



*Pulu Amsic Clubhouse, 2nd Floor Conference Room  
Pulu Amsic Subdivision, Angeles City, Pampanga 2009*  
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## **Board of Directors Meeting Minutes for September 2023**

*Date: September 11, 2023. 9:00 am*

*Location: Pulu Amsic Clubhouse Office*

### **IN ATTENDANCE:**

Rommel Bundalian – President  
Roselle Breckenridge – Treasurer  
Asunsion Nocum – Auditor

Maria Pamintuan – Vice President  
Emelita Espanol - Secretary  
Marybel Hammer – Board member

### **ABSENT:**

Rodrigo Cruz – Board member

### **OTHERS PRESENT:**

Jeanne Matias (Admin secretary)  
Brian Craven (Village Captain)  
Dr. Ruth (Election Committee)  
Homeowners:  
Guy Breckenridge  
Bill Wall  
Ken McCown

**I. After the roll call and confirmation of a quorum, the Board agreed to re-arrange the schedule to allow for an update from Dr. Ruth with respect to the election 'show cause' order we received. Here is a summary of her update.**

A show cause order was received from DSHUD in August with regards to the May AGM meeting and a complaint that there was no quorum for the election. We were given 15 days to respond.

Dr Ruth summarized the reply she prepared and the events that unfolded at the meeting. She submitted the reply on 21 Aug 2023. Thus far, there has been no response from the DSHUD.

Let it be noted that the legal counsel retained during the election is no longer retained by PALA. The Board agreed to look for a new legal firm to represent us.

## **II. ADMINISTRATIVE AND FINANCIAL MATTERS**

1. Motion to approve meeting minutes of Aug 1, 2023 board meeting was tabled by President Rommel and unanimously passed.

2. Financial cash flow report for Aug 2023 presented and discussed. Treasurer noted that there was a net income of P284,845.10 for the month. P205,798.00 of the amount was received as advance payment of monthly dues. It was also noted that this month's statement included the P61,200 downpayment for the HOA software we agreed to purchase. The Board to continue to look for ways to minimize the expenses while focusing on collections from those lot owners who have delinquent accounts.

3. Visit from Barangay Amsic Kapitan R.Rogando. While the Board meeting was in progress, we received a visit from representatives of Barangay Amsic. The acting Kapitan requested time to speak to the Board and it was agreed to allow him to proceed. Here is a summary of his presentation:

- Segregation of the garbage will be required beginning January 2024
- Garbage to be separated into two categories, biodegradable and non-biodegradable
- Reminder of the upcoming election next month (19 Oct) and request for consideration for financial support and donation.

The Treasurer Roselle asked for a memorandum from the Barangay that we could circulate to the residents of the pending garbage collection requirements. The Kapitan agreed to provide it. Bill Wall also made a recommendation to put a tarpaulin/banner at the front gate which the Board agreed to. With regards to donations or financial support, the Board commented that PALA's financial situation is still too dire to make contributions. However, Board members may certainly donate on their own.

4. Village Captain Report. An update was provided by Brian Craven, the Village Captain. A summary of his presentation follows:

- SOPs for the Security Guards were distributed for approval. Feedback is requested.
- New main gate entry procedures will be implemented on 18 September. Expect some angry residents and complaints.
- HOA software implementation and website integration
  - The new system is still in testing phase and changes are being made.
  - Historical records of homeowners' payments must be manually inputted
  - IT developers estimate two more weeks of work
  - Beta testing scheduled for later this month (22-25 Sept). Board members are encouraged to go online and try the software.
  - Personal data and contact info update will be required at logon
  - IT developers working on features for multi-lot owners to avoid requirement to enter data for every lot.
  - System has back up to the Cloud, once a day at midnight

Again, it was stressed that the Board members should test this software as early as possible. When it's rolled out to our residents, we want minimal issues. As for the website, it was mentioned that we need new high-resolution photos. Bill Wall volunteered to provide those.

5. PALA By Laws. The revised PALA Bylaws were approved on August 1<sup>st</sup> and will be distributed via blast email on 12 September. The effective enforcement date is scheduled for Oct 16<sup>th</sup>.

### **III . MAINTENANCE AND GROUNDS RELATED CONCERNS**

1. Drainage in Phase 1 during heavy rains continues to be a major issue. Treasurer Roselle to make a request to obtain copies of the subdivision blueprints from the Office of the Building Official. According to Michael, this problem has persisted for years with no solution. His recommendation now is to add a sump pump and approximately 50m of pipe to redirect the rain water that is accumulating in the south east corner of the subdivision.

2. Installation of Solar Street Lights. Our Village Captain Brian is leading a test of solar powered streetlights in Phase 1 of the subdivision. He has agreed to personally fund the purchase of 20 solar lights to replace the existing halogen lights so that we may determine the savings. The lights are on order thru President Rommel. Timing for implementation is dependent on the unloading of his container at Clark.

3. Maintenance Employees. One of the existing maintenance workers has made it known that he has a family issue and may want to resign to relocate back to the province. He informed the office staff that if he received severance pay (around P75k), he would likely resign. Unfortunately, our PALA funds are quite limited right now and buyout is not possible. Instead, the Board agreed to attempt to negotiate for a lower payout.

4. Lot Clearing. With most of our landscaping equipment damaged or broken, the maintenance team has focused their efforts on clearing the vacant lots and removing nuisance trees. During the clearing operations, they have found that some homeowners are illegally using the vacant lots beside them for parking of cars, gardens, clotheslines, etc. The illegal use of these vacant lots must cease immediately. The PALA office to issue violations to the culprits.

5. Swimming Pool Use Waiver. Bill Wall submitted a revised swimming pool use waiver to the Board members for review and comment.

6. Phase 2 Guard Shack Concern. The Board was advised of an issue with the Phase 2 guard shack. There are electrical concerns (light switches, convenience outlets, etc.) that must be addressed immediately. A repair quote for P6,500 was received and approved.

7. Swimming Pool Divider Wall Repair. The Board was advised of the urgent need to repair the center dividing wall. A quotation in the amount of P10,000 was received and approved. The repair will commence immediately. Expect the pool to be closed for 3-4 days.

### **IV. NEW BUSINESS AND WALKINS**

1. Zumba in the Clubhouse. For the record, the Board did not suspend or cancel anyone's Zumba activities in the clubhouse. Residents are welcome to use the clubhouse for this activity provided

that the music/sound level is reasonable and does not disturb the neighboring houses. VP Maria to pass that message to her Zumba group.

2. City Vet Visit 12 Sept. We received notice that the City Vet will visit on 12 Sept to address our residents' concern with respect to the stray/feral cats. We invite and encourage all residents to attend and voice your concerns.

3. Clubhouse Night Lights. The Board agreed that the clubhouse should be lit at night with the existing 4 spotlights. Maintenance/Security to be briefed on how to turn on/off the lights and the need to ensure they are on at night.

4. PALA 2024 Strategic Plan. Our Village Captain made a request for the Board to begin to consider a strategic plan for CY2024.

#### **V. OLD BUSINESS (NOT DISCUSSED)**

1. During discussion of the finances, a proposal was made to open a second bank account for the holding of construction bonds. The board tentatively agreed to the proposal. Implementation will be delayed until sometime in September.

2. The board likewise discussed the scheduling of the DHSUD training. President Rommel to contact the DHSUD office for the setting of the date.

3. An inquiry was made regarding the status of the PALA fire and property insurance to cover the common areas, the swimming pool, clubhouse and playground. The status is unknown. Request for Village Captain to take up the issue and determine if we are covered.

#### **NEXT BOARD MEETING SCHEDULE**

1. The next meeting is hereby scheduled for October 4, 2023 at 09:00 AM.  
At Pulu Amsic Clubhouse

**EMELITA ESPANOL - SECRETARY**