



BFPROPERTY DEVELOPMENT CORP.

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August 24, 2026

To : BF Townhomes Phase 2 , Phase 2 Annex and Phase 1 Extension Homeowners
From : Property Management

Subject : **NOTICE OF GENERAL ASSEMBLY FOR HOA FORMATION**

Dear Homeowners,

We are pleased to invite all homeowners and residents to a General Assembly for the formal organization of the Homeowners Association (United BF Townhomes Homeowners Association). This meeting has been called by the Property Management to present the proposed association's Articles of Incorporation and By-Laws, to elect the initial set of officers and board of directors, and to secure the homeowners' collective mandate to proceed with the association's registration with the Department of Human Settlements and Urban Development (DHSUD) pursuant to Republic Act No. 9904, the Magna Carta for Homeowners and Homeowners' Associations.

Details of the General Assembly

Date **September 5, 2026**
Time **5pm – 7pm**
Venue **Phase 2 Basketball Court**

Registration Starts **4pm**

Agenda

1. Call to order and determination of quorum
2. Opening remarks from the Property Management
3. Presentation and ratification of the Articles of Incorporation and By-Laws
4. Presentation of the Initial set of Officers and Directors
5. Discussion on the DHSUD registration process and requirements
6. Signing of the Articles of Incorporation & Bylaws, membership roster and minutes of the meeting by homeowners present
7. Closing remarks and adjournment

Your presence and participation are therefore essential to the success of this undertaking. If you are unable to attend personally, kindly accomplish and submit a signed Proxy form, copies of which are available at Phase 2 guardhouse, authorizing a representative to attend and vote on your behalf.

Homeowners are requested to bring the following:

1. A valid government-issued ID
2. Duly accomplished proxy form, if attending through a representative

For inquiries, or to request a copy of the draft Articles of Incorporation and By-Laws ahead of the assembly, please contact Atty. Arlyn Jariol at 0931 027 9035.

We look forward to your active participation as we work together to establish an association that will serve and protect the interests of every homeowner in the community.

Thank you very much.