

**SOUTH FORBES TOKYO MANSIONS HOMEOWNERS ASSOCIATION, INC.**  
South Forbes Golf City, Brgy. Inchican, Silang, Cavite 4118

**BOARD RESOLUTION No. 2023-002**  
**Village ID System**

WHEREAS, To protect effectively the interest of the association and its registered lot owners /homeowners, the South Forbes Tokyo Mansions Homeowners Association, Inc. (the "Association") put into effect the implementation of the ID System in the village.

**ID SYSTEM**

**1. Member**

All members in good standing (Lot owners and residents) can be provided with an association ID card, which may be used for easy entry into the village. The Village ID distinguishes the homeowner from non-association members and helps provide better security in the village. The Village ID is vital to association members who wish to use amenities or facilities. One vital component of the Village ID is an assigned customer number which serves as reference for any transactions entered into within the village (such as the payment of dues).

**2. Application Requirements**

- Copy of the duly Notarized Deed of Absolute Sale or Contract to Sell, if Owner
- Copy of duly notarized Lease Contract or Authorization letter from Owner, if Tenant
- 1X1 photo (2 pieces)
- Accomplished Application Form

**3. Rules & Regulations**

- The Identification Cards are to be assigned to owners or authorized tenants only and if need be, the members of their immediate family.
- These Identification Cards will be controlled by a number that will identify the Owner or Tenants transactions with the Association.
- The Card will also be used as identification for the use of the Amenities of Southforbes Tokyo Mansions Homeowners Association Inc.
- All transactions with the Association shall be monitored through this number.
- For members, the Identification Card shall be renewable every three years. For tenants, the Identification Card shall be renewable every year.
- In the event of lease contract termination, the lessees shall surrender the HOA issued ID card.

**4. Village Association Personnel**

All those working for the Association shall also be issued Village Identification Cards. These must be surrendered upon resignation or termination of contract from the Village Association.

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