



South Forbes Tokyo Mansions Homeowners' Association, Inc.

**South Forbes Golf City, Brgy. Inchican, Silang, Cavite**

Contact No. 0906-942-5162/ (046) 409-3612

Website: <http://southforbestokyomansionshoai.com/>

**CIRCULAR 2020-014**

December 17, 2020

**"Tokyo Admin Schedule Changes for this Holiday Season"**

All Valued Homeowners!

Greetings,

Please be advised that the Tokyo Mansions' Administration Office will be close on the following dates:

December 23, 2020 – (Admin Staff on leave)

December 24, 2020 – National Holiday (Special Non-Working Holiday)

December 25, 2020 – Christmas Day (Regular Holiday)

December 26,28,29, 2020 – Staff on leave

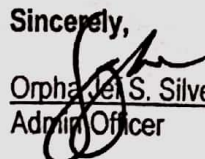
December 30-31, 2020 – Rizal Day (Regular holiday)/Last day of the year (Special-non working holiday)

January 1, 2021 – New Year's day (Regular Holiday)

For concerns, you may call the contact number provided above. Rest assured that the undersigned shall monitor the community on the said dates to ensure that all our duties are met.

Thank you.

Sincerely,

  
Orpha J. S. Silvestre  
Admin Officer

Noted by:

  
Joel Lapis  
Board of Directors President