



NOTICE FOR
SPECIAL ELECTIONS

To all Members:

Please be informed that the Special Elections for Board of Trustees and Tower Committees will be held on **November 23, 2024, Saturday, 10:00 AM** at the Function Room 6th Floor Tower 2 of Sun Residences España Boulevard, Sta. Teresita Quezon City Philippines. Registration shall start at 8:30 AM and shall close at exactly 9:45 AM.

The deadline of submission of the following forms will be on the following dates, before 6:00PM at the Property Management Office:

Forms	Date of Submission
Intent to become an Election Committee (Elecom) Form	November 7, 2024 (Thursday)
Nomination Forms	November 14, 2024 (Thursday)
Proxy Forms	November 21, 2024 (Thursday)

Members qualified to attend, vote and to issue a proxy are those who are registered owners of the condominium unit, as shown in the *Condominium Certificate of Title*, and who are in good standing. Good standing members are those who have paid their dues and other assessments as of October 30, 2024 covering the September 2024 billing.

Please be advised that this is a special election, where only registration and casting of votes will happen. Announcement of result will be made via circular. Furthermore, strictly only one (1) previously registered member or representative is allowed to attend during the Special Elections. Companions will strictly be barred in the proceedings

Set forth in Quezon City, this October 21, 2024 .

By Order of the Board of Trustees:


PATRICIA D. YAP
President


ATTY. REYNALDO DESTURA
Corporate Secretary



SUN RESIDENCES CONDOMINIUM CORPORATION ELECTION GUIDELINES

This election guidelines shall govern the conduct of the election of Board of Trustees and Tower Committees during the Special Election Meeting of the Sun Residences Condominium Corporation in order to ensure an honest, orderly, free, peaceful and regulatory compliant election and to safeguard the right of its members to vote their Trustees.

1. Special Election Day

The Election shall be held on **November 23, 2024, Saturday, 10 o'clock in the morning, at the 6th Floor Function Hall, Tower 2 of Sun Residences.**

2. Eligibility to Vote

- a. The members of the Condominium Corporation shall be entitled to vote in accordance with their respective interests in the Condominium Corporation for each condominium unit owned.

Membership as defined in the Amended Master Deed and Declaration of Restrictions of Sun Residences: *“Upon acquiring title to a Unit, an Owner automatically becomes a member of the Condominium Corporation. Membership in the Condominium Corporation is a mere appurtenance of the Unit, and cannot be transferred, conveyed, alienated or disposed independently of or separately from the Unit. A member who ceases to hold title to a Unit shall automatically cease to be a member of the Condominium Corporation.”*

- b. Members who are fully paid on their acquired residential or parking unit/s and whose CCTs are not yet registered under their names shall be made proxies of SM Development Corporation (SMDC) to exercise the right to vote and be voted for. If the member is not present during the meeting, SMDC may use the right to vote for that particular unit.
- c. Members who is/are subject to any disciplinary actions/s and is/are delinquent in any of their dues and assessments, such as but not limited to, water charges, violation ticket penalties, swimming pool use and the like, as of **October 30, 2024** shall not be qualified to cast their votes
- d. The names of qualified voters/members in good standing shall be posted in the Property Management Office bulletin board on **November 5, 2024.**



- e. In case a member cannot personally attend the meeting, a duly accomplished proxy form with the supporting documents must be submitted to the Property Management Office not later than **November 21, 2024 6:00 PM**.

3. Proxies

- a. The member may authorize any person to be his/her proxy for his/her specified condominium units. Non delinquent unit owner may also be designated as a proxy.
- b. The member intending to appoint his/her proxy must conform with the following requirements:
 - i. The proxy shall be in writing and signed by the member giving the proxy, official proxy form is attached herewith.
 - ii. The signature of the member in the proxy shall be verified on the specimen signature (Unit Owners' Information Sheet, Acceptance of Unit, Photocopy of Valid IDs, Special Power of Attorney) submitted to the Property Management Office.
 - iii. The fully accomplished proxy shall be submitted to the Property Management Office on **November 21, 2024 6:00 PM**.
 - iv. In case the unit is owned by a corporation or juridical entity, a notarized Secretary's Certificate indicating the authorized signatories, representative with the official proxy shall be submitted to the Corporate Secretary through the Property Management Office not later than **November 21, 2024 6:00 PM**. Late proxies shall not be honored and shall not be allowed to vote in the Election.
 - v. A proxy holder may not withdraw a proxy which has already been submitted to the Corporate Secretary through the Property Management Office, except upon a duly notarized instrument from his principal conferring authority to withdraw such proxy.

4. Election Committee

- a. There shall be an Election Committee composed of Three (3) members. All members of the Election Committee must not be delinquent in their dues and other assessments as of **November 7, 2024**.
- b. The Board of Trustees shall appoint the members of the Election Committee not later than **November 8, 2024**.
- c. The Names of the members of the Election Committee shall be posted in the Property Management Office bulletin board by **November 9, 2024**.
- d. The members of the Election Committee may not themselves be nominated as candidates for Board of Trustees and Tower Committees.
- e. The functions of the Election Committee shall be as follows:



- i. Oversee the nomination and election of Board of Trustees & Tower Committees and act on all matters that will ensure the orderly conduct of the election;
 - ii. Determine the qualification of nominees for Board of Trustees and Tower Committees;
 - iii. Decide and act on all contests relative to the eligibility of voters;
 - iv. Collect, tally and canvass the ballots;
 - v. Decide on all the contests relative to the nomination and election of Board of Trustees & Tower Committees, and the tallying and canvassing of votes; and
 - vi. Such other powers and functions, relative to the election, as the Board of Trustees and Tower Committees may confer as deemed necessary.
- f. The powers granted to the Election Committee shall be exercised as a collegial body only and no individual member thereof is vested with any such powers.
- g. A majority of the Election Committee shall constitute a quorum to transact business. The acts and decisions of the Election Committee shall be taken only upon a majority vote of those constituting a quorum.

5. Qualification of Board of Trustees

- a. The Board of Trustees shall consist of five (5) members. SM Development Corporation (SMDC) shall be entitled to two (2) members of the Board of Trustees for as long as SMDC owns unit(s) in the property, whether residential, parking or commercial.
- b. Each Tower shall have Tower Committee composed of three (3) members within the relevant tower.
- c. Only members of the Condominium Corporation who are not delinquent in their dues and assessments and who were not previously subjected to disciplinary action by the Board of Trustees may be nominated.
- d. Candidates shall be nominated in writing, which nomination shall be submitted to the Election Committee through the Property Management Office not later than **November 14, 2024, 6:00 PM**.
- e. The Election Committee through the Property Management Office shall prepare a list of nominees and post the final list of nominees in the Property Management Office bulletin board on **November 15, 2024**.

6. Nomination Procedure

- a. Nomination forms enclosed herewith shall be signed by the member making the nomination.



- b. All nominations shall be submitted to the Election Committee through the Property Management Office not later than **November 14, 2024, 6:00 PM**.
- c. Self-nomination is not allowed. A nominee should be nominated by at least 3 members in good standing before it can be endorsed to the Election Committee for validation.
- d. A member must accept his/her nomination. A member nominated for the position of both the Board of Trustees and Tower Committee shall accept the nomination for only one (1) position.
- e. A nomination shall be deemed accepted if no objection is received by the Election Committee, directly or through the Property Management Office, on or before **November 15, 2024, 6:00 PM**, provided that:
 - i. All objections shall be in writing and signed by the member making the objection; and
 - ii. All objections shall state the reason/s for the objection.
- f. The Election Committee through the Property Management Office shall post its ruling/s resolving all contests relative to the eligibility of voters and qualifications of candidates for Board of Trustees and Tower Committees not later than **November 18, 2024**.

7. Election Procedure

- a. The nominees for the Board of Trustees and Tower Committees shall be elected by an official ballot and shall be present during the Meeting.
- b. Only official ballots shall be recognized for purposes of the election.
- c. Each qualified member shall cast his vote by placing an "X" mark with the desired number of his vote/proprietary interest opposite the name of the candidate he wishes to vote for. The member shall then place his ballot inside the designated ballot box. The ballot box shall be opened only after the Election Committee has convened to canvass votes.
- d. Ballots for the election of Board of Trustees and Tower Committees shall have a control number and shall contain the names of the candidates in alphabetical order.
- e. For the election of Tower Committee members, unit owner can only vote within his/her tower.



- f. After the Election Committee has completed the canvass and has ruled on all issues presented to it, the three (3) candidates with the most number of votes for the Trustees and Tower committees shall be declared elected members of the Board of Trustees and Tower Committees. In case of a tie, the Election Committee shall break the tie by drawing of lots.
- g. Any protest regarding the conduct of the election must be made at the start of the canvass. Any protest relating to the canvass must be made before the proclamation of the winning candidates.
- h. Protests may be made verbally, but must be recorded by the Election Committee, which must forthwith issue a resolution. In case of a tie, the Election Committee shall break the tie by drawing of lots.
- i. Protests made beyond the period prescribed herein shall not be entertained by the Election Committee. All irregularities not raised during the proper period shall be deemed waived.
- j. If there is an election protest filed, the proclamation of the winners should be suspended until such time that the Election Committee has issued a resolution. The decision of the Election Committee shall be final and non-appealable.

8. Appreciation of Ballots

- a. A member shall be entitled to such number of votes that corresponds to his percentage of interest in the Condominium Corporation, which shall be determined as follows:

$$\begin{array}{l} \text{Percentage of Interest in the} \\ \text{Condominium Corporation} \end{array} = \frac{\text{Floor Area of Residential, Parking and Storage Unit Owned}}{\text{Total Floor Area of Residential, Parking and Storage Unit in the Project}}$$

- b. Only votes cast in favor of those candidates whose names appear in the official ballot shall be tabulated and counted.
- c. Cumulative voting shall be allowed. Each member shall have the option of cumulating his votes in favor of the candidate or candidates he has chosen. To vote, please mark (X) on the box provided at the left side of the name of your chosen candidate and the number of votes on the space provided at the right side.



- d. If in case, you failed to indicate the number of votes, the following guidelines shall apply, for example; you voted for only one candidate, three votes shall be given to that candidate. If you voted for three candidates, each candidate shall be given one vote. If you voted for two candidates, your vote will be equally divided to the two candidates.
- e. If a member voted for more than three (3) candidates, the ballot shall be invalid and no vote shall be counted in favor of any candidate.

9. Registration

Registration shall start at 8:30 AM of November 23, 2024 and **shall close at exactly 9:45 AM**. All persons who have not registered within the prescribed period shall not be allowed to vote.

10. Material Dates

ACTIVITY	TIMELINE
Deadline of payment of dues and other assessment as of September 2024 to be eligible voters	October 30, 2024 (Wednesday)
Posting of members in good standing/qualified voters	November 5, 2024 (Tuesday)
Deadline of submission of intent to be a member of the Election Committee	November 7, 2024 (Thursday)
Appointment and posting of Election Committee members	November 8, 2024 (Friday)
Briefing of the Roles and Responsibilities of Election Committee.	November 11, 2024 (Monday)
Deadline of submission of Nomination forms for Board of Trustees and Tower Committees	November 14, 2024 (Thursday)
Initial Posting of Nominees	November 15, 2024 (Friday)
Deadline of Objections, if any (Nominees)	November 16, 2024 (Saturday)
Final Posting of Nominees (No Objections)	November 18, 2024 (Monday)
Deadline of Submission of Proxies	November 21, 2023 (Thursday)
Special Election Meeting	November 23, 2024 (Saturday)