



Camella Lipa Homeowners' Association, Inc.

Brgy. Tibig, Lipa City Batangas · HLURB Reg. No. 15447 · TIN No. 420-931-299-000

Official Website: <https://camellalipahoa.com> · Contact No.: +639171364374 ·

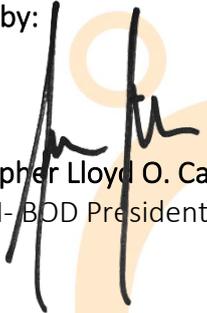
Email: hoofficial@camellalipahoa.com

CIRCULAR 2026 – 0108

Date : January 29, 2026
To : All Homeowners
From : HOA Office
Re : Unjustified Refusal to Provide Homeowners Copies of the Electoral Documents

As the duly elected members of the Board, President, and representatives of the homeowners, I formally requested the copies of receipt of Notice of Election (NOE), list of members who voted without NOE and list of members who voted with the NOE from the ELECOM in the interest of transparency and accountability. However, the Chairperson denied the said request, citing an alleged lack of authority. Attached herewith are copies of the request and the corresponding reply for ready reference.

Signed by:


Christopher Lloyd O. Castillo
CLHOAI- BOD President

CLHOAI

CONTACT US:

**BILLING CONCERN – Email: camellalipahoa@yahoo.com.ph; camellahoa2021@gmail.com; **ENGINEER CONCERN – Email: camhoa.engineer421@gmail.com
FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official



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Email: hoaoofficial@camellalipahoa.com

REF : 5172026 - CLHOA-006

DATE : 28 January 2026

RECEIVED
DATE/BY

*Required to received
01/28/26 2:55 PM*

MS. NELIA ASI
Phase 3 Block 15 Lot 43
Camella Lipa Subdivision

Subject: Request for Election Documents – January 24, 2026 Board Election

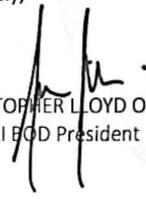
Dear Ms. Asi:

On behalf of the Board of Directors of Camella Lipa Homeowners' Association, Inc., we request the Election Committee's assistance in providing the following documents related to the January 24, 2026 Board election:

1. A copy of the Receipt of Notice of Election (NOE).
2. A list of members who voted without NOE.
3. A list of members who voted with the NOE.

In view of the urgency of this matter, the Board requests that the above documents be submitted today, January 28, 2026, before 4:00 PM.

Sincerely,


CHRISTOPHER LLOYD O. CASTILLO
CLHOAI BOD President

CLHOAI

CONTACT US:

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January 28, 2026

To: All Board of Directors – Outgoing Board
Camella Lipa Homeowners Association, Inc.

From: Election Committee (ELECOM)

Subject: Refuse to Provide the Request for Election Documents-January 24, 2026 Board Election

As per DHSUD Regulations, after the Proclamation of the New Board of Directors, the outgoing (incumbent) Board of Directors does not have the right to collect or take control of the Election Committee (ELECOM) documents. The authority of the outgoing incumbent Board ends, and they cannot continue to exercise authority or hold onto documents. Instead, the duty of the outgoing (incumbent) Board is to turn over all records/documents to the new Board as per **Section 100 of the 2024 revised IRR**.

The Election Committee, once the election is finalized, the records, including ballots and tallies, should be turned over to the new Board of Directors or kept by the new Association Secretary as part of the corporate records.

Therefore, ELECOM's duty after the election and proclamation of the new Board of Directors is to submit the Minutes of Election and Election Report to DHSUD as per **Section 101 of the 2024 Revised IRR**, then turnover all Election documents to the new Board of Directors.

Please be guided.

Thank you.



Nelia R. Asi
ELECOM Chairperson