



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: hoaoofficial@camellalipahoa.com

BOARD RESOLUTION NO. 2025-39

A RESOLUTION LIMITING THE DEPOSIT OF IDENTIFICATION CARDS (IDs), PRESCRIBING PROCEDURES FOR CAR PASS ISSUANCE AND SURRENDER, AND IMPOSING PENALTIES FOR UNCLAIMED IDs

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 August 2, 2025, with a quorum present and acting throughout, and duly considered the following matters, among others, pertaining to gate security, access control, and identification card (ID) handling procedures;

WHEREAS, it has been observed that homeowners without valid vehicle stickers are frequently issued temporary car passes, necessitating the deposit of identification cards (IDs), which results in operational inefficiencies, heightened security concerns, and the accumulation of unclaimed IDs at the gate;

WHEREAS, the prolonged retention of deposited IDs poses security risks and imposes an unnecessary administrative burden on security personnel;

WHEREAS, there is a pressing need to establish uniform and enforceable procedures for the issuance and surrender of car passes, the proper handling and retrieval of IDs, and the imposition of penalties for late claims, in order to ensure discipline, accountability, and streamlined gate operations;

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved by the Board of Directors of Camella Lipa Homeowners' Association, Inc., that the following policy shall be implemented:

Section 1. Issuance of Car Passes

- a. Temporary car passes shall be issued only to:
 - Visitors
 - Service providers
 - Homeowners without valid subdivision vehicle stickers
- b. Homeowners without stickers must adhere to the same ID deposit and retrieval procedures applicable to visitors.
- c. All homeowners are strongly encouraged to obtain official subdivision vehicle stickers to avoid repeated ID deposits and issuance of temporary car passes.

Section 2. Surrender of Car Passes

All individuals issued a temporary car pass must surrender the car pass to the guard on duty no later than 12:00 midnight (12:00 a.m.) on the same date of entry.

Board Resolution No. 2025-39

CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

Page 1 of 3

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



Section 3. Turnover of Deposited IDs

Failure to surrender the temporary car pass by 12:00 midnight shall result in the deposited ID being turned over to the Officer-in-Charge (OIC) or the designated guard stationed at the Camella Lipa Clubhouse for safekeeping.

Section 4. Timeframe for ID Retrieval

All IDs turned over to the OIC or Clubhouse guard must be claimed within forty-eight (48) hours from the date of entry.

Section 5. Penalty for Late Claiming

IDs that remain unclaimed beyond the 48-hour period shall be subject to a ₱500.00 penalty, payable only at the HOA Office.

- Payment must be settled and an official receipt issued prior to the release of the ID.
- Security personnel are not authorized to collect any payments.

Section 6. Security Documentation

All turnovers and releases of IDs must be properly recorded in a logbook maintained by security personnel, indicating:

- Name of claimant
- Date and time of ID turnover and release

Section 8. Loss of Car Pass

In the event that a temporary car pass is lost, the individual (homeowner, visitor, or service provider) who was issued the pass shall:

- a. Immediately report the loss to the guard on duty or the Officer-in-Charge (OIC);
- b. Be required to present a valid identification card to verify their identity before being allowed to exit the subdivision;
- c. Be issued an incident report form to explain the circumstances surrounding the loss;
- d. Be subject to a penalty of ₱500.00 for each lost car pass, payable only at the HOA Office upon verification;
- e. Be reminded that repeated loss of car passes may result in temporary restrictions on entry or exit, subject to further review by the Board of Directors.

Section 9. Implementation and Dissemination

The HOA Office and all security personnel are directed to strictly implement and enforce this policy. This resolution shall be:

- Posted at all subdivision entry gates and the Clubhouse bulletin board
- Published through the CLHOAI official Facebook page
- Circulated via official HOA communication channels



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

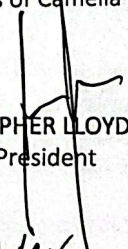
Section 10. Repealing Clause

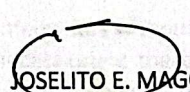
All previous policies, rules, guidelines, and issuances by the Camella Lipa Homeowners' Association, Inc. that are inconsistent or in conflict with the provisions of this resolution are hereby repealed, amended, or modified accordingly.

Section 11. Effectivity Clause

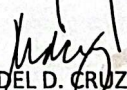
This resolution shall take effect ten (10) days after its official publication on the CLHOAI Facebook page and posting in conspicuous places within the subdivision, including the Clubhouse and all main gates.

SIGNED this 16 AUG 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


MARJERIC L. BUENAFE DBA
Auditor


MAY ANN F. QUELA
PRO/Asst. Auditor


RODERICK N. MALABANAN
PRO

NAME

GOVERNMENT ID

NUMBER

EXPIRY

Christopher Lloyd O. Castillo

Joselito E. Mago

Maria Rizza F. Catimbang

Maridel D. Cruz

Marjeric L. Buenafe DBA

May Ann F. Quela

Roderick N. Malabanan

Doc. No. _____

Page No. _____

Book No. _____

Series of 2025

CLHOAI

NOTARY PUBLIC

Board Resolution No. 2025-39

CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

Page 3 of 3

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