

CIRCULAR 2024-001

TO : **All Valued Homeowners and Lot owners**
South Forbes Tokyo Mansions HOAI
South Boulevard South Forbes Golf City

FROM: Tokyo Mansions HOAI Administration Office

Date : January 10, 2024

Re : **"Important Reminder: Avail 5% Discount on HOA Dues until January 31, 2024"**

Dear Valued Members and Homeowners,

Good Day !


As the upcoming HOA dues deadline approaches, we want to ensure you are well-informed and prepared. Timely payment not only contributes to the smooth functioning of our community but also helps you avoid missing any payment deadlines.


We're delighted to offer a convenient option for your dues. You can avail of a **5% discount** for the entire year by requesting the Statement of Account (SOA) via email, Viber, text, or by calling our Admin Office at (0906-942-5162) or (046)-686-3452. The deadline for availing this 5% discount is **January 31, 2024**.

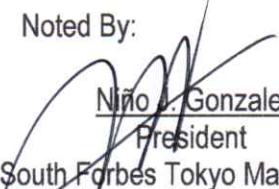
These reminders are designed to provide essential information such as due dates, payment methods, and details regarding late fees or penalties for missed payments.

Thank you for your attention to this matter. Should you have any queries or require further assistance, please feel free to reach out to us.

Best regards,


Jocelyn P. Buhay
Administrator
South Forbes Tokyo Mansions HOAI


Eunice P. Villacruz
Administrator
South Forbes Tokyo Mansions HOAI

Noted By:

Niño J. Gonzales
President
South Forbes Tokyo Mansions HOAI