



*Pulu Amsic Clubhouse, 2nd Floor Conference Room  
Pulu Amsic Subdivision, Angeles City, Pampanga 2009  
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**PALA Board of Directors Minutes of Monthly Meeting  
Date: March 6, 2024**

Minutes of the Board of Directors meeting of the Pulu Amsic Lot-Owners Association (PALA), held at the *Pulu Amsic Clubhouse, 2nd Floor Conference Room, in Pulu Amsic Subdivision, Angeles City, Pampanga 2009* Date: March 6, 2024 Time : 9:00AM

1. **CALL TO ORDER** - The meeting is called to order at 9:16AM and presided over by President Rommel Bundalian
2. **ROLL CALL OF OFFICERS:** Attendance was taken at 9:24 AM. The following individuals were present.

**BOARD MEMBERS:**

- |                        |                |
|------------------------|----------------|
| * Rommel Bundalian     | President      |
| * Mary Pamintuan       | Vice President |
| * Roselle Breckenridge | Treasurer      |
| * Emelita Espanol      | Secretary      |
| * Asuncion Nucom       | Auditor        |
| * Marybel Hammer       | Member         |

**Others in Attendance:**

- |                     |                                       |
|---------------------|---------------------------------------|
| * Je-Ann Matias     | Admin Secretary                       |
| * Brian Craven      | Village Captain & Grievance Committee |
| * Guy Breckenridge  | Finance Committee                     |
| * Michael Borchardt | Construction and Pool Committee       |
| * Bill Wall         | Maintenance Committee (absent)        |
| * Kenneth W. McCown | Peace In order Committee (absent)     |

**Others Members, Walk In:**

- |                   |                    |
|-------------------|--------------------|
| * Torsten Moller  | Homeowner          |
| * Marvin Bolabola | Security           |
| * SO Allan Naive  | Security Inspector |

3. **QUORUM:** A quorum was present.

4. **APPROVAL OF MINUTES:** The PALA President called for a vote to approve the February meeting minutes. The motion was approved by the Treasurer and seconded by the Vice President. All others in attendance nodded and approved.

*Note1: A comment was made reminding the board members of the need to periodically check their email accounts. When feedback is requested, they should email their comments/inputs and copy all board members.*

*Note2: Marybel Hammer's requested clarification of bylaw implementation and dues increase for vacant lots was duly noted. Her position is not supported by any other members of the board.*

5. **FINANCIAL REPORT:** Treasurer Roselle distributed the financial report / cash flow statement for February 2024 and led the review of it. For the month, we recorded a net surplus of P2,202,658.44 which is obviously welcomed news. We had a very good month of collection. The financial report is attached with these minutes.

**Notable Numbers:**

- \* Bank balance as of Feb. 29, 2024 (P6,895,951.19)
- \* Construction bonds (P1,515,000.00)
- \* Bank balance less construction bonds (P5,380,951,19)

*Discussion:*

- Board goal is to collect the outstanding monthly dues and to get the non-paying residents to start paying their dues consistently and on time.
- When the new board took office, the former board was pushing an increase in dues to ten (10) pesos/sq meter. Fortunately, we have avoided that increase.
- With our reduced expenses and improved collection, the proposed increase of dues is no longer needed.
- In fact, when we are financially healthy, we expect to be able to lower the monthly dues and also fund improvements to the pool area, the playground and to also fund the building of the basketball court. Additionally, we plan to add additional CCTV coverage, especially at the perimeter walls.
- The recent surge in collections is largely due to the changing of the security service and the enforcement of our entry rules. Residents with overdue accounts are required to settle their account arrears before sticker entry was permitted.

**6. COMMITTEE REPORTS:** Although absent from the meeting due to a personal obligation, Mr. BILL WALL provided his update in writing. Captain Brian summarized the status of the maintenance committee as follows:

**MAINTENANCE**

*Completed and Ongoing Items*

- Street light replacement program
  - 50 solar streetlights have been installed but another 80 lights still need to be replaced.
  - Treasurer proposed immediately funding an additional 50 solar lights. The board agreed and funding was approved.
  - Replacement of all the non-working lights has already been accomplished.
- Pool lights battery replacement – due to the theft of the original batteries, we need to purchase four pieces of battery at an approximate cost of P1000 each. Board approved.
- The eight (8) underwater pool lights are also in need of replacement. The quotation received from I.V.Roxas for 6 pieces of 12V niche type LED waterproof lights, but before approval, the quote must be revised for 8 pieces.
- Vacant lots are still being used as dumping grounds for various materials and junk.
  - This month found shower glass, broken chairs, and other items dumped on these lots.
  - Board must act to catch the culprits and stop this illegal dumping.
  - One suggestion is to make and post sign boards at the vacant lots being abused. The signage should list huge fines when caught dumping.

*New Issues*

- Pump and motor for deep well has failed and requires repair or replacement.
  - Maintenance workers at the barracks have once again tapped into the swimming pool/ clubhouse water line.
  - A new motor and pump are being sourced – expect a cost of P5K-P7K
  - Other option is to tap water off of another property (Bob's) or Clubhouse water source line (with permission of owner) to service the barracks. A meter could be installed and the cost of the water billed to the residents of the barracks.
- New Maintenance Equipment Request
  - Portable generator to provide remote power during maintenance/installation away from a power source. Estimated cost is P6K-P8K. Board approved.

**SECURITY**

- New agency is on board and providing noticeable improved security for the subdivision.
- Issues with getting residents to comply with SOPs and entry procedures are still a factor and there is a need to constantly remind residents about the 20KPH speed limit.
- Call entry to be implemented beginning 18 March. Guards will be calling registered residents to approve the entry of their visitors without stickers. If contact with resident cannot be made, the visitors

will not be given visitor passes and they will be denied entry. We need to prepare a tarpaulin to inform the residents.

- The head of King Taurus Security also attended and commented on their observations within the subdivision. Here are the security items discussed with them.
  - Schedule for the roving guard is 9:00 PM to 6:00 AM.
  - Their request for funding of fuel for use in their motorcycle used for roving. The requested reimbursement is P100/day or approximately P3000/mo.
  - Their request to add an additional guard for roving.
  - Our proposal to add and post one uniformed guard at the swimming pool entrance to enforce our subdivision rules (proper attire, no horseplay, limiting number of visitors, etc). Cost (approx. P14,300/mo) could be offset by reducing or eliminating the maint worker/pool attendant currently attending to these duties.
  - Make the guard shack at Pinatubo Street the post of the roving guard when he is not roving. Currently, he is posting himself at the Clubhouse.

### **POOL AREA CONCERNS**

- As reported by Michael, our pool rules are still being ignored or abused by certain residents and their guests. Some visitors are even using the pool area without a resident escort.
- The Board is discussing the rewrite of the pool rules and the need to post signage with applicable fines next to the pool entrance. The proposed verbiage for the signage is being circulated for edits and comments. Board member input is needed now.
- The assigned pool attendant, Dexter, has been caught sleeping on duty and action must be taken. As discussed in the security section, the board is considering bringing a uniformed guard to the pool area to enforce our rules.

### **7. VILLAGE CAPTAIN REPORT**

- a. HOA software development continues to improve, and the data entry is being cross-checked for accuracy. The financial part is already operational, and it should be made available to the residents within one month.
- b. Request is made to hire a part-time admin person, two days a week, to assist with the data entry, management of files and other office work. This person could also staff the office on Saturdays. Estimated cost would be P8,000 per month. If agreed by the board, we need to begin to recruit candidates. Board to make a decision.
- c. Collection of past dues has improved as exhibited in the financial report. However, we still have many delinquent residents to collect from. Need to decide next actions, probably legal.
- d. Request for maintenance return to watering the clubhouse and lawn. Board approved.
- e. E-bikes are required to display vehicle stickers when driven on our street. Board to decide if we will continue to provide them at no charge.

### **8. OTHER OLD BUSINESS**

- a. Cat situation is not improving and the board continues to receive complaints of damage to their vehicles and property from these feral cats. The board is not getting support from the CITY VET and in fact, our three (3) live traps have not been returned. These matters are to be discussed with legal counsel once an attorney has been retained.
- b. The board has agreed to open a second BDO bank account to separate and hold the construction bond deposits apart from the other subdivision finances. The secretary certificate has been prepared. Pres and Treasurer to visit the bank as soon as possible to open the account.
- c. PALA HOA is still in need of retaining an attorney for subdivision matters and legal advice. Select board members interviewed a potential attorney last month, but due to conflict of interest with St. Catherine's Realty, decision was made not to retain him. Board members are asked to submit new referrals.
- d. No need to have the accountant apply for electronic O.R. Instead, a single A.R. (Acknowledgement Receipt) to be used. This change will allow the admin office to stop using the three (3) forms they currently fill out.

### **9. NEW BUSINESS**

- a. *The Board must address property owners who are violating our single-family home bylaw by renting to multiple renters in one house. Most of the major issues, such as parking on the street, excessive garbage, noise complaints, etc., within the subdivision originate from the properties with multiple families residing in one property. We need to review and strengthen our bylaws with respect to these violations and increase the penalties. If the subdivision will allow these multi-family properties to exist, there is a proposal to increase their monthly dues.*
- b. *There is a request to install locking gates at the following locations: clubhouse tower and kitchen, Phase One guard house and Phase Two guard house. The board approved the proposal and requested that Captain Brian get a quotation.*
- c. *Admin office requires a standard demand letter template to use to send collection notices to residents who are behind on their dues. Once the standard demand letter is drafted, it should be sent to all delinquent homeowners. These delinquent notices can be incorporated in the new HOA software to be sent out automatically once an account is delinquent for 30 days or more.*
- d. *President Rommel to draft a formal letter to ANGELES ELECTRIC COMPANY (AEC) requesting an audit of the subdivision streetlight power consumption. With the installation of the solar streetlights, AEC should reduce our monthly billing to compensate for the 50+ streetlights that are now solar powered.*
- e. *Board must address the use of the clubhouse for badminton and other sports. When used after dark, electricity is consumed, but currently PALA is not being reimbursed for these expenses. Need further discussion on what activities are allowed and charges when electricity is being consumed.*

**10. OPEN FORUM:**

*Walk-in complaints from concerned homeowners*

- *Makiling Steet nonstop dog barking, especially in early morning hours around 5am and 6am*
- *Noisy/loud tricycle and motorcycles*
- *Stray cats are still being fed on empty lots and common areas.*
- *Residents parking on the streets and block properties of their neighbors.*
- *Vehicle sticker declared invalid due to its placement on the windshield. One-time new sticker to be provided FOC.*

**11. ADJOURNMENT:** *The board meeting was officially adjourned at 12:30 PM .*

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*Emelita J. Espanol ( Emily )  
PALA-Corporate Secretary*

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
February 2024			
<b>COLLECTIONS (February 01-29 2024) :</b>			
MONTHLY DUES	1,455,357.00		
Advance Payment Monthly dues	1,201,650.00		
STICKER	109,900.00		
Road users Fee	21,000.00		
<b>TOTAL COLLECTIONS</b>		<b>2,787,907.00</b>	
<b>Less : EXPENSES</b>			
CLEANING SUPPLIES (trash bag,soap,downy,glass cleaner, broom stick)	3,086.00		
ELECTRICITY Bill Feb.2024	65,492.62		
WATER Bill Jan. 2024	13,402.19		
GARBAGE PAYMENT February 2024	20,000.00		
Palm Leaves Hauling 2nd Payment	55,000.00		
OFFICE Expenses ( see itemized disbursement )	47,610.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT- Gas and Diesel	10,500.00		
REPAIR & MAINTENANCE - SWIMMINGPOOL ( see itemized disbursement	26,940.00		
SALARIES - MAINTENANCE (Feb 01- 29,2024)	76,549.00		
SALARIES - ADMIN Feb.01-29,2024)	24,205.00		
PAG-IBIG FUND Contributions Jan . 2024)	1,410.00		
PHILHEALTH Contributions (Jan. 2024)	4,060.00		
SSS CONTRIBUTION (Jan. 2024)	10,440.00		
SSS LOAN PAYABLE (Jan. 2024)	1,245.91		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (Jan. 2024)	2,000.00		
TRANSPORTATION EXPENSE L.a De Jesus	200.00		
SECURITY SERVICE PAYMENT Jan 16-31,2024 P 106,601.42			
Feb 01-15, 2024 P 106,601.42	213,202.84		
TOOLS & EQUIPMENT - ( see itemized disbursement )	4,255.00		
TRANSPORTATION EXPENSE	650.00		
Clubhouse Rental Deposit Refund ( Keith Yves Carolino)	5,000.00		
<b>TOTAL EXPENSE</b>		<b>585,248.56</b>	
<b>Net Surplus</b>			<b>2,202,658.44</b>
Actual Bank Balance As of January 28 ,2023		4,693,146.85	
Add : February 2024 statement (Net Surplus)		2,202,658.44	
Add. Bank Interest Gain As of Feb.29 2024		145.90	
Bank balances as of Feb 29, 2023		6,895,951.19	
Less:			
Construction Bond	1,515,000.00	1,515,000.00	
Difference ( Advance payment / Bank interest gain )		<b>5,380,951.19</b>	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. ( PALA )		
ITEMIZED DISBURSEMENTS		
FOR THE MONTH OF February 2024		
Office Expenses		
office load	350.00	
By laws & Entry Form Photocopy, bond paper	2,450.00	
internet Bill Jan. & February 2024	4,010.00	
Software (bal. payment)	40,800.00	
<b>Total</b>	<b>47,610.00</b>	
Repair and Maintenance -Swimming Pool		
2 drums Chlorine, 1 container Muratic	25,200.00	
muratic 5 gallons	600.00	
GI Valve for shower	1,140.00	
	26,940.00	
Tools & Equipment		
grease Gun/fittings	1,000.00	
g.i Wires	400.00	
Nylon	2,000.00	
bicycle tire	650.00	
cement	205.00	
<b>Total</b>	<b>4,255.00</b>	