

**Date :** 30 April 2026

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

**Subject:** PROCEDURE FOR ELECTION OF DIRECTORS TO THE BOARD

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The undersigned NOMELEC, pursuant to Article V, Section 3 of the By-Laws, in relation to Department Circular No. 2024-018, Series of 2024, also known as the 2024 Revised Implementing Rules and Regulations of Department Act 9904, otherwise known as the Magna Carta for Homeowners and Homeowners Association, 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 2026.

### GUIDELINES FOR THE 2026 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 Date<sup>1</sup>; 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.<sup>2</sup>
2. Members Entitled to Nominate
  - i. A member in good standing as defined under Article III, Section 4<sup>3</sup> 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.<sup>4</sup>
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.<sup>5</sup>

#### **II. Registration**

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<sup>1</sup> 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).

<sup>2</sup> Article III, Section 3.

<sup>3</sup> 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 18 May 2026, 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.

<sup>4</sup> Article III, Section 3.

<sup>5</sup> 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 **14 May 2026**, 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](mailto:terrazasgmm@gmail.com) or by physically submitting the same to the Property Management Office **not later than 5PM of 21 May 2026**.
2. **As specified in our 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](mailto:terrazasgmm@gmail.com) or Viber at (+63) 9178917135 or by physically submitting the same to the Property Management Office **not later than 21 May 2026**. 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](mailto:terrazasgmm@gmail.com) or by physically submitting the same to the Property Management Office **not later than 5PM of 22 May 2026**.

### 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](mailto:terrazasgmm@gmail.com) or by physically submitting the same to the Property Management Office **not later than 5:00 p.m. of 15 May 2026** (the "Nomination Period").<sup>6</sup> 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 24, 2026 from 8:00 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 cast through the physical ballot box shall automatically be tallied by the NOMELEC.

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<sup>6</sup> Article V, Section 4.

- i. NOMELEC shall be responsible for monitoring the conduct of the election, the voter turn-out, and the status and results of the voting.
- ii. Votes cast in the physical ballot box shall be counted immediately after the close of the voting period to determine the total number of votes for each nominee.
- iii. The canvassing of votes may be observed by any member at the San Pablo Function Room Club Punta Fuego.
- iv. The top five (5) candidates obtaining the highest number of votes shall be declared as duly elected directors for the year 2026. In the event that more than 5 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.



**GLENN BERDIN**  
*Chairman*



**MILDRED ABARY**  
*Member*



**EDGARDO DANNUG**  
*Member*