



# **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: [hoaofficial@camellalipahoa.com](mailto:hoaofficial@camellalipahoa.com)

## **BOARD RESOLUTION NO. 2025 – 59**

### **A RESOLUTION TO APPOINT THE FINANCE OFFICER AS AUTHORIZED REPRESENTATIVE TO THE BUREAU OF INTERNAL REVENUE (BIR)**

WHEREAS, the Camella Lipa Homeowners Association, Inc. (the "Association") is a duly organized homeowners' association governed by its By-Laws, Rules and Regulations, and other governing documents adopted by the Board of Directors;

WHEREAS, the Board of Directors of Camella Lipa Homeowners' Association, Inc. convened in a in a face-to-face meeting on November 15, 2025, with a quorum present and acting throughout, and duly considered the following matters, among others, to appoint the Finance Officer, Ms. Rizell Joy U. Fortus, as authorized representative to the Bureau of Internal Revenue (BIR);

WHEREAS, the association recognizes the need to appoint a duly authorized representative who shall handle all BIR-related requirements, submissions, and procedures on behalf of the association;

WHEREAS, the Board of Directors finds it proper and necessary to designate the Finance Officer, Ms. Rizell Joy U. Fortus, as the association's authorized representative to the Bureau of Internal Revenue (BIR) to ensure the efficient processing, compliance, and handling of all tax-related transactions, and to perform any and all acts necessary and required by the BIR;

WHEREAS, this resolution shall remain valid until amended, revoked, or superseded by subsequent Board action;

NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors hereby approves the appointment the Finance Officer, Ms. Rizell Joy U. Fortus, as authorized representative to the Bureau of Internal Revenue (BIR)

SIGNED this 15 NOV 2025 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

CHRISTOPHER LLOYD O. CASTILLO  
President

JOSELITO E. MAGO  
Secretary

MARIA RIZZA F. CATIMBANG  
Treasurer

MARIDEL D. CRUZ  
Vice-President

MAY ANN F. QUELA  
Auditor

RODERICK N. MALABANAN  
PRO

NAME  
Christopher Lloyd O. Castillo  
Joselito E. Mago  
Maria Rizza F. Catimbang  
Maridel D. Cruz  
May Ann F. Quela  
Roderick N. Malabanan  
Doc. No. 384  
Page No. 77  
Book No. 93  
Series of 2025

GOVERNMENT ID	NUMBER	EXPIRY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTY. NAZARIO CESARE E. MATIRA  
Notarial Commission No. 2025-0001  
Until December 31, 2026  
PTR No. 6641362 - 01/02/25 - Lipa City  
IBP No. 478264 - 11/21/2024 - Pasig City  
IBP No. 26502 / Tin No. 138-612-469-000  
MCLE EXEMPTION NO. VIII-NP004802 / 04-14-2028

Board Resolution No. 2025-59

**CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.**

Page 1 of 1

#### **CONTACT US:**

\*\*BILLING CONCERN - Email: [camellalipahoa@yahoo.com.ph](mailto:camellalipahoa@yahoo.com.ph); [camellalipahoa2021@gmail.com](mailto:camellalipahoa2021@gmail.com); \*\*ENGINEER CONCERN - Email: [camhoa.engineer421@gmail.com](mailto:camhoa.engineer421@gmail.com)  
FB Messenger: Camella Lipa Hoai • FB Page: Camella Lipa Homeowner's Association, Inc.-Official