



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: April 3, 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: April 3, 2024 Time : 9:00AM

1. **CALL TO ORDER** - The meeting is called to order at 9:15 AM and presided over by President Rommel Bundalian.
2. **ROLL CALL OF OFFICERS:** Attendance was taken at 9:16 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 (arrived after the start of the meeting)

Others in Attendance:

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

Others Members, Walk In:

* Robert Bailey	Homeowner
* Dennis Wright & Rea Bea	Homeowner
* Edith & Tilmann Haug	Homeowner
* Stacy Michelin	Homeowner
* OIC Pate RO	Security Officer

3. **QUORUM:** A quorum was confirmed.
4. **APPROVAL OF MINUTES:** The PALA President called for a vote to approve the February meeting minutes. The motion was seconded by the Treasurer. All others in attendance nodded and approved.
5. **FINANCIAL REPORT:** Treasurer Roselle distributed the financial report / cash flow statement for March 2024 and led the review of it. For the month of March, the subdivision recorded a net surplus of P95,302.06. The financial report is attached with these minutes.

Notable Numbers:

- * Bank balance as of March 29, 2024 (P6,991,493.45)
- * Total construction bond (P1,565,000.00)
- * Subdivision funds on hand less construction bonds (P5,426.493.45)

6. COMMITTEE REPORTS:

MAINTENANCE (presented by Bill Wall)

Phase 1 flooding

No viable solution for controlling the flooding yet found. Team still studying two possible solutions.

- 1/ Create large catch basin in section of road closest to the flooded area
- 2/ Pump storm water further up to the road to nearest drain.

Costs and feasibility of both solutions under consideration. In the meantime, our legal counsel recommends that the affected homeowners write/submit a new joint letter of complaint to the developer so that once a solution is pursued, the costs can be charged to St. Catherine's. Failure to do so may allow the developer to legally argue that enough time has passed without follow-up complaints that he can no longer be expected or forced to resolve it.

Solar light installation

- A total of 50 solar streetlights have already been installed.
- Initial replacement of the original non-working lights was completed. However, an additional 16 lights have failed since then. We are waiting for next shipment of solar lights.
- Also, areas of subdivision with inadequate lighting have been identified. Maintenance is looking to fabricate light poles where they are lacking so additional lights can be mounted.
- Solar light battery replacement for pool area approved. New batteries (P5,000) on order.

Sidewalk repairs

Maintenance team completed two sidewalk repairs in the past month. One near the main road just past the phase 2 entrance and the other one in phase 3.

Water supply for barracks and pool filling

The pump for the deep well supplying water to the maintenance barracks has again failed. The cost to fix or replace it is P5k to P7k. Due to the unreliability of this deep well, the board is recommending that we connect the barracks to the water source line for the clubhouse with its own water meter. The water usage will be charged to the residents of the barracks.

Lockable gates needed for Clubhouse Tower, Phase 1 and Phase 2 Guard Shacks

An initial quotation of P35,000 has been received for the fabrication and installation of the 5 total gates needed to secure these buildings. The price is still under negotiation and is not yet final. Still need to get second quote and kickoff the works.

Trash and landscape cuttings disposal

We are still seeing some residents improperly dumping their waste (construction debris, plant/tree trimmings, yard waste, furniture, etc.) on vacant lots. This trend has to stop. The board discussed possible solutions, but no decision was made. For the meantime, maintenance should collect the waste, but warn the residents that the illegal dumping must stop. They will be fined in the future.

Street and Road Signage

You may have noticed that we have begun to rehabilitate the unreadable street signs in the subdivision with new reflective lettering. We are testing signs with a white background and green letters as well as signs with a green background and white letters.

New Maintenance Equipment

A handout of the maintenance equipment inventory was provided with an estimate of its value. Current value of the equipment is estimated at P478,850 although replacement costs would be substantially higher at P2,497,350. Note the P2M replacement cost of the tractor. Below is a list of the recent equipment purchases.

- ✓ 1 new Honda 4 cycle weed eater bush hacker -P15,800
- ✓ 2 new Stihl 1 gas powered blowers -P16,000 each
- ✓ 1 new 3.8 KW portable generator -P12,000

- ✓ *3/8" ratchet and socket set – 1 set*
- ✓ *Safety harnesses with lanyard for working at heights*
- ✓ *Future purchases to include 1 additional weed eater and 2 more blowers*

POOL AREA CONCERNS

- Effective April 1, we deployed a security guard at the swimming pool area and changed the hours of operations to 7:00AM to 7:00PM. Maintenance personnel will still be tasked with the pool cleaning, monitoring, testing and clean-up of the area. However, the security guard will oversee the pool area, enforce our entrance and usage rules and have violators removed as needed.
- The Board has been advised that maintenance employee named Jeff has expressed his desire to resign and return to his province. He has been working in various positions (most recently at the pool) at the subdivision for 5-6 years. The Board has agreed to have Pres Rommel speak to him.

SECURITY CONCERNS

A portion of the meeting we allocated to receiving a verbal report from the Security Officer in Charge. Providing our security services for more than a month they asked for time to present their observations about the subdivision. Here are the concerns they relayed.

- Still too many busted lights in subdivision (replacements in progress)
- Need additional roofing/awning at main guard shack for protection from weather (to be evaluated)
- Clubhouse with holes in roof (we are already aware)
- Big bikes/motorcycles still refusing to display PALA entry stickers (to be addressed)
- Some vehicle owners refuse to display entry sticker on windshield (to be addressed)

Members of the board and our walk-in residents brought up additional concerns/issues:

- Security holding driver's license of visitors
- Grab/food deliveries in middle of night – sometimes going to wrong address
- Lack of phone signal in some residences – guards cannot call
 - Visitors still being let in without announcing contacting the resident first

Although there was a very lively discussion about these concerns and many suggestions about ways to resolve them, there was no total agreement on how to deal with each item raised. Suggestions such as installing Wi-Fi at the main gate (for the guards to use of Viber, messenger, Whats app), allowing pre-coordinated visitors to enter without contacting the resident, banning food deliveries after 2AM, etc. were all tabled for further consideration.

7. VILLAGE CAPTAIN REPORT

- a. HOA software development is nearly complete and ready for implementation. Data entry is also complete. The website is ready for homeowners to log in and the financial part can be used effective 1 May. Tarpaulins have been posted with the website address.
- b. ID card printing is now also available. Encourage your neighbors to get theirs.
- c. Barangay cutting of perimeter trees is being negotiated. The initial price is P94,400 and timing is 8 days. Subdivision to insist on a cutback of 1.5 meters. Vice will negotiate.
- d. Captain is asking for direction on how to deal with those in violation of the single-family home rule. The board's position is that there should be no exceptions and that we need to address the existing violations by insisting on non-renewal of leases where multiple families reside in one house.
- e. A formal letter requesting ANGELES ELECTRICITY COMPANY (AEC) audit the streetlights has been submitted and received by AEC. We are awaiting the result of their audit and the adjustment to our billing.
- f. The new playground construction to be started by the second week of April. Construction time is approximately 4 weeks. Thank you to those who have already donated. Donations are still very welcome.

8. OTHER OLD BUSINESS

- a. Cat situation in not improving and the board continues to receive complaints each week. In fact, there is apparently an alarming outbreak of rabies in Angeles to make matters even worse. The board is not getting support from the CITY VET and our three (3) live traps have not been returned. These matters must be discussed during our next meeting with our corporate attorney.
- b. The board has already opened a second BDO bank account for holding the construction bond deposits apart from the other subdivision finances. This matter is closed.
- c. PALA HOA has already retained a new law firm. The lawyers are reviewing our documentation. They will make recommendations on our major issues such as cat infestation, non-compliance with constructions rules, failure to pay dues, etc.
- d. 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.
- e. Board must still 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.
- f. Some PALA maintenance employees are without employment contracts. Pres Rommel to draft contracts for these employees. However, need Admin to provide the salary history and Mr. Bill to provide the job descriptions.

9. OPEN FORUM:

Walk-ins

- Homeowner Stacey – thanked the board for their efforts and acknowledged our transition to the new security guard force. The board acknowledged his comment and also thanked him for his generous donation to the new playground.
- Homeowner Edith – Noted several issues. No recent garbage pickup in Phase 1, illegal cat feeding on one of her properties and an unknown annoying fabrication noise coming from an adjacent property. The board is already trying to address the first two issues. For the noise complaint, she will try to identify the address of the property where it comes from.
- Homeowners Dennis/Rea – Provided useful insight on how other subdivisions deal with homeowners who refuse to follow the bylaws. They mentioned that a violating homeowner would be given 'cure notice' and 30 days to correct the violation. Following that, a 'show cause' letter would be issued. If still in violation, legal action can then be pursued. PALA board to consider following this same procedure.
- Vice Pres Mary brought up her concern about the non-reliability of the barangay garbage pickup. Although our schedule is for pickup every Tues and Friday, the barangay has not been consistent with some garbage not being collected for several days past the collection day. If the poor service continues, we will need to invite the barangay captain for a discussion and penalize them.

The board thanked everyone for their support and comments.

10. ADJOURNMENT: *The board meeting was officially adjourned at 13:26 PM .*

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

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
March 2024			
COLLECTIONS (March 01-26 2024) :			
MONTHLY DUES	376,963.00		
Advance Payment Monthly dues	323,074.00		
unknown deposit	2,338.00		
STICKER	32,700.00		
Construction Bond	50,000.00		
Processing Fee	8,000.00		
Road users Fee	24,000.00		
TOTAL COLLECTIONS		<u>817,075.00</u>	
Less : EXPENSES			
CLEANING SUPPLIES			
(trash bag)	1,000.00		
ELECTRICITY Bill March 2024	68,571.28		
WATER Bill February 2024	14,005.72		
Palm Leaves Hauling Final Payment	55,000.00		
OFFICE Expenses (see itemized disbursement)	12,381.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT- Gas and Diesel	12,000.00		
REPAIR & MAINTENANCE - SWIMMINGPOOL (see itemized disbursement	26,154.00		
REPAIR & MAINTENANCE - Streetlights (Solar lights)	104,000.00		
SALARIES - MAINTENANCE (March 01- 31 2024)	84,705.00		
SALARIES - ADMIN March 01-31 2024)	27,130.00		
PAG-IBIG FUND Contributions Feb. 2024)	1,410.00		
PHILHEALTH Contributions (Feb. 2024)	4,257.32		
SSS CONTRIBUTION (Feb. 2024)	10,440.00		
SSS LOAN PAYABLE (Feb. 2024)	1,245.91		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (Feb. 2024)	2,000.00		
TRANSPORTATION EXPENSE L.a De Jesus	200.00		
SECURITY SERVICE PAYMENT			
Feb 16-21,2024 (New Visual) P 56,078.01			
Feb. 21- 29 2024 (King Taurus) P 66,449.70	233,277.71		
March 01-15, 2024 (King Taurus) P 110,750			
TOOLS & EQUIPMENT - (see itemized disbursement)	63,195.00		
TRANSPORTATION EXPENSE	800.00		
TOTAL EXPENSE		<u>721,772.94</u>	
Net Surplus			<u>95,302.06</u>
Actual Bank Balance As of Feb 29 ,2024		6,895,951.19	
Add : March 2024 statement (Net Surplus)		95,302.06	
Add. Bank Interest Gain As of March.27 2024		<u>240.20</u>	
Bank balances as of March 29, 2023		6,991,493.45	
Less:			
Construction Bond BDO Account # 005730390433	665,000.00		
Construction Bond BDO Account #005738010269	900,000.00		
Total Construction Bond		<u>1,565,000.00</u>	
Difference (Advance payment / Bank interest gain)		<u>5,426,493.45</u>	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)	
ITEMIZED DISBURSEMENTS	
FOR THE MONTH OF March 2024	
Office Expenses	
office load	350.00
AR Printing	1,900.00
Sticker Payment refund (Ebike)	400.00
Electrical works	2,771.00
office drinking water	270.00
Add. 2024 Resident Sticker printing	5,400.00
Bond Papers	1,290.00
Total	12,381.00
Repair and Maintenance -Swimming Pool	
pipes, solvent	304.00
Super Blue	2,500.00
soda ash,2 chlorine, test kit	22,150.00
muratic 5 gallons	1,200.00
Total	26,154.00
Tools & Equipment	
grass cutter	15,300.00
generator set	11,500.00
2 blower	30,000.00
2t oil,harness,cutter,wrench set	4,000.00
nylon	2,000.00
cement,sand paper	395.00
Total	63,195.00