



# MEMORANDUM

**DATE** : JANUARY 10, 2026  
**TO** : ALL HOMEOWNERS  
**FROM** : PCVHAI ADMINISTRATION OFFICE  
**SUBJECT** : NOTICE OF CHANGE IN AUTHORIZED REPRESENTATIVES  
**CIRCULAR NO.** : PCVHAI-CIRCULAR-2026-01-01

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This memorandum is issued to formally inform all homeowners that **Ms. Roxette "Rox" Aquino** and **Mr. Richneil "Rich" Clemen** have stepped down from their respective positions with Playa Calatagan Village Homeowners Association, Inc., effective immediately.

We acknowledge and thank Ms. Aquino and Mr. Clemen for their service and contributions during their time with the Association, and we wish them well in their future endeavors.

Moving forward, to ensure continuity and clarity in official dealings, homeowners are respectfully advised to coordinate all village-related transactions, communications, and concerns solely through the following authorized representatives:

- **Maricel C. Gonzaga**
- **Eleanor G. Bugtong** – Village Manager

This includes, but is not limited to, matters involving payments, documentation, approvals, and official representations on behalf of the Association.

We appreciate everyone's cooperation and understanding as the Association continues its efforts to maintain orderly and transparent operations.

For your guidance and strict compliance.

  
**ELEANOR G. BUGTONG**  
VILLAGE MANAGER