



# HOUSE RULES AND REGULATIONS



## SABELLA Brgy. Panungyanan, General Trias, Cavite

Date: \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_

Phase no. \_\_\_\_\_

Blk & Lot No. \_\_\_\_\_

Account/Project Code: \_\_\_\_\_

Dear Sir/ Ma'am:

Welcome to Sabella Village!

Thank you for making Sabella your new home. To ensure that you enjoy your new home and community, the Estate Admin Department will be around to oversee your safety, comfort, convenience, and security, as well as promote the general welfare of all residents.

The Estate Administration Office will actively confer with you to achieve the aforementioned objectives. It is also the responsibility of homeowners to report violations, if any, that are contained in these House Rules and Regulations to the Administration Office.

We wish to enjoin you and all residents to participate in our community-building efforts to fulfill our common goal of preserving the character and stability of the village.

Please also understand that gated subdivision living entails expenses for security and upkeep, and thus a nominal fee of **Php 500.00** per month per household shall be collected from you.

These maintenance dues shall commence one **(1) month after the date of acceptance (or deemed acceptance) of your property**. These are used for **security, streetlights, garbage collection, grass cutting and landscape maintenance, street sweeping, and other housekeeping works.**

For queries or concerns, you may visit the Estate Admin Office or call us at the following contact numbers:

**Contact Number:** 0947-529-7130 (Estate Admin Assistant - Mr. Gerald)

**Office Hours:** Sunday **8am-12nn** and Monday to Saturday **8am-5pm**

**Email:** [sabellavillage2023@gmail.com](mailto:sabellavillage2023@gmail.com)

**Guard House Contact Number:** 0936-894-2082 (24/7)

For concerns about unit,

**Move In:** Engr. Laurence 0932-716-6393 / 0961-214-8626

**Email:** [sitemovein2021@gmail.com](mailto:sitemovein2021@gmail.com)

We are looking forward to be of service to you.

Sincerely yours,  
**Estate Admin Department**



## HOUSE RULES AND REGULATIONS

Citihomes Builder and Development Inc., the developer of Sabella Village hereby declares for enforcement these Subdivision House Rules for the common good of the residents of Sabella Village. All residents shall abide with these rules to promote and preserve:

1. Resident's health, safety and welfare
2. Enjoyment of private property without depriving other residents of the same;
3. Peace and order;
4. Harmonious and tranquil community life; and
5. Properties' aesthetic standards and enhancement of property value

### **General Provisions**

1. Citihomes' Deed of Restrictions shall form an integral part of these House Rules.
2. In accordance with the Deed of Restrictions, prior to or in the absence of a Homeowners Association, the Developer reserves the authority to collect monthly maintenance dues from all Buyers/homeowners who have accepted their property for the same purpose of operating and maintaining services at the Subdivision.
3. Citihomes is authorized to impose fines, sanctions, or disciplinary action on residents who violate these Rules and other rules, including those of Citihomes, including but not limited to the temporary suspension of water service of deviant homeowners until corrective action is taken or outstanding dues/arrears are settled.
4. Owners must advise the Citihomes through the Estate Admin Office of the sale or lease of their property within 15 days from the date of execution of the contract covering such sale or lease.

### **Use of Property**

1. The property shall be used exclusively for residential purposes.
2. The property must not be used for any immoral or illegal purpose, trade or activity, whether or not these cause disturbance to other residents.
3. No hazardous, flammable, toxic or explosive items may be stored within the property premises.
4. The installation or construction of water booster pumps, additional drainage lines, or anything that disrupts equitable water or drainage supply to other residents is strictly prohibited.
5. The homeowner is limited only to construct concrete driveway on the portion of the planting strip leading to their carport and it should be levelled only to the elevation of the sidewalk. Ramp should only start from their property line.

### **Cleanliness and Sanitation**

1. No littering is allowed anywhere around the subdivision.
2. Residents are responsible for keeping their property boundaries clean and tidy.
3. Residents must keep the grass/plants on his property trim at all times. The developer reserves the right to have grass cut at the Owner's expense if he fails to comply with due notices.
4. Burning of garbage or waste materials within the subdivision is prohibited.
5. Garbage bins must remain within the property and not on sidewalks or roads. Garbage bags in excess of bins' capacities are allowed outside the residence only on days of garbage collection.
6. Biodegradable garbage must be sealed in plastic bags before being stored in garbage bins.
7. The Estate Admin Office shall arrange for garbage collection with the local government, and notify residents of any changes in schedule.

### **Peace and Order**

1. The Estate Admin Office shall hire security services for the safety of all residents and the subdivision premises.
2. Verbal or physical assault against other residents or their property is strictly prohibited.
3. Damage to other resident's property, common areas, amenities, or other areas of the Subdivision is also strictly prohibited and shall be met with the necessary action(s).
4. Complaints about security services may be forwarded to the Estate Admin Office.
5. Curfew hours for minors are from 10pm to 4:00 am

### **Vehicles, Visitors and Access Control**

1. Homeowners who move in to occupy their properties for the first time must present their Authority to Move In (ATMI), Certificate of House Inspection and Acceptance (CHIA) and Gate Pass duly signed by Estate Admin to the gate guard.
2. The subdivision speed limit is twenty (20) km/hour.
3. Practice driving within the Subdivision is not allowed.
4. Driving under the influence of alcohol is prohibited within the Subdivision.

5. Unnecessary/excessive horn blowing and loud car stereos and mufflers are prohibited.
6. Residents shall register their vehicles with the Association and secure vehicle stickers for each. Please visit the Estate Admin office for more details.
7. Drivers of residents and/or visitors are prohibited from loitering or disturbing other residents while inside the Subdivision.
8. Parking Rules
  - a. Parking on the Subdivision's main road is not allowed.
  - b. Only permitted users of amenities can park at the amenities' designated parking spaces.
  - c. Double-parking on Subdivision roads is strictly prohibited.
  - d. Parking of broken-down or deteriorated vehicles or vehicles undergoing major repairs on any part of the Subdivision is not allowed.
9. Homeowners who intend to have house improvement/renovation should also register the name of their contractor and workers to the Estate Admin Office and provide them with proper ID.
10. The gate guard shall strictly implement a No ID, No entry policy for all construction workers.
11. Contractors, suppliers and service providers of residents with improvement works and services will need Permission Slip from Estate Admin Office and shall be subject to inspection by the gate guard prior to entry and exit.
12. Homeowners' deliveries will need a Gate Pass duly signed by the Estate Admin. Vendors and delivery shall be subject to inspection by the gate guard.
13. Residents who are moving out of the Subdivision due to account cancellation, eviction, or other reasons must present to the gate guard an Authority to Move out (ATMO) or clearance from all concerned department of Citihomes such as Financial Services Department, Construction and Estate Admin prior to exit.
14. Homeowners/Residents ID system shall be implemented with the following guidelines:
  - a. Homeowners and residents will be provided with an Estate ID card, which may be used for easy entry into the village. The Estate ID distinguishes the homeowner from non homeowner and helps provides better security in the village.
  - b. Identification Cards are to be assigned to owners or authorized tenants and members of their immediate family residing in the subdivision.
  - c. The Card will also be used as identification for the use of the Amenities.
  - d. For homeowners, Identification Card shall be renewable every 2 years. For tenants, the Identification Card shall be renewable every year.
  - e. Residents with ages 10 and over are subject to this implementation.
  - f. Please visit the Administration Office for the list of requirements to be submitted.
15. Visitor's entering the subdivision premises shall surrender any valid *government-issued ID* to the Main entrance Gate Guard for the issuance of color coded visitor's pass.
16. As a general rule, all visitors shall be allowed entry to the subdivision when cleared with the homeowners concerned. They shall also provide all the necessary information such as name of person to visit and exact address.
17. Homeowners are advised to furnish in advance a list of the visitors' names and their estimated time of arrival to the Estate Admin Office or to the Gate Guards to enable the guards to clear the visitors with minimum delay.

## **Household Help**

1. Residents shall be solely responsible for the conduct of all household employees and their compliance with the Subdivision House Rules.
2. All household employees (domestic helpers, drivers, houseboys) shall be registered with Estate Admin, and provided with Estate ID cards. These IDs must remain on the person while outside the resident's property and while entering/leaving the Subdivision.
3. **Curfew.** Stay-in household help must remain within the property from **10:00 PM to 4:00 AM** unless there's proper clearance from the homeowner/employer to leave the premises
4. Soliciting/pirating of household help or other employees of other residents is not allowed.
5. Household employees' entry from the Subdivision, as well as their visitor's entry, must be cleared by the resident. Their belongings shall be subject to inspection by the gate guard.

## **Pets and Animal Restrictions**

1. Chickens, cattle, pigs, goats, and other farm/wild animals are strictly not allowed within the Subdivision. Allowable pets include only aquarium fish, dogs, cats and birds.
2. Dogs must be on leash and led by a member of the household when outside the property.
3. Residents shall be solely responsible for injury to persons or damage to property caused by their pets. They shall clean up all stool and mess of their pets within Subdivision premises.
4. Residents must limit the noise caused by their pets.
5. Pets roaming around will be caught and detained until redeemed by the resident for a fee.

## **Penalties and Sanctions**

1. All residents, whether the owner, relative, or lessee, shall be responsible in paying the monthly Maintenance dues, Special Assessments, and other dues necessarily levied by the developer and/or the Association.
2. Residence Certificate shall only be issued to homeowners who are up to date in the payment of the Maintenance Dues, Special Assessments, and other dues necessarily levied by the developer and/or the Association.
3. All residents shall comply with these House Rules, including any revision, amendment, or supplement from time to time by the Developer.
4. The Developer shall impose such sanctions on those who do not comply or violate these House Rules. Disciplinary action shall begin with written notices to the resident, followed by any or all of the following
  - a. Penalties for late payments and/or violation of any Rules.
  - b. Restriction of the resident(s) from using the amenities;
  - c. Applying liens and/or encumbrances onto the title of the property;
  - d. Suspension of water service to the property until the outstanding dues are settled; and
  - e. Filing of legal action, such that all costs of injunction shall be for the violator's account including attorney's fees, which shall in no case be less than Php 10,000.00.

## **ACKNOWLEDGEMENT RECEIPT AND ACCEPTANCE**

The Sabella Village HOUSE RULES & REGULATIONS is being presented to Mr./Ms\_\_\_\_\_ as the Homeowner/Lot Owner/Lessee of the property located at \_\_\_\_\_ and shall remain as your guide until the ownership or expiration of your Contract of Lease for the above-mentioned property.

Guided by the rules and regulations set forth in this HOUSE RULES, it is the responsibility of the Homeowner/Lessee to orient all members of their household and their frequent visitors to ensure the right to peaceful and quiet enjoyment of all residents of their respective residences and the common areas of Sabella Village. **Ignorance of the rules and regulations set forth shall excuse no one from being penalized due to violation.**

The Developer and/or the Association reserves the right to issue additional, rescind, alter, or waive any of the rules contained in this document at any time when, in its judgment, it is deemed necessary, desirable or proper for the best interest of the residents. No rescission, alteration or waiver of any rules or regulations shall be made in favor of any particular Homeowner/Lessee.

### **CONFORME:**

Name :  
Address:  
Date :

\_\_\_\_\_  
Signature over Printed Name

EMERGENCY CONTACT NUMBERS:

Estate Administration Office	:	0947-529-7130
Sabella Security Hotlines	:	0936-894-2082
Brgy. Panungyanan Office	:	
General Trias Municipal Hall	:	Trunkline: (046) 419-8380 -89 / (02) 8779-5980; HOTLINE: 0919-0664270
City Ambulance	:	(046) -4097303/0919-0664269
Bureau of Fire Protection - Main	:	0943-386-8772
Bureau of Fire Protection - General Trias	:	0919-0664274
City Disaster Risk-Reduction Management Office	:	0919-066-4269
City Health Center - Manggahan	:	(046) 4339884
City Health Center - Main, Poblacion	:	(046) 5095289
City of General Trias Medicare Hospital	:	(046) 5090064
City Social Welfare and Development Office	:	(046) 5094539
General Trias Component City Police Station	:	0998-598-5612 and 0916-7265908
PNP Sub Station (Manggahan)	:	0919-0664283
General Trias Doctors Medical Center	:	(046) 4162222
Meralco Rosario Business Center	:	(046) 4381234/(046) 4382869
Basic Water	:	0920-72-77531

For those who have inquiries and concern with MycitiHomes, kindly coordinate with the Department in-charge for further assistance, below are contact details for reference.

**Site Move-in Department**

For house and unit concerns, inquiry on house improvements and construction permits.  
Contact Number: 0932 716 6393 / 0951 901 5392  
Viber: 0932 716 6393  
Email Address: [sitemovein2021@gmail.com](mailto:sitemovein2021@gmail.com)

**Move-in Services Department**

Inquiry regarding move-in orientation and move-in fee payment, request for copy of blueprint, lot plan, and inquiry on LGU requirements.  
Contact Number: 0949 994 2426 / 0917 626 4166  
Email Address: [moveinservices@mycitihomes.com.ph](mailto:moveinservices@mycitihomes.com.ph)

**Estate Admin Department**

For subdivision concerns (Amenities inquiry and rental, subdivision management including implementation of house rules and regulations, inquiry on monthly maintenance dues, gate pass, car stickers, etc.)  
Contact Number: 0947 529 7130  
Email Address: [sabellavillage2023@gmail.com](mailto:sabellavillage2023@gmail.com)

**Customer Service**

For other concerns (Title Transfer, Housing Loan Application, Payment, Lacking Documents, Move-in application)  
Contact Number: 0998 590 1876  
Email Address: [customer\\_service@mycitihomes.com.ph](mailto:customer_service@mycitihomes.com.ph)

**Title Conversion Department**

For inquiry/concerns regarding Title  
Contact Number: 0995 469 2569 / 0928 992 5719  
Email Address: [tcu@mycitihomes.com.ph](mailto:tcu@mycitihomes.com.ph)



ANNEX “A”

1. Guidelines on Application for Vehicle Sticker

- a. Homeowners/legitimate lessee are required to register their vehicles with the *Estate Admin Office* and buy the *official vehicle sticker*.
- b. Stickers may be issued to homeowners who are updated in the payment of maintenance dues.
- c. Only vehicles with the official vehicle stickers will be given immediate access to the village.
- d. Vehicle stickers shall be renewed annually.
- e. Only authorized representative of the Estate Admin Office shall be responsible in affixing the sticker on the vehicle.

Requirements:

- *Official Receipt issued by LTO for Payment of Registration;*
- *Certificate of Registration from LTO;*
- *Lease Contract (if lessee);*
- *Valid ID; and*
- *Picture of Unit*
- *If the vehicle is newly acquired, submit a copy of the Deed of Sale in lieu of the CR and OR.*
- *If the sticker is being requested for a company vehicle, submit company’s authorization/certification*

Schedule of Cost of Stickers:

Private Vehicles Group			PUV’s Commercial Vehicles			
Motorcyle	Tricycle	Cars	Toda Tricycle	Multicab	School Bus	UV Express
Php 100.00	Php 150.00	Php 200.00	Php 250.00	Php 500.00	Php 600.00	Php 750.00

2. Requirements for the Application of Homeowners/Residents ID

- a. Copy of the Deed of Absolute Sale or Contract to Sell, if Owner
- b. Copy of Lease Contract or Authorization letter from Owner, if Tenant
- c. 1X1 photo (2 pieces)
- d. Accomplished Application Form
- e. For secondary Buyers, to present SPA or a Certificate of Change of Ownership
- f. Minimal fee of Php 50.00 for principal owner/registered lessee and Php15.00 for family members, helpers/ drivers and co-dwellers.

3. Guidelines on the Issuance of Visitor’s Pass/ Car Pass

- a. Visitor’s entering the subdivision premises shall surrender any valid **government-issued ID** to the Main entrance Gate Guard for the issuance of color coded visitor’s pass. Gate guards of secondary gates leading to the phases shall only allow entry of visitors with corresponding visitor’s pass. This would also help the roving guards easily identify whether a particular visitor is where he/she should be.

Please refer to the table below for the color coding.

Classification	Visitor’s Pass Color
Visitors of Homeowners at Phases 1 and 2 including deliveries and suppliers	Yellow
Visitors of Homeowners at Phases 3 & 4 including deliveries and suppliers	Green
Brokers and Sales Agents	Blue
Contractors & deliveries of construction materials of developers	Red

Visitor/s on foot shall be issued a Visitor’s ID pass which should be worn when walking on the streets of the subdivision while visitor/s in vehicles shall be issued a laminated Visitor’s pass placard (about half the size of a short bond paper) to be placed on the driver’s side dashboard. Visitors in motorcycles shall be issued a Visitor’s ID pass to be worn by the driver visible to the guards.