APPROVED BOARD RESOLUTIONS
29 June 2025 - 26 June 2026

1. **07 July 2025 Organizational & Regular Board Meeting**

BOARD RESOLUTION NO. 2025-07-01

NEW SET OF OFFICERS/COMMITTEE CHAIRPERSONS OF THE ASSOCIATION FOR THE YEAR 2025-2026

WHEREAS, the Board of Governors elected the new set of officers/committee chairpersons of the Association for 2025-2026;

WHEREAS, the depository banks of the Association should be informed of the new signatories of the Association;

NOW THEREFORE, BE RESOLVED, AS IT IS HEREBY RESOLVED, that in accordance with the By-Laws of the Association, the following duly elected officers/Governors of the Association, whose signatures appear across their respective names, have been appointed as the authorized signatories of the Association until their successors shall have been duly named and authorized:

President	-	Victor H. Bocaling
Vice President	-	Aileen T. Dionisio
Treasurer	-	Roman G. Leus
Corporate Secretary	-	Atty. Rolando T. Ligon, Jr.
Admin & HR	-	Raymond John C. Uy

RESOLVED FURTHER that any withdrawal from the Association's accounts in any of the depository banks must bear any two (2) signatures of the above-mentioned Governors.

2. **07 July 2025 Organizational & Regular Board Meeting**

BOARD RESOLUTION NO. 2025-07-02

EXTENDED LIFETIME HONORARY MEMBERSHIP IN THE HEALTH GYM

WHEREAS, Board Resolution No. 2022-10-03 extended lifetime honorary membership in the Health Gym to all those who have been or shall become members or officers of the BAVA Board in appreciation of their time, effort and talent in establishing and maintaining the Bel-Air Village Health Gym to include four (4) members of the family in their incumbency;

WHEREAS, the outgoing BAVA Board of Governors requests that the benefit be extended to the members of their family by the end of the current year.

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED THAT four (4) members of the family who are actually residing in Bel-Air Village of the outgoing BAVA Governor, shall have free use of the health gym facilities by the end of the current year.

RESOLVED FURTHER, that said benefit shall not be transferable to any family member of the outgoing Governor, other than those previously mentioned.

3. 26 August 2026 Regular Board Meeting

BOARD RESOLUTION NO. 2025-08-01

A RESOLUTION APPROVING THE IMPLEMENTATION OF A NEW ACCOUNTING SYSTEM WITH APPTECH

WHEREAS, the BAVA Board of Governors recognizes the need to enhance the Company's accounting and financial management processes to ensure accuracy, efficiency, and compliance with regulatory requirements;

WHEREAS, AppTech has been evaluated and found to provide a reliable accounting system suitable to the operational and reporting needs of the Company;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that the Board of Directors approves the implementation of the AppTech Accounting System as the official accounting platform of the Company effective immediately;

RESOLVED FURTHER, that the Management is hereby authorized to enter into all necessary agreements, contracts, and arrangements with AppTech for the subscription, setup, customization, and training required for the system;

RESOLVED FINALLY, that the Contracted amount for the new Accounting System is PhP480,000.00.

BOARD RESOLUTION NO. 2025-08-02

A RESOLUTION TERMINATING THE ACCOUNTING SYSTEM PROJECT WITH MR. GREG ALIGA AND DEMANDING REFUND OF DOWN PAYMENT

WHEREAS, the Bel-Air Village Association (BAVA) and Mr. Greg Aliga entered into an agreement for the development and implementation of an accounting system, ID System, and Vehicular Sticker system called IVMIS (Integrated Village Management Information System);

WHEREAS, despite the time and opportunity given, Mr. Greg Aliga has failed to complete and deliver the accounting system project in accordance with the agreed timeline and specifications;

WHEREAS, the Board has determined that continuing the project with IVMIS is no longer viable and that termination is in the best interest of the Association;

WHEREAS, the Association made a down payment to Mr. Greg Aliga, part of which was allocated to other delivered systems, namely the Identification (ID) System and the Vehicular Sticker system;

NOW, THEREFORE, after due deliberation and upon motion duly made and seconded, it was:

RESOLVED, that the Board hereby terminates the engagement with IVMIS for the development and delivery of the accounting system, effective immediately;

RESOLVED FURTHER, that Mr. Greg Aliga is hereby demanded to return the down payment made, less the amounts attributable to the ID System and the Vehicular Sticker System already delivered and accepted by the Association;

4. 08 November 2025 Regular Board Meeting

BOARD RESOLUTION NO. 2025-11-01

A RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT BETWEENBEL-AIR VILLAGE HOMEOWNERS ASSOCIATION (HOA) AND ENDURE WIN OPC REGARDING THE USE OF THE PROPERTY LOCATED AT 32 HERCULES STREET

WHEREAS, ENDURE WIN OPC, represented by Ms. Wienna T. Chung ("MEMBER"), is the registered owner of the residential property located at 32 Hercules Street, Bel-Air 2 Village, Makati City ("PROPERTY"), with plans to construct a residential structure thereon;

WHEREAS, the MEMBER recognizes and acknowledges the Makati City Ordinance No. 2022-A-165, specifically Section 14 on Low Density Residential Zone (R-1), which prohibits Multi-Family Dwelling use within Bel-Air Village, and affirms the need to comply with all restrictions, including those enforced by the Bel-Air Village Association ("BAVA");

WHEREAS, the MEMBER voluntarily offered to execute a Memorandum of Agreement (MOA) assuring BAVA that the PROPERTY shall be used strictly as a Single-Family Dwelling, and that any violation by the MEMBER, its owners, nominees, assignees, lessees, or authorized third parties shall subject the MEMBER to penalties, restrictions, and sanctions as defined in the MOA;

WHEREAS, BAVA has reviewed the MEMBER's submitted residential layout plans, and has deemed it proper—subject to strict compliance with village rules and the execution of the MOA—to approve the MEMBER's plans, in keeping with the community's zoning standards and the BAVA's commitment to uphold the prohibition against Multi-Family Dwelling use;

WHEREAS, the Board finds the terms, conditions, and penalties stated in the MOA to be reasonable, necessary, and aligned with BAVA's mandate to preserve the residential character, zoning integrity, and safety of the village;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved, that copies of this Resolution be furnished to the MEMBER and the Registry of Deeds for Makati City as may be required.

BOARD RESOLUTION NO. 2025-11-02

A RESOLUTION APPROVING THE INCREASE IN CONSTRUCTION PERMIT FEES FOR COMMERCIAL LOT OWNERS

WHEREAS, the Association is mandated to ensure the proper regulation of construction activities within Bel-Air Village and to maintain the safety, security, and orderliness of all developments therein;

WHEREAS, construction permit fees serve as a vital source of operational funding for the Association, supporting administrative functions, monitoring of construction activities, enforcement of construction regulations, security coordination, road upkeep, and mitigation of construction-related impact on the community;

WHEREAS, it has been several years since the last adjustment in construction permit fees, resulting in fees that no longer reflect the current operational costs and rising expenses required to effectively implement construction oversight;

WHEREAS, the Association has determined that the present construction permit fees for commercial lot owners are significantly lower than those imposed by neighboring villages within the Makati Inter-Village Association (MIVA), making Bel-Air Village the lowest in terms of construction permit charges despite increasing financial demands;

WHEREAS, after review and evaluation, the Board finds it necessary and reasonable to implement an increase in construction permit fees for commercial lot owners to ensure the Association's financial sustainability and to maintain service quality aligned with community standards;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves and authorizes the increase in construction permit fees for all commercial lot owners within Bel-Air Village, effective on all applications filed beginning January 2026;

RESOLVED FURTHER, that the new schedule of construction permit fees, as reviewed and recommended by the Finance Committee and the Construction Committee, is hereby adopted and shall form part of this Resolution as *Annex "A"*;

RESOLVED FURTHER, that the Association Management Office is hereby directed to inform all commercial lot owners, contractors, and other relevant stakeholders of the new fees and to ensure proper dissemination through official communication channels;

RESOLVED FINALLY, that this Resolution shall take effect immediately upon approval unless otherwise specified.

BOARD RESOLUTION NO. 2025-11-03

A RESOLUTION APPROVING THE RENOVATION OF THE SECURITY OFFICE

WHEREAS, the Security Office serves as the central command post of Bel-Air Village, responsible for the coordination, monitoring, and management of all security operations within the community to ensure the safety and protection of residents, their properties, and the general welfare of the Village;

WHEREAS, the existing Security Office facilities have become inadequate due to wear and tear and limited space, affecting the efficiency of the security team in performing their duties, particularly in monitoring, communication, and emergency response operations;

WHEREAS, the Board recognizes that a properly designed and fully functional Security Office is essential to providing prompt and effective security services, enhancing coordination among security personnel, and strengthening the Association's capability to respond to incidents and emergencies;

WHEREAS, the proposed renovation will include necessary structural repairs, workspace reconfiguration, and upgrading of utilities, equipment, and furnishings to provide a safer, more efficient, and comfortable working environment for security personnel;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved, that the Board of Directors of the Bel-Air Village Association, Inc. approves the renovation of the Security Office, recognizing it as an essential investment to improve service delivery and community safety;

RESOLVED FURTHER, that the Board of Governors is hereby authorized to undertake the necessary steps for the project's implementation, including the preparation of detailed plans, cost estimates, and procurement of contractors, subject to existing BAVA policies and budget availability.

BOARD RESOLUTION NO. 2025-11-04

A RESOLUTION REQUIRING PROPERTY OWNERS OF VACANT LOTS TO PROPERLY MAINTAIN THEIR PROPERTIES AND AUTHORIZING THE ASSOCIATION TO UNDERTAKE MAINTENANCE FOR A FEE

WHEREAS, the Association has received numerous complaints from residents regarding unkempt and poorly maintained vacant lots within the subdivision, which have become unsightly and potential breeding grounds for dengue mosquitoes, rats, and other pests;

WHEREAS, it is the duty of every property owner to maintain their respective lots in a clean, sanitary, and orderly condition, in accordance with the community rules and regulations;

WHEREAS, several property owners have failed to maintain their vacant lots, thereby posing health and safety concerns to neighboring residents and the community at large;

WHEREAS, the Board of Directors finds it necessary to implement measures ensuring that all vacant lots are properly maintained, and to provide an option for the Association to undertake cleaning and maintenance work, subject to the property owner's written consent;

NOW THEREFORE, BE IT RESOLVED, that:

1. All property owners of vacant lots are hereby directed to ensure that their properties are regularly cleaned, grass and weeds trimmed, and all waste materials properly disposed of.

2. For property owners who fail or are unable to maintain their vacant lots, the Association proposes to undertake the cleaning and maintenance of such lots at a rate of Twenty Five Pesos per square meter per annum (PhP25.00/sqm/annum), subject to the owner's written conformity and will be included in the Association Dues billing.

3. The maintenance fee shall cover costs for personnel overtime, gasoline for grass-cutting and cleaning equipment, and hauling or disposal of waste materials.

4. Property owners who wish to avail of the Association's maintenance service shall sign a Conforme Agreement, authorizing the Association to carry out the necessary cleaning and to bill the corresponding fee accordingly.

5. Failure to maintain vacant lots and failure to act upon written complaints within a reasonable time after receipt shall subject the concerned property owner to a penalty of One Thousand Pesos (PhP1,000.00) per day, to be imposed starting from the date of receipt of notice or complaint until the lot has been properly cleaned and maintained.

6. The Administration Office is hereby authorized to implement and monitor compliance with this resolution and to issue appropriate notices to concerned property owners.

RESOLVED FURTHER, that copies of this Resolution be circulated to all property owners and posted on the community Viber groups and official communication channels for information and compliance.

BOARD RESOLUTION NO. 2025-11-05

A RESOLUTION DISCONTINUING THE MONETIZATION OF UNUSED VACATION LEAVE AND APPROVING THE CONVERSION OF UNUSED SICK LEAVE TO CASH

WHEREAS, the Company has previously implemented a policy allowing employees to monetize their unused Vacation Leave (VL) credits at the end of each calendar year;

WHEREAS, upon review of the Company's financial policies and in consideration of operational and sustainability factors, the Board has deemed it necessary to revise the existing leave monetization guidelines;

WHEREAS, the Board seeks to promote employee wellness while maintaining responsible fiscal management;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved, that:

1. The monetization of unused Vacation Leave (VL) credits shall be discontinued effective 01 January 2026. Any unused VL credits shall instead be subject to existing policies on carry-over, forfeiture, or usage, unless otherwise amended by future resolutions.

2. Unused Sick Leave (SL) credits shall now be eligible for monetization, subject to the following conditions:

    a. Monetization shall apply only to earned and unused SL credits within the calendar year;
    b. The rate and schedule of monetization shall follow the Company's existing payroll policies;

3. This Resolution shall take effect January 2026.

RESOLVED FURTHER, that all previous policies, memoranda, or provisions inconsistent with this Resolution are deemed amended or revoked accordingly.

RESOLVED FINALLY, that copies of this Resolution be furnished to all departments and concerned personnel for their compliance.

5. 20 January 2026 Regular Board Meeting

BOARD RESOLUTION NO. 2026-01-01

A RESOLUTION APPROVING THE APPOINTMENT OF CAMPOS CANOBAS SY SELVA LIGON DATO LAW FIRM AS CORPORATE SECRETARY

WHEREAS, the Board of Governors of Bel-Air Village Association, Inc. (BAVA) was informed of the resignation of Atty. Rolando Ligon as Corporate Secretary of the Association;

WHEREAS, the Board acknowledges the need to immediately fill the vacant position of Corporate Secretary to ensure the continuity of corporate governance, compliance with legal and regulatory requirements, and proper documentation of corporate actions;

WHEREAS, the Board has reviewed and considered the proposal of Campos Canobas Sy Selva Ligon Dato Law Firm to serve as Corporate Secretary of the Association and finds the same to be in the best interest of BAVA;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, that the Board of Governors of Bel-Air Village Association, Inc. APPROVES the appointment of Campos Canobas Sy Selva Ligon Dato Law Firm as the Corporate Secretary of the Association, effective immediately, to serve in accordance with the By-Laws of the Association and applicable laws and regulations;

RESOLVED, FURTHER, that the President of the Association, is hereby authorized to execute and sign any and all documents, instruments, and communications necessary to implement this Resolution.

6. 23 February 2026 Regular Board Meeting

BOARD RESOLUTION NO. 2026-02-01

A RESOLUTION DECLARING THE PROPERTY LOCATED AT 206 ORBIT STREET, AS A DELINQUENT MEMBER DUE TO NON-PAYMENT OF ASSOCIATION DUES SINCE 2014 AND AUTHORIZING THE IMPOSITION OF SANCTIONS, COLLECTION MEASURES, AND THE ANNOTATION OF A LIEN ON THE PROPERTY

WHEREAS, the Bel-Air Village Association, Inc. (BAVA) is mandated to administer, manage, and maintain the village and enforce the provisions of its Deed of Restrictions, By-Laws, and other policies governing the community;

WHEREAS, all property owners within Bel-Air Village are required to pay association dues and other assessments to support the maintenance of village infrastructure, security services, sanitation, and other operational expenses of the Association;

WHEREAS, based on the records of the Association, the owner of the property located at 206 Orbit Street, Bel-Air Village, Makati City, has failed to pay the required association dues and assessments beginning in 2014 up to the present, despite the continuing obligation to do so;

WHEREAS, the prolonged non-payment of association dues constitutes a violation of the Association's governing rules and regulations and is prejudicial to the financial stability and operations of the Association;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, that the Board of Governors of the Bel-Air Village Association, Inc. hereby declares the property located at 206 Orbit Street, Bel-Air Village, Makati City as a DELINQUENT MEMBER due to non-payment of association dues and assessments since 2014;

RESOLVED FURTHER, that the Accounting Department is hereby directed to prepare the complete computation of the outstanding association dues, including accrued penalties, interests, and other applicable charges, in accordance with the Association's existing policies;

RESOLVED FURTHER, that due to the delinquent status of the property, the Association shall impose the following sanctions and administrative actions until such time that the outstanding obligations are fully settled:

1. Suspension of village privileges and services granted to members in good standing;
2. Denial or non-issuance/renewal of village car stickers, gate passes, and other Association permits related to the property;
3. Ineligibility to vote, participate, or avail of benefits and services reserved for members in good standing;
4. Recording of the property in the official list of delinquent members of the Association.

RESOLVED FURTHER, that the Association is hereby authorized to initiate appropriate collection procedures, including the issuance of formal demand letters and the endorsement of the account to legal counsel for the filing of appropriate legal action, including but not limited to the recovery of unpaid dues, penalties, interests, attorney's fees, and costs of litigation;

RESOLVED FINALLY, that the Association is hereby authorized to cause the annotation or registration of a lien against the property.

BOARD RESOLUTION NO. 2026-02-02

A RESOLUTION IMPOSING PENALTIES ON COMMERCIAL ESTABLISHMENTS AND PROPERTY OWNERS FOR FAILURE TO MAINTAIN CLEAN AND SANITARY PREMISES WITHIN THE PERIMETER AREA OF THE VILLAGE

WHEREAS, the Bel-Air Village Association (BAVA) is mandated to uphold and promote cleanliness, sanitation, and orderly conditions within the community;

WHEREAS, it has been observed that several commercial establishments within the Village have failed to properly maintain the cleanliness of their premises, resulting in scattered garbage and other forms of trash that negatively affect the sanitation status and overall image of the community;

WHEREAS, maintaining clean and orderly premises is a shared responsibility of both the tenants operating the commercial establishments and the registered owners of the commercial properties;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, by the Board of Governors of the Bel-Air Village Association, in a meeting duly convened, to adopt and implement the following guidelines and penalties:

A. COVERAGE

This Resolution shall apply to:

a) All commercial establishments operating within the perimeter area of the Village; and
b) All owners of commercial properties, regardless of whether the premises are leased to tenants.

B. GUIDELINES ON CLEANLINESS AND MAINTENANCE

All covered parties shall:

1. Ensure that their frontages, sidewalks, and immediate surrounding areas are kept clean and free from scattered garbage at all times.
2. Prohibit the accumulation of litter, debris, packaging materials, food waste, cigarette butts, and other forms of trash of their premises.
3. Provide adequate trash receptacles, where necessary, and ensure that these are properly maintained and regularly emptied.
4. Ensure that all trash is properly collected, secured, and disposed of in accordance with existing waste management policies.
5. No hanging of clothes outside the establishment.
6. Maintain the cleanliness of the premises at all times during business operations and after closing hours.

Failure to comply with the above standards shall constitute a violation of this Resolution.

C. PENALTY CLAUSE

The following penalties shall be imposed upon due notice:

- **First Offense:** Fine of Two Thousand Pesos (₱2,000.00)
- **Second Offense:** Fine of Three Thousand Pesos (₱3,000.00)
- **Third Offense:** Fine of Four Thousand Pesos (₱4,000.00)
- **Fourth Offense:** Non-renewal of the Association Clearance

The non-renewal of the Association Clearance shall directly affect the establishment's ability to secure or renew its Barangay Business Permit, as the Association Clearance is one of the required documents for permit issuance.

A. LIABILITY

In cases where the commercial establishment is operated by a tenant, both the tenant and the registered property owner shall be held jointly responsible for compliance with this Resolution.

B. EFFECTIVITY

This Resolution shall take effect immediately upon approval and shall remain in force until revoked or amended by the Board.

7. 27 April 2026 Regular Board Meeting

BOARD RESOLUTION NO. 2026-04-01

A RESOLUTION AUTHORIZING A REPRESENTATIVE TO SIGN AND EXECUTE DOCUMENTS RELATING TO THE SETTLEMENT OF THE DAMAGED GATE INCIDENT AT JUNO STREET

WHEREAS, an incident involving damage to the gate barrier located at Juno St. occurred on December 27, 2025, resulting in necessary repairs and corresponding claims;

WHEREAS, the Association has reached a settlement agreement with the concerned party/insurance provider for the repair of the damaged gate;

WHEREAS, there is a need to designate an authorized representative to sign and execute all documents necessary to implement and finalize the said settlement;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby RESOLVED, that **VICTOR H. BOCALING**, in his capacity as President, be, as he is hereby, authorized to represent the Association in the settlement of the claim involving the damaged gate at Juno St. dated December 27, 2025 with PARAMOUNT LIFE AND GENERAL INSURANCE CORPORATION on behalf of the insured STELLAH MASANGI;

RESOLVED FURTHER, that for this purpose, **VICTOR H. BOCALING** is authorized to sign, execute, and deliver the Release of Claim, settlement documents, and any and all other documents necessary to fully implement and finalize the settlement of the said claim, except for the Affidavit of Desistance for which another person shall be authorized;

RESOLVED FINALLY, that **REYNALDO MINGO**, in his capacity and Security and Safety Assistant, is authorized to sign, execute, and deliver the Affidavit of Desistance in favor of the relevant parties.

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