



*Pulu Amsic Clubhouse, 2nd Floor Conference Room  
Pulu Amsic Subdivision, Angeles City, Pampanga 2009  
Email Address: [pulu\\_amsic.lotowners@yahoo.com](mailto:pulu_amsic.lotowners@yahoo.com)  
Cell phone : 0917-923-8604*

## **MAY 2024 BOARD OF DIRECTORS**

### ***PALA Board of Directors Minutes of Monthly Meeting***

***Date: May 2, 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: May 2, 2024. Time: 9:00am

1. **CALL TO ORDER** - The meeting is called to order at 9:30 AM and presided over by President Rommel Bundalian.
2. **ROLL CALL OF OFFICERS:** Attendance was taken at 9:35 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 (Absent)

#### **Others in Attendance:**

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

#### **Others Members, Walk In:**

* Ruth Castro	Comelec Committee
* Jennifer Malinit	Home owner
* Rossana Munoz	Homeowner
* Howard Robinson	Homeowner
* Leizel Lames	Homeowner
* Bob Cass	Homeowner

3. **Quorum:** A quorum was confirmed.

4. **APPROVAL OF MINUTES:** The PALA President called for a vote to approved the April meeting minutes . The Motion was seconded by Maintenance Mr. Bill and by the Treasurer. All others in attendance nodded and approved.

5. **FINANCIAL REPORT :** Treasurer Roselle distributed the financial report / cash flow statement for April 2024 and led the review of it . For the month of April, the subdivision recorded a net surplus of

*P465,075.32. This month we had obviously a very good month of collection and the financial report is attached with these minutes.*

*Notable Numbers:*

- \* Actual Bank balance as of April 30, 2024 P6,556,865.63*
- \* Total Collections as of April 2024 P1,134,455.00*
- \* Total Expenses P669,379.68*
- \* Subdivision funds on hand less construction bonds P1,044,004.93*

**6. COMMITTEE'S REPORTS:**

- 6a) MAINTENANCE and CONSTRUCTION -*
- 6b) ELECTION AGM ACTION*

**6.a.) MAINTENANCE ( Presented by Mr. Bill Wall )**

**COMPLETED AND ONGOING ITEMS:**

- o Solar Light Installation*
  - \* Awaiting next shipment of lights*
- o Evaluating maintenance equipment storage and work area*
- o REPAIRS:*

**\* POOL SHOWER:**

- Resident complaints of shower condition*
- Multiple previous repairs were in effective flow at a lower rate.*

**\* POOL SHOWER REPAIRS AND IMPROVEMENT :**

- New piping installed underground*
- New piping installed in shower wall*
- New individual shower isolation valves installed*
  - ~ Shower head supplied and supply to wash feet*
- New shower heads installed*
- New plumbing design allows for future plumbing fixture replacement without the need To break tiles and concrete.*
- Shower wall completely retiled*
- Positive resident feedback received.*

**\* POOL CR REPAIRS:**

- Repaired sink to wall connection, installed new drain line*
- Installed new isolation valves and repaired tank internals*
- Installed new seats.*

**\* DOWNSTAIRS CLUBHOUSE MEN'S CR REPAIRS :**

- Installed new valves and tank internals*
- Repaired gate hinge anchors*

**\* FRONT GATE SECURITY GUARDHOUSE ELECTRICAL AND CR REPAIRS:**

- Installed new shower plumbing and fixture*
- Installed new wiring, switches and lights fixtures*
- Installed new toilet valves and internals*

**\* RECENT ISSUES:**

- Replace sockets and repairs and completed*
- New speed bump installation on main road*
- Near club house between main gate and Apo st.*

**\* CONSTRUCTION UPDATED MAY 2024:**

**\* NEW HOME CONSTRUCTION:**

- Met with the owners constructors to go over all drawings and by -law requirements.
- All construction bonds received from owner and contractor
  - < One exception, the owner refuse to pay street usage fees beyond one month.  
This may required board and attorney's action .
  - < Reviewed all easement requirements
  - < Reviewed all height requirements
  - < Partial completion of Pre- Construction Checklist
  - < Site Surveys completed
  - < Building permit issued from the city
  - < Completion of checklist required prior to any site mobilization

**\* BLOCK 1, LOT 8**

- < Met with contractor performing work to go over drawings and to adjust to meet easement and height requirements.
- < Offered solution which contractor accepted
- < Work is completed , no further issues noted.

**\* BLOCK 2, LOT 2 AND 3**

- < Garage addition completed and successful site inspection required to release construction bonds.

**\* BLOCK7, LOT 9**

- < Tenant does not want to comply
- < Issuance of non- compliance letter will be sent to renter and property owner, scheduled Meeting with owner to discuss and correct renter behavior.

**6b) COMELEC ACTION by: Dr. Ruth Castro**

*NEED THE email address and need the QR code to do online votes.*

- Online voting flat form start on May 4, 2024
- The Testing online voting was satisfied
- The Board agreed and support

*NOTE Example : if you have more own lots and you done paid all the monthly dues you can votes by each lots .*

- 333 lots step in good Standing and 167 is a quorum and final
- May 3, 2024 deadline submission of letters of intent for residents who intend to run for the open Board Positions.
- May 3, 2024 4pm deadline for transaction of any written business for the AGM to comply With 14- days notice .
- On May 13, 2024 4pm deadline online voting closes.
- On May 15, 2024 deadline Proxy forms must be filed at the PALA Office. To vote a member Must be in good standing. Dues , penalties, fines, etc. must be fully paid.
- On May 18, 2024 9am start time AGM Annual General Meeting Begins.

**7. VILLAGE CAPTAIN REPORT:**

- 7a) Full website is live and available for access by homeowners. The Tarpaulin were posted. HOA software almost complete and ready to implementation and Data entry was completed. And the website was ready to log in , everyone the homeowners can use it to log in.
- 7b) AEC street light audit complete. Pre-audit total of streetlights was 120. Audit found only 82. Future billings to readjusted. Additional solar streetlights to be installed.

**7c) Standardized demand letters #1 and #2 for collecting due from delinquent homeowners**

- Are complete. The board position was waiting the result of their audit and how to adjustment To our billing .*
- PALA Attorney will discussing with President and Treasurer.

**8. NEW BUSINESS:**

8a) The Board of Directors still must decide on action to address non- single family home violations. The Board position Vote was no exemption for the single family . We need to address the existing violations insisting on- non renewal of leases where multiple families reside in one house.

8b) Preparation for the AGM Meeting , On May 18, 2024 at 9am at the PALA Clubhouse.

AGM Set Up preparation the rules and need .

- Table and chairs
- The microphone and sound system ( need to rent )
- Projector - President Rommel will bring
- Sign In Form by Secretary
- We try to be organize in a simple on that day of AGM.

8c) Proposal for monthly billing to Plantation Hills for shared upkeep of boulevard.

- Electric was 20K and equipment all about 14K a month
- We need to sending a letter for the Plantation Hills and Fare way Subdivision
- Payment 4K a month we should be 10K BILL 50% for Votes
- We need have waiting from PALA Attorney to discussion .

8d) Summer LUAU Party planning and discussion:

- The tarpaulin have been posted in the main gate
- So cool meeting at 3pm for discussion for the summer luau party
- Discussion Laua program and needs

#### 9. IN WORK AND OTHER OLD ACTION ITEMS :

9a) PALA Attorney retained . Records review underway. The first matter of business to tackle is The arrangement / turnover of clubhouse and common areas from the developer.

9b) Cat situation and next steps . The residents are still complaining and City Vet's letter not Addressed. Need to request and return of PALA 3 live capture cat traps. Still not getting Support from the City Vet and the three live traps have not been returned yet. These matters still discussed and the next meeting with our Corporate Attorney.

9c Accountant has completed the required audit of CY2023 ITR and FS, signed and submitted To the proper authorities . Action items is closed.

9d) Board must address the use of the clubhouse for badminton and other sports. Need The agreement on what activities are allowed and charges when electricity is being Consumed.

9e) Employee Contracts required. Mr. President Rommel draft contracts.

9f) Request of Maintenance worker , Maintenance Committee will discuss with the Individual.

- We need the replacement maintenance workers

#### 10. OPEN FORUM AND WALK INS: The homeowners to voice their concerns with the board.

- Mr Bob home owner concern about the construction and he also say thank you for the Cleaning and good in our subdivision.

11. ADJOURNMENT: The Board meeting was officially adjourned at 13:48 PM

**Our next Board meeting schedule first week of June 5, 2024  
Wednesday at 9:00am , in place of clubhouse.**

Emelita J. Espanol ( Emily )

**PALA- Corporate Secretary**

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
April 2024			
<b>COLLECTIONS (April 01-26 2024) :</b>			
MONTHLY DUES	407,280.00		
Advance Payment Monthly dues	577,790.00		
Clubhouse Rental ( Annalyn Bocalan )	2,500.00		
Clubhouse Rental Deposit ( Annalyn Bocalan )	5,000.00		
Processing Fee ( Michael Smith )	8,000.00		
Road users Fee ( Ar.Arnel Agustin )	21,000.00		
Road users Fee ( Michael Smith )	21,000.00		
Sticker	10,600.00		
Subdivision I.D	18,000.00		
unknown deposit	63,285.00		
<b>TOTAL COLLECTIONS</b>		<b>₱ 1,134,455.00</b>	
<b>Less : EXPENSES</b>			
CLEANING SUPPLIES			
(trash bag, soap powder,fabcon)	2,789.00		
ELECTRICITY Bill March 2024	68,968.40		
WATER Bill February 2024	12,065.59		
Internet Bill March -April 2024	4,010.00		
Garbage Payment March 2024	20,000.00		
OFFICE Expenses ( see itemized disbursement )	4,363.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT- Gas and Diesel	12,000.00		
REPAIR & MAINTENANCE - SWIMMINGPOOL ( see itemized disbursement	118,126.00		
SALARIES - MAINTENANCE (April 01- 30 2024)	85,054.00		
SALARIES - ADMIN April 01-30 2024)	33,027.00		
PAG-IBIG FUND Contributions (March 2024)	2,810.00		
PHILHEALTH Contributions (March 2024)	4,287.99		
SSS CONTRIBUTION (March 2024)	10,440.00		
SSS LOAN PAYABLE (March 2024)	837.70		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (March 2024)	2,000.00		
TRANSPORTATION EXPENSE L.a De Jesus (March 2024)	200.00		
Legal Fee ( Deposit, Meeting w/ Atty, Retainers Fee)	26,500.00		
SECURITY SERVICE PAYMENT			
March 16- 31 2024 (King Taurus) P 111,850.00			
April 01-15, 2024 (King Taurus) P 112,250.00	224,100.00		
TOOLS & EQUIPMENT - ( see itemized disbursement )	6,901.00		
TRANSPORTATION EXPENSE	900.00		
Construction bond Refund ( Austin Del Rosario)	25,000.00		
Clubhouse Renatal Deposit ( Annalyn Bocalan)	5,000.00		
TOTAL EXPENSE		669,379.68	
<b>Net Surplus</b>			<b>465,075.32</b>
Actual Bank Balance As of March 29 ,2024 (with forfeited construction bond amounting to Php 630,000 )		6,091,493.45	
Add : April 2024 Actual statement ( Net Surplus )		465,075.32	
Add. Bank Interest Gain As of March.27 2024		296.86	
Actual Bank balances as of April 30, 2024		<b>6,556,865.63</b>	
<b>Note:</b>			
Construction Bond BDO Account #005738010269	1,044,004.93		

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
April 2024 (Construction Bond)			
COLLECTIONS (April 01-26 2024) :			
Construction Bond & Fees ( <i>Michael Smith</i> )		199,000.00	
<b>Less : EXPENSES</b>			
Check booklets ( 2 booklets )	1,000.00		
Construction bond Refund ( John Mercado)	25,000.00		
Processing Fee ( <i>Michael Smith</i> )	8,000.00		
Road users Fee ( <i>Michael Smith</i> )	21,000.00		
TOTAL EXPENSE		55,000.00	
<b>Net Surplus</b>			<b>144,000.00</b>
Actual Bank Balance As of March 29 ,2024		900,000.00	
Add : April 2024 statement ( <i>Net Surplus</i> )		144,000.00	
Bank Interest Gain As of April 2024		4.93	
Bank balances as of April 29, 2023		<b>1,044,004.93</b>	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. ( PALA )		
ITEMIZED DISBURSEMENTS		
FOR THE MONTH OF April 2024		
Office Expenses		
office load	352.00	
Time Card	50.00	
Paints, brushes	3,640.00	
office drinking water	140.00	
lalamove delivery charge	181.00	
Total	4,363.00	
Repair and Maintenance -Swimming Pool		
muratic acid	600.00	
Swimming pool light 8 units (7,000 ech)	56,000.00	
swimming pool lights installation (1,000/light) discounted 4,000	4,000.00	
soda ash	450.00	
chlorine , soda ash	12,950.00	
Comfort rooms on clubhouse,guard house nd pool are Repair , Shower		
Installation Materials	21,526.00	
labor and installation	22,600.00	
Total	118,126.00	
Tools & Equipment		
nylon	2,000.00	
drill bits, tox screw	705.00	
epoxy,quart, padlock and chains	3,766.00	
cement	200.00	
moulding and coupling	230.00	
Total	6,901.00	