



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. 2026-12

A RESOLUTION AMENDING AND PARTIALLY REVOKING BOARD RESOLUTION NO. 2025-39 AND CIRCULAR NO. 2025-0826, AND ADOPTING A UNIFORM POLICY ON THE DEPOSIT AND CLAIMING OF IDENTIFICATION CARDS (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 February 21, 2026, with a quorum present and acting throughout, and duly considered the following matters, among others, amending and partially revoking Board Resolution No. 2025-39 and Circular No. 2025-0826, and adopting a uniform policy on the deposit and claiming of identification cards (ids)

WHEREAS, Camella Lipa Homeowners' Association, Inc., through its then Board of Directors, previously adopted BOARD RESOLUTION NO. 2025-39, entitled "A Resolution Limiting the Deposit of Identification Cards (IDs), Prescribing Procedures for Car Pass Issuance and Surrender, and Imposing Penalties for Unclaimed IDs" and issued CIRCULAR NO. 2025-0826 to implement the same;

WHEREAS, the said Resolution and Circular prescribed policies requiring the surrender of temporary car passes by 12:00 midnight of the date of entry, the turnover of deposited Identification Cards (IDs) to the Officer-in-Charge (OIC) or Clubhouse guard, the claiming of IDs within forty-eight (48) hours from the date of entry, and the imposition of a five hundred pesos (₱500.00) penalty for late claiming;

WHEREAS, the Board has determined that the foregoing procedures require modification in order to simplify implementation, improve operational efficiency, and ensure a more uniform and practical system for the handling of deposited Identification Cards (IDs);

NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors hereby RESOLVED, that:

1. **PARTIAL REVOCATION AND AMENDMENT** - The following provisions under Board Resolution No. 2025-39 and Circular No. 2025-0826 are hereby expressly revoked, amended, and declared without force and effect:
 - a. Surrender of Car Passes: requiring temporary car passes to be surrendered to the guard on duty no later than 12:00 midnight on the same date of entry;
 - b. Turnover of Deposited IDs: providing that IDs of individuals who fail to surrender temporary car passes be turned over to the Officer-in-Charge (OIC) or designated guard at the Clubhouse for safekeeping;
 - c. Timeframe for ID Retrieval: requiring that all IDs turned over to the OIC or Clubhouse guard be claimed within forty-eight (48) hours from the date of entry; and
 - d. Penalty for Late Claiming: imposing a penalty of ₱500.00 for IDs unclaimed beyond the prescribed period, payable only at the HOA Office.
2. **ADOPTION OF REPLACEMENT POLICY** - In substitution of the revoked provisions, the association hereby adopts and implements a uniform policy providing that all Identification Cards (IDs) shall be deposited and claimed solely at the same gate through which the individual enters the subdivision, without transfer to any other office, guard post, or facility.

Board Resolution No. 2026-12

CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

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3. **REPEAL OF INCONSISTENT ISSUANCES** - All resolutions, circulars, memoranda, guidelines, or security directives inconsistent with this Resolution are hereby repealed, superseded, or modified.
4. **EFFECTIVITY.** This Resolution shall take effect immediately upon approval.

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. MULINGBAYAN
Treasurer

ISAGANI D. LABRADOR
Secretary

MELANIE Y. MEDRANO
Auditor

GLORIA G. ILAGAN
PRO

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Randy M. Gepiga	_____	_____	_____
Isagani D. Labrador	_____	_____	_____
Rhea M. Mulingbayan	_____	_____	_____
Melanie Y. Medrano	_____	_____	_____
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