



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

BOARD RESOLUTION NO. 2026-15

**A RESOLUTION ESTABLISHING A PETTY CASH FUND FOR REPAIR AND MAINTENANCE EXPENSES
CHARGEABLE TO THE "OTHER INCOME" BANK ACCOUNT**

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 face-to-face meeting on February 21, 2026, with a quorum present and acting throughout, and duly considered the following matters, among others, establishing a petty cash fund for repair and maintenance expenses chargeable to the "other income" bank account;

WHEREAS, the Board of Directors recognizes the necessity of a readily available cash fund to efficiently cover minor, urgent, or unforeseen repair and maintenance expenses of the association;

WHEREAS, the Petty Cash Fund is hereby established in the amount of twenty thousand pesos (P20,000.00) under the association's Other Income Bank Account, exclusively for repair and maintenance-related expenses;

WHEREAS, that no single petty cash transaction shall exceed five thousand pesos (P 5,000.00). Any expense beyond this amount shall be processed through the association's regular disbursement and shall require prior approval by the Board of Directors through a duly approved Board Resolution;

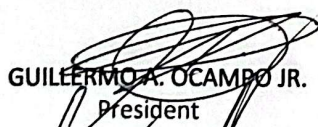
WHEREAS, that the Petty Cash Fund shall be replenished only upon utilization of at least eighty percent (80%) of the total fund, and only after complete liquidation and verification of all prior disbursements;

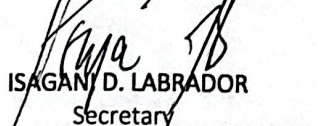
WHEREAS, all disbursements from the Petty Cash Fund shall be properly documented and liquidated with receipts, invoices, or other supporting documents, and shall comply with the Association's existing financial, accounting, and disbursement policies;

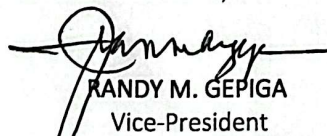
WHEREAS, this resolution shall take effect on March 1, 2026, and shall remain in force until amended or revoked by subsequent Board action;

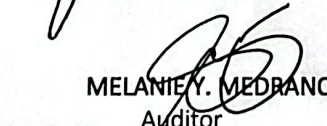
NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approves the establishment of a petty cash fund for repair and maintenance expenses to be charged to the "Other Income" bank account.


SIGNED this 27 FEB 2026 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

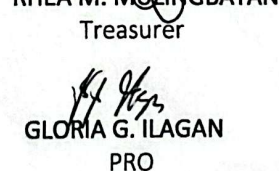

GUILLERMO A. OCAMPO JR.
President


ISAGAN D. LABRADOR
Secretary


RANDY M. GEPIGA
Vice-President


MELANIE Y. MEDRANO
Auditor


RHEA M. MULINGBAYAN
Treasurer


GLORIA G. ILAGAN
PRO

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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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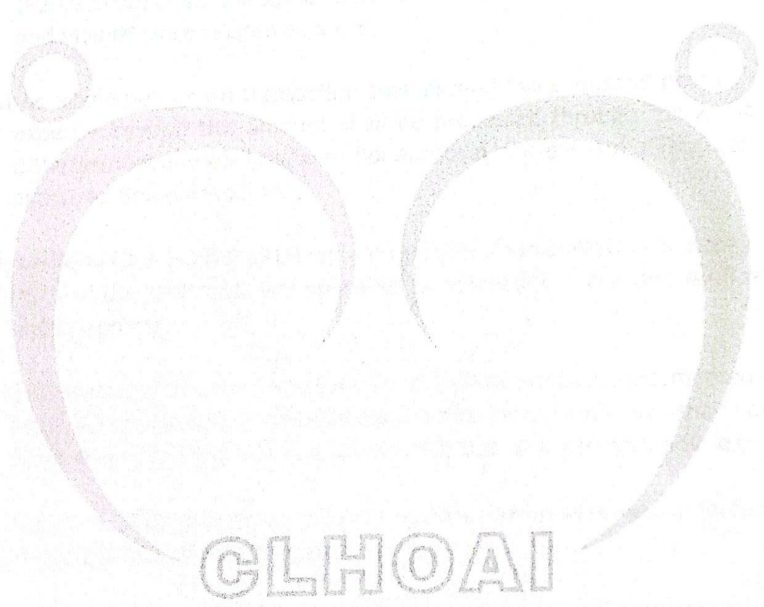
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NAME	GOVERNMENT ID	NUMBER	EXPIRY
Guillermo A. Ocampo Jr.	_____	_____	_____
Randy M. Gepiga	_____	_____	_____
Isagani D. Labrador	_____	_____	_____
Rhea M. Mulingbayan	_____	_____	_____
Melanie Y. Medrano	_____	_____	_____
Gloria G. Ilagan	_____	_____	_____

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Series of 2026

NOTARY PUBLIC

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