

**TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS'
ASSOCIATION, INC.**

Terrazas de Punta Fuego Village, Barangay Natipuan, Nasugbu, Batangas

ACTS of the BOARD OF DIRECTORS

From May 2023 to May 2024

1. Special Organizational Meeting Held on 01 June 2023

a. Organizational Matters:

1.1. The Chairperson, Ramon A. Pedrosa (“Chairman Pedrosa”) exercised executive privilege and begged off from the meeting in light of his old age of 94 years, and moved to nominate Antonio Cabrera as Chairperson, who accepted, and called the meeting to order.

1.2. Chairperson Cabrera called for nominations for the Vice Chairperson of the Terrazas de Punta Fuego Village Homeowner’s Association. Ms. Gina Duminy nominated Atty. Cynthia del Castillo as the Vice Chairperson, who accepted. Such nomination was duly seconded and there were no objections.

1.3. Atty. Santos called for nominations for President. Ms. Susan-Meily Santos nominated Ms. Gina Duminy as the President, who accepted. Such nomination was duly seconded and there were no objections.

1.4. Mr. Antonio Cabrera nominated Mr. Alexander Abarri CPA, a full-time resident who ran in the recent elections and supported the board, be Treasurer. In the end, it was agreed that Mr. Abarri would be nominated Treasurer, subject to his acceptance, and that Mr. Cabrera would oversee the treasury in the meantime, during the holdover period. Such nomination was duly seconded and there were no objections.

1.5. Atty. Santos called for nominations for Corporate Secretary. Atty. Del Castillo nominated Atty. Santos to retain the position,

who accepted. Such nomination was duly seconded and there were no objections.

1.6. Atty. Santos called for nominations for Vice President. Ms. Gina Duminy nominated Mr. Santhony Yang as Vice President, and such motion was duly seconded by Atty. Del Castillo, and there were no objections.

1.7. Atty. Santos called for nominations for the Head of the Security Committee. Atty. Cynthia del Castillo nominated Mr. Santhony Yang, but Ms. Gina Duminy suggested that Mr. Santhony Yang was better suited to be the Head of Community Development Committee, who accepted. Such nomination was duly seconded and there were no objections.

1.8. Atty. Santos called for nominations for the Head of the Security Committee. Ms. Gina Duminy nominated Mr. Rainier Ona as the Head of the Security Committee, who accepted. Such nomination was duly seconded and there were no objections.

1.9. Atty. Santos called for nominations for the Head of the Finance Committee. Ms. Meily-Santos confirmed whether the Head was going to be the elected Treasurer, Mr. Alex Abarri, and the plenary answered in the affirmative. Such nomination was duly seconded and there were no objections.

1.10. Atty. Santos called for nominations for the Head of the Legal Committee. Ms. Meily-Santos nominated Atty. del Castillo as the Head of the Legal Committee, who accepted. Such nomination was duly seconded and there were no objections.

1.11. Atty. Santos called for nominations for the Head of the Architectural Committee. Mr. Yang nominated Ms. King-Dejardin as the Head of the Architectural Committee, who accepted. Such nomination was duly seconded and there were no objections.

2. SPECIAL BOARD MEETING June 29, 2023

a. **BOARD RESOLUTION NO. 2023-06-01**

“WHEREAS, there is a need to increase collection of association dues particularly from long-time delinquent accounts;

WHEREAS, an attractive Amnesty Program was proposed in order to encourage payment of delinquent accounts;

WHEREAS, after due deliberations and discussion, the Board of Directors resolved to approve the Amnesty Program;

RESOLVED, That the Board of Directors hereby approves the Amnesty Program waiving 90% of the delinquent association dues penalties.”

b. **BOARD RESOLUTION NO. 2023-06-02**

“RESOLVED, That the Board of Directors hereby approves the proposal of an Optimized Security Program subject to the report of Director Rainier Ona, Jr.

c. **BOARD RESOLUTION NO. 2023-06-03**

“RESOLVED, That the Board of Directors hereby approves the composition of the Executive Committee composed of the following:

1. Chairman Antonio Cabrera;
2. Vice Chairperson Atty. Cynthia del Castillo;
3. President Gina Duminy;
4. Vice President Santhony Yang;
5. Director Amy King Dejardin

d. **BOARD RESOLUTION NO. 2023-06-04**

“RESOLVED, That the Board of Directors hereby approves the signing of the Memorandum of Agreement with LandCo over the construction of a condominium project within the village;

RESOLVED FURTHER, that the President, Ms. Genevieve R. Duminy is authorized by the Board of Directors of Terrazas de

Punta Fuego Village Homeowners' Association to sign the Memorandum of Agreement in behalf of the Board of Directors."

e. BOARD RESOLUTION NO. 2023-06-05

"RESOLVED, That the Board of Directors hereby approves the Guidelines for Grievances.

RESOLVED FURTHER, that the approved Guidelines for Grievances shall be routed to members for the members' information.

f. BOARD RESOLUTION NO. 2023-06-06

"RESOLVED, That the Board of Directors hereby approves to extend Collier's International's contract to the end of the year 2023.

3. REGULAR BOARD MEETING July 26, 2023

a. "BOARD RESOLUTION NO. 2023-07-01"

"RESOLVED, That the Board of Directors hereby approves the Minutes of the Meeting for the Regular Meeting of the Board dated March 2023, Minutes of the Special Board Meeting dated 13 April 2023, Minutes of the Special Organizational Meeting dated 1 June 2023, and the Minutes of the 29 June 2023 Special Board Meeting."

b. "BOARD RESOLUTION NO. 2023-07-02"

"RESOLVED, That the Board of Directors hereby approves the proposal of an Optimized Security Program subject to the report of Director Rainier Ona, Jr

c. "BOARD RESOLUTION NO. 2023-07-03"

"RESOLVED, That the Board of Directors hereby approves the designation of Atty. Caloy Ocampo, Mr. Francis Gaspar, and Mrs. Judy Villanueva as members of the Grievance Committee that will hear the complaint of Edmond and Marivic Mabuti protesting the imposition of construction violations."

d. **"BOARD RESOLUTION NO. 2023-07-04"**

"RESOLVED, That the Board of Directors hereby approves the lifting of the policy of Terrazas de Punta Fuego Village Association that imposes a limitation of bringing in a maximum of 10 guests."

e. **"BOARD RESOLUTION NO. 2023-07-05"**

"RESOLVED, That the Board of Directors hereby approves the revision for toll fee rates for Terrazas de Punta Fuego Village, as proposed by Ms. King-Dejardin."

f. **"BOARD RESOLUTION NO. 2023-07-06"**

"RESOLVED, That the Board of Directors hereby approves the availing of the bundle for Green Tech with respect to preventive maintenance service, water potability tests, and effluent testing for Terrazas de Punta Fuego Village until December 2023."

4. **REGULAR BOARD MEETING September 29, 2023**

a. **"BOARD RESOLUTION NO. 2023-09-01"**

"RESOLVED, That the Board of Directors hereby approves the Minutes of the 26 July 2023 Regular Meeting of the Board of Directors."

b. **"BOARD RESOLUTION NO. 2023-09-02"**

"RESOLVED, That the Board of Directors hereby approves the Addendum to the Toll Fee Policy which grants exceptions from toll fees on 4-wheel vehicles as follows:

1) Any 4-wheel vehicle (e.g. closed van, truck, pick-up truck) that deliver goods and services for personal and household sustenance and upkeep, regardless of the type or model of vehicle and ownership of the vehicle (resident's or commercial or business entity.)

2) 4-wheel passenger-utility type of vehicle such as pick-up truck (e.g. Ford Ranger, Toyota Hilux, Mitsubishi Strada, Nissan

Navarra, Isuzu D-Max, and the like,) SUV, family van, and closed-vans with passenger seats, regardless of ownership and cargo.

RESOLVED Further, that transit mixers were defined and fees shall be applied as follows:

B. Transit Mixers - Php 3,200.00 toll fee applies to average sized transit mixers, with capacity of 9 or less cubic meters. Bigger transit mixers will be charged a higher toll fee, from double to quadruple depending on the capacity of the transit mixer..”

c. **“BOARD RESOLUTION NO. 2023-09-03”**

“RESOLVED, That the Board of Directors hereby approves the Solid Waste Segregation Enforcement Compliance Operation which will launch the following starting October 2023:

1. Issue a Circular announcing the penalty schedule. Hand out hard copies to residents and caretakers of habitual violators
2. Distribution of flyers about solid waste segregation.
3. Issuance of notice of violation (type of violation, penalty) to non-compliant owner, beginning with 2nd garbage collection day of October

RESOLVED Further, that the Board of Directors approves the schedule of penalties as follows:

	Non-Segregation Not in plastic bags, direct in bins	Solid wastes, junk, rubbish piled outside house premises	Trash bins kept outside house premises (front, side)
First Notice	Php1000	Warning	Reminder
Second Notice	Php2000	Php1000	Reminder
Third and next notices and fine	Php 3000 per collection day	Php2000	Php500

d. **"BOARD RESOLUTION NO. 2023-09-04"**

"RESOLVED, That the Board of Directors hereby approves the creation of the Terrazas Village Community Viber Channel to be called Terrazas HOA Official.

RESOLVED further that the management of the channel administration shall be done solely by the Superadmin and Admin namely:

Superadmin - PMO c/o Sarah Vecinal

Admins - Ms. Gina Duminy, Ms. Kristine Crespo, Mr. Miguel Malabanan.

e. **"BOARD RESOLUTION NO. 2023-09-05"**

"RESOLVED, That the Board of Directors, after having voted hereby resolves to tender/award the consultancy agreement to EDLAND NELL Corporation to manage the bidding process for the association's Property Management Service Provider.

5. **SPECIAL BOARD MEETING November 10, 2023**

a. **"BOARD RESOLUTION NO. 2023-11-01"**

"RESOLVED, That the Board of Directors hereby approves the renewal of the contract of USSAI Security Services to be the Association's security services provider for another two years.

6. **REGULAR BOARD MEETING December 9, 2023**

a. **"BOARD RESOLUTION NO. 2023-12-01"**

"RESOLVED, That the Board of Directors hereby approves the Minutes of the September 29, 2023 Regular Meeting of the Board of Directors and the November 10, 2023 Special Meeting of the Board of Directors.

b. "BOARD RESOLUTION NO. 2023-12-02"

"RESOLVED, That the Board of Directors, after having voted hereby resolves to consolidate the two reserves (facilities and road) into one facility usage.

c. "BOARD RESOLUTION NO. 2023-12-03"

"RESOLVED, That the Board of Directors, after having voted hereby resolved to appoint Diaz, Murillo, Dalupan and Company as External Auditor beginning audit year, 2023."

d. "BOARD RESOLUTION NO. 2023-12-04"

"RESOLVED, That the Board of Directors, after having voted hereby resolved to appoint Hexagon Property Management Services as Terrazas Property Management beginning January 1, 2024 for a period of 2- years."

e. "BOARD RESOLUTION NO. 2023-12-05"

"RESOLVED, That the Board of Directors, after having voted hereby resolved to thank Colliers International for their service."

f. "BOARD RESOLUTION NO. 2023-12-06"

"RESOLVED, That the Board of Directors, after having voted hereby resolved to begin discussions as to whether they can accept Peak/Ridge as a part of the HOA and if so, under what conditions."

7. REGULAR BOARD MEETING JANUARY 31, 2024

a. "BOARD RESOLUTION NO. 2024-01-01"

"RESOLVED, That the Board of Directors hereby approves the Minutes of the 9 December 2023 Regular Meeting of the Board of Directors."

b. **"BOARD RESOLUTION NO. 2024-01-02"**

"RESOLVED, That the Board of Directors hereby approves the Board of Directors hereby approve the increase of association dues from PHP 5.50 to PHP 8.00 effective in June 2024, subject to ratification of the members in the General Membership Meeting."

c. **"BOARD RESOLUTION NO. 2024-01-03"**

"RESOLVED, That the Board of Directors hereby approves the Landco version of the Deed of Restrictions to have a prospective application, and to have the same circulated to homeowners."

d. **"BOARD RESOLUTION NO. 2024-01-04"**

"RESOLVED, That the Board of Directors hereby approves the lifting of the work stoppage on the Walsh house and to tolerate its construction pro hac vice considering the circumstances surrounding her situation."

e. **"BOARD RESOLUTION NO. 2024-01-05"**

"RESOLVED, That the Board of Directors hereby resolves to deny the appeal of Ms. Jade Divinagracia regarding the design of her house."

f. **"BOARD RESOLUTION NO. 2024-01-06"**

"RESOLVED, That the Board of Directors hereby resolves to resolves to appoint Trinity Insurance as its new insurance providers."

8. **SPECIAL BOARD MEETING MARCH 8, 2024**

a. **"BOARD RESOLUTION NO. 2024-03-01"**

"RESOLVED, That the Board of Directors hereby resolves to appoint Gilbert Manela, Kristine Crespo, and Kathryn May Mendoza as the NOMELEC Committee Members for the General Membership Meeting 2024, and that the Chairman shall be decided among themselves."

9. REGULAR BOARD MEETING APRIL 5, 2024

a. BOARD RESOLUTION NO. 2024-04-01"

"RESOLVED, That the Board of Directors hereby approves the Minutes of the 31 January 2024 Regular Meeting of the Board of Directors and the Special Board Meeting on 8 March 2024."

b. "BOARD RESOLUTION NO. 2024-04-02"

"RESOLVED, That the Board of Directors hereby approves the Audited Financial Statement of 2023."

c. "BOARD RESOLUTION NO. 2024-04-03"

"RESOLVED, That the Board of Directors hereby resolves to approve the conduct of physical personal voting via ballot box for the elections."

10. SPECIAL BOARD MEETING MAY 11, 2024

a. "BOARD RESOLUTION NO. 2024-05-01"

"RESOLVED, That the Board of Directors hereby approves the Minutes of the 5 April 2024 Regular Meeting of the Board of Directors."

b. BOARD RESOLUTION NO. 2024-05-02"

"RESOLVED, That the Board of Directors hereby approves the annual cost sharing for Forest Cove owners at PHP 156,476.71 for year 2024 and PHP 13, 476.71 annual cost starting year 2025."

c. "BOARD RESOLUTION NO. 2024-05-03"

"RESOLVED, That the Board of Directors hereby resolves to appoint Mr. Abel Basilio as Pollution Control Officer and Mr. Gibson Anchez as DENR Managing head."

d. **"BOARD RESOLUTION NO. 2024-05-04"**

"RESOLVED, That the Board of Directors hereby resolves to appoint Atty. Cynthia Del Castillo as the Chairman of the General Membership Meeting to be scheduled on 26 May 2024 at 10AM."

e. **"BOARD RESOLUTION NO. 2024-05-05"**

"RESOLVED, That the Board of Directors hereby resolves to accept the resignation of Director Angela Santos."

f. **"BOARD RESOLUTION NO. 2024-05-06"**

"RESOLVED, That the Board of Directors hereby resolves to appoint Mr. Glenn Berdin as the replacement of Dir. Angela Santos as a member of the Board."

g. **"BOARD RESOLUTION NO. 2024-05-07"**

"WHEREAS, On 24 July 2019, the TPFVHAI Board of Directors ("**BOD**") issued Board Resolution No. 2019-07-01 adopting the Implementing Rules and Regulations relative to the prohibition of short-term rentals;

WHEREAS, the said Resolution was pursuant to the power vested in the board under Section 10(j) of Republic Act No. 9904, or the Magna Carta for Homeowners and Homeowners' Associations, TPFVHAI BOD's power to promulgate additional rules and regulations concerning the use, enjoyment and occupancy of the Village properties accorded to it by its By-Laws. Article V, Section 1 of the TPFVHAI By-Laws, and consistent with the documents signed and agreed upon by the homeowners of the Village upon purchase of a lot therein, including the Deed of Restrictions, Contracts to Sell, and Deed of Absolute Sale;

WHEREAS, on 25 November 2019, the Honorable Arbiter issued a *Cease-and-Desist Order* in enjoining the TPFVHAI BOD from implementing Board Resolution No. 2019-07-01;

WHEREAS, the TPFVHAI BOD had filed cases meant to lift the the *Cease-and-Desist Order* and is now pending before the Court of Appeals after the timely filing of a Motion for Reconsideration on 22 April 2024;

WHEREAS, all regular members of the TPFVHAI had been paying a uniform association dues, including members who engage in short-term rentals of their properties;

WHEREAS, it is the rest of the homeowners who subsidize the increase in the cost of maintenance, security personnel, and additional costs caused by the paying guests of short-term rental operators;

WHEREAS, to address the increased cost of maintenance and security personnel, the TPFVHAI BOD resolved to issue the following resolution:

RESOLVED, as it is hereby **RESOLVED**, that the TPFVHAI resolves to prohibit the use of the following to AirBNB guests, paying guests, within the village premises:

1. Open spaces
2. Use of roads going to open spaces
3. Use of the beach

RESOLVED further, that this Board Resolution shall be effective during the pendency of the case involving the *Cease-and-Desist Order* over Board Resolution 2019-07-01;

RESOLVED further, that the TPFVHAI may, in the future, impose additional fees on Homeowners engaged in the AirBNB type/short-term rental of business during the pendency of the case, and the same shall be approved during the General Membership Meeting.

11. SPECIAL BOARD MEETING MAY 24, 2024

a. "BOARD RESOLUTION NO. 2024-05-07"

"WHEREAS, Ms. Kathryn Mendoza suffered an injury after she was stung by a stingray and will not be able to attend the 2024 GMM.

WHEREAS, Mr. Gilbert Manela is likewise unable to attend the 2024 GMM, which leaves the NOMELEC with just one member to oversee the elections.

WHEREAS, the TPFVHAI By-Laws are silent as to replacing members of the NOMELEC should such need arise.

WHEREAS, there is a possibility of issues arising during the election which may not be resolved by a single member of the NOMELEC and there is a need to find a replacement to the two members unable to attend.

RESOLVED, That the Board of Directors hereby approves that Ms. Kathryn Mendoza and Mr. Gilbert Manela shall be excused from their duties as members of the NOMELEC and be replaced by Ms. Ella Mavett Manela Ona and Mr. Hans Gilbert Manela.