



**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](mailto:hoaoofficial@camellalipahoa.com)

**BOARD RESOLUTION NO. 2026-11**

**A RESOLUTION ESTABLISHING GUIDELINES FOR DISBURSEMENTS AND EXPENSES**

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 guidelines for disbursements and expenses;

WHEREAS, the Board of Directors of Camella Lipa Homeowners' Association, Inc. (the "Association") recognizes the necessity of clear, standardized, and accountable procedures for disbursement of Association funds;

WHEREAS, the Board finds it prudent to classify disbursements according to amount, method of payment, and required approval to maintain financial control and safeguard Association assets;

WHEREAS, all disbursements and expenses exceeding two thousand five hundred pesos (P2,500.00) require prior approval by the Board of Directors through a Board Resolution; such disbursements may be made using petty cash, and no check issuance is required;

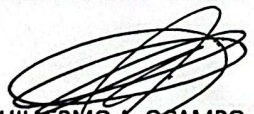
WHEREAS, any disbursement or expense exceeding five thousand pesos (P 5,000.00) shall require prior approval by the Board of Directors through a formal Board Resolution, and such disbursements shall be made by check issuance;

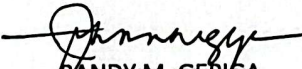
WHEREAS, all disbursements, regardless of amount, shall be properly documented and fully liquidated, and must be supported by official receipts, invoices, or other appropriate and verifiable supporting documents;

WHEREAS, this Resolution shall take effect immediately upon approval and supersedes any prior conflicting resolutions or circulars of the association;

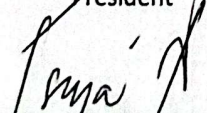
NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the guidelines for disbursements and expenses.


SIGNED this 25 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

  
RANDY M. GEPIGA  
Vice-President

  
RHEA M. MULNGBAYAN  
Treasurer

  
ISAGANI D. LABRADOR  
Secretary

  
MELANIE Y. MEDRANO  
Auditor

  
GLORIA G. ILAGAN  
PRO

Board Resolution No. 2026-11

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

Page 1 of 2

**CONTACT US:**

\*\*BILLING CONCERN – Email: [camellalipahoa@yahoo.com.ph](mailto:camellalipahoa@yahoo.com.ph); [camellahoa2021@gmail.com](mailto:camellahoa2021@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



**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 •

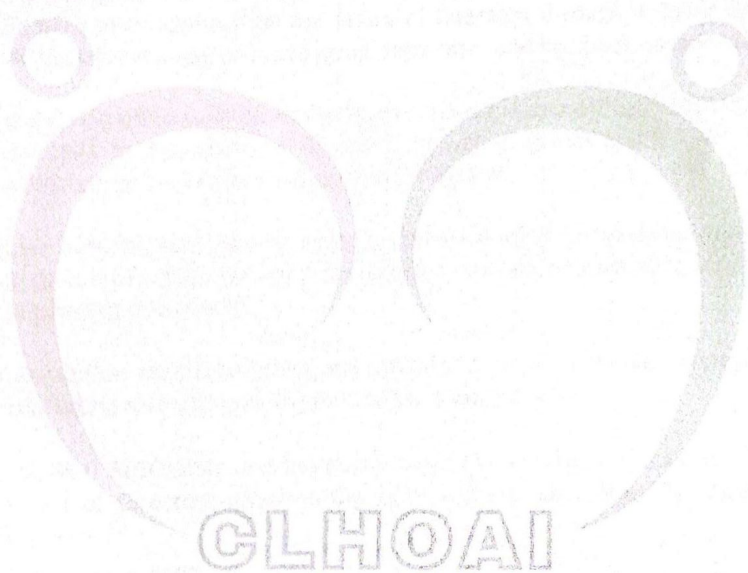
Email: [hoaofficial@camellalipahoa.com](mailto:hoaofficial@camellalipahoa.com)

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2026

NOTARY PUBLIC

*[Handwritten signatures]*



Board Resolution No. 2026-11

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

Page 2 of 2

**CONTACT US:**

**\*\*BILLING CONCERN** – Email: [camellalipahoa@yahoo.com.ph](mailto:camellalipahoa@yahoo.com.ph); [camellahoa2021@gmail.com](mailto:camellahoa2021@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