



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. 2026-09

A RESOLUTION AMENDING THE PETTY CASH FUND OF CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC.

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 the petty cash fund of Camella Lipa Homeowners' Association, Inc.;

WHEREAS, the former Board of Directors previously approved Board Resolution No. 2024-034, establishing the Petty Cash Fund of the association in the amount of fifteen thousand pesos (P 15,000.00);

WHEREAS, the Board finds it necessary to increase the Petty Cash Fund by an additional five thousand pesos (P 5,000.00) to improve operational efficiency, strengthen financial controls, and ensure proper documentation of disbursements;

WHEREAS, that the Petty Cash Fund is hereby increased and fixed at twenty thousand pesos (P 20,000.00) effective immediately, superseding the previous amount set under Board Resolution No. 2024-034;

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 petty cash shall be used exclusively for minor and incidental operational expenses, and each disbursement must be supported by an official receipt or valid proof of payment, attached to a duly accomplished petty cash voucher;

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, that this Resolution shall take effect immediately upon its approval and shall remain in full force and effect until amended or repealed by the Board of Directors;

NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the amendment of the petty cash fund of Camella Lipa Homeowners' Association, Inc.

SIGNED this 24 FEB 2026 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

CONTACT US:

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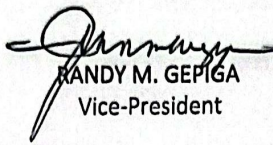
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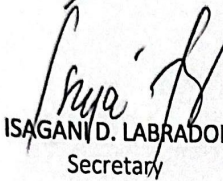
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Treasurer

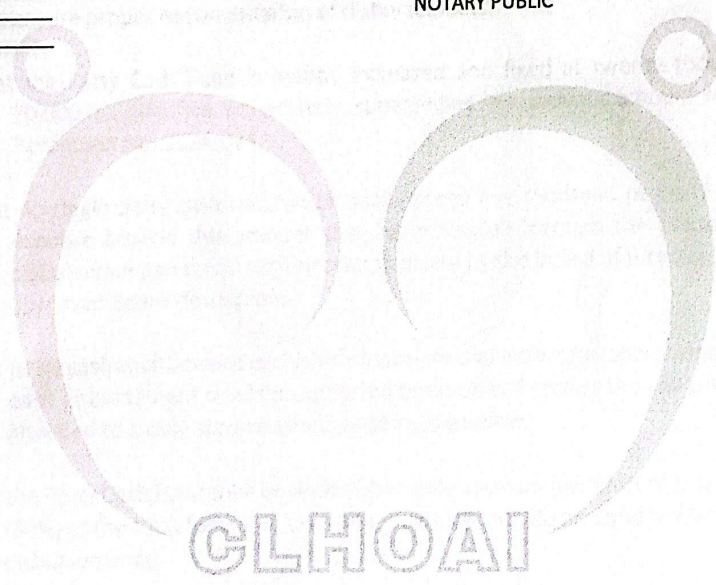

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PRO

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