

Date : 5 May 2024

To : ALL MEMBERS OF TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNER'S ASSOCIATION, INC. (TPFVHAI)

Subject: PROCEDURE FOR ELECTION OF DIRECTORS TO THE BOARD

The undersigned NOMELEC, pursuant to Article V, Section 3 of the By-Laws, hereby promulgate the following guidelines for the election of all members of the TPFVHAI Board, to succeed the current directors whose terms are to end in 2024.

GUIDELINES FOR THE 2024 ELECTION OF DIRECTORS TO THE BOARD

I. Qualified Voter/Nominee

1. Members Eligible to Vote
 - i. A Member in Good Standing as defined under Article III, Section 4 of the By-Laws as of Record Date¹; and
 - ii. Tenant Assignees of Members in Good Standing for so long as written notification of said assignment has been sent and received by the Village Association.²

2. Members Entitled to Nominate
 - i. A member in good standing as defined under Article III, Section 4³ of the By-Laws.
 - ii. Tenant Assignees of Members in Good Standing for so long as written notification of said assignment has been sent and received by the Village Association.⁴

3. Members Entitled to be Nominated
 - i. A member in good standing as defined under Article III, Section 4 of the By-Laws.
 - ii. Assignees of Corporate Members in Good Standing.⁵

II. Registration

¹ Based on the Association's Records as of 5 pm. in the afternoon of the day prior to the General Membership Meeting. (Article IV, Section 7).

² Article III, Section 3.

³ A member in good standing is one who a) has not defaulted in the payment of the Association dues, special assessments, and such other fees that may be levied on him due and payable as of 16 May 2024, and has not been declared by the Board of Directors as having failed to comply with his duties as stated in letters (b), (c), and (d) of Sec. 6 of the By-Laws.

⁴ Article III, Section 3.

⁵ Article III, Section 3. Tenant Assignees of Members shall have the right to vote but excluding the right to be elected as a member of the Board of Directors.

1. On **16 May 2024**, an email notice will be sent **only to members in good standing** who are eligible to vote. Members eligible to vote who intend to attend the **General Membership Meeting (GMM)** must register by signifying their intention to attend and/or vote, and submitting a copy of at least one valid government-issued ID (preferably Driver's license), email address, and contact number *via* email at terrazasgmm@gmail.com or by physically submitting the same to the Property Management Office **not later than 5PM of 23 May 2024**.
2. **As specified in our May 5, 2024 Notice of GMM and Elections e-mailed to all members and sent via special courier**, members who are unable to cast their votes personally, but would like to participate in the election may vote by proxy. Members voting by proxy must accomplish the Proxy Form and submit the duly accomplished form *via* email at terrazasgmm@gmail.com or Viber at **(+63) 9178917135** or by physically submitting the same to the Property Management Office **not later than 23 May 2024**. Further, members must register their proxy by submitting a copy of his/her and his/her proxy's valid government-issued ID with photo, residence address, and signature (preferably Driver's license), email address, and contact number *via* email at terrazasgmm@gmail.com or by physically submitting the same to the Property Management Office **not later than 5PM of 23 May 2024**.

III. Nomination

1. Nominations shall be made by submitting the duly accomplished **Nomination Form**, signed by at least 10 or more members of good standing together with the **Nomination Acceptance Form** to email terrazasgmm@gmail.com or by physically submitting the same to the Property Management Office **not later than 5:00 p.m. of 16 May 2024** (the "Nomination Period").⁶ Any nomination made beyond this period shall be disregarded.
2. The Final List of Nominees and their profiles will be released via the official Village Circular.

IV. Voting

1. A **physical ballot** box shall be provided by the Property Management Office **at Club Punta Fuego - San Pablo Room. Voting is open on May 26, 2024 from 9:00 am to 11:00 am.**
2. For members voting by proxy, failure of their registered proxy to vote within the voting period shall authorize the Chairman to vote as the proxy's substitute pursuant to the Proxy form.

V. Canvassing of Ballots & Proclamation

1. Votes shall automatically be tallied by the NOMELEC.

⁶ Article V, Section 4.

- i. NOMELEC shall be responsible for monitoring the conduct of the election, the voter turn-out.
- ii. Votes cast in the physical ballot box shall be counted immediately after the close of the voting period.
- iii. The canvassing of votes may be observed by any member at the San Pablo Function Room Club Punta Fuego.
- iv. The top four (4) candidates obtaining the highest number of votes shall be declared as duly elected directors for the year 2024. In the event that more than 4 candidates receive the highest number of votes (such as in the event of a tie), the uncontested directors-elect shall vote among themselves to determine the elected director or directors.
- v. Election results, as indicated on the GMM Agenda, will be announced at the GMM.

Please be guided accordingly.


KATHRYN MAY MENDOZA
Chairman


GILBERT MANELA
Member


MARIE KRISTINE CRESPO
Member