

**BY-LAWS**  
**OF**  
**PULU AMSIC LOT OWNERS ASSOCIATION (PALA), INC.**

**ARTICLE I**  
**DECLARATION OF PURPOSE**

The purposes of this Association are those set forth in its Articles of Incorporation. Its primary concern is to facilitate the ownership of lots or houses, or both, by its members and to enhance the delivery of adequate social services or advantages for the association to improve the quality of life and well-being of its members.

**ARTICLE II**  
**NAME AND LOCATION**

The name of this Association is PULU AMSIC LOT OWNERS ASSOCIATION (PALA). Its principal office shall be located at Pulu Amsic Clubhouse, Pulu Amsic Drive, Pulu Amsic Subd., Barangay Amsic, Angeles City, Philippines.

**ARTICLE III**  
**MEMBERSHIP**

Section 1. **Members.** All lot owners, and long-term lessees (a period of 1 year or more) of PULU AMSIC SUBDIVISION shall become members of the Association; provided however, that the long-term lessees shall be considered as members of the Association, in lieu of the property owner unless otherwise specified in their lease agreement. Membership in the Association shall not be transferable separately from the lot to which it pertains.

A lease shall be considered a long-term lease if the lease is in writing and for a period of one year or more.

Any family member of a homeowner or lessee, as designated by the homeowner as his/her representative, may apply for membership, *Provided*, that the homeowner executes a Special Power of Attorney (SPA) in favor of his/her representative who shall exercise all rights and obligations, prerogatives of the membership, and agree to be bound by the consequences of the representative’s actions and/or omissions. *Provided, further*, that the representative complies with all the requirements of membership under this Bylaws and the laws.<sup>1</sup>

When a homeowner owns more than one (1) lot, he/she shall apply for membership for each lot.<sup>2</sup>

The right of membership, including the right to vote and be voted for, shall be exercised by the head of the family or authorized representative of each homeowner, lot owner/buyer, awarded leaseholder, or bona fide occupant, of a house and lot.

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<sup>1</sup> As mandated by Section 10, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.  
<sup>2</sup> As mandated by Section 10, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

Section 2. **Application for membership.** Unless membership is automatic or compulsory, all applications for membership shall be subject to the approval of the Board of Directors/Trustees (hereinafter referred to as the “Board”). Membership shall become effective upon approval by the Board of the application and upon payment of the membership fee.<sup>3</sup>

Section 3. **Members of Good Standing.** A member in good standing is one who complies faithfully with all the duties and obligations of a member.

Section 4. **Termination of Membership.** Membership in the Association is terminated once the member ceases to be a homeowner or long-term lessee as understood in these By-laws.<sup>4</sup>

Section 5. **Rights and Privileges of a Member.** Every member of this association shall be entitled to participate in any meeting and vote on the following matters:

- a. Amendment of the articles of incorporation;
- b. Adoption and amendment of by-laws;
- c. Dissolution of the association; and
- d. Inspection and examination of association records at reasonable hours on business days.

Unless otherwise stated in the Articles of Incorporation or in this By-Laws, and in addition to the foregoing rights and privileges, every member in good standing of this association shall have the following rights:

- a. Avail of and enjoy all basic community services and the use of common areas and facilities; *Provided*, that the member is in good standing;<sup>5</sup>
- b. Inspect association books and records during office hours and to be provided, upon request, with a copy of annual reports, including financial statements, at the member’s own expense;<sup>6</sup>
- c. To vote at all elections of eligible trustees or directors, either in person or by representative authorized to act by written proxy;
- d. To be eligible to any elective or appointive office of the association;
- e. To participate and vote on all matters brought before any meeting or deliberation of the members of the association;
- f. Demand and promptly receive the refund of deposits, such as construction bonds, required by the association as soon as the condition for the deposit has been complied with or the period therefor has expired;<sup>7</sup>

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<sup>3</sup> As mandated by Section 11, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>4</sup> As mandated by Section 12, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>5</sup> As mandated by Section 13, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>6</sup> As mandated by Section 13, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>7</sup> As mandated by Section 13, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

- g. Terminate his/her membership in the association, except when membership is compulsory or automatic, *Provided*, that the member is clear of all his/her accountabilities in the association;<sup>8</sup>
- h. To use, enjoy, benefit from, or take advantage of all facilities and services of the association; and
- i. To enjoy all other rights as may be provided in this Bylaws, and subject to limitations as provided herein.<sup>9</sup>

Section 6. **Duties and Responsibilities of a Member.** Every member of this association shall have the following duties:

- a. To timely pay association dues, special assessments and other such fees which may be levied from time to time;
- b. To support and participate in the major activities and other social affairs of the Association;
- c. To attend meetings, seminars, and other forums that may be called by the Association, to include the Annual General Meetings (AGM) and/or Special Meetings called by the board of directors;
- d. To obey and comply with these by-laws and such other rules and regulations of the Association as may be promulgated by the board of directors and approved by a majority of the members;
- e. To ensure that their lot shall be used exclusively for residential purposes and for construction only of single-family dwelling. Having multiple families residing in the same house is also strictly prohibited;
- f. To not lease their houses for short periods. The lease must be at least one month in length. Subleasing is prohibited. No Airbnb, daily, or weekly rentals are allowed;
- g. To not engage in any commercial or industrial activities on their subdivision lots; and
- h. To ensure, under no circumstance, to use or allow his/her lot to be used as a right of way or access to any adjoining property.

Section 7. **Membership Roll.** The Association shall keep and maintain under the custody of the Secretary, a Membership Roll containing the list of all members and additional members as may be admitted from time to time, including information and data which may be required by the Board of Directors.

Section 8. **Voting Rights.** Each lot in good standing shall have one (1) vote. Total lots or votes equal 533. A member may exercise his/her voting right(s) in person or by proxy.

Section 9. **Member in good standing.** A member in good standing is one who complies faithfully with all the duties and obligations of a member.

Section 10. **Delinquent Member or Member Not in Good Standing.** A member may be declared delinquent or not in good standing by the majority of the Board on any of the following grounds:

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<sup>8</sup> As mandated by Section 13, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>9</sup> As mandated by Section 13, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

- a. Failure to be current with monthly dues, interest and late fees, fines, and special assessments through April of the election year. A member is deemed “current” when he/she does not have a delinquent account with outstanding fees for thirty days or more.
- b. Finding of repeated violation/s of and non-compliance with, including but not limited to, final orders and directives, pertinent laws, rules and regulations and policies issued by duly constituted authorities, these By-laws, and/or the association’s policies and/or rules and regulations;
- c. Commission of conduct detrimental to the interest of the association and/or the community, as determined by the Board based on competent evidence and after due notice and hearing, to have been committed by the member; or
- d. Failure 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.

A member who has been declared delinquent or not in good standing in accordance with the procedure in the succeeding Section is not entitled to exercise the rights of a member, except the right to inspect association books and records, but is nevertheless obliged to pay all the fees, dues, and other assessments charged the members in good standing.<sup>10</sup>

**Section 11. Procedure in Declaring a Member Delinquent or not in good standing.** The committee assigned by the Board shall observe the following procedure in declaring a member delinquent or not in good standing:

- a. The Board or the committee shall preliminarily determine whether or not a member may be declared delinquent or not in good standing on any of the grounds provided in these By-laws.
- b. The president or the designated officer of the Association shall forthwith notify the said member in writing of the violation within ten (10) days from the delinquency, and require him/her to explain in writing, within fifteen (15) days from the receipt of the notice of violation, why he/she should not be declared delinquent or not in good standing.

In case the violation was for non-payment of dues, fees, penalties, fines and other assessments, the notice shall state that the said member is given a grace period of sixty (60) days from the receipt of the notice to pay his/her arrears. The member shall notify the Board of his/her intention to avail of the grace period within fifteen (15) days from said receipt.<sup>11</sup>

- c. After the lapse of fifteen (15) days, with or without a written explanation or notice of intention to avail of the grace period, the president or the designated officer shall submit the matter to the Board or the committee for hearing and deliberation. If a committee shall hear and deliberate, it shall transmit to the Board a summary of its findings and recommendations.

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<sup>10</sup> As mandated by Section 16, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>11</sup> As mandated by Section 17, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

- d. Within fifteen (15) days from the commencement of the hearing and deliberations, or the termination thereof, whichever is earlier, by majority vote of all members of the Board, the member may be declared delinquent or not in good standing.
- e. The president shall notify the member concerned of the decision of the Board and shall furnish him/her a copy of the resolution.
- f. The member declared delinquent or not in good standing may file a motion for reconsideration with the Board within ten (10) days from the receipt of the resolution declaring him/her delinquent or not in good standing. The motion must be resolved by the Board within five (5) days from the receipt thereof.
- g. The consequences of member delinquency, as determined through the above process, include but are not limited to, fines, towing of vehicles, banning of vehicles from use of subdivision roadways, property lien, court costs, and legal fees.

**Section 12. Sanctions against a Delinquent Member or a Member not in good standing.**  
The rights and privileges of a member are suspended upon declaration of delinquency by the Board, except the right to inspect the association books and records. The suspension shall include a prohibition from using the subdivision facilities and amenities, until the applicable dues, fees and fines have been fully paid, and the Board has declared the member to be in good standing. Such suspension shall extend to his/her co-owner/homeowners or co-lessees, as applicable, and all those residing in his/her property.

Other sanctions resulting from member delinquency include, but are not limited, to fines, towing of vehicles, banning of vehicles from use of subdivision roadways, property lien, court costs and legal fees.

**Section 13. Reinstatement of a Delinquent Member or a Member Not in Good Standing.**  
The Board shall, by majority vote of those present at a meeting at which there is a quorum, reinstate the membership of the delinquent member or member not in good standing within ten (10) days from the receipt of proof of payment of the unpaid dues, fees or charges, or satisfaction of the sanctions imposed.<sup>12</sup>

If the delinquency is based on the failure to attend three (3) consecutive general membership meetings, the submission of an undertaking to attend the next general assembly shall result to the conditional reinstatement of the delinquent member, while the issuance of a proxy in favor of a member of the Board chosen by the delinquent member for the next general assembly shall restore his/her membership in good standing.<sup>13</sup>

When the declaration of delinquency is on the ground of non-payment of dues, fees, and/or other assessments or charges, the member shall notify the association, in writing, of his/her payment of the unpaid dues, fees, and/or other charges, and present proof thereof. Full payment of the arrears shall automatically reinstate his/her status of good standing on the day following the receipt by the association of the notice and proof of payment.<sup>14</sup>

If the Board fails to reinstate the suspended member within the prescribed period through no fault of the delinquent member, such as but not limited to the failure of the Board to hold a meeting or muster a quorum, the membership of the member concerned shall automatically be deemed reinstated, and all rights restored at the lapse of the prescribed period.

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<sup>12</sup> As mandated by Section 19, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>13</sup> As mandated by Section 19, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>14</sup> As mandated by Section 19, Rule III, 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

**Section 14. Legal Interest against Delinquent Member or a Member Not in Good Standing.** The Association has the right to take legal action against its members whenever they are over ninety (90) days delinquent in paying dues. Members shall pay or reimburse the Association for all reasonable legal fees and court costs incurred by the Association.

**Section 15. Expulsion from Association.** Any member may be expelled from the Association on the following grounds:

- a. Default in payment of association dues specified in Article IV hereof for a period of thirty (30) days from written demand;
- b. Ceasing to be a member in good standing, as determined by the board of directors and trustees, after due notice and hearing;
- c. Repeated violations of any of the provisions of the articles of incorporation, these By-Laws or existing rules and regulations of the Association and exhibiting conduct inimical to the interest of the association as determined by the board of directors, after due notice and hearing.

#### **ARTICLE IV FEES AND DUES**

**Section 16. Association Dues or Maintenance Dues.** Monthly association and/or maintenance dues shall be collected from every member to defray the administrative cost and operational expenses of the Association. Any increase or decrease in the amount of the Association or maintenance dues shall be ratified by the majority of the members of the Association, at a meeting where such is an agenda.

Association dues shall be paid monthly, quarterly, bi-yearly, or yearly. The current rate of seven pesos (₱7.00) per square meter shall be assessed for every lot, regardless of whether it is with or without improvements.

**Section 17. Contributions.** The Association may raise funds for its programs and activities through contributions, donations and/or other forms.

**Section 18. Special Assessments.** The Board may, from time to time, assess and collect from each member reasonable amounts as may be necessary to fund special community projects for the common good and benefit of the Association, as approved by the majority of the members of the Board and the members of the Association.

**Section 19. Liability to Pay.** Lot owners, homeowners and/or long-term lessees are liable for the duly authorized monthly dues, interest and late fees, fines and special assessments as determined by the PALA Board of Directors. When justified, adjustments in monthly dues will be announced at the AGM or SGM and subject to a vote of the attending homeowners. Discounts for advance payment of dues are subject to the following terms:

- a. Members paying twelve (12) months in advance will receive the thirteenth (13<sup>th</sup>) month free.
- b. Members paying six (6) months in advance will receive a two percent (2%) discount.
- c. Members paying three (3) months in advance will receive a one percent (1%) discount.

Association dues shall be due and payable on the **first (1<sup>st</sup>) of each month.** Payments not received by the **seventh (7<sup>th</sup>) of each month** are deemed overdue, at which time the unpaid dues will incur a one percent (1%) interest per month for each delinquent month. A ₱300 late fee penalty for each delinquent month shall be additionally imposed.

**ARTICLE V**  
**BOARD OF DIRECTORS or TRUSTEES**

Section 20. **Board of Directors or Trustees and their General Powers.** Unless otherwise provided in the articles of incorporation and these by-laws, the powers of this association shall be exercised, all business conducted, and all of its property controlled and held by the board of directors elected from among the members in good standing. The Board shall have the power to elect, appoint and/or remove the officers of the Association.

Section 21. **Duties and Responsibilities of the Board.** The Board which has primary authority to manage the affairs of the Association shall have the following duties and responsibilities:

- a. Regularly maintain an accounting system using generally accepted accounting principles, and keep books of accounts which shall be open for inspection to any homeowner and duly authorized representatives of government agencies upon request, during reasonable hours on business days;
- b. Collect reasonable fees, dues, and assessments that may be provided for in these By-laws and approved by the majority of the members of the Association;
- c. Collect reasonable charges for assessments, and after due notice and hearing by the Board in accordance with the procedures as provided in these By-laws or rules and regulations adopted by the Board, charge reasonable fines for late payments and for violation of the By-laws, rules, and regulations of the Association, in accordance with a previously established schedule adopted by the Board and furnished to the homeowners;
- d. Propose measures to raise funds and the utilization of such funds, and submit the same for consideration of the members of the Association;
- e. Undergo a free orientation by the DHSUD or any other competent agency deputized by it on how to conduct meetings, preparation of minutes, handling of accounts, laws and pertinent rules and regulations within thirty (30) days after election and/or appointment;
- f. Discharge the duties and responsibilities provided for in these By-laws;
- g. The Board shall act in all instances on behalf of the association, except to amend the Articles of Incorporation and By-laws, to dissolve the association, to elect members of the Board or to determine the qualifications, powers and duties, and/or terms of office of the Board and officers, and other instances that require the vote or approval of the members themselves;
- h. To have a working knowledge of the statutory and regulatory requirements affecting the Association;
- i. Adopt a system of internal checks and balances to safeguard the integrity of the operations of the Association; and
- j. Exercise such other powers as may be necessary and proper for the accomplishment of the purposes for which the Association was organized.

In the performance of their duties, the members of the Board and officers shall exercise the degree of care and loyalty required by such position.<sup>15</sup>

Section 22. **Number of Directors or Trustees and Qualifications.** The board of directors of this association shall be composed of five (5) elected members. No person shall be elected as a director or trustee unless he is a member in good standing of this association. No more than four (4) board members will be eligible for election in any given year. The majority of the members of the Board shall be comprised of resident members. Non-resident members, if any, may constitute only a minority of the Board and shall be determined by ranking in the votes they received.<sup>16</sup>

Section 23. **Nomination.** Not less than seven (7) days nor more than fourteen (14) days before the annual membership meeting at which the directors are to be elected, any ten (10) or more members may, by written petition, nominate candidates to the Board and post their name in the Bulletin Board of the Association.

Section 24. **Election and Term of Office.** Directors shall be elected by secret ballot at the annual meeting of the members of the Association, and shall follow the Implementing Rules and Regulations of Republic Act No. 9904, otherwise known as the Magna Carta for Homeowners and Homeowners Associations. The directors so elected shall hold office for a term not exceeding two (2) years commencing from the date of expiration of the term of the outgoing Board, or thirty (30) days from the date of their proclamation.

Section 25. **Qualifications of Trustees or Directors.** A trustee/director and/or officer of an Association:

- a. Must be a Filipino citizen;
- b. Must be of legal age;
- c. Must not be declared delinquent or member not in good standing as of three (3) months prior to the date of election;<sup>17</sup>
- d. Must be an actual resident of the subdivision/village as certified by the association secretary, or in default thereof, by a member in good standing having personal knowledge of his/her residency; and
- e. Has not been convicted by final judgment of an offense involving moral turpitude, or commit an act or behavior that gravely violates the sentiment or accepted standard of the community.

The legitimate spouse, common law partner, or any of the children of a qualified member, when qualified in his/her own right and not disqualified by his/her own account, may be a candidate in lieu of the member. This excludes the legitimate spouse, common law partner, or any of the children of the members of the incumbent Election Committee.<sup>18</sup>

The trustees or directors and/or officers, during their term, shall continuously possess all the qualifications and none of the disqualifications enumerated in the immediately following section; otherwise the Board, by majority vote of all its members, is authorized to remove them from office on said grounds.

Board members cannot sit concurrently on more than one (1) homeowner association board to avoid any conflict of interest.

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<sup>15</sup> As mandated by Section 73, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>16</sup> As mandated by Section 67, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>17</sup> As mandated by Section 70, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>18</sup> As mandated by Section 70, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

**Section 26. Disqualifications of Trustees/Directors.** A trustee/director and/or officer of an Association shall not have any of the following disqualifications:

- a. Those who have been convicted by final judgment of fraud, falsification, defalcation, and other similar violations;
- b. Those who, indirectly or indirectly, have financial or pecuniary interest in any business, contract, or transaction in connection with which he/she intervenes or takes part in his/her official capacity as director or trustee or officer of the association;
- c. Former or outgoing trustees/directors and/or officers who have been issued final Order of Imposition of Administrative Sanction (OIAS) by the Regional Office, for failure to turn over the books, funds, records, and properties of the Association to the newly elected Board. In such case, the disqualification shall be immediately executory even pending appeal;
- d. Former members or the incumbent Board directors or trustees and/or officers who have been found and declared by DHSUD as permanently disqualified for having unreasonably or unjustifiably failed or refused to call for an election in accordance with the Bylaws and/or this rules;
- e. Those who unreasonably failed and/or refused to comply with the orders of HLURB, DHSUD and/or HSAC;
- f. Members who are trustees/directors and/or officers of another registered homeowners Association;
- g. Those who have been declared or found by DHSUD in an adversarial case filed before it, to have instigated, incited or initiated the conduct of an unauthorized election, and those who have actively participated therein, either as members of the election committee or as candidates; or
- h. Those who have been, by final judgment, imposed a penalty of permanent disqualification in any case filed before the DHSUD, HSAC, and/or regular courts.

**Section 27. Turnover of records and properties by the outgoing trustees/directors and/or officers.** The outgoing trustees/directors and/or officers of the Association shall turn over all association books, records, properties and other assets to the new set of directors and officers within fifteen (15) days, without the need for demand, from assumption of office of the new Board, to ensure orderly turnover of the management.<sup>19</sup>

**Section 28. Removal of a Director or Trustees by Members.** A director or trustee directly elected by the members of the association may be removed from office through a petition duly signed by the majority of the members in good standing, for any cause or causes provided in this Bylaws, other pertinent laws, rules and regulations, subject to verification and validation of the DHSUD.

The directors or trustees and/or officers who failed to continuously possess all the qualifications under Section 25 and have possessed the disqualifications enumerated in Section 26

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<sup>19</sup> As mandated by Section 100, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

herein may be removed from office by the Board through a resolution approved by the majority of all its members.

Section 29. **Dissolution of the Board of Directors.** The Board may be dissolved by way of a petition signed by two-thirds (2/3) of the association members regardless of standing for any cause or causes provided in these By-laws, subject to verification and validation of the DHSUD Regional Office.<sup>20</sup>

Section 30. **Vacancy.** Any vacancy occurring in the Board due to removal, resignation, withdrawal, death, or incapacity or any other cause or causes shall be filled by a majority vote of the members in good standing at a special election duly called for the purpose.

Any vacancy in the officers elected by the members of the Board among themselves shall be filled by the votes of the majority of the total number of the directors or trustees.

The director or trustee or officer so elected shall serve only the unexpired term of office of his/her predecessor in office.<sup>21</sup>

Section 31. **Grounds for Removal of a Trustee or Director or Dissolution of the Board of Directors.** A director may be removed, or the Board may be dissolved on grounds, such as, but not limited to, the following:

- a. Breach of trust;
- b. Conflict of interest;
- c. Mismanagement, fraud, or abuse of authority;
- d. Tolerated the commission of fraudulent activities and other illegal acts committed by a trustee or director and/or homeowners;
- e. Gross negligence in managing the affairs of the Association;
- f. Failed to perform their fiduciary duties and/or responsibilities;
- g. Any of the grounds enumerated on the Disqualification of Directors or Trustees, and Officers;<sup>22</sup> and
- h. Failure to attend three (3) consecutive Annual General Meetings, Special Meetings, Board Meetings, or any other called meetings.

Section 32. **Board Meetings.** Unless otherwise announced, board meetings shall be held on the first (1<sup>st</sup>) Wednesday of every month at the principal office of the Association. Special meetings may be held at any time upon the call of the chairperson, president, or by the majority of the Board with notice to the chairperson or the president. The chairperson or, in his/her absence, the president, shall preside at all meetings of the Board.

Board meetings may be held in person or through remote or electronic means, or a combination of both.

Notice of meetings shall be sent to the members of the Board by the secretary at least two (2) days prior to such meeting. The notice shall state the date, time and place of such meeting, and shall state the purpose of such meeting. No other business shall be transacted at such meeting except as stated in the notice, unless by consent of the majority of the members of the Board present at the said meeting at which a quorum is present.

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<sup>20</sup> As mandated by Section 75, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>21</sup> As mandated by Section 77, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>22</sup> As mandated by Section 76, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

Section 33. **Personal Attendance.** A director shall attend board meetings in person or through remote or electronic means of communication. Trustees/directors cannot attend or vote by proxy at Board meetings.

Directors or trustees who cannot physically attend or vote at Board meetings can participate and vote through remote communication such as videoconferencing, teleconferencing, or other alternative modes of communication that allow them reasonable opportunity to participate. Directors or trustees cannot attend or vote by proxy at Board meetings.<sup>23</sup>

Section 34. **Quorum in Board Meetings.** A majority of the number of directors as fixed in the Articles of Incorporation shall constitute a quorum to transact business.

Every decision of at least a majority of the directors present at a meeting at which there is a quorum shall be valid as a corporate act, except those that require the vote of the majority of all members of the Board.

Section 35. **Minutes.** Minutes of all board meetings shall be kept and preserved by the Association secretary as a record of the matters and business transacted at said meetings.

Section 36. **Compensation.** The members of the Board shall serve without compensation. The prohibition against receiving compensation does not apply to other officers and employees of the association who are not members of the Board.

Furthermore, reasonable expenses incurred by the Board, Directors or Trustees and/or Officers, directly in connection with and necessary for the conduct of official activities, may be reimbursed upon presentation of receipts and/or other documentary evidence in support of such claims.

## **ARTICLE VI OFFICERS**

Section 37. **Officers.** The Association shall have the following executive officers who shall be responsible for the management of the Association's business: President, Vice-president, Secretary, Treasurer, Auditor, who must all be Filipino citizens, and such other officers as may from time to time be determined by the board. No one shall act as president and secretary, or as president and treasurer, at the same time. Long-term lessees and/or tenants are not qualified to be elected or appointed as president, vice-president, secretary, and treasurer of the association.<sup>24</sup>

The officers shall be elected by the Board from among themselves during the organizational meeting or the first meeting of the Board immediately after the election.<sup>25</sup>

Section 38. **Qualifications and Disqualifications.** The qualifications and disqualifications of officers shall be the same as those provided for directors in Article V of this By-Laws.

Section 39. **Election and Term of Office.** The officers shall be elected at the annual meeting of the Board held immediately after the annual meeting of the members and shall hold office for a term of two (2) years until their successors shall have been elected and qualified. If the election of officers cannot be held at such meeting, the election shall be held during the next regular meeting.

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<sup>23</sup> As mandated by Section 81, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>24</sup> As mandated by Section 69, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>25</sup> As mandated by Section 69, Rule XII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

Section 40. **Compensation.** The officers of the Association who are not members of the board may receive such honoraria as may be determined by the Board of Directors.

Section 41. **Removal of Officer.** Any officer of the Association may be removed, after due notice and hearing, by a majority vote of the members of the Board constituting a quorum whenever in its judgment the best interest of the Association will be served thereby.

Section 42. **Vacancy in any office.** In the event of a vacancy in any office due to removal, resignation, death, or incapacity or any other cause or causes, unless the officers are elected by the members, the majority of the entire Board shall elect a successor from among themselves. The officer so elected shall serve only the unexpired term of office of his/her predecessor in office.

Section 43. **President.** The President, who should be a director, shall preside at all meetings of the members, and of the Board of Directors or Trustees. The President shall exercise such powers and perform such duties incident to his/her office, and such other duties and other necessary functions as the Board may assign. Among others, the president shall:

- a. Exercise general supervision over all the other officers of the Association;
- b. Represent the Association in all meetings or activities to which it is a party or participant;
- c. Preside, in consultation with the appropriate officers and committees, a yearly program of activities and submit an annual report of the operations of the Association to the members at the annual meeting, and to the Board of Directors or Trustees such statements, report, memoranda and accounts as may be requested by the latter;
- d. Organizes and supervises work groups among the members of the Association;
- e. Post a fidelity bond sufficient to answer for the association's cash assets and its equivalent at the time of his/her assumption of the office, provided, that the posting of the said bond shall be for the personal account of the officer concerned;
- f. Exercise the power to create additional committees as may be necessary;
- g. Shall execute in the name of the Association all contracts and agreements authorized by the Board.

Section 44. **Vice-President.** The vice-president, who should also be a director or trustee, shall be vested with all the powers and authority of, perform the duties of the president during the absence or incapacity of the latter, and shall perform such other duties that the Board may assign to him/her. He/she shall assist the president in all matters affecting the operation of the Association,

Section 45. **Treasurer.** The treasurer shall have overall responsibility for all association funds, receipts, and disbursements of the Association, and shall perform the following:

- a. Act as the custodian of the funds and property of the Association;
- b. Keep a complete and accurate record of all receipts and disbursements of the Association, and ensure that all disbursements and/or expenditures are evidenced by appropriate vouchers;
- c. Disburse the funds of the Association for specific purpose/s authorized by a resolution of the Board;
- d. Collect fees, dues, and assessments from the members;
- e. Deposit the funds of the association in bank accounts in the name of the Association;

- f. Shall monitor all delinquencies and send notices on overdue association's dues and/or demand letters;
- g. Prepare the financial statements of the association, periodically submit and report to the president and to the Board, and report to the members during the general assembly meeting an account of the financial condition of the Association; and
- h. Such other duties incident to the office of the treasurer and such other duties that the Board may assign to him/her.

The treasurer may delegate the routine duties of the office of the treasurer to one or more employees of the Association, subject to the approval of the president.

Section 46. **Secretary.** The secretary shall keep and maintain a membership book containing the list of all members including information and data which may be required by the Board, act as repository of all records and other documents of the Association, handle all correspondences of the Association, and perform such other functions and/or duties incident to the office of the secretary and as the Board may assign.

Section 47. **Auditor.** The auditor, who may or may not be a director of the Association, shall perform the following functions:

- a. Serve as the chairperson of the audit and inventory committee of the Association;
- b. Conduct a detailed and monthly audit of all financial accounts, books, and transactions of the Association, including all books, ledger, journals, and other supporting records pertaining thereto, and shall render a report of his/her audit as may be required by the Board or by request of the majority of the members; and
- c. Such other duties as are incident to his/her office and such other duties as may from time to time be assigned by the Board.

## **ARTICLE VII** **ELECTIONS**

Section 48. **Holding of Elections.** Elections for the members of the Board shall be held at the Annual General Meeting, which shall fall on the third (3<sup>rd</sup>) Saturday of May of each year. The first election under these By-laws shall be called by the Interim Board within six (6) months from the approval of these By-laws, and the elected trustees or directors shall only serve until the regular election as provided in these By-laws. The election shall be done by secret ballot.

Section 49. **Calling of an Election.** Only the incumbent Board and/or through the president or vice president are authorized to call the election in accordance with these By-laws.

Section 50. **Notice of Election.** The Notice of Election must be served to all members in good standing at least five (5) days prior to the scheduled date of election. The notice shall state the following:

- 1. That the recipient is a member in good standing;
- 2. The member's intent to participate in the election, either in person or by proxy; and

3. A statement that the mere receipt of the notice is sufficient to establish quorum for the upcoming election, regardless of whether the member participates in the election, either in person or by proxy.<sup>26</sup>

**Section 51. Quorum in Elections.** At all elections, there must be present or votes cast by a majority of the members in good standing, either in person or by proxy.

Mere receipt of the Notice of Election by the member or any member of his/her household with sufficient discretion, shall be counted in determining the existence of a quorum in the said election.<sup>27</sup>

**Section 52. Proxies in Elections.** Members in good standing may vote in person or by proxy in all elections of trustees/directors. Proxies shall be in writing, signed by the member, and submitted to the Election Committee in accordance with the schedule as set by the Election Committee. Unless otherwise provided in the proxy, it shall be valid only for the election for which it is intended. No proxy shall be valid and effective for a period longer than three (3) years at any one time, unless earlier revoked by the member.

**Section 53. Postponement of election.** No postponement of regular or special election shall be allowed except in cases of fortuitous event and/or force majeure. In such a case, the Election Committee shall call and conduct a special election within thirty (30) days from the initial date of the election or the cessation of the cause for such postponement of election. Only one (1) postponement shall be allowed, otherwise it will be considered as a failure of election.

At least ten (10) days prior to the scheduled date of the special election, the Election Committee shall submit the following to the DHSUD:

- a. Notice of postponement of the regular or special election; and
- b. Affidavit of non-holding of election stating categorically the reasons why no election was conducted. The affidavit shall be executed by the members of the Election Committee.<sup>28</sup>

**Section 54. Failure of election.** When a regular or special election cannot be held or conducted due to lack of candidates or the number of qualified candidates did not reach a number as to constitute the majority of the entire Board, or for any other serious causes such as the holding of a free, orderly and honest election is impossible, the Election Committee shall declare a failure of election and shall notify the DHSUD of such declaration within fifteen (15) days from the date of the failed election.<sup>29</sup>

**Section 55. Effect of failure of election.** The power and authority of the incumbent Board notwithstanding the declaration of failure of election shall be deemed *functus officio* by the expiration of their term of office. No member of the incumbent Board shall be allowed to exercise any authority in hold-over capacity of whatever nature.<sup>30</sup>

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<sup>26</sup> As mandated by Section 90, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>27</sup> As mandated by Section 91, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>28</sup> As mandated by Section 93, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>29</sup> As mandated by Section 94, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>30</sup> As mandated by Section 95, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

Section 56. **Election contests.** Election contests, such as disqualification of candidates and/or voters, validity of proxy, manner or process of election, or any analogous controversy or dispute occurring prior to the election, shall be filed with the Election Committee immediately upon discovery thereof, but not later than forty-five (45) days prior to the date of election.<sup>31</sup>

Section 57. **Election Protests.** Election protests, such as controversies or disputes involving title or claim to any elective office in the association, validity of election or proclamation of winners, or any analogous controversy or dispute occurring after the proclamation of winning candidates shall be filed with the Election Committee within five (5) days after the proclamation of the winning candidates.<sup>32</sup>

The Election Committee shall decide on the controversy brought before it within the non-extendible period of five (5) days from the receipt of the protest.

If the complainant or protestant is dissatisfied with the decision of the Election Committee, he/she may file an election protest or complaint before the proper Regional Adjudication Branch of the HSAC pursuant to its Rules of Procedure.

## **ARTICLE VIII** **ASSOCIATION COMMITTEES**

Section 58. **Committees.** The association, by vote of the majority of the members thereof, shall organize and create the following committees:

- a. **Grievance and Adjudication Committee.** The members of the grievance and adjudication committee, who should have experience in counseling, shall be elected by the members in the annual meeting of members. The committee shall accept and investigate complaints filed by a member, homeowner or beneficial users against any other member or officer, homeowner, beneficial user, or director, and shall settle or arbitrate any dispute within its power in the community. The Committee shall resolve the complaints or dispute brought before it within thirty (30) days from the receipt thereof. In the event that the grievance is not settled by the committee, its decision may be appealed to the board of directors or trustees.

Any controversy or dispute shall first be brought before the Grievance Committee prior to elevating the same to the Department of Human Settlements and Urban Development (DHSUD) and/or the Human Settlements Adjudication Commission (HSAC).

- b. **Audit and Inventory Committee.** The members of the Committee must be members in good standing and not members of the incumbent Board. The committee shall be responsible for auditing the accounts of the association. It shall conduct such audit at least semi-annually and submit its audit reports thereon to the board of directors or trustees.
- c. **Election Committee.** The members of the Committee shall be elected by the majority of the members in good standing at the annual meeting of members or in a special general assembly called by the Board, ninety (90) days prior to the date of the election. The members of the Committee must be members in good standing, not members of the incumbent Board, and must have no intention to run for any elective or appointive office within the association during their term. The members

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<sup>31</sup> As mandated by Section 98, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

<sup>32</sup> As mandated by Section 99, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904.

of the Committee shall hold office for a fixed term of two (2) years from the date of proclamation.

The Election Committee shall have the following duties and responsibilities:

- b. Formulate election rules strictly in accordance with this Bylaws, pertinent laws, policies, guidelines, rules and regulations;
  - c. Conduct regular elections on the date fixed herein and conduct special elections and referenda, as may be necessary;
  - d. Ensure that all members are notified of the election rules and regulations, the date, time, and venue of the election, and all election-related activities;
  - e. Screen and pass upon the qualifications of the voters and candidates based on the latest list of members submitted to the DHSUD. The final list of voters and candidates shall be posted on the bulletin board of the association, in at least three (3) conspicuous places within the subdivision, and in social media account of the association, not later than twenty (20) days from the calling of an election;
  - f. Validate proxies;
  - g. Resolve all election-related issues within five (5) days from the receipt of the election contest or protest. Failure of the Committee to resolve election contests or protests shall be a ground for disqualification of its members to hold any elective or appointive position in the association;
  - h. Proclaim the winning candidates;
  - i. Prepare and submit election reports to the DHSUD within fifteen (15) days after the election; and
  - j. Perform such other duties and responsibilities as may be necessary for an orderly, peaceful and honest election.
- d. **Development and Service Committee.** The development and service committee shall take charge of the planning, coordination and actually operating the facilities and services of the association. It shall be organized into groups or councils, which shall form as the backbone of the community service delivery system. Initially, these groups or council may be the following: Health and Nutrition and Mobility Group. Additional groups or council shall be formed as the need arises.
- e. **Membership and Education Committee.** The membership and education committee shall take charge of the development of human resources in the community. It shall conduct information, educational and motivational campaigns and shall prepare and implement training activities designed to make the residents productive members of the association.
- f. **Financial Management Committee.** Subject to the approval of the Board of Directors, the financial management committee, shall prepare the budget of the association and plan, adopt and implement canvassing, procurement and disbursement guidelines for projects that will or may require the use of the association funds. The committee shall also serve as a coordinating body for all financial matters involving external institutions and shall evolve a savings campaign and other fund-raising activities.
- g. **Environment Committee.** The Committee shall foster awareness, recognition, and support for a healthy and sustainable natural environment. The Committee shall likewise extend help during natural calamities and/or any environmental eventualities.
- h. **Livelihood Committee.** The livelihood committee shall plan and coordinate all economic programs designed to supplement the income of the members. As such,

it shall closely coordinate with the financial management committee in the preparations of feasibility studies and other proposals.

- i. **Maintenance Committee.** The maintenance committee shall take charge of the upkeep and repair of community facilities and services. It shall form and organize the beautification/ecology team or group to maintain cleanliness and beauty in the community.
- j. **Peace and Order Committee.** The peace and order committee shall take charge of maintaining peace and order in the community. It shall form and organize the members into tanod brigades to safeguard the security of the area and emergency/disaster brigade to meet any natural or man-made calamity.
- k. **Kasambahay Affairs Committee.** It shall be responsible for the registration of all domestic workers and/or employees of the homeowners, and shall submit an updated list to the Office of the Barangay.
- l. **Social and Cultural Affairs Committee.** It shall be tasked with planning, organizing and implementing social activities that will help improve interpersonal relations among the members. Finally, it shall form and organize a sports and recreation brigade.
- m. **Disaster Risk Reduction and Management (DRRM) Committee.** The Committee shall be composed of at least three (3) members in good standing, who are not members of the Board of Directors. This Committee shall act as frontliners in times of disaster or emergency. It shall have close coordination with the Barangay DRRMC, the Local DRRMC, or the Regional DRRMC in the implementation of the disaster risk reduction and management programs, policies, and guidelines within their jurisdiction.
- n. **Gender and Development (GAD) Committee.** The Committee shall be composed of members in good standing and not members of the Board of Directors, who will choose the Chairperson amongst them, preferably a woman. This committee shall undergo and initiate training on Human Rights and Gender Sensitivity, provide assistance to victim-survivors of abuse, especially to senior citizens, persons with disabilities, and other marginalized groups, and properly coordinate it with the local barangay. It shall ensure that concerns or issues within the association are fully addressed in a gender-sensitive manner.

Section 59. **Special Committee.** Other special committees, council, or groups may be created by the board of directors or trustees as the need arises.

## **ARTICLE IX**

### **MEETING OF MEMBERS**

Section 60. **Place of Meeting.** Meeting of members shall be held at the principal office of the Association.

Section 61. **Annual Meetings.** The annual meeting of the members shall be held on the third (3<sup>rd</sup>) Saturday of May of each year, at which meetings the members shall elect the directors and transact such business as may be properly brought during the meeting. The election of the members of the Election Committee shall also be held during the annual meeting.

Section 62. **Special General Meeting.** At any time during the interval between annual meeting, special meeting of the members may be called by the president or by a majority of the board, provided, however, that ten (10) percentum or more of the members in good standing may in writing, petition the board of directors or trustees to call a special meeting of the members.

Section 63. **Notice of Members Meeting.** A written notice stating the date, place, and hour of the meeting, and in case of a special or annual meeting, at which business requiring special

notice is to be transacted, shall be delivered to each member or any of the member's household not less than five (5) days before the date of the meeting and shall be posted at the association's office and in at least three (3) conspicuous places within the community.<sup>33</sup>

Section 64. **Quorum.** The majority of the members in good standing present in person or by proxy shall constitute a quorum at any meeting of the members for the transaction of business.

A quorum of fifty percent plus one (50% + 1) of members in good standing in attendance, whether in person, by proxy, or by online voting, shall be entitled to vote on related matters.

In the event of failure to obtain the required quorum after one (1) meeting, a referendum shall be held within thirty (30) days from the date of the last failed meeting. A Notice of Referendum, together with an executive brief, detailing information on the issues to be voted on, shall be sent either personally or through electronic means to all members at least fifteen (15) working days prior to the date of the referendum. The notice, together with the executive brief, shall be posted at the association's office and in at least three (3) conspicuous places within the community.<sup>34</sup>

Section 65. **Voting.** Each household or lot is entitled to one (1) vote. However, if a homeowner owns multiple lots, he/she must apply for membership for each lot to be entitled to a corresponding vote per lot.

Members shall vote in person, by online voting or by proxy for all Annual General Meetings (AGM) or Special Meetings. All questions shall be decided by a vote of a majority of those present and voting except as otherwise provided by law, the articles of incorporation, and this by laws. Online voting can take place up to thirty (30) days prior to the meeting and shall close four (4) days prior to the meeting.

Section 66. **Proxies.** Any member may vote in person or by proxy in all meetings. Proxies shall be in writing or done online, dated, signed by the member, notarized, and filed before the scheduled meeting with the secretary at least seven (7) days prior to the date of the scheduled meeting.

The proxy shall be valid only for the meeting for which it is intended. No proxy shall be valid and effective for a period longer than three (3) years at any one time, unless earlier revoked by the member.

Section 67. **Annual Statement.** A true and full statement of the affairs of the Association shall be reported at the annual meeting for consideration by the members.

Section 68. **Minutes.** Minutes of all meetings shall be kept and preserved by the Association secretary as a record of the matters and business transacted at such meetings.

Section 69. **Order of Business.** The order of business at all meetings of the members shall be as follows:

- a. Proof of service of the notice of meeting.
- b. Determination of quorum.
- c. Reading and approval of the minutes of the previous annual meeting.
- d. Report of the President and Treasurer of the Association.
- e. Unfinished business.
- f. Election of the members of the Election Committee.
- g. Other matters.

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<sup>33</sup> As mandated by Section 83, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904

<sup>34</sup> As mandated by Section 84, Rule XIII 2024 Revised Implementing Rules and Regulation of Republic Act No. 9904

- h. Adjournment.

## **ARTICLE X**

### **FINANCIAL TRANSACTIONS AND OTHER RECORDS**

Section 70. **Contracts.** The Board shall, by specific resolution, authorize any officer or officers, or member/s to enter any contract or execute and deliver any instrument in the name or on behalf of the Association.

Section 71. **Signing of Checks, etc.** All checks, drafts, or other orders for payment of money, and all notes, bond or other evidence of indebtedness issued in the name of the Association shall be signed jointly by the Treasurer and the President or other officers authorized by the Board.

Section 72. **Bank Deposits.** All funds of the Association such as Association Dues and Membership Fees shall be deposited from time to time to the credit of the Association in such a bank or banks as the Board may designate.

Section 73. **Management of Financial Records.** The Association shall observe the following with regard to its funds, financial and other records:

- a. The Association or its managing agent shall keep financial and other records sufficiently detailed to enable the Association to fully declare to each member the true statement of its financial status. All financial and other records of the Association including, but not limited to, checks, bank records and invoices, in whatever form these are kept, are the property of the Association.
- b. A financial statement of the Association shall be prepared annually by the treasurer, attested to by the chairperson of the Board or the president, and audited by the auditor and/or an independent certified public accountant within ninety (90) days from the end of the accounting period. The financial statement shall be posted in the Association office, bulletin boards, the Association website, and other conspicuous places within the subdivision/village or community, and shall be submitted to the DHSUD; and
- c. The funds of the Association shall be kept and deposited in bank accounts in the name of the Association and shall not be joined or commingled with the fund of any other association, trustee/director, officer or any other person responsible for the custody of such funds.

Section 74. **Fiscal Year.** — The fiscal year of the Association shall begin on the 1<sup>st</sup> of January and end of the 31<sup>st</sup> of December of each year. The Treasurer shall cause to be made a full complete audit of the books, accounts and financial condition of the Association. Such audit shall be made available for inspection by the members. For this purpose, the Association shall conduct such an audit at least three (3) months before the end of the fiscal year, make pertinent recommendations to the Board and render a report to the members at the annual meeting.

## **ARTICLE XI**

### **MISCELLANEOUS PROVISIONS**

Section 75. **Board Rules and Regulations** – The Board shall have the power to promulgate rules and regulations consistent with law, the Articles of Incorporation or this By-Laws, and pertinent rules and regulations subject to consultation and ratification of the majority of the members regardless of standing. For this, purpose, the Board shall have the right to file injunctive

legal action to enforce the PALA By-laws and Regulations. The violating party shall pay for all costs of injunction, including attorney fees not less than One Hundred Thousand Pesos (P100,000.00). The latest Rules and Regulations of the By-Laws, as approved by the members, are attached herewith as **Annex “A”** and made an integral part hereof.

Section 76. **Amendments.** These By-laws or any portion or provision hereof may be amended, repealed or otherwise changed, in any manner not contrary to law, the articles of incorporation, contracts, or agreement, by majority vote of all members of the Association regardless of standing at a duly called and held regular or special meeting, *provided*, the notice of such meeting shall contain a fair statement of the proposed amendments.

The foregoing By-laws were adopted and approved by all the incorporators on 4-24-14 at AC.

(Note: Attached herewith is a list of the names and signatures of the majority of the members of the association who noted for the adoption of this By-Laws.)

**IN WITNESS WHEREOF**, we have hereunto set our hands this 24 day of APRIL at Angeles City, Philippines.

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY/PROVINCE OF ~~San Fernando, Pampanga~~ San Fernando, Pampanga

BEFORE ME, a Notary Public for and in San Fernando, Pampanga this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, personally appeared:  
APR 24 2014

NAME	TIN	COMMUNITY TAX CERTIFICATE NO.	DATE/PLACE ISSUED
1. <u>Ludivina S. Dizon</u>	<u>225-348-369</u>	<u>34608936</u>	<u>2-12-14/ Porac, Pampanga</u>
2. <u>Jeffrey S. Dizon</u>	<u>125-974-881</u>	<u>34608934</u>	<u>2-12-14/ Porac, Pampanga</u>
3. <u>Erwin S. Dizon</u>	<u>916-736-193</u>	<u>34608935</u>	<u>2-12-14/ Porac, Pampanga</u>
4. <u>Lea D. Angeles</u>	<u>200-064-000</u>	<u>34608937</u>	<u>2-12-14/ Porac, Pampanga</u>
5. <u>Celestino S. Dizon</u>	<u>916-736-201</u>	<u>29029649</u>	<u>1-8-14/ Porac, Pampanga</u>
6. <u>Eloisa R. Narciso</u>	<u>151-202-143</u>	<u>30210021</u>	<u>1-24-14/ Angeles City</u>
7. <u>Leonardo R. Narciso</u>	<u>115-945-707</u>	<u>28192073</u>	<u>2-3-14/ Muntinlupa City</u>
8. <u>Josefa Marinella R. Narciso</u>	<u>151-200-054</u>	<u>30241700</u>	<u>2-24-14/ Angeles City</u>
9. <u>Marian N. Abejo</u>	<u>112-053-072</u>	<u>78310721</u>	<u>1-17-14/ Quezon City</u>
10. <u>Manuel N. Suarez</u>	<u>127-551-230</u>	<u>28191983</u>	<u>1-30-14/ Muntinlupa City</u>
11. <u>Jose Joaquin N. Dayrit</u>	<u>127-418-383</u>	<u>28192178</u>	<u>2-6-14/ Muntinlupa City</u>
12. <u>Diana Gonzales</u>	<u>240-639-887</u>	<u>30217564</u>	<u>2-4-14/ Angeles City</u>
13. <u>Rafael Jesus Del Rosario, Jr.</u>	<u>132-776-063</u>	<u>30184663</u>	<u>1-8-14/ Angeles city</u>
14. <u>Jose Gabriel N. Uichanco</u>	<u>165-839-730</u>	<u>28192097</u>	<u>2-3-14/ Muntinlupa city</u>
15. <u>Prisca N. Castor</u>	<u>145-342-951</u>	<u>30210029</u>	<u>1-30-14/ Angeles City</u>

Known to me and to me known to be the same persons who executed the foregoing By-Laws and  
who acknowledged to me that the same is their own free and voluntary act and deed.

WITNESS MY HAND SEAL on the date and place first above-written

Notary Public

Doc No. 940  
Page No. 50  
Book No. VII  
Series of 2014

PATERNIL G. GUEVARA  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2014  
PTR No. 2246890 I-2-14 CSFF  
IBP No. 931467 I-2-14 CSFF  
ROLL No. 18314

\*Attachments may be made for additional listings