



Project Name: CAMELLA LIPA 1-6

Reference No.:

## MOVE-IN GUIDELINES

Welcome to CAMELLA LIPA1-6 Subdivision.  
Upon acceptance of your property, you automatically become a member of the Homeowners Association.

The social success of a subdivision community depends in large part on the rules, regulations and restrictions that govern how residents are expected to conduct in the use of the Common Areas and such other matters in support of the Homeowners' Association purposes and considered necessary for the efficient administration of the Subdivision.

### I. HOMEOWNER'S ASSOCIATION GENERAL POLICIES

#### 1. ASSOCIATION DUES

- Your **Association Dues** is Php 500.00. Rates will be subject to changes based on the operating budget.

**NOTE:** For unpaid association dues, HOA has the right to impose monthly penalty fee of (1% of Association Dues) Php \_\_\_\_\_.  
(Reference: By Laws of Camella Lipa Homeowners Association Inc.)

- A one-time **membership fee** of Php 2,500.00 and Php 2,500.00 (5) months **Advance Association Dues** shall be collected upon your acceptance of the property, prior to your actual move-in.

#### 2. WATER BILLING INTEGRATION

- Integration of the Association Dues in the Water Bills Payment System: Association Dues is tied up with water system.
- Billing statements are generated every 2nd week of the month and due for payment every 2
- 8<sup>th</sup> of the current month. Unpaid bills shall be subject to water service disconnection.

#### 3. HOUSE RULES AND REGULATIONS

- A separate manual for the House Rules and Guidelines is given to each member for reference and guidance.
- To conform to whatever decision made by the Board of Directors and by the majority of the members present during the annual or special meeting of the association.

#### 4. SUBDIVISION DEED OF RESTRICTIONS

- Your property is purely used for residential purposes only and shall not be for business and commercial purposes such as sari-sari stores and the like.
- The Association reserves the right to enforce automatic lien of your property for all violations of the Deed of Restrictions, Rules and Regulations of the Association including unpaid dues to answer for any such violations.
- Exterior color of your house and grills should conform to the original color and/or as approved by the developer.
- Subdivision's other rules and regulations, restrictions not mentioned in this section should be strictly followed by each residents of the subdivision. Failure to abide with the rules and regulations shall result to the temporary suspension of the following services; but not limited to:
  - Maintenance services (e.g. grass cutting, street sweeping and etc.)
  - Security and Administrative services
  - Collection of garbage
  - Other applicable services

#### 5. HOME PROTECT PROGRAM OF ENVIRONET - FOR A TERMITE-FREE COMMUNITY

- Your property is enrolled to Home Protect program for a monthly **Service Fee** of Php 100.00 which will be reflected in your Water Bills Payment System.
- Inclusions:
  - Quarterly Monitoring
  - General Pest Control application (Twice a year) and
  - Once a Year Outdoor Misting for Dengue.

### II. TOP TEN (10) SUBDIVISION RULES

- All houses inside the Subdivision shall be used for purely residential purposes only.** Commercial use, including but not limited to using the Property (House & Lot or Lot Only) and Common Areas or a portion thereof as boarding house / rooms, sari-sari store, grocery store, hardware store, massage parlor, beer house, warehouse, gambling place, poultry, piggery, vulcanizing / welding / repair shop /

junk shop / sash or steelworks shops, computer rental, bakery and other uses that will be prohibited by the Developer and the Homeowners' Association **are strictly prohibited.**

- Owners/Buyers should maintain a speed limit of 20 kph along main road, practice driving inside the premises/subdivision is strictly prohibited.**

- Keep your property neat and clean. No commercial or advertising signs** shall be placed, posted or erected within the Property / Unit, Common Areas and other properties within the Subdivision, except nameplates and professional signs not exceeding 30 cm. X 60 cm. in size and placed only within the Property / Unit or at designated commercial area. **Clothesline/laundry frames** should be located at the area of the property wherein it is less visible to the passers-by.

- All Additions and/or Changes to the house and the Property shall be with prior written consent or house improvement permit from the Developer, and are subject to the Contract to Sell Restrictions, Subdivision House Rules And Regulation, Design and Construction Guidelines,** which may be changed by the Developer from time to time, including but not limited to payment of construction bond and securing permit from Local Government Unit and other appropriate Government Agencies. (CTS). **Buyers/Owners must coordinate with the Associations' Office to be oriented or get a copy of the detailed construction guidelines to avoid penalties for violations.** Light materials such as but not limited to Nipa, Bamboo, etc. and temporary structures shall not be allowed.

- Dumping of construction materials, rubbish, garbage, or other waste materials** in the common areas, vacant lots, open space and other properties **within the Subdivision** are **strictly prohibited.**

- Keep a "responsible pet-owner" attitude.** Pets must be appropriately vaccinated and should be kept inside their cage, or confines of the owner's property to prevent injury to other people. They are not permitted in the common areas, vacant lots, open space, and facilities. Whenever taken out of the Property, pets must be secured with a leash and must not be allowed to litter on the subdivision grounds or at the least, pet owners should have a litterbag to clean their pets' mess immediately.

- For Security reasons, Domestic Helpers, Drivers and Contract Workers of the Buyer should be registered to the Association's Office and issued proper identification cards.** They are strictly prohibited from loitering, gambling, using prohibited drugs, sleeping at any common areas, facilities and other areas from the subdivision, and conducting themselves in a rowdy or unruly manner. The buyer/tenant shall be responsible for the action of his/her employee.

- All noise must be kept to a minimum level throughout the subdivision premises especially during night hours starting from 10:00 PM up to 7:00 am to respect the resting/sleeping residents.** Everyone is encouraged to restrain from noisy, boisterous or loud acts or from using noise-making tools and loud motorbikes especially during nighttime at 10:00 pm up to 7:00 am.

- All moving in or moving-out homeowners/tenants should secure first a HOA Clearance or Gate Pass from the Association's Office.** Leasing/selling of units should be coordinated with the Association as well. Buyers/Tenants are advised to **abide identification policies** of the Subdivision (Homeowners' Card, Car Sticker, Passes) for your security and to help establish a reliable security routine inside our Subdivision.

- Your monthly contribution is essential in maintaining the Security Services, Maintenance Services, Streetlights, Sanitation and Safety, Administrative Services and Community Services.**

I hereby understand and signify my conformity with the above mentioned rules and regulations of Camella Lipa Homeowner's Association Inc.

Conforme:

Oriented by:

\_\_\_\_\_  
(Homeowner Signature over Printed Name)

\_\_\_\_\_  
Date

#### CONTACT US:

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