



**MINUTES OF THE 11th ANNUAL GENERAL MEMBERSHIP MEETING
OF THE NEIGHBORHOODS AT ANVAYA COVE
HOMEOWNERS ASSOCIATION, INC. (NHOA)**

Held on 14 October 2023 at 1:30 PM
By Combination of Face-to-face and
Remote Communication via Zoom

MEMBERS PRESENT OR
REPRESENTED BY PROXY:

(See attached list)

I. CALL TO ORDER

The Chairman of the meeting, Mr. Jose Maria Cardenas, called the meeting to order and presided over the same. He welcomed the members attending the meeting in-person and through remote communication, and thanked the members participating through the *voting in absentia* system or their appointment of a proxy.

Mr. Cardenas also welcomed all the members of the Board of Trustees joining in the meeting and acknowledged the presence of the members of the Election Committee, representatives of its legal counsel, Co Ferrer and Ang-Co Law Offices, representatives of Ayala Property Management Corporation (APMC), representatives of Ayala Land Inc. (ALI), representatives of Peninsula Electric Cooperative, Incorporated (PENELCO), representatives of Manila Water Philippine Ventures Inc. (MWPV) and representatives of Globe Telecom, Inc.

II. CERTIFICATION OF NOTICE AND DETERMINATION OF QUORUM

Upon inquiry of Mr. Cardenas, the Association Secretary, Engr. Teodoro Crisostomo certified that all the members of record of the Association were duly notified of the annual meeting thru the following manners:

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- (i) by sending the notice to the respective addresses of the members indicated in the membership rolls;
- (ii) by email for those who have provided the Association with their email address;
- (iii) by posting on the Association's website; and
- (iv) by posting at the office of the Association, on bulletin boards and in conspicuous places within the community.

He further stated that the members have been notified of the meeting in accordance with the Association's by-laws and applicable rules, including its Rules of Procedure for Attendance in Person and by Remote Communication and Voting by Proxy and In Absentia; Election Rules; and Department of Human Settlement and Urban Development rules and regulations.

He further certified that a quorum existed for the transaction of business with members present owning at least 258 lots or 53.09% of the total members entitled to vote, being present or represented at the meeting.

The Chairman informed the members that the Association strived to provide the members the opportunity to participate in the meeting by holding the meeting by combination of face-to-face and remote communication. He then requested the Association Secretary to share the rules of conduct and voting procedures for the meeting.

Engr. Crisostomo proceeded to discuss the following rules of procedures for attendance by remote communication, voting by proxy and in absentia which forms part of the Notice of the Annual General Membership Meeting. He highlighted the following points:

1. Members in good standing as of 31 August 2023 who registered through the online registration system or who notified the Association by email via **nhoai.agm2023@gmail.com** by 05 October 2023 of their intention to participate in this meeting by face-to face or remote communication, may attend the meeting through remote communication facilities and may vote in absentia, cast their votes online, or by appointing a proxy. Members may also send their questions or comments to the same email address on or before 09 October 2023.

2. The voting link has been sent at exactly 2:30 pm last 11 October 2023 at the email address used by the members in good standing as of 31 August 2023 upon registration.
3. Voting ended at 5:00 PM on 12 October 2023. Beyond this date, Members may no longer vote in absentia or by proxy.
4. After the electronic vote has been submitted, the votes may no longer be changed.
5. At 5:01 PM of 12 October 2023, the COMELEC and the Property Manager counted and tabulated the votes cast in absentia and by proxy.
6. The winners shall be announced by the COMELEC during the meeting.
7. Engr. Gerald Francisco will read the questions or comments during the Question-and-Answer period, which will take place in Other Matters of the Agenda.

III. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEMBERSHIP MEETING HELD ON 08 OCTOBER 2022

The next order of business is the approval of the Minutes of the Annual General Membership Meeting held on 08 October 2022. Electronic copies of the minutes were distributed to the members' registered email address.

The Association Secretary presented the following resolution proposed by management and reported the members' approval of the same in accordance with the preliminary voting results:

"RESOLVED, AS IT IS HEREBY RESOLVED, to approve the Minutes of the Annual General Membership Meeting held on 08 October 2022."

As tabulated by the office of the Property Manager, the votes for the adoption of the resolution approving of the Minutes of the Annual General Membership Meeting held on 08 October 2022 were as follows:

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	For	Against	Abstain
No. of Members who Voted	243	-	-
% of Members Present	98.58%	-	-

IV. APPROVAL OF THE PRESIDENT'S REPORT AND 2022 AUDITED FINANCIAL STATEMENTS

The Property Manager, Engr. Gerald Francisco reported the accomplishments of the Association for the years 2022 and 2023:

A. PRESIDENT'S REPORT

(1) Property Profile

The Neighborhoods at Anvaya Cove Homeowners Association, Inc. (NHOA), the "**Property**", remains the largest stakeholder in Anvaya Cove consisting of thirteen (13) neighborhoods:

1	N1	Cliffside
2	N2	Mango Grove
3	N3	Horizon Point
4	N4	Woodpark
5	N5	Bamboo Grove
6	N6	Narra Grove
7	N7	Vistas at Mango Grove
8	N9	Woodridge Hills
9	N13	Fairway Crest
10	NS1	Parkway Vistas
11	S2A	South Coast
12	S2B	South Grove
13	N12	Brookside

To date, there are fifty-one (51) hectares of Common Areas and sixty-eight (68) hectares of Saleable Areas within the community.

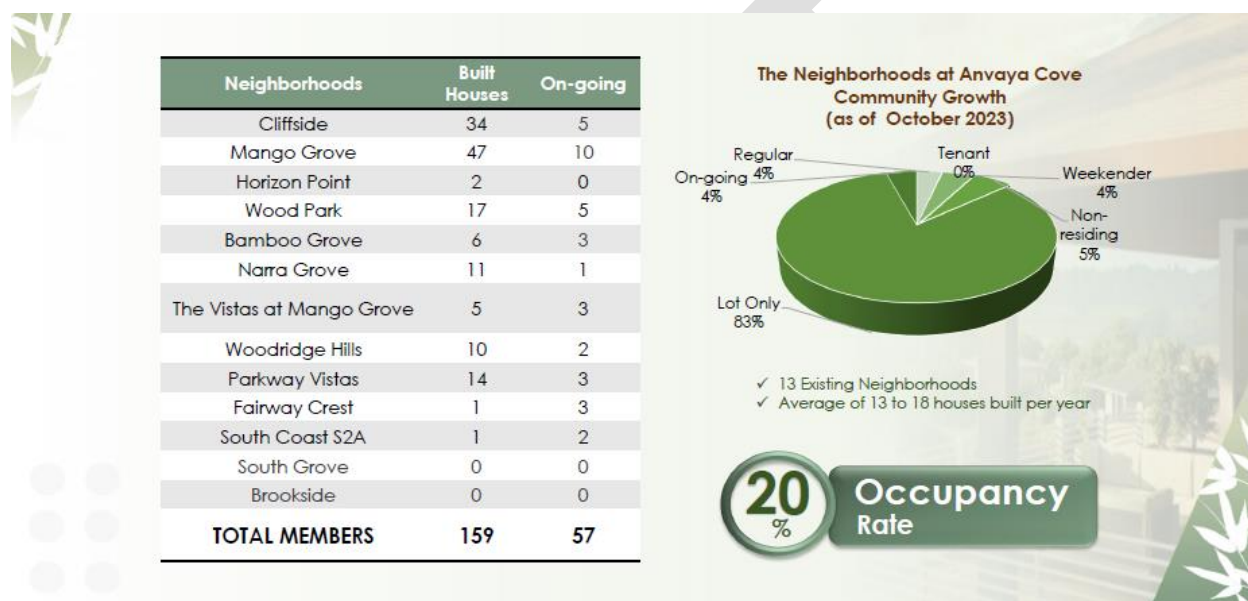
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The Common Areas are owned by the developers, controlled by the association and maintained by the Ayala Property Management Corporation (APMC) with the help of its service providers.

(2) Turnover and Occupancy

The year had been marked by several house construction activities, driving the growth in the occupancy rate to 20%, representing the total available lots within the property:



The steady increase in occupancy suggests the community's continuous growth trajectory, reinforcing its positive position and making it increasingly appealing for prospective homeowners.

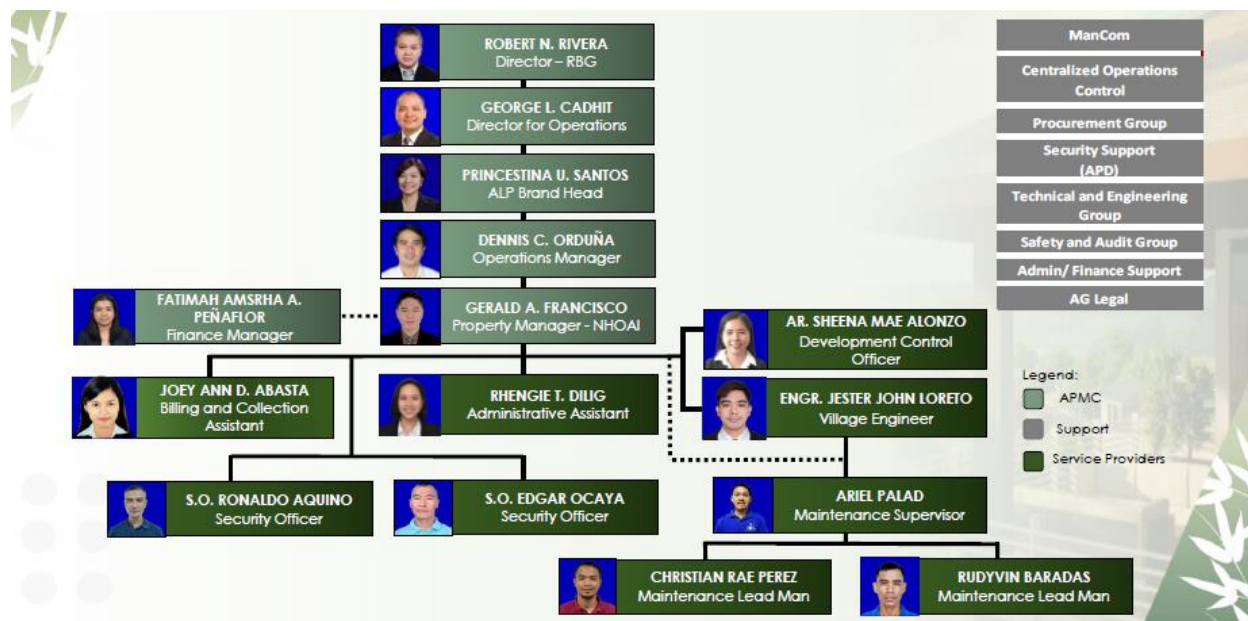
(3) Property Management Team

The Property Management Team oversees the smooth and efficient operation of the property including the maintenance of the common areas, grounds, housekeeping and equipment. They are tasked with the implementation of rules and regulations in accordance with the By-Laws of the Association and Deed of Restriction of the Property as well as ensuring the safety and security of its members.

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They function as the primary administrative of the Association comprising of dedicated professionals with expertise in various aspects of property management:



Together, the team works diligently to maintain a high standard of living within the community, promoting a safe, welcoming, and harmonious environment for all residents.

(4) Service Providers

The Association relies on various service providers to assist in the maintenance and management of the property:

AYALA PROPERTY MANAGEMENT CORPORATION	Property Management
LSERV CORPORATION	Administrative And Engineering Staff
UNITED MEGAFORCE SECURITY SERVICES INC.	Security Services
FIELDMEN JANITORIAL SERVICES CORPORATION	Grounds Maintenance Services

PEST SCIENCE CORPORATION	Pest Control Services
GLOBE TELECOM	Telecommunication
MANILA WATER PHILIPPINE VENTURES INC.	Utilities (Water)
ANVAYA COVE POWER REDISTRIBUTION	Utilities (Power)
RAMON F. GARCIA and COMPANY, CPAS	Independent External Auditor
ANVAYA INFRASTRUCTURE GROUP	Garbage Collection

(5) Committees

The Association acknowledged the vital role played by the committees in assisting the Board in achieving its goals effectively and efficiently. They have worked diligently thru addressing various issues and undertake projects that benefited the community as a whole over the year.

Each committee comprises with dedicated individuals who volunteered their time and expertise to contribute to the betterment of the community. Their collaborative efforts and contributions are greatly appreciated and positively contributed to the overall well-being and development of the community:

a. Operations Committee

- Engr. Arnold Duay - Chairman
- Mr. Victor Samson Jr. – Member
- Mr. Jose Maria Cardenas – Member
- Engr. Teodoro Crisostomo – Member
- Ar. Josefino Lucas – Member

The Operations Committee oversees the Property Management Team. The committee reviews the operating policies and practices of the village. They are active in ensuring that day-to-day operations are running smoothly.

b. Utilities and Developer Concerns Committee

- Mr. Jose Maria Cardenas - Chairman
- Engr. Arnold Duay - Member
- Engr. Teodoro Crisostomo – Member
- Mr. Victor Samson Jr. – Member
- Mr. Israel Basilio – Member
- Mr. Israel Silud – Member

The Utilities and Developer Concerns Committee works closely and regularly with Ayala Land Inc. (the “Developer”) for infrastructure issues, utility concerns, external community and government entities.

c. Audit Committee

- Ms. Maria Milagros De La Fuente - Chairman
- Mr. Israel Basilio – Member
- Engr. Arnold Duay – Member

The Audit Committee is responsible in auditing the account of the Association. It conducts audit at least annually and submit report thereon to the Board of Trustees.

d. Socio-Cultural Affairs Committee

- Mr. Harry Tang - Chairman
- Ms. Maria Milagros De La Fuente – Member
- Ms. Mary Nechris Lucas – Member

The Socio-Cultural Affairs Committee is tasked with planning, organizing and implementing social activities that will help improve interpersonal relation among the members of the Association and enliven the Community as a whole. It is the responsibility of the committee to develop programs and activities which will deepen the cultural awareness among the members.

e. Finance Committee

- Ms. Maria Milagros De La Fuente - Chairman
- Mr. Israel Basilio – Member
- Mr. Mitchell Gault – Member

The Finance Committee serves as a coordinating body for all financial matters of the Association.

f. Environmental Committee

- Mr. Harry Tang - Chairman
- Ms. Maria Milagros De La Fuente – Member
- Mr. Israel Basilio – Member

The Environmental Committee is tasked with planning, organizing and implementing environmental projects and initiatives.

g. Technical Construction and Design Committee

- Engr. Teodoro Crisostomo - Chairman
- Ar. Josefina Lucas – Member
- Engr. Arnold Duay – Member

The Technical Construction and Design Committee ensures that houses and other improvements on the owners' lots are built in compliance with the Association's construction rules and the provisions of the Deed of Restrictions.

h. Grievance and Adjudication Committee

- Mr. Israel Basilio – Member
- Atty. Elfren Hipolito Jr. - Member

The Grievance and Adjudication Committee shall accept and investigate complaints filed by a member against any other member or officer of the Association and shall settle or arbitrate any dispute within its power in the community. In the event that the grievance is not settled by the committee, its decision may be brought before the Board of Trustees for appropriate action.

i. Data Response Team

- Mr. Jose Maria Cardenas - Chairman
- Ms. Maria Milagros De La Fuente – Member
- Mr. Harry Tang – Member
- Engr. Teodoro Crisostomo – Member
- Atty. Sydney Guadalupe - Adviser
- Engr. Gerald Francisco – Adviser

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The Data Privacy Response Team shall be accountable in ensuring the compliance by the Association in Data Privacy Act, its implementing rules and regulations and other applicable laws and regulations related to privacy and data protection.

j. Election Committee

- Mr. Israel Silud - Chairman
- Ms. Ma. Teresa Guanzon-Hayward - Member
- Ms. Eloisa Valerio – Member

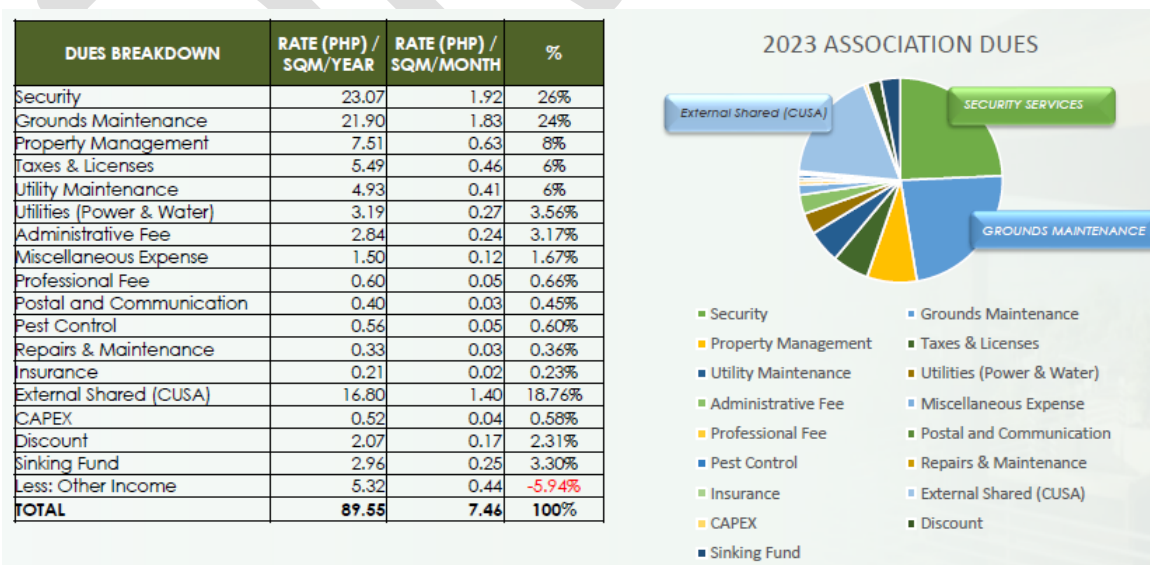
The Election Committee is responsible for overseeing the election process, formulating election rules and ensuring the dissemination to all members.

All members of the Association were strongly encouraged to join any of the committees as their knowledge and experience in providing suggestions and helping deliver progress will be of great value add to the community.

B. FINANCIAL REPORT

(1) 2023 Association Dues

The dues paid by the members of the Association are strictly allocated to various expenses, ensuring responsible financial management.



DRAFT (Subject to the approval of the Members in the next Annual General Membership Meeting)

The rate of the association dues for the year 2023 is **7.46** per sqm per month. It covers all operating expenses relative to the operations and maintenance of the properties' common areas including among others such as:

- Security
- Property Management
- Utility Maintenance
- Administrative Fee
- Professional Fee
- Pest Control
- Insurance
- CAPEX
- Sinking Fund
- Grounds Maintenance
- Taxes and Licenses
- Utilities (Power and Water)
- Miscellaneous Expense
- Postal and Communication
- Repairs and Maintenance
- External Shared (CUSA)
- Discount

The Common Utilities and Services Accounts (CUSA) expenses contribute to maintaining common areas across the entire Anvaya Cove estate. It includes maintenance of spine road, perimeter fences, security and grounds maintenance, common infrastructure along with other shared utilities expenses that benefited all stakeholders of Anvaya Cove.

(2) 2022 Audited Financial Statement

The 2022 Audited Financial Statement of the Association reflects a steady and firm financial position, demonstrating efficiency in spending and prudent financial management practices.

a. Statements of Financial Position

The figures in the Statements of Financial Position as of 31 December 2022 demonstrates that the Association has a total asset of Php63.8M and Php42.6M current liabilities.

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ASSETS	2022	2021
Current assets		
Cash on hand and in bank (notes 3a, 3b and 4)	55,566,764	43,742,910
Receivables (notes 3a, 3b and 5)	6,317,334	11,309,946
Prepayments (notes 3c and 6)	485,388	725,530
Total	62,369,486	55,778,386
Non-current assets		
Property and equipment - net (notes 3d, 3e and 7)	1,440,531	573,232
TOTAL ASSETS	63,810,017	56,351,618
LIABILITIES AND MEMBERS' EQUITY		
LIABILITIES		
Current liabilities		
Trade and other payables (notes 3a, 3f, 3h and 8)	5,842,714	7,197,966
Construction bonds (notes 3g and 9)	29,125,204	26,714,908
Fund held in trust (note 10)	7,610,432	5,254,302
Total	42,578,350	39,167,176
EQUITY		
Members' equity (note 3i)	21,231,667	17,184,442
TOTAL LIABILITIES AND MEMBERS' EQUITY	63,810,017	56,351,618

(see notes to financial statements)

b. Statements of Income and Members' Equity

The total revenue of the Association reached Php57M including recoveries from service requests and other income from collected interest and penalties from the past due accounts.

The Members' Equity remained positive, amounting to Php21M.

	2022	2021
Revenues (note 3j)		
Association dues, net (note 11)	51,298,095	47,080,311
Interest income (note 4)	120,419	64,519
Other income (note 12)	5,580,106	9,086,988
Total	56,998,620	56,231,818
Cost of Services (note 3j)		
Ground maintenance	15,395,043	13,540,324
Security services	12,496,908	11,371,570
Share in infrastructure services	10,123,398	9,881,614
Service fees	6,896,240	6,596,365
Taxes and licenses	3,384,396	4,426,958
Utilities	1,991,403	1,635,244
Depreciation	497,788	296,342
Professional fees	488,570	343,403
Pest control	343,158	296,406
Postal and communication	220,058	141,098
Supplies	104,547	92,501
Insurance	82,791	194,996
Repairs and maintenance	23,577	569,730
Others	640,692	904,490
Total	52,688,569	50,291,041
Excess of revenues over cost of services before tax	4,310,051	5,940,777
Income tax expense (notes 3k and 13)	(262,826)	(301,889)
Excess of revenues over expenses	4,047,225	5,638,888

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c. Cash Balances

The healthy cash position of the Association reflects prudent financial management and responsible decision-making. However, like all associations, the financial health of the Association relies on the cooperation of its members by paying their dues regularly and on time.

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over cost of services before tax	4,310,051	5,940,777
Adjustment to reconcile excess of revenues over cost of services before tax to net cash provided by operating activities :		
Depreciation expense	497,788	296,342
Reversal of provisions	-	(5,231,002)
Interest income	(120,419)	(64,519)
OPERATING INCOME BEFORE CHANGES IN ASSETS AND LIABILITIES	4,687,420	941,598
(Increase) Decrease in current assets		
Receivables	4,992,612	1,964,541
Prepayments	(22,684)	-
Increase (Decrease) in current liabilities		
Trade and other liabilities	(1,355,252)	(5,987,875)
Construction bonds	2,410,296	11,890,750
Increase in noncurrent liabilities		
Reserve funds	2,356,130	-
Cash generated from operating activities	13,068,522	8,809,014
Interest received	120,419	64,519
NET CASH PROVIDED BY OPERATING ACTIVITIES	13,188,941	8,873,533
CASH FLOWS FROM INVESTING ACTIVITY		
Acquisition of property and equipment	(1,365,087)	-
NET CASH USED IN INVESTING ACTIVITY	(1,365,087)	-
NET INCREASE IN CASH	11,823,854	8,873,533
CASH ON HAND AND IN BANK AT THE BEGINNING OF THE YEAR	43,742,910	34,869,377
CASH ON HAND AND IN BANK AT THE END OF THE YEAR (note 4)	55,566,764	43,742,910

(see notes to financial statements)

(3) Collection Efficiency

The Collection efficiency improved significantly from 83% to 91% as of 31 December 2022, marking an 8% increase within the year and a 16% increase since the year-end of 2019 before the pandemic.

By September 2023, the collection efficiency rose even further to 89%, surpassing the previous year's rate of 80% for the same period. The improvement highlights the diligent collection efforts made by the Association, including:

The Association was able to increase its Collection Efficiency through the following efforts:

- Grant of One Month Discount for Annual Payment
- Sending of Electronic Billing Statement
- Sending of Reminder Letters
- Sending of Demand Letters
- Sending of Text Reminders/Viber Message
- Charging of 1% Monthly Interest for Late Payments
- Promotion of Additional Payment Channels through weekly Updates including Enrolment in Auto Debit Facility
- Incorporating of Reminders of Date of Release of SOA and Deadline of Payment on Property Weekly Update
- Coordination with the Club for Member's Updated Contract Details
- Requesting of General Information Sheet (GIS) from SEC for Corporate Accounts with Incomplete Contact Details
- Engagement with Collection Agent

(4) Short-term Investment

The Association has continued its short-term investment strategy with Security Bank, allocating a portion of the Construction Bond and Environmental Fund to mitigate the effects of inflation, following the recommendation of the Finance Committee and subsequent approval by the Board of the Association.

To date, it was reported that the Association has attained a total income of Eight Hundred Seventeen Thousand and Eight Hundred Four Pesos (Php817,804.00) from its second and third investment batch.

(5) Cashless Initiatives

The Association has initiated cashless measures aimed at optimizing financial transactions and improving convenience for its members. Various payment platforms have been made available, including:

- Over the Counter Payment using Reference Number

- Auto-Debit Arrangement (scheduled deduction of payment from the member's bank account)
- Online Banking/Mobile Banking
- TouchPay – a payment kiosk available at convenience stores
- Credit Card Terminal
- ECPay – bills payment via GCash, Paymaya and Cliqq

All members were encouraged to utilize online cashless payment options when settling association dues.

C. ADMINISTRATIVE REPORT

(1) Digitization and Digitalization

Since pandemic period, APMC is actively implementing digital transformation and introducing innovated solutions to ensure the compliance of engineering safety and APMC standards across the premises. The progressive initiatives clearly demonstrate the dedication to adapting technological advancements and industry best practices ultimately alleviating the standards of the community and services.

a. APMC@Home

APMC@Home is a mobile application designed to streamline and centralize workflow, providing swift assistance to meet the needs of the members. Through the application, members can conveniently access a wide range of services right at their fingertips. With APMC@Home, members can effortlessly monitor their daily billings and statements via mobile app, providing them with real-time access to current and past statements, coupled with timely notifications for new billings. Members can seamlessly navigate through the comprehensive list of services and submit service requests directly through the app.

Furthermore, members can stay abreast of the latest community events and news, facilitating the receipt of e-newsletters and updates on newly implemented rules and regulations through APMC@Home.

b. TouchLink Access Management Software (TAMS)

The Association has effectively integrated the TouchLink Access Management Software (TAMS) to enhance the scheduling and duty recording processes for employees. As part of the initiative, the Association has acquired and

implemented biometric devices featuring fingerprint and facial recognition capabilities for all staff members. The data collected by these devices seamlessly integrates with the centralized bank system, ensuring the maintenance of comprehensive and accurate records.

c. Computerized Maintenance Management System (CMMS)

Prior to switching to digital processes, APMC was already looking into upgrading its systems to gain more accurate reports and shorter lead times. Subsequently, APMC has successfully implemented a Computerized Maintenance Management System (CMMS), featuring customized modules and functionalities tailored to support the specific requirements of the Association.

One of the notable features of the CMMS is its ability to automatically generate notifications for all relevant permits and licenses due for renewal. This ensures the timely compliance of the Association with all legal and statutory requirements, including those from the Bureau of Fire Protection, Local Government Unit, Department of Environment and Natural Resources (DENR), National Privacy Commission (NPC), and Bureau of Internal Revenue (BIR).

(2) Regulatory Compliance

APMC employs a streamlined monitoring approach, with a focus on the 90-60-30-day timeline ensuring the prompt renewal and submission of government permits. Currently, the Association oversees a total of Sixty-Eight (68) applicable permits and successfully completed the transition to CMMS, resulting in an exceptional 100% compliance rating.

(3) Trainings and Seminars

The Association places a strong emphasis on continuous learning and professional development. Various training sessions and seminars are regularly organized to enhance the skills and knowledge of its employees:

Trainings and Seminars	Date
Basic Customer Service	22 February 2023
Professional Image and Business: Effective Business Writing	17 May 2023
Basic Landscape Seminar	19 May 2023

D. SAFETY AND SECURITY

(1) Emergency Response Team Drill

APMC places utmost importance on the safety and security of the community. To ensure preparedness for emergencies, weekly emergency response drills are conducted involving both security personnel and employees. These drills simulate various emergency scenarios allowing to practice and enhance the responses during an emergency, including:

- Fire
- Earthquake
- Typhoon
- Flooding
- Bomb Threat
- Power Interruptions
- Sabotage
- Injuries and Accidents
- Theft
- Weapons Offense
- Others

(2) Trainings and Seminars

APMC ensures that all security personnel undergo comprehensive training to enhance their efficiency and effectiveness. The security guard training, orientations, and seminars are designed to equip them with the necessary skills to deliver high-quality services.

Trainings and Seminars	Date	Participants
Online DC Meeting	29 January 2023	-
Video Training Materials	15 February 2023	29
Online Orientation in Privacy Act	10 February 2023	-
Customer Service Training	-	-
Martial Arts (Arnis)	-	-
Roving/Patrolling Seminar	27 March 2023	38
Traffic Management Seminar	04 April 2023	28
Red Cross Training	-	-

(3) Community Seminars

To reinforce commitment to the safety and security of the community, seminars were conducted as follows:

Trainings and Seminars	Date	Participants
Household Helper	07 February 2023	26
Contractor	15 February 2023	19
Fire Safety Awareness Seminar	07 March 2023	24
Stray Animals		

FIRE SAFETY AWARENESS SEMINAR

The Fire Safety Awareness seminar was organized by the Morong Bureau of Fire Protection with the objective of augmenting safety measures and emergency preparedness of the community through the adoption of a comprehensive approach in reducing risk and protecting lives and property.

STRAY ANIMALS

Strategic deployment of equipment for catching dogs and cats in the area had been implemented to address the issue of stray animals. These animals may pose potential harm to the residents within the property. In the absence of a dedicated impounding area in Morong, Anvaya Infrastructure temporarily partnered with PNP Morong for the adoption of stray dogs captured within Anvaya.

APMC worked closely with Anvaya Infra during the inspection of perimeter fences to ensure the absence of possible entry points for stray animals. Further, the security personnel helped to aid the management in capturing snakes and geckos within the property.

(4) APD Check and Safety Audit

The Property Management has devised a program to deter night duty guards from sleeping while on duty. This initiative includes the implementation of an electronic guard tour system, which automates the recording of patrol routes, thereby simplifying monitoring for management.

In conjunction to it, surprise inspections conducted by the Area Head of United Megaforce Security Services, Inc., hourly reporting, on-foot inspections of entrance guards, with a rover temporarily assuming the post during these inspections, have been introduced. All guards caught sleeping during their duty will face dismissal after a second offense, ensuring vigilance and accountability are upheld within the security protocol.

The Asset Protection Division (APD) of APMC has introduced an advanced online reporting and performance monitoring system for security guards operating at the property level. This system enables real-time recording of guards' offenses and conducts comprehensive background checks, ensuring the highest standard of manpower deployment.

Through strengthening the security force, the Property Management endeavours to elevate the security and safety standards of the property and safeguard its residents.

E. ENGINEERING AND MAINTENANCE

(1) Construction Report

a. Ongoing Construction

Currently, there are a total of fifty-seven (57) ongoing house constructions within the community. One hundred fifty-nine (159) houses have been completed, with an additional ten (10) houses expected to be constructed within the next few months. This activity signifies a community growth of 20% relative to the total available lots, including those that have not yet been turned over.

There is a 56% increase in community growth since the onset of the pandemic.

In terms of house construction, meticulous procedures are implemented to guarantee compliance. Members intending to construct their houses participate in pre-design meetings, during which they submit their plans for thorough evaluation. Subsequently, pre-construction meetings are convened prior to the issuance of construction permits. Approval of plans is contingent upon strict adherence to the Deed of Restriction, covenants, and conditions. Furthermore, buildings undergo meticulous inspection and monitoring to ensure strict compliance to the approved plans.

b. Contractor's Meeting

Regular contractor meetings are being held to reinforce adherence to the Deed of Restrictions, construction guidelines, and address any issues or concerns. Violators are subject to penalties, with resulting fines contributing to the Association's miscellaneous income.

(2) Engineering and Maintenance**a. Technical Maintenance**

The technical maintenance team is responsible for executing various repair and maintenance tasks, which include:

- Repainting and refurbishment of Bollard Lights, Railing, Guard Houses and Top Boxes – *twice a year*
- Busted Light Replacement
- Repair of Uneven Sidewalk
- Quarterly Misting of Common Areas

b. Grounds Maintenance

The grounds maintenance team diligently works to enhance and maintain outdoor spaces focusing on landscaping, planting, trimming, and beautification, all aimed at elevating the aesthetic appeal of the surroundings:

- Landscape Maintenance
- Regular Grass Cutting
- Tree Pruning

In preparation for the rainy season, the following activities were performed:

- Cutting of Dead Trees
- Drainage Cleaning
- Inlet Cleaning
- Tree Trimming

Further, various services and periodic activities were provided, including:

- Street Sweeping
- Garbage Collection

- Sidewalk Weeding

(3) Special Projects

In addition to regular maintenance activities, the Property Management implemented the following special projects:

a. Guard House Rain Cover

As of 2023, the guard house rain cover was replaced to provide effective shielding for security guard stations from rain and adverse weather conditions.

b. Extension of Railing

To bolster safety measures, an extension of the railing leading to Narra Lane Private Beach has been installed.

c. Path walk at Mango Grove Park

The fabrication and installation of a pathway at Mango Grove Park have been initiated.

d. Landscape Improvement

The landscape improvement project involves the relandscaping of parks, which includes the careful selection of plants suited to specific growing conditions in each area. This entails choosing plants that thrive in both sunny and shady environments. To date, the project has reached a completion rate of 62%.

e. Invasive Vines Clearing

The Property Management extended assistance in the effort to clear invasive vines from various areas. When invasive vines are not cleared, it can have negative effect such as damage to trees and structures.

f. Value-Add Projects

The value-add projects are focused on improving the overall quality and appeal of the property. This initiative includes procurement and installation of the following:

- Solar bollard lights
- Leaf Blower
- Sprinklers

(4) Sustainability**a. 2023 Tree Planting**

As part of sustainability efforts, a total of four hundred thirty (430) tree saplings have been planted within Anvaya Cove. The benefits of planting fruit-bearing and flowering trees along easements are manifold and extensive. They have the potential to yield a fruitful harvest in the future, enhance visual appeal, improve air quality, and increase property values. These trees offer a win-win situation for both the community and the environment.

b. Plant Nursery

The Association has maintained its focus on maximizing the plant nursery to capitalize on the benefits of cultivating and propagating their own plants. Since January 2023, a total of thirty-seven thousand five hundred (37,500) saplings have been produced through the plant nursery, marking a 17% increase on the propagation rate compared to the previous year's production. This increases the year-to-date savings of the Association to Php2.8 million.

c. Vermicomposting

Vermicomposting is a practice which not only helps in reducing waste production but also produces high-quality fertilizer, enriching soil health and offering an effective waste management solution to the community. Since January of the year, this initiative has resulted in the production of fifty-one (51) sacks of vermicompost primarily utilized in the landscaping areas of the property.

For residents interested in availing vermicompost, they may submit their request order through the administrative office.

d. Earth Hour 2023

Earth Hour 2023 signifies a global movement aimed at raising awareness about climate change and promoting sustainable actions. During this event, participants around the world are encouraged to switch off non-essential lights for one hour as a symbolic gesture of their commitment to environmental

conservation. By participating in this event, the Association contributed to energy conservation efforts and was able to save a total of 19 kWh.

F. CUSTOMER SERVICE

(1) Communication Updates Platform

a. Viber Community

The Viber Community serves as a vital tool for the Association in effectively disseminating notices and reminders to all its members. As of October 2023, a total of One Hundred Seventeen (117) members are registered in the Viber community. The QR codes of Viber communities for NHOAI, Anvaya Power, and Manila Water are shared and promoted in the property updates, which are distributed via email and uploaded to the website.

b. NHOA Website

The Association places importance on maintaining its official website as a fundamental component of establishing an online presence, particularly in today's digital age. The website is easily accessible via computers or smartphones, providing members with convenient access to important information and updates.

c. Project iSite

As of 2023, the Association launched Project i-Site. The project aims to provide high-quality assistance to all members of the Association by sending monthly photos of their respective properties. Further, it ensures that members are kept updated with the actual condition of their lot and/or house, particularly beneficial for those who rarely visit their property. The QR code for registration was shared via Property Updates, facilitating easy enrolment for interested members.

(2) Communication Updates Platform

a. Upgrade of Computers

With the efforts to digitized and digitalized operations, upgrading of computers is essential as it helps to keep the system relevant, efficient and secure. The old desktops of the Administrative and Technical Assistants have been replaced with new ones, featuring the following specifications:

- 12th Generation Intel® Core™ i7 processor
- Windows 10 Pro Operating System
- 21.5-inch Widescreen Flat Panel Monitor

This upgrade enables the Property Management Team to enhance their performance and centralize their system, providing a superior computing experience and increasing staff productivity rates.

b. Additional Filing Cabinets

As the property profile of the Association continues to expand, the significance of both physical and digital file management becomes increasingly vital. In response to this need, three (3) additional filing cabinets have been procured. This investment is aimed at preserving the order, accessibility, and security of physical documents and information, ensuring efficient record-keeping practices of the Association.

c. Receiving Area

In an effort to enhance the customer service experience, a dedicated receiving area has been established in the Administrative Office. This initiative aims to create a positive and welcoming impression for both members and guests, which is essential for building trust and professionalism.

d. Air-Conditioning System

To further improve comfort for guests and staff members, the air-conditioning system at the Administrative Office has been upgraded. This enhancement ensures a more pleasant environment conducive to productive interactions and positive experiences.

(3) Services Offered

The Association provides several convenient services for the benefit of its members:

(1) Shuttle Service

- **Free Shuttle Service for Caretakers.** A complimentary shuttle service is available in the morning and afternoon for caretakers requiring transportation from the Retiro Gate to the neighborhoods, and vice versa.
- **Free Shuttle Service to Local Market.** A free shuttle service is offered three times a week for those in need of transportation to the local market. This service now utilizes the new Toyota Hi-Lux vehicle, replacing the previously rented L300 vehicle, providing improved comfort and reliability for members.

(2) House Number Signage

As part of the ongoing commitment to resident satisfaction and safety, the Association offers complimentary house number signages as a welcome gift for new residents. These signages serve practical, safety, and aesthetic purposes, making them a thoughtful and useful token. By providing these signages, the Association contributes to the functionality of the community while ensuring the safety and convenience of both residents and service providers.

(4) Customer Online Survey

In the recent customer online survey, APMC achieved an outstanding 99.84% customer satisfaction rating, based on the 2022 survey results. This remarkable achievement is attributed to the unwavering support of the members to the team. While celebrating the success, the property management team also acknowledges that there is always room for improvement, value input, and committed to addressing any issues promptly to ensure continued satisfaction and service excellence.

(5) Corporate Social Responsibility

The Association is committed to giving back to the community and making a positive impact on society. Some of the initiatives organized as part of this effort were reported as follows:

Project	Date	Participants
Brigada Eskwela	16-19 August 2023	28
Coastal Clean Up	24 August 2023	31

(6) Community Activities and Events

- First Saturday Mass
- Halloween Activity
- Resident's Meet and Greet
- Christmas Décor Contest
- Staff Christmas Party
- Staff Year-End Party
- Valentine's Day Activity
- Mother's Day and Father's Day Activities
- Pet Vaccination Drive
- Staff Team Building

UPCOMING COMMUNITY EVENTS

- Cocktail Night
- Let's Get Vaccinated
- Treats on Wheels
- Community Garage Sale
- First Saturday Mass on 04 November 2023
- Announcement of Christmas Décor Contest

Upon the request of the Chairman, the Association Secretary, Engr. Crisostomo presented the following resolution proposed by the management and reported the members' approval of the same in accordance with the preliminary voting results.

"RESOLVED, AS IT IS HEREBY RESOLVED, to approve the President's Annual Report, and the Audited Financial Statements of the Association as of December 31, 2022, as audited by the Association's Independent External Auditor, Ramon F. Garcia and Co."

As tabulated by the office of the Property Manager, the votes for the adoption of the resolution approving the President's Annual Report and Audited Financial statements of the Association as of December 31, 2022, as audited by its external auditor, Ramon F. Garcia and Co., were as follows:

	For	Against	Abstain
No. of Members who Voted	243	-	-
% of Members Present	98.38%	-	-

V. RATIFICATION OF ACTS OF THE BOARD OF TRUSTEES AND MANAGEMENT SINCE THE LAST ANNUAL GENERAL MEMBERSHIP MEETING

Mr. Cardenas proceeded to the next part of the agenda, the ratification of all acts and resolutions by the Board of Trustees and Management since the last annual general membership meeting as reflected in the Association's records:

12 November 2022

1. Approval of the Minutes of the Special Meeting held on 30 September 2022 and Organizational Meeting held on 10 October 2022
2. Approval of Updated BPI Authorized Signatory/ies
3. Approval of Updated BDO Authorized Signatory/ies
4. Approval of Updated Security Bank Authorized Signatory/ies
5. Approval of 2023 Budget of the Association
6. Approval of Members of Declaration of Delinquency
7. Approval of Annotation of Title
8. Approval of Accounts for Re-Sending of Demand Letter
9. Approval of Account for Endorsement to Collection Agent
10. Appointment of Committee Members
11. Approval of 2023 Security Uniform
12. Approval of Amendment of Code of Construction
13. Approval of Short-Term Investment
14. Approval of 2023 Car Sticker
15. Approval of Purchase of Vehicle

18 February 2023

1. Approval of the Minutes of the Regular Meeting held on 12 November 2022
2. Approval and Ratification of 2023 Car Sticker Design; 2023 Budget and Association Dues; and Purchase of Service Vehicle
3. Approval of Appointment of Additional Committee Members
4. Approval of Purchase of Desktop Computers (2 sets)
5. Approval of Purchase of Biometrics (Face Recognition)
6. Approval of Purchase of Air-Conditioning Unit for Admin office
7. Approval of Purchase of Panting Materials for Green Buffer
8. Approval of Awarding of Discretionary Allowance

03 June 2023

1. Approval of the Minutes of the Regular Meeting held on 18 February 2023

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2. Approval and Ratification of Security Bank Investment
3. Approval and Ratification of the Conduct of 2023 Customer Survey
4. Approval of Purchase of Ornamental Plants
5. Approval of Purchase of Flowering and Fruit-Bearing Trees
6. Approval of Purchase of Additional Steel Cabinets
7. Approval of Allowance for Administrative Staff
8. Approval of 2022 Audited Financial Statements
9. Approval of Compliance with the Data Privacy Act of 2012

09 September 2023

1. Approval of the Minutes of the Regular Meeting held on 03 June 2023
2. Approval and Ratification of Staff Team Building and Outing
3. Approval and Ratification of Pet Vaccination
4. Approval of Service Contract for Grounds Maintenance
5. Approval of Purchase Ornamental Plants
6. Approval of Purchase of Solar Lights as Token for Residents with Solar Panels
7. Approval of Purchase of One (1) Unit Leaf Blower
8. Approval of Appointment of Independent External Auditor
9. Approval of Budget for Neighborhoods Christmas Decorations
10. Approval of Holding of the 2023 Annual General Membership Meeting of the Association
11. Approval of Cash Appreciation

Upon the request of the Chairman, the Secretary presented the following resolution proposed by management and reported the members' approval of the same.

“RESOLVED, RESOLVED AS IT IS HEREBY RESOLVED, to ratify each and every act and resolution of the Board of Trustees and Management since the 2022 Annual General Membership Meeting.”

As tabulated by the office of the Property Manager, the votes for the adoption of the resolution on the ratification of the acts of the Board of Trustees and Management since the last annual general membership meeting as reflected in the Association's records were as follows:

	For	Against	Abstain
No. of Members who Voted	243	-	-
% of Members Present	98.38%	-	-

VI. ELECTION OF THE MEMBERS OF THE COMMITTEE ON ELECTION

Mr. Cardenas proceeded with the election of the members of the committee on election.

In accordance with the Article VII, Section 2.i of the By-Laws of the Association, the committee on election shall be composed of three (3) members, to be elected by the members in the annual meeting who shall serve for a term of one (1) year until their successors have been elected and duly qualified.

Mr. Israel Silud presented the following persons who have been nominated as members of the Committee on Election which shall be composed of three (3) members:

1. Ms. Maria Teresa Guanzon Hayward
2. Mr. Nicolas Lansang
3. Mr. Reynaldo Yap

He added that the Committee on Election has ascertained that all the nominees for the members of the Committee on Election, as presented, possess all the qualifications and none of the disqualifications under the By-Laws of the Association and applicable laws and rules. He further certified that all the nominees have given their consent to their respective nominations.

He then reported that each of the nominees for the members of the Committee on Election has garnered the following votes:

NAME OF NOMINEES	NUMBER OF VOTES
Ms. Maria Teresa Guanzon-Hayward	243
Mr. Nicolas Lansang	243
Mr. Reynaldo Yap	243

He informed the members that since there are exactly three (3) nominees, the Resolution for the election of the 3 nominees to the Committee on Election has been approved.

“RESOLVED, AS IT IS HEREBY REOLVED, that the following nominees are hereby elected as members of the Committee on Election of the

Association to serve as such, beginning today until their successors are elected and qualified:

**MS. MARIA TERESA GUANZON-HAYWARD
MR. NICOLAS LANSANG
MR. REYNALDO YAP"**

Mr. Cardenas congratulated the newly elected members of the Committee on Election.

VII. ELECTION OF THE MEMBERS OF THE GRIEVANCE AND ADJUDICATION COMMITTEE

Mr. Cardenas requested Mr. Silud to present the election of the members of the Grievance and Adjudication Committee.

Since only one (1) nomination was received by the Association for the Grievance and Adjudication Committee, Mr. Silud requested that the election be deferred.

VIII. APPOINTMENT OF INDEPENDENT EXTERNAL AUDITOR

Mr. Cardenas proceeded with the next item on the Agenda, Appointment of Independent External Auditor and requested Engr. Francisco to present the matter.

Due the exemplary performance of Ramon F. Garcia and Company, Ayala Property Management Corporation (APMC) recommends its re-election as the Association's External auditor for the present fiscal year for an audit fee Php 64,500, exclusive of VAT and out-of-pocket expenses.

Engr. Crisostomo presented the resolution proposed by the management for the appointment of the Association's external auditor and fixing its remuneration:

"RESOLVED, AS IT IS HEREBY RESOLVED, to approve the to approve and ratify the appointment of Ramon F. Garcia and Co. as external auditor of The Neighborhoods at Anvaya Cove Homeowner's Association Inc. for the year 2023 for an audit fee Php 64,500, exclusive of VAT and out of pocket expenses."

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As tabulated by the office of the Property Manager, the votes approving the appointment of Ramon F. Garcia and Co. as external auditor of the Association, and its audit fee, and the adoption of the resolution are as follows:

	For	Against	Abstain
No. of Members who Voted	243	-	-
% of Members Present	98.38%	-	-

IX. DEVELOPER'S UPDATE

The Chairman proceeded to the next item on the agenda, the Developer's Update. He requested the representative of the Developer, Mr. Joshua De Jesus to report on the matter.

The representative of Ayala Land Premier (ALP) Project Management Team, Globe and Manila Water Philippine Ventures Inc. (MWPV), reported the following updates:

A. WATER OPERATIONS UPDATE

Mr. Kenneth Jairo Rosales, representative of Manila Water Philippine Ventures, Inc. reported the following:

(1) Key Performance Indicators (KPI)

As of today, the Association is at 100% compliance with the new standards posted by the DENR particularly DAO-2021-19. This order is issued to update the water quality guidelines for specific parameters, aligning them with the current classification of water bodies and their intended beneficial uses.

- Water Production – 3.17 MLD
- Used Water Treatment – 0.13 MLD
- Bacteriological and Physicochemical Results – Passed
- Water Availability – 24/7
- Water Pressure – 35 PSI

(2) Pain Point

a. Foul Odor Concerns

To rectify the issue and provide a long-term solution, it was recommended to install an Odor Control System on the concern Sewerage Treatment Plant (STP). The rehabilitation of the Lift Station 3 started September of the year.

With respect to the upgrade of Sequencing Batch Reactor, the bidding process for document processing has started. The initiative is expected to be completed by the first quarter of 2024.

b. Supply Reliability

As part of the effort to enhance the reliability of water supply within Anvaya, the Estate Water team established the Non-Revenue Water (NRW) Reduction Program wherein areas with frequent leak clogs had been identified, with plans for their rehabilitation already in progress.

Currently, the leak rate stands at 30%, reflecting a decrease from the previous year's figure of 46 Year-to-Date compared to 66 in 2022.

It was reported that the rehabilitation of Cliffside will start in the first quarter of 2024, with the next areas scheduled in the following quarter.

c. Supply Sustainability

Measures such as exploring bulk water connection to the Water District for supplementary or alternative water sources were recommended.

The Developer and Estate Water are working together with Morong Water for the proposal on bulk water purchasing. To date, the Estate Water are still waiting for the Tariff Proposal and computation from Morong Water.

The community's water supply is sourced from deep wells. Consequently, the Estate Water team is actively seeking for an alternative water supply to guarantee the sustainability of water provision for both short and long-term purposes.

d. Billing Concerns

To address the billing concerns effectively, it was recommended to implement a meter reading validation process. Water meter readings are now being validated every first week of the month to ensure the accuracy of bills before sending to the

members. As of today, a significant reduction in the number of erroneous bills was noted.

e. Sewer Charge

In response to the Department of Environment and Natural Resources' (DENR) administrative order on monitoring nutrients in effluent quality, sewage treatment plants are required to comply with environmental standards for treated wastewater discharge.

Accordingly, the Estate Water has upgraded the Anvaya Cove Sewage Treatment Plant, including the replacement and upgrade of blowers. As a result, the sewer charge rate was increased to accommodate the evolving needs of the wastewater facility.

(3) Viber Community

A Viber community for water operation update within Anvaya has been established for the convenience of the members. Through the community, members can receive real-time announcements, updates, and advisories via Viber.

B. GLOBE UPDATE

Mr. Manuel Lambert Lopez from Globe Telecom, Inc. presented the following updates:

(1) Globe at Home Plans

Mr. Lopez introduced a range of updated Globe at Home plans available for subscription designed to provide members access to dependable internet connections.

It was noted that majority of members already have active subscriptions. Consequently, the primary concern is on the account maintenance. Members encounter issues such as delayed payment postings, slow internet speeds, or even complete inability to browse. To address these concerns, Globe has established a comprehensive support system via Viber Community where every member can raise their issues. These concerns are then forwarded to the home management

or technical team for resolution. Installers are promptly dispatched to schedule visits for repairs as necessary.

With respect to the new applications, members have the option to coordinate directly with the admin office or any personnel they are already familiar with who handles applications. Globe ensures personalized processing, but members can also choose to go through the admin office for assistance.

(2) GlobeOne App

Another platform introduced to the members of the Association is the GlobeOne App. It is a mobile application which serves as a new digital companion and primary tool for managing the members' accounts. The application offers convenience by enabling members to:

- **Pay Bills**
- **Buy Load**
- **App Vouchers**

(3) Account Concerns

Members who encounter slow or no browsing connections with Globe at Home services were encouraged to coordinate with the Admin Office for assistance and endorsement to Globe sales and/or technicians. A visit will then be scheduled for further examination.

For any account concerns such as suspended accounts, terminated accounts, payment concerns or others, members may check their GlobeOne App and/or message Mr. Ronel Castanares.

(4) Mobile Signal Concerns

Mr. De Jesus has acknowledged the ongoing issue regarding mobile signals in certain areas of Anvaya. He mentioned that any concerns regarding mobile signal strength or connectivity will be addressed through both short-term and long-term solutions. A new Globe tower will be installed along the spine road near the Anvaya Golf and Sports Club by the 1st quarter of 2025 to resolve the issue permanently. In the meantime, the Developer team is collaborating closely with the Globe team to find a short-term solution, which will be implemented within the year. This interim solution aims to address issues within Woodridge and Fairway Crest.

For other areas experiencing no signal or poor signal connection, members are advised to coordinate with the Property Management for endorsement to Globe. They will assist in troubleshooting or coordinating with the appropriate technical support team to promptly address the issue.

C. POWER REDISTRIBUTION

Arch. Chester Clasara, the representative of Anvaya Infra-Utilities Management Group, reported the following updates:

(1) Overview of the Anvaya Cove Electrical System

An overview of the power system setup at Anvaya Cove, covering power generation from external sources, transmission, and distribution inside Anvaya was presented as follows:



(2) Improvements on the System (Power Outages)

a. Short Term and Long-Term Solution

Concern	Short Term Solution	Long Term Solution
I. Power Outages	<ul style="list-style-type: none"> • Continuous Preventive Maintenance • Completed the upgrades of all Reclosers • Completed upgrade of the Electrical Grounding System • Completion of installation of Space Heaters for all Electrical equipment 	<ul style="list-style-type: none"> • Electrical Coordination Study of all Electrical equipment • Looping of Anvaya Circuits

	<ul style="list-style-type: none"> • Tree pruning in partnership and coordination with PENELCO 	
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b. Selective Electrical Coordination Study

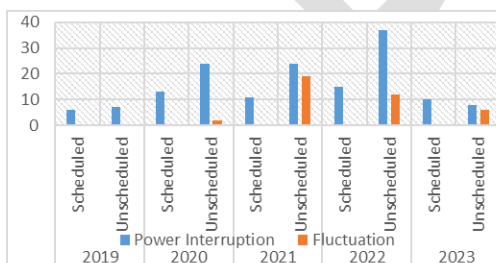
	Project	Target Completion	Objectives
I.	Selective Electrical Coordination Study	October 2024	Alignment of all electrical equipment protection settings to isolate issues. This will address the 12% of total interruptions which are caused by internal troubles.

**Selective Electrical Coordination Study:
Switchgears Completed: 4/29 (11%)**

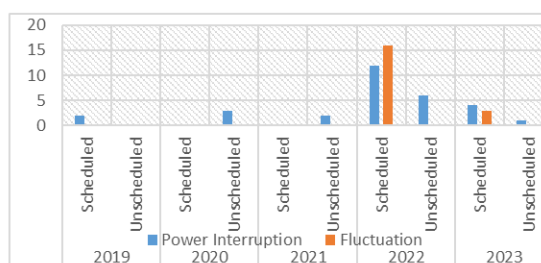
c. Power Outages Report

Given the efforts of the Anvaya Infra-Utilities Management Group to implement necessary enhancements for the electrical system within Anvaya, a report on the power outages was presented as follows:

Year	Classification	PENELCO and NGCP		Anvaya Cove	
		Power Interruption	Fluctuation	Power Interruption	Fluctuation
2019	Scheduled	6	0	2	0
	Unscheduled	7	0	0	0
2020	Scheduled	13	0	0	0
	Unscheduled	24	2	3	0
2021	Scheduled	11	0	0	0
	Unscheduled	24	19	2	0
2022	Scheduled	15	0	12	16
	Unscheduled	37	12	6	0
2023	Scheduled	10	0	4	3
	Unscheduled	8	6	1	0



PENELCO and NGCP Outages



Anvaya Cove Outages

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It was noted that there was a reduction in unscheduled power outages from PENELCO and NGCP in the years 2022 and 2023 with only one unscheduled power outage recorded for Anvaya Cove during this period. Other power fluctuations were caused by the integration of system updates within the property. Because of these updates, Infra anticipates achieving zero power fluctuations in the upcoming year as far as Anvaya is concerned.

(3) Operations Dashboard

Preventive Maintenance of Electrical Equipment	93%	As Of	04-Oct-23
Electric Meter Calibration Test	100%	CLOSED	153
Equipment Uptime	100%	OPEN	1
Concerns Closed Out	99%	Total Close Out %	99.35%
House Electrical Plans Review	100%	TECHNICAL	49
		BILLING	98
		OTHERS	7
		TOTAL	154

(4) Power Billing

Concern	Updates
I. Power Billing	<ul style="list-style-type: none"> Bills for the months of June 2023 to September 2023 have yet to be released because of the ongoing review of the billing format and system as mandated by the Energy Regulatory Commission (ERC) PENELCO to directly bill all Anvaya Cove stakeholders and ALI will bill separately for the cost of operation and maintenance inside Anvaya For Clients who wish to get their running bill please coordinate with the Property Manager or please email clasara.chester@ayalaproperty.com.ph and billing@anvayainfra.com.ph

It was reported that the billing for the period spanning June to September 2023 has not yet been issued. This delay is attributed to a directive from the ERC, prompting a review of the power billing procedure in light of the restructured system implementation.

Moving forward, PENELCO will assume direct responsibility for handling billing related to stakeholders' power consumption, while ALI will issue separate bills

specifically for power operation and maintenance. PENELCO will not be taking over the operation and maintenance activities of power system inside Anvaya.

(5) Grounds Maintenance

With regard to Infra activities, it was reported that the following initiatives were performed as follows:

- Collaborative efforts between NHOA and the Infra Grounds Maintenance Team occur every Tuesday for the clearing of vines.
- The team intends to complete the clearing of vines in the neighbourhood areas by the 4th week of November 2023.
- Continuous vine maintenance is scheduled to persist throughout the year.

Vines have been identified as a significant threat to tree health, leading to the death of several trees on the property. Currently, there are total of four (4) trees lost recorded which was attributed to vines. Proactive measures have been taken to initiate the clearing of vines to prevent further damage and extend the lifespan of the trees within the property, safeguarding them from the detrimental effects of vine encroachment.

(6) Security Activities

To bolster the security measures within the Anvaya Cove Estate, United Megaforce Security Services Inc. implemented several enhancements:

- Additional CCTV cameras have been installed at both entrances and the Admin Office, augmenting surveillance capabilities across the estate.
- Security Guards stationed at the Entrances and Spine Road are now equipped with additional speed guns and body cameras, providing them with enhanced tools to monitor and respond to security threats effectively.

With respect to the apprehensions, a total of eighty-four (84) incidents have been recorded as of September 30, 2023. The majority of these incidents are attributed to construction workers and service providers.

It was reported that the apprehensions had decreased after the driver seminar facilitated by the Infra-Utilities Management group.

D. CONSTRUCTION UPDATES

Mr. Jowan Sebastian A. Cuesta, representative of Ayala Land Inc. (ALI) presented the Developer's update. It was reported that at the start of 2023, ALI had completed the construction of the two (2) neighborhoods:

(1) The Brookside

Completion	September 2022
Start of Turnover	October 2022
Conveyance	January 2023

(2) South Grove

Completion	September 2022
Start of Turnover	October 2022
Conveyance	January 2023

E. ONGOING CONSTRUCTION UPDATES

(1) The Brookside

Completion	December 2024
Start of Turnover	January 2025
Conveyance	Q2 2025

(2) Seaside Point

Completion	September 2025
Start of Turnover	October 2025
Conveyance	Q1 2026

(3) Park Grove

Completion	July 2026
Start of Turnover	January 2027
Conveyance	July 2027

F. NHOA COMMUNITY CENTER



NHOA Community Center

Completion: December 2025

G. NHOA COMMUNITY CENTER

The design process for the NHOA Community Center is ongoing. The Developer is currently completing the design, which will be presented to the Design Committee and Board of Trustees of the Association. The community center will be composed of the following amenities:

- Swimming Pool
- Residence Lounge
- Showers and Lockers
- Satellite Admin Office
- Open Areas (*adaptable for playgrounds, barbecue area and similar activities*)

H. TEMPORARY PARK FOR PETS

Pending the completion of the Community Center, the Developer constructed a temporary park for pets located by the south near Parkway Vistas. This park will not only be exclusive to NHOA residents but will also be open for use by other

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stakeholders. Guidelines regarding the usage of the park for pets will be established.

I. OTHER DEVELOPER ITEMS

Chapel	Part of the Anvaya future development and masterplan. Location accessible to the public
Comfort Rooms for Staff	Planning and Concept to be completed by December 2023
Possible Qualimed Tie Up	(1) BNC and GSC medical facilities turnover (2) Assisted Living Program for residents

J. SPINE ROAD

Upon inquiry, Mr. De Jesus reported that ALI had constructed pathways, including connecting paths in the area, to address the concerns on the sidewalk along the spine road.

Acknowledging the condition, Mr. De Jesus stressed the significance of maintaining the area. He recommended continuous maintenance efforts to effectively address the issue and ensure that the pathways are well connected.

X. OTHER MATTERS

Mr. Cardenas requested Engr. Francisco to read aloud the questions and comments submitted by the members pertaining to the matters which have not been taken up during the meeting. He thanked all the members who have submitted their questions and inquiries and clarified that the Board will be limiting the reading and answering of the questions related to the Association and its operations. For all those that concern the Developer, the Board shall promptly refer the queries to Ayala Land.

Engr. Francisco proceeded to read the following questions and comments:

(1) Pet Park

- **Status of Pet Park.** The construction of pet park is already ongoing.

(2) Concrete Wall

- **Construction of Concrete Wall and its Purpose.** Mr. De Jesus reported that the construction of concrete wall is part of the punch list item of the Developer. The wall serves as a retaining structure to counter soil erosion in the area and not for fencing purposes. To finalize the height of the wall, the Developer is coordinating with The Seascape Ridge at Anvaya Cove Condominium Corporation (SRCC). Any necessary rectifications will be implemented accordingly.

(3) Billing Format, Power Operation and Maintenance Cost

- **Billing Format and Meter Arrangement.** The ERC mandate requires that all stakeholders have individual billing arrangements. Members will receive their electrical bills in physical format. However, the billing process is still in the implementation stage, as familiarity with billing procedures is being established. The Developer and Infra are currently coordinating with relevant committee to expedite the process.

As previously discussed, PENELCO and Infra will issue two (2) separate billings. These billings will provide a more detailed breakdown of charges related to the members' power consumption.

- **Power Distribution System.** In the power distribution system of Anvaya, looping of Anvaya circuits has been implemented. This initiative aims to achieve an efficient implementation of preventive maintenance activities and ensure uninterrupted power supply during equipment breakdowns. The setup provides a backup for every circuit, enhancing reliability and minimizing disruptions.
- **Bearing of Cost.** The operation and maintenance cost for the power distribution system enhancement will be shared among the relevant stakeholders. However, certain costs associated with the looping for the newly built neighborhood in the community will be covered by the Developer and shall not be passed on to the new members.

(4) Expanding Amenities

- **Developer's Plan in Expanding Amenities.** Mr. De Jesus reported that aside from the improvements in the existing clubs, such as the Anvaya Beach and Nature Club and the Anvaya Golf and Sports Club, the Developer has plans for additional amenities, both north and south area of Anvaya.

By 2025, members can anticipate an additional amenity in the south while the Developer is considering establishing a marina facility on the north side of Anvaya in the coming years. This will include setting up a commercial area, featuring a chapel within it. Additional gates will also be installed to provide convenience to the members.

Regarding commercial activities, although there is still no definite list, discussions are already in progress, and studies have been initiated. Consultants have been engaged to conduct feasibility studies. Once the plan is finalized, it will be communicated to the members.

The implementation of the club membership program, including processes and policies required for individuals to become members, would be similar to those of the existing clubs.

(5) **Net Metering**

- **Target Date of Implementation.** It was reported that the target date for the implementation of net metering will be December of the same year (2023).

(6) **Road Repair**

- **Road Construction and Maintenance.** It was reported that the surface of the road in Parkway Vistas NS1 is noticeably rough compared to the other roads, which has led to minor accidents. Members expressed concerns about the poor quality of road construction which could lead to major accidents if the issue is not promptly addressed. Request for road inspections was put forward to identify roads in need of repair and maintenance.

Given the circumstances, the Developer will conduct thorough examination of the roads within the estate. The Developer will cover the repair expenses should the issue be attributed to poor workmanship. Any lapses in maintenance will be rectified promptly.

(7) **Community Center, Commercial Area and Chapel**

- **Construction Timeline.** The Community Center is set to be completed by December 2025. Meetings have occurred between AII and the Board

of Trustees to discuss methods in expediting the construction process by two to three months earlier than planned.

- **Components.** As reported, the Community Center will offer a variety of amenities, including a pool, residence lounge, satellite office for the property managers and flexible open areas suitable for activities like barbecues and playgrounds, among others.
- **Membership.** The rules and guidelines pertaining to membership will be adopted after those of existing clubs, granting privileges to residents. However, since the Developer is still in the planning stage, a suitable guideline is yet to be formulated in the best interest of all members.
- **Chapel.** The Developer has identified the location for the proposed chapel. Likewise, they plan to evaluate the demand and coordinate with the local parish regarding the establishment of a chapel in Anvaya, alongside the existing church in Morong, Bataan and arrangements for conducting masses. The draft of the timeline can be provided this year tentatively.
- **Turnover Arrangement and Restrictions.** The Community Center will be completely transferred to the Association, with all operational, upgrade, and maintenance costs to be borne by the Association and its residents.

Concerns were raised regarding the financial impact on members, especially concerning potential increases in association dues. Members are seeking clarity on any usage restrictions for the facility, including the possibility of generating income for the property.

Engr. Francisco confirmed that the Community Center will generate income through rental of its amenities. Despite this income, members may still anticipate potential additional dues. However, the impact of any dues increase will be alleviated by the revenue generated by the Community Center, thereby lessening the overall impact on members.

(8) Club Ownership

- **Amendment to the Club Ownership Subscription Rules.** Mr. Gault inquired about the possibility of amending the club ownership subscription to reduce the financial burden on members who currently pay both association dues and club membership fees.

With the Association managing the Community Center, residents may face the additional expense of a new club membership subscription, along with potential increase in dues due to the Community Center.

Mr. De Jesus clarified that the Developer will not change the rules regarding club ownership being a prerequisite for purchasing a lot and/or condominium unit within Anvaya, as this helps manage who is eligible to access the community.

(9) Busted Lights

- **Replacement of Busted Lights.** Busted lights were identified in the southern area of Anvaya. The Developer assured that these lights will be replaced and maintained appropriately to resolve the issue.
- **Request for Additional Lights.** The installation of additional lights can be initiated by the Developer in coordination with the Association. Previously, the Developer has already installed lights in specific neighborhoods where there was a need for more illumination. For the areas in question, a thorough review will be conducted to address the request.

(10) Short Term Lease

- **Efforts on the Restriction of Short-Term Lease.** Following the discussions regarding the ongoing concerns about short-term leasing within the community, it was reported that the Association has taken an action to reprimand certain owners due to disobedience with the rules of restriction on short-term leasing. To address the matter, various measures had been implemented, including:
 - a. Regular monitoring of online booking sites such as Agoda and AirBNB;
 - b. Strict enforcement of the *Guest Endorsement Form* for unaccompanied guests staying at the house;
 - c. Monitoring residents with high number of endorsed guests;
 - d. Coordination with the club for strict monitoring;
 - e. Sending of email reminders to residents with an unusually high number of guests;

- f. Providing reminders to members about the restrictions on short-term leasing, including fines and penalties for violations, through Property Updates;
- g. Collecting evidence to support enforcement efforts;

However, despite the Association's effort to effectively eliminate the activity, such activity still persists. The list of delinquent club members who had been reprimanded was being requested.

To address these concerns, the Association's legal counsel, Atty. Sydney Guadalupe, provided the following information for the members' guidance:

- The Board can only take action against those members engaging in short-term leases if it has gathered evidence of such activities
- Evidence may include pictures showing deliberate leasing of certain properties by members and proof of payments indicating such transactions.
- Without evidence of the transaction, the Board of Trustees cannot take action or impose penalties on the member.
- Any individual or member of the Association may gather evidence, such as making inquiries and requesting rentals, as long as valid and solid proof is obtained.
- The rules governing restrictions on short-term leasing should be adhered to by all members.

The Developer offered their assistance in helping the Association to effectively address the concern. Everyone was urged to report such incidents as they constitute violations of the Deed of Restriction.

(11) Improvement of Communication and Transparency

- **Communication between the Developer and Residents.** The Developer communicates the update and changes in rules to the resident through the club's newsletter. Information is being cascaded to the Homeowners' Associations on a monthly basis.
- **Communication between the Board of Trustees and Residents.** The Association maintains an array of channels for information dissemination such as NHOAI Website, Viber Communities, APMC@Home, Circulars and Property Updates where a corner for Developer's Update was

allotted. The channels for feedback and suggestions besides the hotline number would be APMC@Home and through online customer survey. Community events had been increased to be able to reach out to all residents.

(12) **Environmental Fund**

- **Trust Fund.** The funds held in trust are for the Environmental Fund. Members are interested in understanding how the Association is utilizing these funds and their future plans. Given that the fund is visibly growing, there may be a necessity to reassess its allocation, especially considering that residents are consistently contributing to it.

In response, Engr. Francisco reported that the budget for some previous projects, approved by the Board, was sourced from the Environmental Fund, including initiatives like tree planting. Further, the Association has an Environmental Committee responsible for evaluating proposed environmental projects by the Property Management.

Ms. De La Fuente added that the fund was utilized for tasks such as clearing vines, landscaping, and a portion was invested. The returns from the investment were allocated to various items, including the procurement of a leaf blower and solar lighting. Notably, the solar lighting project is to be funded directly from the Environmental Fund, with sample products already purchased for testing proper illumination.

Nonetheless, a proactive approach towards initiatives and addressing environmental issues will be adopted. The Environmental Committee aims to engage more members/residents by sending out invites, considering the valuable inputs received. Regarding finances, it would be prudent not to exhaust the funds all at once, but rather to reserve them for potential disasters, for instance.

(13) **Open Areas**

- **Landscape Management Plan.** NHOA consists of fifty-one (51) hectares of open area, including roads, sidewalks, and easements. It was recommended that the Environmental Committee should develop a landscape management plan, given the substantial open areas within NHOA that have been left unattended. While there are individuals responsible for tree cutting and grass maintenance, the Association and

its Board of Trustees should consider hiring a horticulturist to assess and maintain the open areas properly. This would involve tasks such as annual pruning, tree clearing, and removal of invasive plants. Such management requires specialized attention beyond the regular duties of staff members.

(14) Regular Townhall or Homeowners' Meeting

- **Schedule for Meetings.** With the easing of restrictions, the Association may now hold its Annual General Membership Meeting and organize a Meet and Greet annually.

(15) Electricity and Water Charges

- **Efforts to lower water and electricity rate.** The utilities and developer concerns committee work closely together to be able to combat the increase in the water and electricity rate. Regular meeting with Anvaya Power, Manila Water and Develop are being conducted to address the concern.

(16) Primary Care Hospital

- **Plans on providing separate primary care hospital.** The Developer is already in talks with QualiMed to potentially takeover the Club Clinic operations.

(17) Estate Management Group

- **Establishment of Estate Management Group.** Currently, there is no formal Estate Management Group. The Developer acts on any concerns raised regarding the Estate.

(18) Invasive Vines

- **Vines Clearing at Reserve Areas.** The Anvaya Infrastructure incorporated vines clearing as part of their regular maintenance and is scheduled every Tuesday of the week. The Association also participates and volunteer with this drive.

(19) Land Title

**THE NEIGHBORHOODS AT ANVAYA COVE
HOMEOWNERS' ASSOCIATION, INC.**

Minutes of the 11th Annual General Membership Meeting

- **Problems with Land Title.** The documentation team responsible for the provision of Transfer Certificate of Title and Stock Certificates is Amicassa. For any concerns, the Village Admin already offers assistance to follow-up or request a copy with Amicassa.

XI. ADJOURNMENT

Before closing, the Chairman thanked the Management and all personnel assigned to the Association for working together and making the necessary adjustments to show solidarity with the rest of the nation in moving forward. He further extended his appreciation for their resilience and loyal service to the Association and its members.

On behalf of the Board and Management, Mr. Cardenas also expressed his gratefulness to the members who participated in the past years' programs and activities to make such programs and activities a success.

There being no other matters to discuss, the Chairman adjourned the meeting.

(Subject to the Approval of the Members in the next Annual General Membership Meeting)

ATTESTED BY:

JOSE MARIA CARDENAS
Chairman

CERTIFIED CORRECT:

TEODORO CRISOSTOMO
Association Secretary

**THE NEIGHBORHOODS AT ANVAYA COVE
HOMEOWNERS' ASSOCIATION, INC.**

**LIST OF MEMBERS
PRESENT OR REPRESENTED IN THE MEETING**

No.	Property	Name of Owner	Mode of Participation
1	N01-B01L05-09	Sps. Daniel And Jacqueline De Jesus	via proxy
2	N01-B01L06-09	Mr. Miguel S. Panganiban	via proxy
3	N01-B01L07-09	Veronica Fiscaro, Et. Al	registered
4	N01-B01L16-09	Sps. Bernard and Ma. Myrna Cielo Tiongson	via proxy
5	N01-B01L18-09	Jose Arnulfo Veloso	via proxy
6	N01-B01L19-09	Maria Christina S. Juliano	via proxy
7	N01-B01L20-09	D.C. Garcia Construction, Inc.	via proxy
8	N01-B01L21-09	D.C. Garcia Construction, Inc.	via proxy
9	N01-B01L22-09	D.C. Garcia Construction, Inc.	via proxy
10	N01-B01L23-09	D.C. Garcia Construction, Inc.	via proxy
11	N01-B01L28-09	Gil B. Genio	via proxy
12	N01-B01L35-09	Lily Zenaida L. Chan	via proxy
13	N01-B01L40-09	Mary Felicci Ongchuan-Javelosa	via proxy
14	N01-B02L03-09	Sps. Tyrone and Karen Co	via proxy
15	N01-B03L03-09	Stephen Joel D. Villar	via proxy
16	N01-B03L14-09	Sps. Evangeline and Jason Que, Sps. Alain and Shirley Lo, and Sps. Eric Ryan and Madelaine Anne Tang	via proxy
17	N01-B03L20-09	Sps. Tadeo And Eleonor Hablado	via proxy
18	N01-B03L26-09	Ma. Fe Francisco Barreiro	via proxy
19	N01-B03L33-09	Sps. Brent Michael and Shella Bell Sy	via proxy
20	N01-B04L05-10	Florencio C. Dizon	via proxy
21	N01-B04L07-09	Luciano Emmanuel Joson Jr.	via proxy
22	N01-B04L14-09	Jsg Premier Real Estate, Inc.	via proxy
23	N01-B04L15-09	Sps. Anthony and Margaret Chua	via proxy
24	N01-B04L21-09	Sps. Stephen John and Queenie Wong	via proxy
25	N01-B04L25-09	Sps. Jose and Raissa Bautista	via proxy
26	N01-B05L03-09	Rosalia L. Balcomb	via proxy

27	N01-B05L06-09	Sps. Norma and Reynaldo Cariaga	via proxy
28	N01-B05L07-09	Florinda M. Ongtenco	via proxy
29	N01-B05L18-09	Rafael T. Arcales Et. Al.	via proxy
30	N01-B05L26-09	Manolito Co Castro	via proxy
31	N01-B05L27-09	Sps. Amorsolo and Ma. Liza Rosario	via proxy
32	N01-B05L28-09	Rodolfo Tuazon	via proxy
33	N02-B01L03-09	Sps. Rafael and Marcia Dabu	via proxy
34	N02-B01L09-09	Albert Janssen O. Uy	via proxy
35	N02-B02L06-09	Solely Catherine Astor	via proxy
36	N02-B02L08-09	Lourdes Jansuy Cruz, Et Al	via proxy
37	N02-B02L09-09	Lourdes Jansuy Cruz, Et Al	via proxy
38	N02-B02L10-20	Sps. Roman And Remedios Asprer	via proxy
39	N02-B02L12-09	Elizabeth Q. Lim-Sioson	via proxy
40	N02-B03L03-09	Jo Ann L. Chen	via proxy
41	N02-B03L07-09	Honda Cars Pampanga, Inc. (Thru Eriberto H. Gomez)	via proxy
42	N02-B03L08-09	Angeline Tan	via proxy
43	N02-B03L10-09	Lourdes R. Policarpio	via proxy
44	N02-B05L01-09	Harvey Uy	via proxy
45	N02-B05L03-09	Florante R. Mendoza	via proxy
46	N02-B07L03-09	Josefina Ignacio Mallari	via proxy
47	N02-B07L11-09	Sps. Joselito and Elizabeth Mañalac	via proxy
48	N02-B07L17-09	Maria Hope Smith	via proxy
49	N02-B07L18-09	Maria Hope Smith	via proxy
50	N02-B07L19-09	Sps. Galileo June and Ana Karina Destura	via proxy
51	N02-B07L31-09	Jeanette Lim Macasieb	via proxy
52	N02-B08L01-09	Sps. Janus Rommel and Hannelyn Lim	via proxy
53	N02-B09L02-09	Victor Samson Jr.	via proxy
54	N02-B09L05-09	Sps. Primo and Eloisa Valerio	registered
55	N02-B09L06-09	Christian Tan Ruste	via proxy
56	N02-B09L09-09	Estrella M. Dimaculangan	via proxy
57	N02-B09L14-09	Winlove M. Dumayas	via proxy
58	N02-B10L06-09	Richmond Paras	via proxy
59	N02-B07L37-10	Frogmore Holdings, Inc.	registered
60	N02-B07L38-10	Frogmore Holdings, Inc.	registered

61	N02-B07L39-10	Celia F. Lafuente	via proxy
62	N02-B07L40-10	Frogmore Holdings, Inc.	registered
63	N02-B07L42-10	Sps. Christopher And Sharleen Cu-Unjieng	via proxy
64	N02-B07L43-10	Sps. Christopher And Sharleen Cu-Unjieng	via proxy
65	N02-B07L46-10	Wije Corporation	via proxy
66	N02-B10L05-09	Carolyn T. Tan	via proxy
67	N02-B11L03-10	Harry C. Tang Kim Sin	registered
68	N02-B12L06-10	Ronald E. Vibar	registered
69	N02-B12L09-10	Marcos Jr. De Guzman	via proxy
70	N02-B12L15-10	Luz S. De Guzman	via proxy
71	N02-B12L18-10	Arnold P. Duay	via proxy
72	N02-B12L19-10	Sps. Mimi Galang and Richard William Adams	via proxy
73	N02-B12L21-10	Manolito Co Castro	via proxy
74	N02-B12L25-10	Antonio Nicanor V. Zuñiga	via proxy
75	N02-B12L27-10	Sps. Eduardo Antonio and Patricia Mae Veloso	via proxy
76	N02-B12L30-10	Sps. Robert And Teresita Dela Cruz	via proxy
77	N02-B12L31-10	Virginia E. Samonte	via proxy
78	N02-B12L32-10	Elizabeth M. Canlas	via proxy
79	N02-B14L01-10	Frogmore Holdings, Inc.	via proxy
80	N02-B14L02-10	Frogmore Holdings, Inc.	via proxy
81	N02-B14L03-10	Josefino C. Lucas	via proxy
82	N02-B14L05-10	Sps. Robert Jeremy and Loraine Caw	via proxy
83	N02-B14L07-10	Simplelegance Holdings Corporation (Thru Ms. Charlene Ching)	via proxy
84	N02-B14L08-10	Alfredo B. Matta	via proxy
85	N02-B15L10-10	Ms. Anna Karenina Gardiner Suguitan	via proxy
86	N02-B15L12-10	Ms. Mary Bernadette V. Rivera	via proxy
87	N02-B15L17-10	Luis T. De Jesus	via proxy
88	N02-B15L24-10	Alma P. Jauhari	via proxy
89	N02-B16L02-10	Grace H. Caffyn	via proxy
90	N02-B16L03-10	Grace H. Caffyn	via proxy
91	N02-B17L02-10	Maria Eloisa F. Diaz	via proxy

92	N02-B17L03-10	Sps. Gil and Roseminda Talampas	via proxy
93	N02-B17L06-10	Ms. Irene O. Ching	via proxy
94	N02-B17L07-10	Gerardo V. Cabochan Jr.	registered
95	N02-B17L12-10	Ysmael T. Javellana	via proxy
96	N03-B01L05-16	Irineo Francisco Juan	via proxy
97	N03-B01L06-15	Louis Bartolome Stein and Catherine Borja	via proxy
98	N03-B01L07-15	Louis Bartolome Stein and Catherine Borja	via proxy
99	N03-B01L09-14	Gerardo A. Bala	via proxy
100	N03-B02L07-14	Christine Genalin C. Uy	via proxy
101	N03-B02L09-14	Sps. Marshall and Lulu Josefina Lim	via proxy
102	N03-B02L10-14	Michael S. Ngo	via proxy
103	N03-B05L07-14	Narcisa L. Dela Torre	via proxy
104	N03-B05L09-15	Jacqueline Pin De Jesus	via proxy
105	N03-B05L10-15	Jacqueline Pin De Jesus	via proxy
106	N04-B01L03-09	Ferdinand K. Pangan	via proxy
107	N04-B01L06-09	Romel M. Almoro	via proxy
108	N04-B01L12-09	<u>Sps. Mortaza</u> And Maria Shirin H. Tabaroki	via proxy
109	N04-B02L07-09	Timothy O. Uyecio	via proxy
110	N04-B02L11-09	Adelina T. Gabriel	via proxy
111	N04-B02L14-09	Anthony F. Dechosa	via proxy
112	N04-B02L16-09	Rochelle P. Cataniag	via proxy
113	N04-B03L10-09	Jefferson Tobias	via proxy
114	N04-B03L12-09	Alberto Mariano J. Ablang	via proxy
115	N04-B03L15-09	Marissa T. Lapid	via proxy
116	N04-B03L16-09	Marissa T. Lapid	via proxy
117	N04-B03L27-09	Sps. Arnold and Emilie Duay	via proxy
118	N04-B03L28-09	Evelyn Rose C. Limlingan	via proxy
119	N04-B05L01-09	Sps. Timothy Michael and Nelyn Oman Plant	via proxy
120	N04-B05L03-09	Marielou A. Aventajado	via proxy
121	N04-B05L05-09	John S. Ong	via proxy
122	N04-B05L06-09	Sps. Jose Alvin And Christina Gendrano	via proxy
123	N04-B05L07-09	Maria Isabel Dimaano Lipana	via proxy
124	N04-B05L08-09	Deanno De Jesus Basas	via proxy

125	N04-B05L09-09	Ma. Eloisa B. Waller	via proxy
126	N04-B05L18-09	Sps. Roberto Chua Cu and Princess Totanes Cu	via proxy
127	N04-B05L20-09	Yolanda U. De Castro	via proxy
128	N04-B06L01-09	Sps. Roderick and Regina De Guia	via proxy
129	N04-B06L02-09	Sps. Ferdinand and Irene Insigne	via proxy
130	N04-B06L06-09	Sps. Robert And Teresita Dela Cruz	via proxy
131	N04-B06L08-09	Rosario D. Queyquep	via proxy
132	N04-B06L09-09	Jocelyn L. Elacion	via proxy
133	N04-B06L11-09	Luisita Cruz Valdes	via proxy
134	N04-B06L12-09	Allan Lim Yap	via proxy
135	N04-B06L16-09	Sps Jose Maria and Melanie Anne Cardenas	registered
136	N04-B02L03-10	Carmelina F. Oyales	via proxy
137	N04-B03L01-10	Clayton T. Lee	via proxy
138	N04-B03L02-10	Annbel C. Tierro	via proxy
139	N04-B03L06-10	Sps. Franklyn and Rebecca Desiderio	via proxy
140	N04-B07L01-10	Sps. Michael and Arlene Mackinlay	via proxy
141	N04-B07L05-10	Timothy O. Uyecio	via proxy
142	N04-B07L07-10	Sps. Wilson Ong And Vivian Chiong Sy	via proxy
143	N04-B07L08-10	Kristofferson L. Ting	via proxy
144	N04-B08L08-10	Angel Rosario Liboro Jr. and Gina Therese Liboro Sioson	via proxy
145	N05-B01L03-10	Ms. Elaine B. Gardiola	via proxy
146	N05-B02L01-10	Sps. Bartolome and Rhiamar Ramos	via proxy
147	N05-B02L08-10	Hector M. Solomon	via proxy
148	N05-B02L12-10	Bertrand A. Bateria	via proxy
149	N05-B02L14-10	Luisa Dy Panco Mariano	via proxy
150	N05-B02L15-10	Raoul Francisco D. Sia	via proxy
151	N05-B02L18-10	Joseph Glenn Del Rosario Cobarrubias	via proxy
152	N05-B02L20-10	Sps. Raymond Edward and Nadine Francisco	via proxy
153	N05-B03L01-10	Renato Dela Peña De Leon	via proxy
154	N05-B03L02-10	Renato Dela Peña De Leon	via proxy
155	N05-B03L03-10	Candice Y. Madamba	via proxy
156	N05-B03L06-10	Sps. Rene Mario and Mary Rose Espina	via proxy
157	N05-B05L01-10	James Martin Alegre	registered

158	N05-B05L03-10	Jefferson N. Tobias	via proxy
159	N05-B05L07-10	Juan Maria Hans F. Durante Iii	via proxy
160	N05-B05L10-10	Bienvenido Jr. I. Somera	via proxy
161	N05-B05L11-10	Juan G. Reganion	via proxy
162	N05-B05L12-10	Gerard Paul C. Filart	via proxy
163	N05-B05L19-10	Sps. Kevin and Jinky Bitanga	via proxy
164	N05-B05L20-10	Nathaniel F. Fallejo	via proxy
165	N05-B05L21-10	Sps. Kevin and Jinky Bitanga	via proxy
166	N05-B06L02-10	Maria Corazon Eduvigis A. Pascua	via proxy
167	N05-B06L05-10	Sps. Marcos and Johanna Dy Lim	via proxy
168	N05-B06L06-10	Apolonia A. Lansang	via proxy
169	N05-B06L09-10	Sps. El Ferdinand and Katrina Fano	via proxy
170	N05-B06L10-10	William O. Torres	via proxy
171	N06-B02L07-15	Maria Teresa Cerdenia Guanzon	registered
172	N06-B02L12-15	Cindy Bacani Cayanan	registered
173	N06-B03L01-17	Alfredo Hernandez	via proxy
174	N06-B03L03-15	Peter K. Fung	via proxy
175	N06-B03L05-15	Walter Lawrence S. Dy	via proxy
176	N06-B03L07-17	Jonny Cheng Yap	via proxy
177	N06-B03L08-15	Elfren Jr. P. Hipolito	via proxy
178	N06-B03L09-17	Sps. Marshall and Lulu Josefina Lim	via proxy
179	N06-B03L10-15	Manuel L. Collado	via proxy
180	N06-B05L08-15	Sps. Emmanuel Mari and Maria Diwata Valdes	via proxy
181	N06-B05L09-16	Liberato F. Robles	via proxy
182	N07-B01L03-11	Bonifacio R. Chu	via proxy
183	N07-B01L09-11	Cresilda Sulpico Murphy	registered
184	N07-B01L14-11	Carolyn T. Tan	via proxy
185	N07-B01L16-11	Stella E. Rubia	via proxy
186	N07-B02L02-11	Michael T. Peđa	via proxy
187	N07-B02L03-11	Nordelyn Josephine M. Reichenbach	via proxy
188	N07-B02L08-12	Mary Felicci Ongchuan-Javelosa	via proxy
189	N07-B02L09-11	Renato W. Lee Jr.	via proxy
190	N07-B02L10-15	Sps. Nicolas Jr. and Marita Lansang	via proxy
191	N07-B02L12-11	Niven R. Canlapan	via proxy
192	N07-B02L14-11	Cynthia Clarke	via proxy

DRAFT (Subject to the approval of the Members in the next Annual General Membership Meeting)

193	N09-B01L02-14	Maria Rosalie San Juan Silud	registered
194	N09-B01L05-14	Maria Beatriz A. Adversalo	via proxy
195	N09-B01L06-14	Jose Jr. C. Talusan	via proxy
196	N09-B01L07-14	Tammy Jane C. Liao	via proxy
197	N09-B01L09-14	Teodoro Q. Crisostomo	via proxy
198	N09-B01L11-14	Maria Leah L. Fabia	via proxy
199	N09-B01L14-16	Rosendo N. Ferrer	via proxy
200	N09-B02L05-14	Adelaida A. Goodwin	via proxy
201	N09-B02L07-14	Chito John A. Bustamante	via proxy
202	N09-B02L08-14	Sps. Roel Leonardo and Ma. Dulce Amor Vivian Galang	via proxy
203	N09-B02L10-14	Fortunato Jr. L. Dimagiba	via proxy
204	N09-B02L11-14	Fortunato Jr. L. Dimagiba	via proxy
205	N09-B03L01-14	Evangeline Blashill	registered
206	N09-B03L02-14	Evangeline Blashill	registered
207	N09-B03L06-16	Sps. Jose Antonio and Lourdes Rosario San Vicente	via proxy
208	N09-B03L08-14	Ronaldo Dela Cruz Trabajo	via proxy
209	N09-B03L09-14	Leah Y. Doren	via proxy
210	N09-B03L15-14	Alberto Elmer L. Gardiola	via proxy
211	N09-B03L16-16	Anthony Rodrigo Sun Jr.	via proxy
212	NS1-B01L01-17	Rowena Tridanio Batallones	via proxy
213	NS1-B01L08-17	Carlo Guanzon	via proxy
214	NS1-B01L09-15	Israel Domingo Basilio	via proxy
215	NS1-B01L11-15	Erlindo T. Miranda	via proxy
216	NS1-B01L12-15	Larry Vicente Acuña	via proxy
217	NS1-B02L16-16	Sps. Ramil and Gina Cabela	via proxy
218	NS1-B05L01-15	Carmencita Que, Et Al.	via proxy
219	NS1-B05L02-15	Manolito Co Castro	via proxy
220	NS1-B07L05-16	Elizabeth Esperanza Del Prado Osorio	via proxy
221	NS1-B07L11-19	Sps. Mark Lawrence Chan and Anna Marie Tan	via proxy
222	NS1-B07L12-16	Roberto De Guzman Maliwat	via proxy
223	NS1-B07L14-15	Jose Vicente Limcaoco Alde	via proxy
224	NS1-B08L02-15	Oliver Armnester P. Perez	via proxy
225	NS1-B08L08-15	Villa Colis Brockman	via proxy

DRAFT (Subject to the approval of the Members in the next Annual General Membership Meeting)

226	NS1-B09L05-15	Michelle V. Luciano	via proxy
227	NS1-B09L06-15	Estrella O. Simon	via proxy
228	NS1-B09L07-15	Donald Lim Go Et. Al.	via proxy
229	NS1-B10L05-16	Sps. Ronald and Catherine Paulo	via proxy
230	NS1-B11L09-15	Sps. Jose Francisco Ruben and Mary Joy Yatco	via proxy
231	NS1-B10L12-15	Gerard G. Macaldao	via proxy
232	NS1-B10L14-15	Carlo John M. Manalo	via proxy
233	NS1-B11L10-17	Irma Angeles Gibson	via proxy
234	NS1-B12L02-19	Sps. Joseph George and Cheryl Tamayo	via proxy
235	NS1-B12L03-18	Michelle Armohela Pineda-Carpenter	via proxy
236	NS1-B12L08-16	George Chua Soriano	via proxy
237	NS1-B15L05-16	Virgilio Gatbonton Calina	via proxy
238	NS1-B16L10-15	Sps. Rahmir Quinn and Josephine Baquiran	via proxy
239	NS1-B16L14-15	Bpifsb Fao: Bernard V. Flores	via proxy
240	N13-B01L03-17	ANTONETTE PARAS DE GUZMAN And MARIA MILAGROS SANDEJAS DE LA FUENTE	registered
241	NS2-B03L09-19	Angelito Henrito Kanoy Jao	registered
242	NS2-B03L06-19	Archie Trajano	via proxy
243	NS2-B05L18-19	Marie Grace Poblete Michel	via proxy
244	NS2-B05L20-19	Bespoke Bliss Property Development	via proxy
245	NS2-B06L02-19	Sps. Robin and Abigail Yabut	via proxy
246	NS2-B07L02-19	Emmanuel Magsino Mendoza	registered
247	NS2-B07L12-19	Crispino Kabiling	via proxy
248	NS2-B09L06-22	Dorothy June M. Hamada And Maxine Tanya M. Hamada	registered
249	NS2-B09L09-22	Dorothy June M. Hamada And Maxine Tanya M. Hamada	registered
250	NS2-B09L10-21	Christine Cabayao Batioco	via proxy
251	NS2-B09L15-19	Zenaida Manalang	via proxy
252	NS2B-B01L01-23	Anaeth Cruz Hardiment	via proxy
253	NS2B-B03L03-23	Sps. Jez and Jayme Grace Dela Cruz	via proxy