



**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 – 0205

Date : February 17, 2025  
To : Our Valued Residents/Tenants  
From : HOA Office  
Re : Requirement of Barangay or Police Blotter for Requesting a Ban in the Association

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In line with our commitment to maintaining peace, order, and security within our community, the Camella Homeowners' Association Name, Inc. is implementing a new requirement for any request to ban individuals from the premises. Effective immediately, any request to impose a ban on a person within the subdivision or community must be accompanied by an official **barangay blotter** or **national police blotter**.

**New Policy Guidelines:**

1. **Blotter Requirement** – Any resident or homeowner requesting a ban on an individual must present a copy of official barangay or police blotter documenting the incident that justifies the ban.
2. **Formal Request Submission** – A written request must be submitted to the HOA office along with the blotter report. The request should include the name and clear picture of the individual to be banned, the reason for the request, and supporting details.
3. **Review and Approval** – The HOA Board will review the request and determine if the ban is necessary based on the evidence provided.
4. **Enforcement** – If approved, the HOA will notify security personnel and issue an official advisory regarding the ban.

This policy aims to ensure due process and fairness in handling security concerns within the community. We appreciate your cooperation in keeping our neighborhood safe and orderly.

For any questions or concerns regarding this policy, please contact the HOA Office at 09171364374 or email [hoaofficial@camellalipahoa.com](mailto:hoaofficial@camellalipahoa.com)

Thank you for your cooperation.

Sincerely,

HOA OFFICE

Camella Lipa Homeowners' Association, Inc.

Approved by:

  
Christopher Lloyd O. Castillo  
CLHOAI - BOD President

**CONTACT US:**

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