

Section 6. Vice-President. The Vice-President who should also be a director or trustee, shall, in the absence or disability of the president, perform the duties of the president and such other duties as the Board may from time to time prescribe.

Section 7. Treasurer. The Treasurer shall have the following duties:

- a. Have charge and custody of and be responsible for the funds of association;
- b. Shall disburse the funds of the association, for specific purpose/s authorized by a resolution of the board of directors or trustees;
- c. Shall take charge and have custody of petty cash funds as may be fixed by the board;
- d. Be responsible for keeping the financial records of the association and the liquidation of any and all accounts, liabilities and obligations owing on dues from the association;
- e. Shall monitor all delinquencies and send notices on overdue association's dues and/or demand letters;
- f. Post a fidelity bond sufficient to answer for the association's cash assets and its equivalent at the time of his/her assumption of office provided, that the posting of the bond shall be for the personal account of the officer;
- g. In general, perform all the duties incident to the office of the treasurer and such other duties as may from time to time be assigned to him by the board of directors or trustees.

Section 8. Secretary. The Secretary shall:

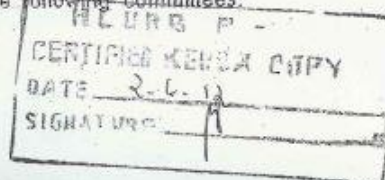
- a. Keep the minutes of the meetings of the members of the board, in one or more books provided for this purpose;
- b. Deliver or submit all notices in accordance with this by-laws or as required by law or rules of the HLURB;
- c. Keep all corporate records and the seal of the association which shall be affixed to such instruments as may be required by the HLURB and thereupon be attested by his signature or that of the treasurer;
- d. Keep a register or membership roll of the names and post office addresses of all members;
- e. Provide each member a copy of the by-laws and all amendments thereto;
- f. In general, perform all duties incident to the office of the secretary and such other duties as may from time to time be assigned by the board.

Section 9. Auditor. The Auditor shall:

- a. Serve as the chairperson of the audit and inventory committee of the association;
- b. Examine and audit all financial transactions of the association including all the books, ledgers, journals and other supporting records pertaining thereto; and
- c. Perform all duties incident to the office of the auditor and such other duties as may from time to time be assigned by the Board.

ARTICLE VII ASSOCIATION COMMITTEES

Section 1. Committees. The association, by a vote of the majority of the members thereof, shall organize and create the following committees:



BY - LAWS

OF

METROCLARK EXECUTIVE VILLAS HOMEOWNERS ASSOCIATION (MCEVHOA)

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 METROCLARK EXECUTIVE VILLAS
HOMEOWNERS ASSOCIATION (MCEVHOA)
Its principal office shall be located at Camachile, Makalacat, Pampanga, Philippines.

ARTICLE III
MEMBERSHIP

Section 1. Members. All lot buyers/owners, awardees, long-term lessees and occupants, or informal settlers intending as beneficiaries of ownership rights over their leased or occupied lots of houses at METROCLARK EXECUTIVE VILLAS shall become members of the association; provided however, that the long-term lessees and bonafide occupants shall be considered as members of the association, in lieu of the owner of the same.

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

The right of membership, including the right to vote and to be voted for, shall be exercised by the head of the family or authorized representative of each homeowner, lot owner/buyer, awardee, lease holder or bonafide occupant, of a house or lot.

Section 2. Members in Good Standing. A member in good standing is one who complies faithfully with all the duties and obligations of a member as determined by the board of directors.

Section 3. Rights and Privileges of Membership. 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-law;
- c. Sale, lease, exchange, mortgage, pledge or other disposition of all or substantially all of the association's assets;
- d. Incurring, creating, or increasing bonded indebtedness;
- e. Increases or decreases of association capitalization or dues;
- f. Merger or consolidation of the association with another association or other associations;
- g. Investment of association funds in another association;
- h. Dissolution of the association; and,
- i. Inspection and examination of association records at reasonable hours on business days.

CERTIFIED XEROX COPY

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. To vote at all elections of trustees or directors, either in person or by representative authorized to act by written proxy;
- b. To be eligible to any elective or appointive office of the association;
- c. To participate and vote on all matters brought before any meeting or deliberation of the members of the association;
- d. To use, enjoy, benefit from, or take advantage of all facilities and services of the association.

Section 4. Duties of Members. Every member of this association shall have the following duties:

- a. To pay his membership fee, association dues, special assessments, and such other fees which may be levied on him by the association;
- b. To participate in important activities or social affairs of the association as may be determined by the board of directors and trustees;
- c. To attend all meetings assembly and seminars as may be called by the association, the board of directors or trustees or its committees;
- d. To obey and comply with this by-laws and such other rules and regulations as may be promulgated by the board of directors or trustees and approved by the majority of the members.

Section 5. Membership Roll. The association shall keep and maintain under the custody of the Secretary, a membership roll containing the list of all members and such additional members as may be admitted from time to time, including information and data, which may be required by the board of directors and trustees.

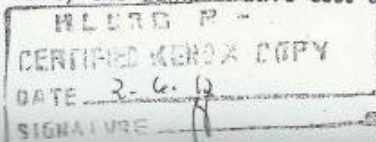
Section 6. Expulsion from the Association. Any member may be expelled from the association on the following grounds:

- a. Default in the 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 violation of any of the provisions of the articles of incorporation, this 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 or trustees, after due notice and hearing.

ARTICLE IV FEES AND DUES

Section 1. Membership Fee. Upon the organization of this association, or the admission of any person as member hereof, every member of the association shall pay a membership fee of One Thousand Pesos (P 1,000.00) to be paid in a manner determined by the board of directors or trustees.

Section 2. Association or Maintenance Dues. Monthly association and/or maintenance dues of Six Hundred Pesos (P 600.00) shall be collected from every member to defray the administrative cost and operational expenses of the association.



Section 3. Contributions. The association may raise funds for its programs and activities through contributions, donations and/or other forms.

Section 4. Special Assessments. The board of directors or trustees, 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.

ARTICLE V BOARD OF DIRECTORS OR TRUSTEES

Section 1. Board of Directors or Trustees and their General Powers. Unless otherwise provided in the articles of incorporation and this 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 or trustees elected from among the members in good standing of this association.

Section 2. Number of Directors or Trustees and Qualifications. The board of directors or trustees of this association shall be composed of EIGHT (8) elected members. No person shall be elected as a director or trustee unless he is a member in good standing of this association.

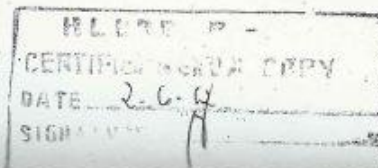
Section 3. Nomination. Not less than seven (7) days nor more than fourteen (14) days before the annual meeting at which the directors are to be elected, any fifteen (15) or more members, may, by written petition, nominate candidates to the Board and post their name in the bulletin board of the association.

Section 4. Election and Term of Office. Directors shall be elected by secret ballot at the annual meeting of the members of the Association. The directors so elected shall hold office for a term of 1 years and until their successors are elected and qualified.

Section 5. Removal of Directors or Trustees by Members. At any regular or special meeting of the members duly called and held, any director or trustee may, on any valid ground by two-thirds (2/3) vote of the members entitled to vote, be removed from office. Any vacancy created by such removal shall be filled by majority vote of the members present at such meeting without compliance with the foregoing provisions with respect to nomination. The director(s) or trustee(s) so elected shall serve the unexpired term(s) of the removed director(s) or trustee(s).

Section 6. Vacancies. Except as herein above provided, any other vacancies occurring in the Board either by resignation, death or incapacity, shall be filled by a majority vote of the members entitled to vote at a special meeting duly called and held for the purpose without compliance with the foregoing provisions with respect to nomination. The director(s) or trustee(s) so elected shall serve the unexpired term(s) of the resigning, incapacitated or deceased director(s) or trustee(s).

Section 7. Regular Meeting of the Board. The first regular meeting of the Board shall without notice be held immediately after the annual meeting of the members. Thereafter, the regular meeting of the Board shall be held on the Social Hall (Meyer Clark) LAST at the principal office of the association and no notice thereof shall be required. SUNDAY OF
THE MONTH



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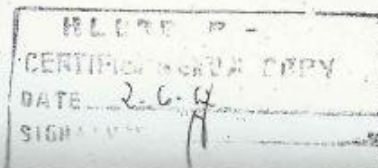
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- h. Maintenance Committee. The maintenance committee shall take charge of the upkeep and repair of community facilities and services. It shall form and organize the beautification/ecology team or group to maintain cleanliness and beauty in the community.
- i. 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.
- j. Social and Cultural Affairs Committee. It shall be tasked with planning, organizing and implementing social activities that will help improve inter-personal relations among the members. It shall also develop programs and activities to deepen cultural awareness among the members. Finally, it shall form and organize sports and recreation brigade.

Section 2. Special Committees. Other special committees, council, or groups may be created by the board of directors or trustees as the need arises.

ARTICLE VIII MEETING OF MEMBERS

Section 1. Place of Meeting. The meeting of members shall be held at the principal office of the association.

Section 2. Annual Meeting. The annual meeting of the members shall be held on 1st SUNDAY OF JANUARY of each year, at which meetings the members shall elect the directors and transact such business as may properly be brought during the meeting.

Section 3. 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) per centum 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 4. Notice of Members' Meeting. A written notice stating the date, place and hour of the meeting and, in case of special or an annual meeting, at which business requiring special notice is to be transacted, shall be personally delivered to each member not less than five (5) days before the date of the meeting.

Section 5. Quorum. 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.

Section 6. Voting. Each household shall be entitled to only one vote. Voting by proxy shall be allowed. All questions shall be decided by a vote of majority of those present and voting except as otherwise provided by law, the articles of incorporation, and this by-laws.

Section 7. Proxies. Proxies shall be in writing, dated, signed by the member, notarized, and filed before the scheduled meeting with the secretary. It shall be valid only for those meeting for which it is intended, unless otherwise provided in the proxy.

Section 8. Annual Statement. A true and full statement of the affairs of the association shall be submitted at the annual meeting for consideration by the members.

CERTIFIED XEROX COPY

John D. King

28-11-19

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and

J. O. Nriagu, *Ann. N.Y. Acad. Sci.* 600: 1-10, 1990. © 1990 New York Academy of Sciences. 0077-0076/90/0000-0001\$01.00/0

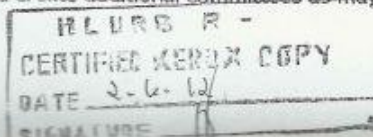
Feb

[Signature]



Monroe

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Franklin

Amurto - 1900

Alcedo



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7

В. М. Мухоморов

10

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 DATE 2-6-82
 SIGNATURE *[Signature]*

For the Year _____

1. Name of Association: METROCLARK EXECUTIVE VILLAS HOMEOWNERS ASSOCIATION
2. Principal Office Address: Metroclark Executive Villas Camachites Mabalacat
Pampanga
3. Board of Directors/Trustees:

NAME	RESIDENCE
<u>ALBERTA T. GONZALEZ</u>	<u>B11 125 DUNE ST. CANTALERO</u>
<u>JOCELYN R. GUINO</u>	<u>B37 130 NICOLA ST. CANTALERO</u>
<u>CARMLO R. BANGSAL</u>	<u>B3 18-10 CANTALERO ST. CAMACHITES</u>
<u>NORMAN A. TAPAO</u>	<u>B5 17-9 CANTALERO ST. CAMACHITES</u>
<u>VIGILIO L. MARTINEZ</u>	<u>B7 21 ALCANTARA ST. CAMACHITES</u>
<u>FRANC R. ALDAMEZ</u>	<u>B3 136 CANTALERO ST. CAMACHITES</u>
<u>VICTOR D. CORTA</u>	<u>B9 12 PATERNO ST. CAMACHITES</u>
<u>LEONARDO G. MONTAÑA</u>	<u>B9 126 PATERNO ST. CAMACHITES</u>
- NF -	

4. Officers of the Association:

	NAME/POSITION	RESIDENCE
<u>PRESIDENT</u>	<u>VICTOR D. CORTA</u>	<u>B9 12 PATERNO ST. CAMACHITES</u>
<u>VICE-PRESIDENT</u>	<u>LEONARDO G. MONTAÑA</u>	<u>B9 126 PATERNO ST. CAMACHITES</u>
<u>SECRETARY</u>	<u>ANITA M. ALDAMEZ</u>	<u>B8 19 ALCANTARA ST. CAMACHITES</u>
<u>TREASURER</u>	<u>GEVA D. GUINO</u>	<u>B8 113 PATERNO ST. CAMACHITES</u>
<u>EDITOR</u>	<u>MARIBETH A. CORDERO</u>	<u>B7 24 ALCANTARA ST. CAMACHITES</u>

5. Original /Additional Members:

* Please see attached list of members

Certified Correct:

[Signature]
Corporate Secretary

SUBSCRIBED AND SWORN to before me this NOV 22 2011 day of _____, 20____, affiant exhibiting to me his / her Community Tax Certificate No. 0012010 1143454 issued on JAN. 29, 2011 at CANTALERO, NIPA, PAMPANGA

Doc. No. 102
Page No. 2
Book No. 273
Series of 2011

WLB P -
CERTIFIED XEROX COPY
DATE 2.6.12
SIGNATURE [Signature]

[Signature]
NOTARY PUBLIC
NOTARY PUBLIC
UNTIL DEC. 31, 2011
PTR NO. 8589680 1/3/2011
RP NO. 828619 1/3/2011
CITY OF SAN FERNANDO, PAMPANGA
BR 139-034-720 SOLL. NOT. 06

REPUBLIC OF THE PHILIPPINES (P)
CITY / PROVINCE OF _____) S.S.

NOV 22 2011

BEFORE ME, a Notary Public for and in _____ this _____ day of _____, 20____, personally appeared:

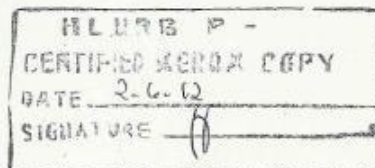
NAME	TIN	COMMUNITY TAX CERTIFICATE NO.	DATE/PLACE ISSUED
VICTOR D. GASTRO	913-083-995-000	CCJ 2009 25154804	1/17/11 - A. CITY
LAUREANO G. MANUNIG	410-379-403-000	CCJ 2010 252 90996	3/23/11 - GAMACHILES
ANALIZA M. AERANGLO	184-076-704-000	CCJ 2010 116 34541	1/24/11 - do -
CELYN O. LISCANO	217-223-223-000	CCJ 2010 252 91021	3/25/11 - do -
MARIBETH R. CORDERO	410-122-679-000	CCJ 2010 252 91018	3/25/11 - do -
ALBERTO T. GONZALEZ	158-850-447-000	CCJ 2010 252 86705	3/17/11 - MCHST.
UDCELYN R. SUIAS	233-726-360-000	CCJ 2010 252 87455	3/12/11 - do -
CAMILA BALDEPINOCA	410-337-970-000	CCJ 2010 252 90927	3/23/11 - GAMACHILES
NICOMARCO TAPIDO	211-116-804-000	CCJ 2010 252 90986	3/23/11 - do -
VIRGILIO L. MARTINEZ	145-522-676-000	CCJ 2010 252 90974	3/23/11 - do -
FRANCIS R. ALVAREZ	148-047-465-000	CCJ 2010 116 34428	3/25/11 - do -
_____	- h t -	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 date and place first above-written.

Per _____
ATTY. SEVERINO I. SANTOS
NOTARY PUBLIC
UNTIL DEC. 31, 2011
PTR NO. 9580660 1/3/2011
IBP NO. 830613 1/3/2011
CITY OF SAN FERNANDO, CP
(IN 139-044-704 ROLL NOTARIES)

Doc. No. 99
Page No. 2
Book No. 713
Series of 2011



*Attachments may be made for additional listings.

- 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 against any other member or officer, 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 appealed to the board of the directors or trustees.

Any controversy or dispute shall first be brought before the board of directors or trustees prior to elevating the same to HLURB. The board of directors or trustees shall issue a certification as to the non-settlement of a dispute before HLURB shall take cognizance of the dispute or controversy.

- b. Audit and Inventory Committee. The audit and inventory committee shall be responsible for auditing the accounts of the association. It shall conduct such audit at least semi-annually and submit its reports thereon to the board of directors or trustees.
- c. Committee on Election. 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 one year until their successors have been elected and duly qualified.

The Committee shall supervise all election activities of the association.

- d. Development and Services Committee. The development and services committee shall take charge of 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 Groups. 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. 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.

