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 ·
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BOARD RESOLUTION NO. 2025-38

RESOLUTION ADOPTING THE AMENDED RULES AND PROCEDURE ON CLEANLINESS, SANITATION, AND WASTE DISPOSAL IN COMPLIANCE WITH DOR PART 5: OWNERSHIP, USE AND OCCUPANCY, SECTION 5.6 – PROPERTY MAINTENANCE AND WASTE DISPOSAL

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 August 2, 2025, with a quorum present and acting throughout, and duly considered the following matters, among others, pertaining to Adopting the Amended Rules and Procedure on Cleanliness, Sanitation, And Waste Disposal in Compliance with Dor Part 5: Ownership, Use and Occupancy, Section 5.6 – Property Maintenance and Waste Disposal;

WHEREAS, the Board of Directors recognizes the urgent need to adopt improved guidelines that address increasing environmental concerns, promote household compliance, and reinforce community health and safety;

WHEREAS, pursuant to the Deed of Restrictions (DOR) Part 5, Section 5.6 on Property Maintenance and Waste Disposal, it is the responsibility of all homeowners to maintain cleanliness and sanitation within their premises and to ensure that proper solid waste disposal is observed at all time;

WHEREAS, the Association recognizes the need to:

- Promote proper waste segregation at source;
- Reduce landfill contribution;
- Increase recycling participation;
- Foster a culture of environmental responsibility within the community;

WHEREAS, this amended rule shall take effect ten (10) days after publication on the CLHOAI official Facebook page and posting in conspicuous places within the subdivision, including the Clubhouse;

NOW, THEREFORE, BE IT RESOLVED, that the Camella Lipa Homeowners' Association, Inc. through its Board of Directors unanimously approved the attached copy of the "Amended Rules and Procedure on Cleanliness, Sanitation, And Waste Disposal in Compliance with Dor Part 5: Ownership, Use and Occupancy, Section 5.6 – Property Maintenance and Waste Disposal".

SIGNED this 16 AUG 2025 at Camella Lipa, Tibig, Lipa City, Batangas by the Board of Directors of Camella Lipa Homeowner's Association, Inc.

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AMENDED RULES AND PROCEDURE ON CLEANLINESS, SANITATION AND WASTE DISPOSAL IN COMPLIANCE WITH DOR PART 5 OWNERSHIP, USE AND OCCUPANCY SECTION AND 5.6. PROPERTY MAINTENANCE AND WASTE DISPOSAL

1. PURPOSE

A. To promote proper waste management, environmental protection, and a clean, healthy community by implementing waste segregation at source within the community.

B. To increase recycling rates.

C. To reduce the amount of waste sent to landfills.

D. To Foster a culture of environmental stewardship in the community.

2. SCOPE

These rules apply to all residents whether homeowners or tenants or staffs within the community.

3. CLASSIFICATION OF WASTE

Homeowners must segregate waste into the following categories:

♻ Biodegradable (Green plastic waste bag)
- Food scraps
- Vegetable and fruit peels
- Garden waste (leaves, twigs, etc.)
- Paper towels, napkins

Non-Biodegradable / Recyclable (White plastic waste bag)
- Plastic bottles, containers
- Glass bottles and jars
- Tin/aluminum cans
- Newspapers, cartons, and cardboard
- Clean, dry paper

⚠ Hazardous Waste (Marked Container or Bag)
- Batteries
- Light bulbs
- Expired medicines
- Paints, chemicals

Residual Waste (Black plastic waste bag)
- Sanitary pads and diapers
- Styrofoam
- Soiled plastics and packaging
- Broken ceramics

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4. COLLECTION SCHEDULE

Waste Type	Collection Day	Time
Biodegradable	Tuesday & Saturday	8:00 AM-10:00 AM
Recyclables	Monday & Friday	8:00 AM-11:00 AM
Residual Waste	Tuesday & Saturday	8:00 AM-10:00 AM
Hazardous Waste	Tuesday & Saturday	8:00 AM-10:00 AM

Note: There will be a special collection schedule depending on the necessity of the same to be determined by the board of director.

5. GENERAL GUIDELINES

- Storage container should be leaked proof of hazardous or non-hazardous materials, resistant to corrosion and breakage and tight sealing to prevent pests and animal access into the stored waste.
- Storage container should be made from materials that don't react with the waste chemicals and prevents contamination of soil, water, or air, and easy to clean, repair, and maintain.
- Storage container should be capable to secure long-term storage, if necessary, and complies with the environmental regulations.
- Waste should be placed inside a plastic garbage bag in accordance to its classification which should be securely tied before being placed inside the storage container.
- Homeowners are prohibited to hang their garbage in their gate or in any common areas of the community. All garbage and trash shall be placed and kept in sanitary, covered storage containers inside their respective property until such time of scheduled collection and disposal.
- Homeowner are prohibited to stored their wasted which will induce, breed or harbor infectious diseases or noxious insects or foul smell.
- Segregation of waste into biodegradable and non-biodegradable waste will be strictly implemented. Proper segregation and garbage disposal should be strictly observed. Management Office strictly implement "NO SEGREGATION NO HAKOT POLICY".
- Homeowners are directed to inform the garbage hauler of the hazardous waste included in their trash bin.
- The homeowners are prohibited to burn or incineration of any trash, garbage, garden cuttings or other rubbish/waste materials on any lot or areas.
- The homeowners are prohibited to use their property for any purpose which would result in the pollution of waterways or otherwise impair the ecological balance of the surrounding areas.
- The homeowners are responsible for the disposal or hauling of construction debris and/or rubbish used for their house improvements; bulk waste such as, but not limited to, broken furniture, defective appliances and damaged containers since these waste materials are not covered by, and not included in, the garbage collection service by the local government garbage disposal unit.

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- To significantly improve recycling participation and overall environmental responsibility of the homeowners, the board of directors, through its maintenance department will implement an incentive-based waste segregation program.
- The incentives are POINT SYSTEM PER HOUSEHOLD WHICH MEANS THAT EVERY POINT CAN CONVERTED TO ONE PESO WHICH IS DEDUCTIBLE EVERY MONTH IN HOA DUES (1 POINT = ONE PESO) and recognition such as "GREENEST PHASE OF THE MONTH" WHICH GIVES DUE RECOGNITION TO A PER PHASE PARTICIPATION OF THE HOMEOWNERS (NO OF POINT OF HOMEOWNERS RESIDING IN ONE PHASE WILL BE COMBINE AND PHASE WHICH WILL HAVE THE MOST POINT WILL BE REWARDED/RECOGNIZE).
- The criteria are clean and contamination-free recyclables and timeliness in collection schedules. The Assign waste collectors or coordinators are required to assess compliance and use a point system logbook for easy tracking.
- The schedule of point system per recyclables are the following: Cartons (1 kilo/1 point), newspaper and used paper (1/2 kilo/1 point), plastic bottles (1 kilo/3 points), liquor bottles (2 kilo/1 point), steels (1 kilo/3 points). Pointing system is based on the existing DENR-EMB MRF junk shop price.

6. PENALTIES FOR NON-COMPLIANCE

Violation	First Offense	Second Offense	Third Offense
Failure to segregate waste properly	Written warning	₱500 fine	₱1,000 + community service
Dumping waste in non-designated areas	₱1,000 fine	₱2,000 fine	₱5,000 + possible legal action

7. MONITORING AND ENFORCEMENT
- Designated Waste Monitors from the HOA will conduct random inspections.
- Non-compliance will be documented and addressed based on the penalty guidelines.

8. All existing guidelines or parts thereof which are inconsistent with this AMENDED RULES AND PROCEDURE ON CLEANLINESS, SANITATION AND WASTE DISPOSAL IN COMPLIANCE WITH DOR Part 5 Ownership, Use and Occupancy Section and 5.6. Property Maintenance and Waste Disposal are hereby repealed or modified accordingly. This rule shall take effect ten (10) days after the publication to the CLHOAI official Facebook page and posted in conspicuous place in the clubhouse.

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