



**ANVAYA
COVE**

The Neighborhoods at Anvaya Cove
Homeowners Association, Inc.

Village Administration Office, Anvaya Cove,
Brgy. Sabang, Morong, Bataan – 2108
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Date: March 20, 2022

Circular No.: 2022-0016

To: Members of the Association

From: Anvaya Cove Village Administration

Subject: 10TH ANNUAL GENERAL MEMBERSHIP MEETING

Dear Members of the Association,

We would like to inform you that this year, the **Annual General Membership Meeting (AGMM) of The Neighborhoods at Anvaya Cove Homeowner's Association, Inc. (the "Association")** is set on **October 8, 2022 (Saturday)**.

In accordance with the By-Laws of the Association, you shall be allowed to vote by proxy during the AGMM. In this regard and in our efforts to pursue the AGMM on the aforesaid date, please be informed that we are now accepting proxy forms to establish a quorum. We henceforth seek your full support and cooperation by sending the **ORIGINAL** of your duly signed proxy form in advance to the NHOA Village Administration Office, either hand carried or via courier to the address below:

Address:

c/o **ENGR. GERALD A. FRANCISCO**

Village Administration Office Anvaya Cove,

Brgy. Sabang, Morong Bataan – 2108

Please fill out and submit the attached sample Proxy Form should you wish to vote by proxy during the said AGMM.

Kindly note that as provided in the Association's By-Laws, by submitting an ORIGINAL Proxy Form, the registered NHOA member is thereby authorizing his/her representative, or in his/her absence, the Chairman of the meeting, or in his/her absence, the Secretary of the meeting, to vote for and in the member's behalf.

Please be advised that only members in good standing shall be allowed to vote in person or by proxy at the AGMM. We would thus like to inform you that under Section 13 of the 2021 Revised Implementing Rules and Regulations of Republic Act No. 9904 (DHSUD Department Order No. 2021-007), the failure of a member to attend membership meetings in person or by proxy without any justifiable reason for at least three (3) consecutive general membership meetings despite receipt of notice may be declared delinquent or not in good standing by the Board of Directors.

We trust that the foregoing shall merit your preferential attention.

Should you have any concerns or queries on this matter, please do not hesitate to contact the Administration Office at 0917-853-7620.

Respectfully yours,

Gerald A. Francisco

Property Manager