



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 2023 – 0402

DATE : April 19, 2023
TO : Our Valued Homeowners
FROM : HOA Management Office
RE : Implementation of dues, fees and contributions in alignment to the Camella Lipa Homeowners Association By-Laws

Greetings!

HOA Management would like to remind all homeowners concerning their duties and obligations pursuant to Article III Section 4.1. *Wherein, every member of this association shall pay his membership fee, association fees, special assessment and such other fees which may be levied on him/her by the association.*

Thus, this also applies to all homeowners with pre-owned unit. The association recommends to thoroughly check if there are miscellaneous balance like association monthly dues, penalties, violations or any issues with the former owner of the unit/lot property before acquiring the property. Please visit the HOA Management office for background check of the acquired property.

Please be guided with the below requirements and information.

1. One-time membership fee of Php 2,500.00 shall be collected upon acquiring the property. Kindly note that membership is not transferable.
2. Submit all the necessary requirements.
 - a. Notarized Deed of Sale
 - b. Copy of valid ID of homeowner, dependents and other household members
 - c. Duly accomplished homeowner's 201 file
 - d. Signed move-in guidelines
 - e. Transfer of Rights (if applicable)
 - f. Copy of authorization letter of representative or SPA (if applicable)
 - g. Marriage Contract (if applicable)
3. Please note that HOA management will implement the monthly dues, fees and contributions in alignment to the Camella Lipa Homeowners Association By-Laws.

We hope for your kind understanding and cooperation for the betterment of our Camella Lipa community.

For your information and guidance.

Thank you,

HOA Management Office

Approved by:

Board of Directors
Camella Lipa Homeowners' Association, Inc

CONTACT US:

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