



Camella Lipa Homeowners' Association, Inc.

Brgy. Tibig, Lipa City Batangas · HLURB Reg. No. 15447 · TIN No. 420-931-299-000

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CIRCULAR 2025 – 0825

Date : August 07, 2025
To : Our Valued Residents
From : HOA Office
Re : Appointment of Interim Engineering and Monitoring Personnel

Please be informed that in the absence of a full-time HOA Engineer, the Camella Lipa Homeowners Association, Inc. Board of Directors has designated the following individuals to carry out specific engineering-related responsibilities to ensure the continuity of operations and proper regulation of construction activities within the subdivision:

1. Ms. Jenny C. Mendoza

Appointment: *Part-Time Engineer*

- Responsible for providing technical support, guidance, and assessment of construction compliance within the subdivision.
- Shall assist in reviewing and evaluating construction plans and related technical documents submitted to the HOA Office.

2. Mr. Roderick N. Malabanan

Appointment: *Site Visit and Monitoring Officer*

- Authorized to conduct site visits and monitor ongoing construction activities to ensure compliance with HOA construction rules and guidelines.
- Shall report any violations or non-compliance directly to the HOA Office for proper action.

3. Ms. May Ann F. Quela

Appointment: *Construction Gate Pass Approval Authority*

- All construction-related gate pass applications shall be reviewed by the HOA Office and forwarded to Ms. Quela for final approval.
- This step ensures that only verified and compliant construction works are permitted entry into the subdivision.

These appointments are effective March 8, 2025, and will remain in place until further notice or until a full-time HOA Engineer is officially onboarded.

We ask for the cooperation of all residents, contractors, and workers in acknowledging and adhering to this directive for the benefit of maintaining order and safety within our community. For questions or clarifications, please contact the HOA Office.

Thank you for your continued support and understanding.

Sincerely,

HOA OFFICE - Camella Lipa Homeowners' Association, Inc.

Approved by:

Christopher Lloyd O. Castillo
CLHOA - BOD President

CONTACT US:

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