



- 2.6. From the 193 votes cast, both personally and proxy, the new directors are Atty. Cynthia R. Del Castillo, Marlon S. Cunanan, Angela Gabriela J. Santos, and Susan Meily-Santos.
- 2.7. Ms. Duminy moved that Atty. Cynthia R. Del Castillo, Marlon S. Cunanan, Angela Gabriela J. Santos, and Susan Meily-Santos, after having obtained the highest number of votes be declared as Members of the Board of Directors.
- 2.8. The Chairman asked for objections, and hearing none, Atty. Cynthia R. Del Castillo, Marlon S. Cunanan, Angela Gabriela J. Santos, and Susan Meily-Santos were declared as new Members of the Board of Directors.

### **3. Ratification of the Minutes of the General Membership Meeting held on 01 June 2019**

- 3.1. Atty. Distor certified that the Minutes of the General Membership Meeting held on 01 June 2019 were duly distributed to the members of the Association and made available online.
- 3.2. Chairman Atty. Pedrosa moved that the Board review the Minutes of the General Membership Meeting held on 01 June 2019 for a couple of minutes.
- 3.3. Atty. Distor gave a run down of the decision points of the General Membership Meeting, to wit:
  - 3.3.1. The certification of notices and quorum;
  - 3.3.2. Approval of minutes of the General Membership Meeting held on May 26, 2018;
  - 3.3.3. The Management Report for the year 2018 which includes the President's Report on the village management, protective services, grounds and landscape, general services, utilities, house construction, other matters;
  - 3.3.4. There was an open forum during the general membership meeting;
  - 3.3.5. Treasurer's Report;
  - 3.3.6. Community development and social committee;
  - 3.3.7. Chairperson's Report which includes the market day, easter egg hunt, vitamins and milk feeding program, scholars' meet and greet, Flores de mayo, scholarship program during school year 2018-2019, relief goods distribution for typhoon Domeng, heritage project, community tree-planting activity, medical and dental mission, annual chairman's night, school Christmas party, new year's countdown; and
  - 3.3.8. The ratification of all acts of the board of directors and management for the period MAY 26 2018 to date;
  - 3.3.9. The appointment of external auditor;
  - 3.3.10. The ratifications of the amendments to the association's articles of incorporation and by laws;
  - 3.3.11. The ratifications of the amendments to the association's deed of restrictions;
  - 3.3.12. Election of Directors
- 3.4. Mr. Krohn moved to Approve the Minutes of the General Membership Meeting held on 01 June 2019, which was duly seconded.
- 3.5. Chairperson Atty. Pedrosa asked for objections against the approval of the Minutes three times. Hearing none, the Minutes of the General Membership Meeting held on 01 June 2019 was approved.

**4. Management Report for the Years 2019-2021**

4.1. Director and Treasurer Antonio Cabrera is recognized and rendered the Treasurer's Report.

4.2. Domain of the Association covers only Phases A1 and A2, consisting of 474 lots with an area of 281,810 sqm with 62 houses build and homeowners.

4.3. Significant events that impacted the Association include:

4.3.1. CoVid;

4.3.2. On-going foreshore lease registration;

4.3.3. Delinquent accounts amounting to Ten Million Pesos (Php10,000,000.00) from 58 delinquent members for which allowances for doubtful account have been set up.

4.4. Presentation of Receipts and expenses yielded the following results:

4.4.1. Collections went up in 2019 after a collection campaign was launched in 2018 and yielded a collection of Two Million Pesos, thus increasing the revenues by the same amount.

4.4.2. In 2019, a massive campaign was launched and yielded an extra Five Million Pesos in extra collection.

4.4.3. In 2020, after the pandemic struck, collections went down to Fifteen Million in collections.

4.4.4. Total receipts hover around Seventeen Million over the last three years.

4.4.5. Expenses increased from Fourteen Million in 2018, to Eighteen Million in 2020.

4.4.6. These expenses include contracted services.

4.4.7. Main notable expense was the first payment of the foreshore lease to the government of about One Million Nine Hundred Thousand Pesos in 2019, which caused other expenses to balloon to Six Million Pesos.

4.4.8. The Board unanimously approved in 2019 that the association charge the first payment to the operations of the association but subsequent payments of the lease payments will be equitably charged to all those who will benefit from the beach shore lease.

4.4.9. In 2020, the Board approved a budget of One Million Pesos to share with the communities that needed support during the pandemic.

4.4.10. Balance sheet of the Association is steady at Thirty-Five to Forty Million. The total assets of which are in actual cash or stock investments or treasury bill investment, making the Association very liquid.

4.4.11. Association liabilities include accounts payable and accrued expenses. Others include reserved funds or Advance Association Dues Collected.

4.4.12. Account receivables at the end of 2020 is at around Twelve Million, Ten Million of which are more than a year old and above. Some are already 13 years old.

4.4.13. The Treasurer admits that collection is a continuing challenge but also notes the circumstances brought about by the pandemic.

4.4.14. Chairperson Atty. Pedrosa proposed a Motion of Commendation to the Treasurer for a job extremely well done. Motion was duly seconded.

4.4.15. Commendation was approved.

**5. President's Report and Community Development and Social Committee's Report.**

5.1. President and Community Development Committee Chair, Director Duminy conducted the report.

5.2. President Duminy stated that the Community Development started in 2009 with a budget of Fifty Thousand, with five scholars. That number has grown to around Five Hundred Thousand Pesos with 52 scholars at the moment, with many other programs. This concretizes the work done by a compassionate board that cares for their neighbors, not just within the walls of Terrazas, but also outside.

5.3. The Report highlights the board's accomplishments in general as it includes the President's Reports as well, together with the management team.

**6. Board of Directors Accomplishment Report**

6.1. Security Committee reported that Gold Cross Security and Investigation Agency provides the security services for the village. Several efforts were made to improve the security management and operations:

6.1.1 Bomb Threat Assessment: The training equipped the security force on how to handle bomb threats, this includes the identification on the different type of bombs and its basic components.

6.1.2. Customer Service Seminar: All security personnel underwent workshop to further professionalize the experience of the members and guests when dealing with the security force.

6.1.3. First Aid and CPR Training: The security personnel together with the PMO staff underwent training for the application of first aid and CPR. Training conducted by National Disaster Risk Reduction and Management Council of Nasugbu.

6.1.4. Ultimate Shield Security Agency, Inc.: There is a need to review the current security agency against the current security standards proved not worthy to properly address the changing and increasing demanding security needs at the village following a series of screening and selection process. The Board of Directors resolved to improve and professionalize Terraza's security management by engaging the service of Ultimate Shield with its 32 years of experience in the security industry.

6.1.5. Additional emergency response equipment delivered by USSAI on 30 April 2021.

6.1.6. Deployment of security, logistics, and equipment during the general shutdown inspection led by PMU at the central parking area on 28 April 2021.

6.2. Architectural, Building and Construction - At the end of 2019, a total of 62 houses were completed. In mid-2020, when the government decided to relax restrictions, three house constructions initiated. There is an expectation of significant increase in house construction in the future with additional property designs being approved and others currently on the pipeline.

6.3. Utilities – The Association manages the operation and the distribution of power, water, and surge utilities, preventive and corrective maintenance program on all facilities of the village are being implemented and monitored by the property management office.

6.4. Power - Batangas Electric Coop supplies the electric requirements of the village. Last 2019, a gradual increase on the total power consumption was recorded, however, due to the pandemic, there was a decline on the charts come 2020.

6.5. Electricity Systems Loss - An average of 9.83% of systems loss was recorded in 2019 followed by an increase in 2020 with an average of 16.07%. there are many possible reasons that contribute to losses especially during the electric power transmission and distribution based on the recommendations of our external auditor, there is a need to venture to study of possible turnover of the power distribution assets and operations to BATELEC.

6.6. Water Systems Loss - an average of 13.06% of systems loss was recorded in 2019 followed by an increase in 2020 with an average of 22.22%. Despite of losses caused by system leaks that shoot up on a monthly average of 34.6% loss that was reduced to 18.09% at the end of 2020 after several measures and repairs undertaken.

6.7. Internet Service Provider - Converge ICT has already entered in the village to provide internet services. Plans are already finalized for PLDT's entry, and Terrazas' cabling will soon be underway

6.8. Property Management Office - aligned a main structure with Terrazas' PMO with the following structured positions coming from different partners:

6.8.1 Collier's International

6.8.2 Senior Property Manager

6.8.3 Property Engineer

6.8.4 Admin/Finance Associate

6.8.5 United Labor Cooperative

6.8.6 Administrative Associate 1

6.8.7 Administrative Associate 2

6.9 The Property Management Office gives program and activities by working closely with all the association's committees. The PMO likewise directly reports to the officers and Members of the Terrazas Board of Directors.

6.10 General Services Conducts preventive and maintenance services on the Association's equipment, assets, and facilities.

6.11 United Labor Service Cooperative was contracted to provide personnel services.

6.12 Landscape (Grounds and Housekeeping) - maintains the aesthetics of the overall visible features of the village. This is provided as well by United Labor Service Cooperative and supervised by the Property Manager.

6.13 Covid-19 Measures: Create and implement policies to ensure continuation of village operations in line with the government and IATF guidelines.

6.14 Road and Traffic Management

6.14.1. Demarcation of roads identified as critical and high risk by painting them in red and yellow.

6.14.2. Directional signages were installed

## **7 Community Development**

### **7.1. Feeding Program**

Aligning the program with Department of Education's supplemental care for children during school year, feeding program is done during summer vacation to continue their nourishment for the entire year

Total of 22 families supplied with vitamins and milk supplements for several months.

### **7.2. Scholarship Program**

Sending donations in cash and kind emphasis was put on study habits and grade requirements. Terrazas is now a benefactor to a total of 53 scholars.

7.3. Medical and Dental Mission

Total of 172 patients including 31 patients for dental gathered and benefited for the free medical and dental consultations for specific expertise.

This was made possible with the partnership with the University of the Philippines Dental Health Brigade and Mu Sigma Pi Fraternity of University of the Philippines College of Medicine.

7.4. Circumcision Operation Program

7.5. Livelihood Training Program

7.6. Taal Relief Program

Provided relief goods to families greatly affected

7.8. After a brief open forum about the matters discussed, a motion was made to note the President's Report and the Report of the Chair on the Community Development. There being no objections to the Motion, the same was Approved.

8. Ratification of all acts of the Board of Directors and Management for the period of June 2019 to date.

8.1. Atty. Distor certified that copies of the acts of the Board of Directors were distributed to the members of the Association present subject to their approval and ratification and made available online.

8.2. Mr. Krohn moved that all the acts of the Board of Directors and Management for the period June 2019 to date be approved. The motion was duly seconded and Approved.

**9. Other matters**

9.1. A question was asked about the turnover of the function room and the pool as the same has been neglected, and unusable.

9.2. President Duminy addressed the question and proposed a dialogue with the Administration of Fuego Land for the maintenance of the function room and pool. As to the turnover, it is something that will be explored once all other internal concerns of the village with the developer are addressed.

9.3. Cabling may be as soon as around 30 days from signing any formal agreement with the providers considering that the Board has reviewed the same and will eventually discuss further.

9.4. Two members raised concerns about Landco transferring titles to the owners' names. President Duminy offered to assist contacting the developers.

9.5. The concern of keeping the beachfront exclusive was raised. This was easily cleared as the Association is paying for the foreshore lease of the beach front which secures the area for Terrazas.

9.6 President Duminy agreed to a comment that the clean up and maintenance of the beach front should be a shared responsibility. Working closely with the Barangay to centralize the programs may be beneficial so that everybody will engage and will be invited to participate.

9.7 The inputs were duly noted.

**MINUTES of the SPECIAL MEETING of the BOARD OF DIRECTORS  
of TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION, INC.  
on May 22, 2021**

**10. Adjournment**

There being no further business to transact, and upon motion duly made and seconded, the Special Board Meeting of the Board of Directors of the Association was thereupon adjourned at about 11:30 P.M.

22 May 2021.

**ATTY. JAKE REY M. FAJARDO**  
Legal Counsel

Attested by:

**Atty. RAMON A. PEDROSA**  
Director

**GENEVIEVE R. DUMINY**  
Director

**SUSAN MEILY-SANTOS**  
Director

**JOSEFINA P. MANAHAN**  
Director

**Atty. CYNTHIA DEL CASTILLO**  
Director

**ANGELA SANTOS**  
Director

Noted By:

**Marlon Cunanan**  
Director

**ANTONIO CABRERA**  
Director

**Atty. PONCIANO V. CRUZ**  
Director