8.5 **OPENING AND CLOSING OF GATES:**

Alpha 2 gate (Main Gate) / (located at Multinational Avenue coming from NAIA Rd.): Open 24 hours

Metro gate (located at Jordan St. from Moonwalk):
Open 5:00 a.m.- 12:00 Midnight; Only Homeowners with current stickers are allowed to enter after 12:00 Midnight.

Viva gate (located at Multinational Ave. from Villanueva Village):
Sundays-Fridays Open 5:00 a.m. – 12:00 Midnight;
Saturdays Open 24 hours.

Note: Non-homeowners are allowed to enter and exit only through the (Main) Alpha Gate.

A. DRIVING INSIDE THE VILLAGE *(Please refer to Table of Violations and Penalties on pages 64 -81)*

- 8.6 Internationally accepted traffic rules will be strictly enforced inside the Village and all traffic signs are to be observed. **Maximum speed limit is 30 kph along the main roads and 20 kph along side roads.** Any driver exceeding these limits or driving recklessly shall be apprehended and be subject to penalties and fines under this section.

Racing of cars, scooters or motorcycles is strictly prohibited in all streets within the Village at all times of the day. Violators shall be apprehended and be subject to penalties and fines under this section.

- 8.7 Practice driving is strictly prohibited inside the Village. Violators shall be apprehended and be subject to penalties and fines under this section.

- 8.8 Driving of any type of motorized vehicles by minors and non-licensed drivers is strictly prohibited. Violators shall be apprehended and be subject to penalties and fines under this section.

- 8.9 Drivers and passengers, especially children riding on motorcycles and scooters must wear safety helmets at all times. The drivers of the said vehicles shall be apprehended and be subject to penalties and fines under this section.

- 8.10 Noisy vehicles such as those without mufflers and loud speakers, excessive revving of engines and unnecessary horn tooting are not allowed. Violators shall be apprehended and be subject to penalties and fines under this section.

- 8.11 Non-motorized vehicles such as bicycles of any type must have the necessary reflectors in order to avoid any accidents within the Village premises, especially at night. Drivers must wear bicycle helmets. Violators shall be apprehended and be subject to penalties and fines under this section.
- 8.12 Passing through of funeral processions along all Village Streets, except those originating from homeowners' residences and the Parish Church, is strictly prohibited.
- 8.13 Proper parking rules are to be observed so as not to obstruct traffic flow in the Village streets. Obstructing neighbors' driveways and parking at street corners are strictly prohibited. Violators shall be subject to penalties and fines under this section.

B. OVERNIGHT PARKING *(Please refer to Table of Violations and Penalties on pages 64-81)*

- 8.14 All types of vehicles (cars, jeepneys, vans, tricycles, pedicabs, motorcycles, large trucks, containerized vans and junked vehicles, etc.) are prohibited from parking along all streets within the Village which are designated **NO PARKING** areas and **NO LOADING/UNLOADING Zones** particularly **Multinational Avenue, Jerusalem Street corner Jordan Street and Judea Street, Phase 2**. Vehicles are not allowed to park at street corners to avoid obstructing traffic or causing any accidents. The MVHAI Office shall not be responsible for whatever losses and/or damages to any vehicle parked illegally along these areas. Overnight parking of non-homeowner vehicles is strictly prohibited.

Owners of these vehicles will be served notices. If the vehicles are not relocated upon being served notice, the owners shall be penalized as follows:

A FINE of Php **1,000.00 per day per vehicle** shall be imposed until the said vehicles are removed or relocated. The said vehicles shall be towed-away or clamped-down at the expense of the owners. Release of the said vehicles shall be subject to the owners' presentation of proof of vehicle ownership documents (Certificate of Registration and the latest Official Receipt) and clearance from the MVHAI Office after due penalties and charges are settled.

C. HOUSE MOVING IN/OUT:

8.15 All residents moving in and out must first register with the MVHAI Office prior to the date of the said activity. They must fill up a "**House Moving-In/Out Form**" and secure clearance from the MVHAI Office during office hours at least three (3) days prior to scheduled date. Otherwise, moving-in/out activity will not be allowed to proceed.

NOTE: For your own protection, potential buyers must first check with the MVHAI Office through the Village Manager for any dues or penalties assessed on particular properties prior to purchasing any lot or house in the Village.

Section 9: OTHER PROHIBITED/BANNED MATTERS/ACTIVITIES:

(Please refer to Table of Violations and Penalties on pages 64-81)

- 9.1 Vandalism and unruly conduct and unnecessary noise (this includes loud music during parties) or any kind of public disturbance by anyone is strictly prohibited. Violators shall be apprehended and be subject to penalties and fines under this section.
- 9.2 Loitering by strangers and non-residents is strictly prohibited (even with MVHAI ID cards). **Curfew hours (10:00 A.M.-5:00 P.M.)** must be strictly observed. Violators shall be apprehended and turned over to the proper government authority for appropriate action.

- 9.3 The possession, use, storage and the manufacture of regulated and prohibited drugs, drug paraphernalia; including the maintenance of drug dens and other acts under the **Dangerous Drugs Act of 2000**, shall be reported and violators shall be apprehended and turned over to the proper government authority for appropriate action.
- 9.4 The illegal possession and use of firearms (including air guns) and deadly weapons (fan & hunting knives, jungle bolos, ice picks, hammers, etc.) is strictly prohibited in the streets and public areas within the Village. Violators (Residents & Non-Residents) shall be apprehended and turned over to the proper government authority for appropriate action. Non-residents caught in violation of this section shall be permanently banned from the Village.
- 9.5 No gambling of any form (including cock fights) conducted outdoors and in public is allowed. Violators shall be apprehended and be subject to penalties and fines under this section.
- 9.6 Indecent exposure, urinating, defecating & spitting in public areas and in public view is strictly prohibited. Violators shall be apprehended and be subject to penalties and fines under this section.
- 9.7 Violators of other existing Penal Laws shall be apprehended and turned over to the proper government authority for appropriate action.

Section 10: GUIDELINES FOR PARTIES & GATHERINGS:

(Please refer to Table of Violations and Penalties on pages 64-81)

- 10.1 Homeowners and residents planning to hold parties and other gatherings, are advised to notify the MVHAI Office so that proper coordination with the gate guards may be arranged and your guests may be directed to your specific venue.

- 10.2 Outdoor parties or gatherings are allowed only until 12:00 midnight; after which the activity should be moved indoors so as not to disturb other homeowners in the vicinity. Violators shall be subject to penalties and fines under this section.
- 10.3 Loud music and/or loud speakers are strictly prohibited beyond 12:00 midnight so as not to disturb other homeowners in the vicinity. Violators shall be subject to penalties and fines under this section.
- 10.4 Vehicles of guests attending the said parties or gatherings should observe traffic rules inside the Village. Proper parking rules are to be observed so as not to obstruct traffic flow in the Village streets. Obstructing neighbors' driveways and parking at street corners are strictly prohibited. Violators shall be subject to penalties and fines under MVHAI Traffic Rules and Regulations (*Please refer to Provision 8.13 under Section 8 of this Manual*).
- 10.5 Closing off of streets for outdoor parties or gatherings is strictly prohibited. A permit and/or clearance is needed from the MVHAI Office. Violators shall be subject to the penalties and fines under MVHAI Traffic Rules and Regulations.
- 10.6 Drinking intoxicating beverages on sidewalks, streets, alleys, parks and in front of stores, groceries and other public areas is strictly prohibited. Violators shall be subject to penalties and fines under this section.

Section 11: RULES AND REGULATIONS ON STICKERS

(Please refer to Table of Violations and Penalties on pages 64-81)

- 11.1 Vehicles of residents should have the **Officially-issued MVHAI vehicle stickers** to facilitate entry and exit in all gates. Only vehicles with valid MVHAI vehicle stickers shall be allowed to enter or exit at all 3 gates of the village without delay.

- 11.2 At the discretion of the Village administration, non-residents may obtain MVHAI vehicle stickers at the MVHAI office, upon filling up the proper vehicle sticker application form and submission of a copy of their vehicle's Certificate or Registration, the latest Official Receipt or any acceptable proof of vehicle ownership.
- 11.3 Stickers are non-transferable and remain the property of MVHAI.
- 11.4 Stickers shall be properly installed at the approved designated spot on the vehicle's front windshield and shall be installed only by authorized MVHAI personnel.
- 11.5 MVHAI reserves the right to confiscate stickers for any violation of the Rules and Regulations of MVHAI and for any false information or misrepresentation in the application form, and for the misuse of the sticker. MVHAI also reserves the right to confiscate expired stickers and refuse entry of vehicles even with valid sticker if the purpose for entry is disadvantageous to MVHAI.
- 11.6 The copy of MVHAI official receipt shall be kept in the vehicle at all times and should be presented upon demand.
- 11.7 The following penalties shall be imposed for violations under this section as follows:
- FINE of Php **5,000.00** for fake stickers and/or unauthorized stickers
 - FINE of Php **5,000.00** for transferred stickers
 - Confiscation/cancellation of stickers
- 11.8 Passing thru and satellite stickers are allowed only on the main roads namely: Multinational Avenue and Jerusalem Street.

- 11.9 Upon sale or transfer of ownership of any vehicle with a duly issued MVHAI decal and security strip, the same shall be removed and returned to the MVHAI Office in order to avoid compromising Village security. A 30% refund/discount shall be given for the replacement sticker.

Section 12: ENTRY/EXIT OF PEDESTRIANS AND IMPLEMENTATION OF MVHAI IDENTIFICATION CARDS *(Please refer to Table of Violations and Penalties on pages 64-81)*

- 12.1 Homeowners who wish to avail of free MVHAI ID cards for themselves and their immediate family members shall be required to submit a list of their names, two (2) 1x1 ID photos of each member and fill out a Personal Data Sheet, available at the MVHAI Office.
- 12.2 Domestic and household help, employees and other helpers of homeowners or residents must register at the MVHAI Office and shall be issued MVHAI ID cards which shall be displayed on their person and presented upon entry and exit from any of the Village gates. It will be the sole responsibility and liability of the homeowners or residents concerned to confiscate all MVHAI ID cards issued to their household help, employees and/or workers upon termination of their employment services and surrender these to the MVHAI Office.
- 12.3 Homeowners and residents who engage the services of maintenance people such as gardeners, plumbers, electricians, carpenters, painters, etc., should inform the MVHAI Office 24 hours prior to the scheduled date of maintenance in order to facilitate their entry. The concerned homeowners or residents shall accept full responsibility and liability for their conduct while inside the Village.
- 12.4 All construction workers and employees working inside the Village must register and secure MVHAI ID cards upon the written endorsement of the concerned homeowners or residents. *(Please refer to the MVHAI Construction Rules & Regulations Manual)*

12.5 No one is allowed to enter the Village unless authorized by any of its homeowners or residents or by the MVHAI Office. In particular, entrance shall not be allowed to vendors, solicitors, job seekers, junk dealers, vagrants, beggars and any non-residents unless given permission by the MVHAI Office. Homeowners must report to the Village Security Office if any unauthorized persons show up at their gates. Violators shall be apprehended and turned over to the Barangay Office for appropriate action. Violators will be warned of possible arrest and face charges for trespassing and/or breach of security.

12.6 MVHAI ID cards shall always be in the possession of the holders while inside the Village for possible random verification by roving Security personnel from time to time. Violators shall subject to penalties and fines under this section.

12.7 COST AND COLOR CODING OF MVHAI ID CARDS:

Homeowners : **Free** (Green)

Homeowners' household help (housemaids, houseboys, drivers):

Free (Blue)

Satellite Community Residents: Php **100.00** (Yellow)

Construction workers, Satellite Community employees and employees of existing businesses within the Village:

Php **100.00** (White)

Passing-through & ambulant vendors: Php **100.00** (Red)

Homeowners & business owners shall be required to submit a list of names of their employees, two (2) 1x1 ID photos of each and accomplished Personal Data Sheets.

Applicants for Passing-through ID's shall also submit all the above requirements. Ambulant vendors and delivery personnel shall be screened and subjected to strict security procedures before being issued permits by the Village Office.

The cost of MVHAI ID cards may be increased from time to time to cover the cost of materials and printing.

12.8 All of the above persons including visitors shall be stopped by Security personnel at anytime at all gates, security outposts or by roving guards whether riding tricycles, motorcycles, bicycles and/or walking, for verification of their MVHAI ID cards.

12.9 Visitors and outsiders without MVHAI ID cards shall be subject to verification or confirmation from concerned homeowners or residents to be visited. They shall be issued Visitors' Passes upon presentation of their Driver's License which shall be surrendered to the gate guards before being given access into the Village. Their Driver's License shall be returned upon exit and presentation of the Visitor's Passes issued to them.

Section 13. PETS AND ANIMALS *(Please refer to Table of Violations and Penalties on pages 64-81)*

13.1 No animals other than house pets may be kept inside Multinational Village.

13.2 The raising and/or keeping of chickens, pigs, fowls and edible birds, goats, horses, cows, carabaos, fighting cocks and potentially dangerous animals such as snakes, crocodiles, & the like is strictly prohibited. Violators shall be subject to penalties and fines under this section.

13.3 The raising and breeding of dogs for dogfights and the subjection of dogs to dogfights is strictly prohibited. Violators shall be penalized and reported to the proper government authority for appropriate action under the **Animal Welfare Act of 1998 (Republic Act 8485), Section 6, signed on February 11, 1998** and the **Anti-Rabies Act of 2007 (Republic Act 9482), signed on March 25, 2007**.

13.4 The torture and killing of pets is strictly prohibited; the torture, killing and trading of dogs and cats for meat is likewise strictly prohibited. Violators shall be penalized and reported to the proper government authority for appropriate action under the **Animal Welfare Act of 1998 (RA 8485) Section 6, signed on February 11, 1998** and the **Anti-Rabies Act of 2007 (Republic Act 9482), Section 7:7, 8; Section 11:7, 8, signed on March 25, 2007.**

13.5 Off-leash walking of dogs is prohibited. Dogs need to be on leashes when being walked around the Village to prevent accidents & risk to homeowners & pedestrians. Violators shall be penalized and reported to the proper government authority for appropriate action under the **Anti-Rabies Act of 2007 (RA 9482), Section 5:c pertaining to The Responsibilities of Pet Owner; Section 11:5 under Penalties, signed on March 25, 2007.**

13.6 Pets are not allowed to defecate in the streets, parks, alleys, etc. unless the homeowner diligently cleans up after them. Violators shall subject to penalties and fines under this section.

13.7 Homeowners are encouraged to keep their pet population to a reasonable number within their premises. This is in keeping with the guidelines of responsible pet ownership as advised by Animal Rights Foundations such as CARA, PAWS, HARIBON, etc.

Homeowners need to consider the rights and welfare of their fellow homeowners and shall in no way put others at risk of being bitten by their pets, especially dogs and cats, which are left roaming outside the homeowners' premises. Homeowners also need to consider that too many pets cause a lot of noise thereby disturbing other homeowners in vicinity.

13.8 All house pets such as dogs and cats should be vaccinated regularly against Rabies. Pet owners shall maintain a file of all vaccinations for accurate record purposes. Should pets, especially dogs and cats be involved in biting incidents, the pet owner and/or victim or any of

the neighbors are mandated to report the incident to the MVHAI Security Office for investigation and appropriate action. The pet owner must immediately assist the bite victim and shoulder all medical expenses incurred and other incidental expenses relative to the victim's injuries. Violators shall be reported to the proper government authority for appropriate action under the **Anti-Rabies Act of 2007 (RA 9482), Section 5:a, c, e & f pertaining to The Responsibilities of Pet Owner; Section 11:1-4 under Penalties, signed on March 25, 2007.**

- 13.9 Any homeowner is mandated by law under the **Anti-Rabies Act of 2007 (RA 9482)** and the **Animal Welfare Act of 1998 (RA 8485)**, to report anyone who violates the above policies to the MVHAI Office, who will in turn refer and report them to the proper government authority as designated in **RA 9482** and **RA 8485**.

Section 14: ILLEGAL WATER CONNECTIONS, TAPPINGS AND TAMPERED METERS *(Please refer to Table of Violations*

and Penalties on pages 64-81)

- 14.1 Homeowners that have been caught with illegal water connections, tapping to main water line or distribution pipes, and/or tampered water meters, shall be penalized as follows:

Immediate disconnection of illegal connections, tapping, and/or tampered water meters. A **FINE of Php 20,000.00** shall be imposed on violators including the filing of appropriate charges with the proper government agency in accordance with the **National Water Crisis Act of 1995 (Republic Act 8041)**.

- 14.2 Delinquent homeowners whose water services have been disconnected due to illegal water connections, tapping to main water line or distribution pipes and/or tampered water meters, shall be required to pay the amount of Php 1,500.00 for re-connection fee prior to proper re-connection of their water service and only upon full

payment of their back accounts with the MVHAI Office. In the event that concerned delinquent homeowners who were disconnected from water services by the MVHAI are caught illegally re-connecting the disconnected water service line, re-connecting illegal tapping and/or tampered water meter to their residence, an additional FINE of Php **20,000.00** shall be imposed on them, plus the filing of appropriate charges with the proper government agency in accordance with **Republic Act No. 8041**.

Section 15: ILLEGAL DIGGINGS *(Please refer to Table of Violations and Penalties on pages 64-81)*

15.1 No digging shall be allowed particularly along the streets, sidewalks and alleys without the proper clearance from the MVHAI Office. Violators shall be penalized as follows:

A FINE of Php **1,000.00 per day** shall be imposed on the violators until such time that the area being dug is returned to its original form or structure.

15.2 Diggings that were approved by the MVHAI Office shall be installed with appropriate warning signs to prevent any accidents involving pedestrians and motorists. Any accident and/or untoward incident resulting from the said diggings shall be the sole responsibility of the contractor or company undertaking the said diggings.

Section 16: POSTING OF COMMERCIAL SIGNAGES, SIGNBOARDS, POSTERS, STREAMERS, BANNERS, etc *(Please refer to Table of Violations and Penalties on pages 64-81)*

16.1 No commercial signages, signboards, posters, streamers, banners, tarpaulins, stickers or painted markings, etc. or other advertisements or promotions such as FOR RENT, FOR SALE, GARAGE SALE, etc. shall not be allowed to be installed on electric posts, trees, walls,

buildings, fences, etc. in any street of Multinational Village. Posting of commercial signs shall be allowed only on designated areas and homeowners' premises, upon approval by the MVHAI Office.

All illegal commercial signs shall be removed or dismantled and violators shall be penalized with a fine of Php **500.00 per square foot**.

- 16.2 Commercial advertisements in the form of posters, streamers, tarpaulins or banners, etc. mounted on parked vehicles shall be subject to clearance from the MVHAI Office. These vehicles are allowed only in areas designated by the MVHAI and should be parked properly and not obstruct traffic.

Signs on illegally parked vehicles shall be removed or dismantled and violators shall be penalized with a Fine of Php **500.00 per square foot** and shall be subject to the fines and penalties for illegally-parked vehicles under Traffic Rules and Regulations (*Please refer to Provision 8.13 under Section 8 of this Manual*).

Section 17: CONSTRUCTION GUIDELINES

The MVHAI HOMEOWNER shall be strictly bound to observe and comply with all the rules and regulations stated in the MVHAI CONSTRUCTION RULES AND REGULATIONS MANUAL.

17.1 LOT AND BUILDING RESTRICTIONS

LOT RESTRICTIONS

1. Village lots and improvements shall be used exclusively for residential purposes. The use and occupancy of residential buildings within the VILLAGE is exclusively for the private residence of the MVHAI members, their families, house guests and household helpers and strictly

not for the purpose of conducting business or engaging in commercial activities.

2. Exception to the foregoing will be considered by MVHAI based on the needs and best interest of MVHAI and the Village, provided that:

- i. The OWNER shall secure from MVHAI an Application for Occupancy and Use Clearance for approval. A copy of the Transfer Certificate of Title (TCT) must be submitted as proof of lot ownership and to ascertain that the person signing all documents is indeed the authorized person. For properties owned by Corporations, a Board Resolution is required designating the authorized person and/or signatory who will deal with the MVHAI.

- ii. The conditional use should not materially affect traffic, street parking or create any form of pollution such as air, noise and water, or be a nuisance in any manner to the residents of the Village.

- iii. The OWNER must submit the necessary and approved clearances from the MVHAI Office, Barangay Office, Air Transportation Office, City Hall and other pertinent clearances and/or permits, licenses and requirements to occupy the lot, building or undertake activities therein.

- iv. Any construction, renovation or repair to be undertaken on the lot and its building shall be subject to the rules and regulations provided for in the MVHAI Construction Manual.

3. A residential building may be constructed on one, two or more adjacent lots owned by the same person. In this event, the resulting consolidation will be treated as one lot

by the MVHAI in the interpretation and enforcement of its rules and regulations particularly but not limited to those pertaining to single family dwelling, easement and construction standards.

4. No Village lot and/or building can be used for illegal or immoral activities.
5. Business or commercial activities shall not be conducted within the Village unless approved by the MVHAI. The aforesaid conduct of business or engaging in commercial activities includes usage of a residential building and hiring of labor for the preparation and processing of raw materials as well as storage of produce for commercial purposes. Business or commercial activities shall be conducted only in areas designated by the MVHAI for such purposes.
6. No sand, gravel or soil may be removed from one lot and transferred to another without the written permission of the lot owner and the MVHAI.
7. The cleanliness and proper up-keep of vacant lots (i.e. grass trimmings for cleanliness and to avert brush fires, draining of stagnant water, etc.) shall be the responsibility of the lot owner. In the event, the lot owner fails in this regard, the MVHAI may, without need to serve formal notice to the lot owner, undertake the necessary clean-up work on the vacant lot and charge the lot owner for the cost thereof.
8. Sidewalks along Multinational Avenue, Jerusalem Street and major crossroads like: Jerusalem Extension and Isabel de Rossis Street, Jordan and Jerusalem Streets, Nazareth and Judea Streets, Judea Street and Multinational Avenue, Multinational Avenue and Bethlehem Streets, shall be kept clean, properly

maintained, with no obstruction whatsoever (no landscaping, except for existing trees) and shall be used exclusively for pedestrian passage. No permanent structures shall be constructed in any sidewalk within the Village.

BUILDING RESTRICTIONS

1. All buildings must be of strong materials and of architecture that is in harmony with the surrounding landscape and homes in the area and in accordance with provisions contained in the MVHAI Construction Rules and Regulations Manual.
2. The building must be constructed in conformity with all requirements of law, such as the National Building Code and the regulations of the local government applicable to the Village that is in effect at the time. These would include, but not necessarily limited to requirements on easement, setbacks, firewalls, building line, height, open spaces, etc.

17.2 ENFORCEMENT OF RESTRICTIONS

1. Any or all of the aforesaid covenants, restrictions and conditions as well as the rules and regulations hereinafter mentioned are enforceable by the MVHAI. Leniencies and laxities of previous MVHAI administrations shall not be considered as precedents and shall not in any way prejudice or influence the restrictions and rulings imposed by the provisions of the MVHAI Construction Manual.
2. Any action, silence, delay or tolerance by the MVHAI in respect to the violation of any of these covenants, restrictions and conditions as well as the rules and regulations contained in the MVHAI Construction Manual, shall not stop the MVHAI from instituting action, including legal action, at any time to enforce what it shall deem

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2. Any action, silence, delay or tolerance by the MVHAI in respect to the violation of any of these covenants, restrictions and conditions as well as the rules and regulations contained in the MVHAI Construction Manual, shall not stop the MVHAI from instituting action, including legal action, at any time to enforce what it shall deem

necessary to rectify or secure redress for any such violations. The outcome of the said action shall likewise affect the owner's successors in interest who may not have been a party to the initial course of action.

17.3 VIOLATIONS, FINES AND PENALTIES

The MVHAI reserves the right to impose the fines and penalties for any infraction to the provisions contained in the MVHAI Construction Rules and Regulations Manual by the owner, the architect, the contractor and the construction workers. A violation notice will be served to the violator(s) accordingly.

Unpaid penalties and fines shall be deducted from the Builders or Demolition Bond, as applicable. The MVHAI further reserves the right to cause the stoppage of work or entry of the construction workers and materials for failure of the owner and/or contractor to comply with the provisions contained in the MVHAI Construction Rules and Regulations Manual. The owner or contractor must settle their obligations within the time frame given by the MVHAI. Violators are advised to do so within fifteen (15) days from receipt of written notice, otherwise the MVHAI will ban the entry of supplies and construction workers to the construction site.

Section 18: GRIEVANCE PROCEDURE FOR AMICABLE SETTLEMENT

1. Any homeowner/resident who has a complaint against another homeowner, or homeowner against an employee of the Association, or homeowner against any Director or Officer of the Board, or Director against another Director, involving any matter within the authority of the Community Relations Committee, may complain orally or in writing to the Committee Chairman or to any of its members, who in turn will submit the complaint to the Committee Chairman.

2. Upon receipt of the complaint, the Committee Chairman shall within the next working day, summon the respondent with notice to the complainant for him/her and his/her witnesses to appear before the Committee Chairman for an initial mediation of their conflicting interests. If the Committee Chairman fails in his mediation effort within five (5) days from the first meeting, he shall set a date for the constitution of a Conciliation Panel, composed of members of the Community Relations Committee, in accordance with the following procedure:

3. The Conciliation Panel shall not later than three (3) days from its constitution on the day and hour set by the Committee Chairman to hear both parties and their witnesses, simplify issues and explore all possibilities for an amicable settlement. For this purpose, the Conciliation Panel may issue summons for the personal appearance of parties and witnesses before it. In the event that a party moves to disqualify any member of the Conciliation Panel by reason of relationship, bias, interest or any other similar grounds discovered in the constitution of the Conciliation Panel, the matter shall be resolved by the affirmative vote of the majority of the members of the Panel whose decision shall be final. Should disqualification be decided upon, the resulting vacancy shall be filled as provided for in this procedure.

4. The Conciliation Panel shall arrive at a settlement or resolution of the dispute within fifteen (15) days from the day it convenes. The period shall, at the discretion of the members of the Panel, be extendable for another period which shall not exceed fifteen (15) days, except in extremely difficult cases.

APPEARANCE

In the conciliation hearing, the parties must appear in person without the assistance of Legal Counsel or the intervention of anyone.

FORM OF SETTLEMENT

All amicable settlement shall be in writing, in a language or dialect known to the parties and signed by them, and attested to by the Committee Chairman or the Conciliation Panel Chairman as the case may be.

ARBITRATION

The parties may, at any stage of the conciliation proceedings, agree in writing that they shall abide by the arbitration award of the Committee Chairman or Conciliation Panel. Such agreement to arbitrate may be repudiated within five (5) days from the date of agreement for the same grounds and in accordance with the procedure hereinafter prescribed. The arbitration award shall be made after the lapse of the period for repudiation and within ten (10) days thereafter. The arbitration award shall be in writing in a language or dialect known to the parties.

EFFECT OF THE AMICABLE SETTLEMENT AND ARBITRATION AWARD

The amicable settlement and arbitration award shall become final and shall have the force and effect of a contract between the parties upon the expiration of ten (10) days from the date thereof, unless repudiation of the settlement has been made within the period.

EXECUTION

The amicable settlement or arbitration award may be enforced by execution by the Community Relations Committee within six (6) months from the date of the settlement. After the lapse of such time, the settlement may be enforced by action in the appropriate court in Paranaque.

REPUDIATION

Any party to the dispute may, within ten (10) days from the date of the settlement, repudiate the same by filing with the Committee Chairman a statement to that effect sworn to before the Committee Chairman, where the consent is vitiated by fraud, violence or intimidation. Such repudiation shall be sufficient basis to declare a failure of conciliation of the mediation process.

SUBMISSION OF THE SETTLEMENT AND ARBITRATION AWARD TO THE BOARD

The Secretary of the Community Relations Committee shall submit the settlement or the arbitration award to the MVHAI President within five (5) days from the date of the award or from the lapse of the ten-day period for repudiating the settlement and shall furnish copies to the parties to the settlement and the Committee Chairman.

ADMINISTRATION

The President shall see to the efficient and effective implementation and administration of this grievance procedure.

REFUSAL OR FAILURE OF ANY PARTY OR WITNESS TO APPEAR BEFORE THE COMMUNITY RELATIONS COMMITTEE OR PANEL

A complainant or respondent or witnesses who willfully fails to appear before the Conciliation Panel or the Committee Chairman in compliance with a summons issued pursuant to this procedure may be fined with a Schedule of Penalties that shall be provided for by the MVHAI Board of Directors. Such refusal or willful failure to appear, shall be reflected in the records of the Committee Secretary or in the minutes of the Conciliation Panel Secretary and shall bar the complainant who fails to appear, from seeking recourse from the Community Relations Committee for the same complaint; and the respondent who refuses to appear, from filing any counterclaim arising out of necessity with the complaint.

TABLE OF VIOLATIONS AND CORRESPONDING PENALTIES

Section 4: VACANT LOTS		
	<p>4.3 No shanties, improvised structures, temporary huts and sheds shall be built or permitted to be constructed on vacant lots.</p>	<p>Violators shall be issued a warning for structures to be dismantled within 48 hours; after which a fine of Php 1,000.00 per day until such structures are dismantled. If the structures are still not dismantled at the end of the given period of time, the MVHAI will undertake the dismantling with the assistance of Barangay Officials and charge the cost to the violators on top of the fines imposed.</p>
	<p>4.4 Dumping of garbage, construction debris (especially broken glass, concrete, any kind of metal or steel, rubber or plastic materials, etc.); discarded furniture, appliances or vehicle spare parts and tires, tree cuttings, dead animals, hazardous and toxic wastes is strictly prohibited along and within vacant lots.</p>	<p>Violators shall be reported to the DENR for appropriate action and shall be fined the amount of Php 5,000.00, plus the cost of cleaning and removal of the above enumerated materials.</p>
	<p>4.5 Open fire burning of any garbage, tree cuttings, dried leaves, hazardous and toxic wastes or construction debris is prohibited.</p>	<p>In addition to penalties provided by existing laws, violators shall be penalized under the existing MVHAI Construction Rules and Regulations and shall be reported to the DENR for appropriate action.</p>

	<p>4.6 Unless the vacant lot is owned by the homeowner, the use of any open space, vacant lot, street, sidewalk and/or alley for repair purposes of any vehicle and/or for parking or repair purpose of public utility vehicles like buses, trucks, jeepneys, taxis, tricycles and other similar vehicles is prohibited.</p>	<p>If the vehicles are not relocated after being served notice, the Owners shall be penalized as follows: A FINE of Php 1,000.00 per day per vehicle shall be imposed until the said vehicles are removed or relocated. The said vehicles shall be towed-away or clamped down at the expense of the owners.</p>
<p>Section 5: GARBAGE DISPOSAL AND COLLECTION</p>		
	<p>5.2 As required by Republic Act (RA) 9003 or the Ecological Solid Waste Management Act, and Ordinance No. 90, series of 1990 and garbage should be segregated and sorted accordingly into color coded trash bags</p>	<p>Non-compliance will be meted a penalty of Php 1,000.00 per violation.</p>
<p>Section 8: TRAFFIC RULES AND REGULATIONS</p>		
<p>A. DRIVING INSIDE THE VILLAGE</p>		
	<p>8.6 Maximum speed limit is 30 kph along the main roads and 20 kph along side roads. Racing of cars, scooters or motorcycles is strictly prohibited in all streets within the Village at all times of the day.</p>	<p>First Offense : FINE of Php 500.00</p>
	<p>8.7 Practice driving is strictly prohibited inside the Village.</p>	<p>Second Offense : FINE of Php 1,000.00</p>

	<p>8.8 Driving of any type of motorized vehicles by minors and non-licensed drivers is strictly prohibited.</p>	
	<p>8.9 Drivers and passengers, especially children riding on motorcycles and scooters must wear safety helmets at all times.</p>	
	<p>8.10 Noisy vehicles such as those without mufflers and loud speakers, excessive revving of engines and unnecessary horn tooting are not allowed.</p>	<p>Third Offense : FINE of Php 2,000.00 and the violators shall be apprehended and turned over to the proper government authority for appropriate action.</p>
	<p>8.11 Non-motorized vehicles such as bicycles of any type must have the necessary reflectorized stickers in order to avoid any accidents within the Village premises, especially at night. Drivers must wear bicycle helmets.</p>	<p>Furthermore, non-homeowners will be penalized after the Third Offense as follows: Confiscation and cancellation of Village stickers and ban from entering the Village premises.</p>
	<p>8.13 Proper parking rules are to be observed so as not to obstruct traffic flow in the Village streets. Obstructing neighbors' driveways and parking at street corners are strictly prohibited.</p>	

B. OVERNIGHT PARKING		
	<p>8.14 All types of vehicles (cars, jeepneys, vans, tricycles, pedicabs, motorcycles, large trucks, containerized vans and junked vehicles, etc.) are prohibited from parking along all streets within the Village which are designated NO PARKING areas and NO LOADING/UNLOADING Zones. Vehicles are not allowed to park at street corners to avoid obstructing traffic or causing any accidents. Overnight parking of non-homeowner vehicles is strictly prohibited.</p>	<p>A FINE of Php 1,000.00 per day per vehicle shall be imposed until the said vehicles are removed or relocated. The said vehicles shall be towed-away or clamped-down at the expense of the owners.</p>
<p>Section 9: OTHER PROHIBITED AND BANNED MATTERS AND ACTIVITIES:</p>		
	<p>9.1 Vandalism and unruly conduct and unnecessary noise (this includes loud music during parties) or any kind of public disturbance by anyone is strictly prohibited.</p>	<p>First Offense : FINE of Php 500.00</p> <p>Second Offense : FINE of Php 1,000.00 plus the actual cost of damages incurred</p> <p>Third Offense : FINE of Php 2,000.00 plus the actual cost of damages incurred. Violators shall be apprehended and turned over to the proper authority for appropriate action.</p>

	<p>9.2 Loitering by strangers and non-residents is strictly prohibited (even with MVHAI ID cards). Curfew hours (10:00 A.M.-5:00 p.m.) must be strictly observed.</p>	<p>Violators shall be apprehended and turned over to the proper government authority for appropriate action.</p>
	<p>9.3 The possession, use, storage and the manufacture of regulated and prohibited drugs, drug paraphernalia; including the maintenance of drug dens and other acts under the Dangerous Drug Act of 2000</p>	<p>Violators shall be apprehended and turned over to the proper government authority for appropriate action. Non-residents caught in violation of this section shall be permanently banned from the Village.</p>
	<p>9.4 The illegal possession and use of firearms (including air guns) and deadly weapons (fan & hunting knives, jungle bolos, ice picks, hammers, etc.) is strictly prohibited in the streets and public areas within the Village.</p>	<p>Violators shall be apprehended and turned over to the proper government authority for appropriate action. Non-residents caught in violation of this section shall be permanently banned from the Village.</p>
	<p>9.5 No gambling of any form (including cock fights) conducted outdoors and in public is allowed.</p> <p>9.6 Indecent exposure, urinating, defecating spitting in public areas and in public view is strictly prohibited.</p>	<p>First Offense : Written Warning</p> <p>Second Offense : FINE of Php 1,000.00</p> <p>Third Offense : FINE of Php 2,000.00 and shall be apprehended and turned over to the proper government authority for appropriate action.</p>

Section 10: GUIDELINES FOR PARTIES & GATHERINGS:

10.2 Outdoor parties or gatherings are allowed only until 12:00 midnight; after which the activity should be moved indoors so as not to disturb other homeowners in the vicinity.

First Offense :
Written Warning

Second Offense :
FINE of **Php 1,000.00**

10.3 Loud music and/or loud speakers are strictly prohibited beyond 12:00 midnight so as not to disturb other homeowners in the vicinity.

Third Offense :
FINE of **Php 2,000.00**

Succeeding Offenses :
FINE of **Php 3,000.00**

10.4 Vehicles of guests attending the said parties or gatherings should observe traffic rules inside the Village. Proper parking rules are to be observed so as not to obstruct traffic flow in the Village streets. Obstructing neighbors' driveways and parking at

Violators shall be subject to the penalties and fines under MVHAI Traffic Rules & Regulations
(Please refer to Provision 8.13 under Section 8 of this Manual)

10.5 Closing off of streets for outdoor parties or gatherings is strictly prohibited. A permit and /or clearance is needed from the MVHAI Office.

	<p>10.6 Drinking intoxicating beverages on sidewalks, streets, alleys, parks and in front of stores, groceries and other public areas is strictly prohibited.</p>	<p>First Offense : Written Warning</p> <p>Second Offense : FINE of Php 1,000.00</p> <p>Third Offense : FINE of Php 2,000.00 and shall be apprehended and turned over to the proper government authority for appropriate action. Violators who are Non-Residents shall be permanently banned from entering the Village.</p>
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Section 11: RULES AND REGULATIONS ON STICKERS

11.7 The following penalties shall be imposed for violations under this section as follows:

	<p>Fake and/or unauthorized stickers</p>	<p>FINE of Php 5,000.00</p>
	<p>Transferred stickers</p>	<p>FINE of Php 5,000.00 for transferred stickers Confiscation/ cancellation of stickers</p>

Section 12: ENTRY/EXIT OF PEDESTRIANS AND IMPLEMENTATION OF MVHAI IDENTIFICATION CARDS

	<p>12.5 No one is allowed to enter the Village unless authorized by any of its homeowners or residents or by the MVHAI Office.</p>	<p>Violators shall be apprehended and turned over to the Barangay Office for appropriate action. Violators will be warned of possible arrest and face charges for trespassing and/or breach of security.</p>
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12.6 MVHAI ID cards shall always be in the possession of the holders while inside the Village for possible random verification by roving Security personnel from time to time.

First Offense :
FINE of **Php 500.00**

Second Offense:
FINE of **Php 1,000.00**

Third Offense :
FINE of **Php 2,000.00** and confiscation of MVHAI ID card and permanent ban from entering the Village

Section 13. PETS AND ANIMALS

13.1 No animals other than house pets may be kept inside Multinational Village.

First Offense :
FINE of **Php 500.00**

Second Offense :
FINE of **Php 1,000.00**

13.2 The raising and/or keeping of chickens, pigs, fowls and edible birds, goats, horses, cows, cara-

Third Offense :
FINE of **Php 2,000.00**

Succeeding Offenses :
FINE of **Php 3,000.00**

13.3 The raising and breeding of dogs for dogfights and the subjection of dogs to dogfights is strictly prohibited.

Violators shall be penalized and reported to the proper government authority for appropriate action under **The Animal Welfare Act (RA 8485), Section 6, signed on February 11, 1998.**

	<p>13.4 The torture and killing of pets is strictly prohibited; the torture, killing and trading of dogs for meat is likewise strictly prohibited.</p>	<p>Violators shall be penalized and reported to the proper government authority for appropriate action under the Animal Welfare Act (RA 8485) Section 6, signed on February 11, 1998 and the Anti-Rabies Act (RA 9482) Section 7:7, 8; Section 11:7, 8, signed on March 25, 2007.</p>
	<p>13.5 Off-leash walking of dogs is prohibited. Dogs need to be on leashes when being walked around the Village to prevent accidents & risk to homeowners & pedestrians.</p>	<p>Violators shall be penalized and reported to the proper government authority for appropriate action under the Anti-Rabies Act (RA 9482) Section 5c pertaining to The Responsibilities of Pet Owners; Section 11:5 under Penalties, signed on March 25, 2007.</p>
	<p>13.6 Pets are not allowed to defecate in the streets, parks, alleys, etc. unless the homeowner diligently cleans up after them.</p>	<p>First Offense : FINE of Php 500.00</p> <p>Second Offense : FINE of Php 1,000.00</p> <p>Third Offense : FINE of Php 2,000.00</p> <p>Succeeding Offenses : FINE of Php 3,000.00</p>

	<p>13.8 All house pets such as dogs and cats should be vaccinated regularly against Rabies. Pet owners shall maintain a file of all vaccinations for accurate record purposes. Should pets, especially dogs be involved in biting incidents, the pet owner and/or any of the neighbors are mandated to report the incident to the MVHAI Security Office for investigation and appropriate action. The pet owner must immediately assist the bite victim and shoulder all medical expenses incurred and other incidental expenses relative to the victim's injuries.</p>	<p>Violators shall be reported to the proper government authority for appropriate action under the Anti-Rabies Act (RA 9482) Section 5: a, e & f pertaining to The Responsibilities of Pet Owners; Section 11:2, 3 & 4 under Penalties, signed on March 25, 2007.</p>
	<p>13.9 Any homeowner is mandated by law under the Anti Rabies Act of 2007 (Republic Act 9482) and the Animal Welfare Act of 1998 (Republic Act 8485) to report anyone who violates the above policies to the MVHAI Office, who will in turn refer and report them to the proper government authority as designated in RA 9482 and RA 8485.</p>	<p>First Offense : FINE of Php 500.00</p> <p>Second Offense : FINE of Php 1,000.00</p> <p>Third Offense : FINE of Php 2,000.00</p> <p>Succeeding Offenses : FINE of Php 3,000.00</p>

Section 14: ILLEGAL WATER CONNECTIONS / TAPPINGS

	<p>14.1 Homeowners that have been caught with illegal water connections/tapping shall be penalized as follows:</p>	<p>Immediate disconnection of illegal connections, tapping, and/or tampered water meters. A FINE of Php 20,000.00 shall be imposed on violators including the filing of appropriate charges with the proper government agency in accordance with the National Water Crisis Act of 1995 (Republic Act 8041).</p>
	<p>14.2 Delinquent homeowners whose water services have been disconnected due to illegal water connections, tapping to main water line or distribution pipes and/or tampered water meters, shall be required to pay the amount of P1,500.00 for re-connection fee prior to proper reconnection of their water service and only upon full payment of their back accounts with the MVHAI Office. Delinquent homeowners and residents who were disconnected from water services by the MVHAI who are caught illegally reconnecting the disconnected water service line, reconnecting illegal tapping and/or tampered water meter to their residence will be penalized.</p>	<p>An additional FINE of Php 20,000.00 shall be imposed on them, plus the filing of appropriate charges with the proper government agency in accordance with the National Water Crisis Act of 1995 (Republic Act No. 8041).</p>

Section 15: ILLEGAL DIGGINGS

15.1 No digging shall be allowed particularly along the streets, sidewalks and alleys without the proper clearance from the MVHAI Office.

A FINE of **Php 1,000.00 per day** shall be imposed on the violators until such time that the area being dug is returned to its original form or structure.

Section 16: POSTING OF COMMERCIAL SIGNAGES, SIGNBOARDS, POSTERS, STREAMERS, BANNERS, etc

16.1 No commercial signages, signboards, posters, streamers, banners, tarpaulins, stickers or painted markings, etc. or other advertisements or promotions such as FOR RENT, FOR SALE, GARAGE SALE, etc. shall not be allowed to be installed on electric posts, trees, walls, buildings, fences, etc. in any street of Multi-national Village. Posting of commercial signs shall be allowed only on designated areas and homeowners' premises, upon approval by the MVHAI Office.

All illegal commercial signs shall be removed or dismantled and violators shall be penalized with a fine of **Php 500.00 per square foot**.

16.2 Commercial advertisements in the form of posters, streamers, tarpaulins or banners, etc. mounted on parked vehicles shall be subject to clearance from the MVHAI Office. These vehicles are allowed only in areas designated by the MVHAI and should be parked properly and not obstruct traffic.

Signs on illegally parked vehicles shall be removed or dismantled and violators shall be penalized with a Fine of **Php 500.00 per square foot** and shall be subject to the fines and penalties for illegally-parked vehicles under *Traffic Rules and Regulations (Please refer to Provision 8:13 under Section 8 of this Manual)*.

<p>Section 17: CONSTRUCTION GUIDELINES</p>		
	<p>17.3 VIOLATIONS, FINES AND PENALTIES</p>	<p>The MVHAI reserves the right to impose the fines and penalties for any infraction to the provisions contained in the MVHAI Construction Rules and Regulations Manual by the owner, the architect, the contractor and the construction workers. A violation notice will be served to the violator(s) accordingly.</p>

REFERENCES

MVHAI Committees, pages 14-23

MVHAI Amended By-Laws, Article VII, pages 11-15

Audit Committee, pages 13-15

Housing and Land Use Regulatory Board (HLURB) Framework for Governance of Homeowners Associations, page 19

Legal Affairs Committee, pages 13-14, 19-20

Secretary's Certificate on Minutes of the Meeting of the Board of Directors, February 23, 2008;

COMELEC, pages 13-14, 21

Housing and Land Use Regulatory Board (HLURB) Framework for Governance of Homeowners Associations, page 20

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Members and Directors

Section 1: Membership, pages 28-31

MVHAI Amended By-Laws, Article III, pages 1-3

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MVHAI Amended By-Laws, Article IV, page 4

Section 3: Board of Directors, pages 33-35

MVHAI Amended By-Laws, Article V, pages 5-6

Section 4: Vacant Lots, pages 36-38

4.4 Dumping of garbage, debris, etc., pages 36-37

Under the provisions of the Implementing Rules and Regulations of the "Philippine Ecological Solid Waste Management Act of 2000" (Republic Act 9003); Part V: Prohibited Acts, Penalties and Suits, Rule XVIII: Penal Provisions, Section 1: Prohibited Acts a, f; Section 2: Specific Prohibitions Against the Use of Open Dumps for Solid Waste; Section 49: Specific Violations/Section 3: Fines and Penalties, Paragraphs 1 and 6; Rule III: Definition of Terms, Section 1: Definitions: Bulky Wastes, Hazardous Waste, Open Dump, Solid Waste, Special Wastes, White Goods, Yard Waste; Section 9, Rule XX: Suits, Section 1: Citizen Suits; Under the provisions of the Implementing Rules and Regulations of the "Philippine Clean Air Act of 1999" (Republic Act 8749), signed on June 23, 1999; Article 2, Section 5: Definition of Terms: a, b, h, t; Section 20: Ban on Incineration; Article 3: Pollution From Stationary Sources; Chapter 5: Actions, Section 41: Citizen Suits; Chapter 6: Fines and Penalties, Sections 45, 47, 48;

MVHAI Board Resolution No. 22, Series of 2003, Paragraph 4 with attached Guidelines

4.5 Open fire burning of garbage, tree cuttings, etc., page 37

Under the provisions of the Implementing Rules and Regulations of the "Philippine Ecological Solid Waste Management Act of 2000" (Republic Act 9003), Part V: Prohibited Acts, Penalties and Suits, Rule XVIII: Penal Provisions, Section 1: Prohibited Acts c; Section 49: Specific Violations/Section 3: Fines and Penalties, Paragraph 3; Rule III: Definition of Terms, Section 1: Definitions: Open Burning, Yard Waste; Section 9, Rule XX: Suits, Section 1: Citizen Suits;

Under the provisions of the Implementing Rules and Regulations of the "Philippine Clean Air Act of 1999" (Republic Act 8749), signed on June 23, 1999; Article 2, Section 5: Definition of Terms: a, b, h, t; Section 20: Ban on Incineration; Article 3: Pollution From Stationary Sources; Chapter 5: Actions, Section 41: Citizen Suits; Chapter 6: Fines and Penalties, Sections 45, 47, 48

4.7 Cutting down of trees, page 38

Under the provisions of the Implementing Rules and Regulations of Presidential Decree 953, Sections 3, 4 and 5; signed on July 6, 1976
MVHAI Construction Rules and Regulations, Building and Construction Requirements # 11, page 20;

Section 5: Garbage Disposal and Collection, pages 38-39

5.2 Garbage Segregation, page 39

Under the provisions of the Implementing Rules and Regulations of the "Ecological Solid Waste Management Act of 2000 (Republic Act 9003), Part V: Prohibited Acts, Penalties and Suits, Rule XVIII: Penal Provisions, Section 1: Prohibited Acts d, h; Section 49: Specific Violations/Sections 3: Fines and Penalties, Paragraphs 4 and 8; Section 9, Rule XX: Suits, Section 1: Citizen Suits; and Ordinance No. 90, series of 1990

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8.4-Vehicles allowed access into the Village, page 44

MVHAI Sticker Rules & Rates for the year 2003

Section 8-B: Overnight Parking, page 46

MVHAI Board Resolution No. 11, Series of 1997, effective October 15, 1997

Section 9: Other Prohibited/Banned Matters/Activities, pages 47-48

9.2-Loitering/Curfew, page 47

MVHAI Board Resolution No. 8, Series of 2002;

MVHAI Memo on Security Summit, April 19, 2002

9.3-The possession, use, storage, manufacture, sale, trade and maintenance of drug dens, page

Under the provisions of the Implementing Rules and Regulations of the "Dangerous Drugs Act of 2000," enacted on December 29, 2000

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MVHAI Sticker Rules and Rates for the year 2003

11.1-Stickers for Homeowners or Residents, page 39

MVHAI Board Resolution No. 13, Series of 2004

Section 12: Entry/Exit of Pedestrians and Implementation of MVHAI ID Cards, pages 40-41

MVHAI Board Resolution No. 8, Series of 2002

MVHAI Memo on Security Summit, April 19, 2000

Section 13: Pets and Animals, pages 53-55

MVHAI Board Resolution Nol. 18, Series of 2002

Barangay Ordinance Nol 07-94, Series of 1994

13.1 Keeping of house pets, page 53

Under the provisions of the Implementing Rules and Regulations of the "Anti-Rabies Act of 2007" (Republic Act 9482), signed on March 25, 2007

13.3 Raising, breeding of dogs for dogfights and subjection of dogs to dogfights, page 53

Under the provisions of the Implementing Rules and Regulations of the "Animal Welfare Act of 1998" (Republic Act 8485), signed on February 11, 1998, Section 6 Paragraph 1; Section 8

13.4 Torture and killing of pets; torture, killing & trading of dogs for meat, page 54

Under the provisions of the Implementing Rules and Regulations of the "Animal Welfare Act of 1998" (Republic Act 8485), signed on February 11, 1998, Section 6 Paragraph 1; Section 8

Under the provisions of the Implementing Rules and Regulations of the "Anti-Rabies Act of 2007" (Republic Act 9482), signed on March 25, 2007, Section 7-5, 7: Responsibilities of LGU's; Section 11-7: Penalties

13.5 Off-leash walking of dogs, page 54

Under the provisions of the Implementing Rules and Regulations of the "Anti-Rabies Act of 2007" (Republic Act 9482), signed on March 25, 2007, Section 5-c: Responsibilities of Pet Owner; Section 7-2, 3: Responsibilities of LGU's; Section 11-5: Penalties

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Under the provisions of the Implementing Rules and Regulations of the "Anti-Rabies Act of 2007" (Republic Act 9482), signed on March 25, 2007 Section 5-a, b, e, f: Responsibilities of Pet Owner; Section 7-1: Responsibilities of LGU's; Section 11-1-4: Penalties

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Under the provisions of the Implementing Rules and Regulations of the "National Water Crisis Act of 1995" (Republic Act No. 8041), signed on June 7, 1995; Section 8: Anti-Pilferage; pages 4-5, d, e, f, g, i, j; Section 9: Prima Facie Evidence; pages 5-6, a, b, c, d, e, f, g; Section 11: Penalties;

MVHAI Board Resolution No. 4, Series of 2002

MVHAI Board Resolution No. 5, Series of 2002, Paragraph 7

MVHAI Board Resolution No. 22, Series of 2003 with attached Guidelines

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MVHAI Secretary's Certificate No. 2006-0422

Section 18 Grievance Procedure for Amicable Settlement, pages 61-64

The Revised Katarungan Pambarangay Law, Chapter 7, Local Government Code of 1991

Alternative Dispute Resolution Act of 2004 (Republic Act No. 9285)



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We would like to acknowledge the dedication and efforts of the VILLAGE MANUAL COMMITTEE, composed of the following members:

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