



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: June 5, 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*

1. **CALL TO ORDER:** *The meeting was called to order at 9:10 AM. Introduction and opening remarks made by Vice President Mary Pamintuan.*
2. **ROLL CALL OF OFFICERS:** *Attendance was taken at 9:12 AM. The following individuals were present:*

**BOARD MEMBERS:**

* Rommel Bundalian	President (Absent)
* Mary Pamintuan	Vice President
* Roselle Breckenridge	Treasurer
* Emelita Espanol (Emily)	Corp. Secretary
* Asuncion Nucom	Auditor
* Marybel Hammer	(Absent)

**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 (Absent)
* Michael Borchardt	Construction and Pool Committee ( Absent)
* Dra. Ruth Castro	Comelec Committee

3. **QUORUM:** A quorum was confirmed.
4. **APPROVAL OF MINUTES:** The PALA Vice President Mary called for a vote to approve the May meeting minutes. The motion was seconded by the Treasurer. All in attendance nodded in approval.
5. **FINANCIAL REPORT:** Treasurer Roselle distributed the financial report/cash flow statement for May 2024 and led a review of it. For the month of May, the subdivision recorded a net surplus of P347,303.60.

**NOTABLE NUMBERS:**

* Bank balance as of May 29, 2024:	P6,904,432.21
* Total Collections:	P957,663.42
* Total Expenses:	P610,359.82
* Construction bonds (separate account):	P1,044,004.93

**6. COMMITTEE REPORTS:**

**6a) MAINTENANCE and CONSTRUCTION by Mr. Bil**

- \* Solar light installation continues. Replaced 11 failed electric lights with new solar lights. One new light was found to be defective and returned. An additional 38 pieces received and ready for installation. Areas such as the perimeter wall to be prioritized.

- Installation of underground water line to maintenance barracks underway. Water usage will be metered (new meter donated) and maintenance personnel to be billed for their water consumption.
- Battery testing for solar lights at swimming pool area is underway.
  - Once a working configuration is found, we will procure 3 sets of batteries.
  - Battery boxes to be outfitted with locks to prevent theft.
- Equipment repaired this month included the tractor front and rear tires
- Special meeting preparations to improve esthetics
  - Additional mowing and trimming of grass at vacant lots
  - Cleaning empty lots
  - Shredding of palm tree leaves
- Discussions and agreements with Ms. Narciso – Josefaviile Subdivision
  - Ms. Narciso agreed that they will be responsible for the removal of all trimmings from the boulevard at their own expense.
  - Leftover construction debris from the Josefaviile wall repair will also be removed
  - Ms Narciso is seeking a partnership between Plantation Hills, Fairway and PALA to add additional boulevard lighting opposite the street.
  - She was advised that the additional electricity cost would have to be paid by her subdivision.
  - Plantation Hills is also designing their own lighting plan for the boulevard which will hopefully benefit all the users.
  - Agreed that barbed wire must not be placed on the lower tree trunks. It presents a major safety concern for pedestrians and their pets.
- Status of barangay tree trimming also discussed. It seems that the barangay is requesting the PALA President write a letter of request for the tree trimming so that the barangay can get a permit from DENR.
- The board also discussed the power line routing into the subdivision given the frequency of the recent brownouts. Mr. Bill will investigate and report back to the board.

#### 6.b) VILLAGE CAPTAIN REPORT:

- The AGM meeting on May 18, 2024 was unsuccessful due to lack of a quorum. No business was taken up and the meeting was quickly adjourned.
- Preparation underway for the special membership meeting June 15, 2024 at 9AM
  - Need house to house canvassing to encourage voting and hopefully get a quorum.
  - At the regular AGM, we were able to collect 65 online votes. For a quorum, we must increase that number.
  - Voter registration form to be ready when residents begin to arrive.
  - Pres Rommel will introduce Mr. Bill as the moderator and Mr. Bill to introduce and enforce the meeting rules.
  - Need to update website to include pictures of the board nominees.
  - Meeting presentations should be concise and brief so that we don't lose the audience. Presenters should try to keep their presentations under five minutes.
- Recently we had a visit from the national police. They were in search of a hit and run driver whom they traced to our subdivision. It turned out that the person of interest they were seeking was a Brazilian renter and he has been the subject of numerous complaints for speeding on our streets. He was found within the subdivision and taken away by the police. Kudos to our security.
- Our PALA website is constantly being updated and new features added. We are adding a section called 'Capital improvements' to list major works and improvements such as our new sports court and playground. Encourage your neighbors to visit the website for the latest information about the subdivision.
- The plan for the front gate improvements is being drawn up and should be ready to review in approximately 3 weeks. Besides increasing the width of the roads on both sides, we are also considering additional CCTV cameras, better lighting, digital information boards and automated gates.

#### 6.C.) COMELEC ACTION REPORT: By: Dra. Ruth Castro

- Due to the lack of quorum at the AGM, and in accordance with the HOA laws, a special membership meeting is scheduled and will be held on June 15, 2024.

- Achieving a quorum (Rule XIII) is essential for our HOA to conduct official business and make decisions that impact all homeowners. Without sufficient participation, we cannot reach the necessary quorum which in turn hinders our ability to govern effectively and maintain the high standards of our community.
- May 20, 2024 a letter was sent to DHSUD to document the failed election
- May 29, 2024 President Rommel to send letter to DSHUD to request their assistance/ support of the special membership meeting scheduled June 15<sup>th</sup>.
- Online voting period set for June 3<sup>rd</sup> to June 13<sup>th</sup>. Use the QR code and google LINK.
- Mobile ballot box also to be implemented to get the hard to contact residents to vote.
- PALA OFFICE will also have a ballot box for residents who visit the office and wish to vote. Je-ann will be responsible for monitoring and securing that ballot box.
- MDR (Member date record) is requested for future elections. Dra. Ruth to try to implement after the election.

7. **OLD BUSINESS:**

- Full website is available for use by homeowners. Tarpaulin have been posted with the website address.
- Street light audit from AEC was completed. The number of electric streetlights now stands at 82 versus the original 120 lights on record. We should see a decrease in our monthly electric consumption billing.
- The board of directors must take a position and act on the violations of our single-family home bylaw. There are numerous violations throughout the subdivision. One house is even being used as apprentice housing.

8. **NEW BUSINESS:**

- All effort is on the upcoming special membership meeting and working to get the quorum needed for a successful election. Je-ann has been tasked to inform the residents who visit the office about the upcoming election and try to get at least 10 of the residents to vote there.

9. **ACTION ITEMS:**

- PALA Attorney is currently in talks with St. Catherine's with regards to the formal turnover of the common areas, the clubhouse, etc. She is also demanding payment for back dues. St Catherine representatives agreed to visit the subdivision by June 14<sup>th</sup>.
- Accountant firm has completed audit of CY2023 financial records, signed the compliance documents and submitted to copies as required by the tax law.
- Playground construction is in full swing. The basketball/all sports court is nearly complete and work will soon commence on setting up the playground equipment.
- Pool area tile replacement is also ongoing.

10. **OPEN FORUM:**

- Received two letters of complaint from residents via DSHUD. Reply letters from the board have been drafted and will be submitted to DSHUD within the 15 day reply period.

11. **ADJOURNMENT:** The meeting was adjourned at 11:30 am.

*Our next board meeting is scheduled for Wednesday, July 3, 2024  
at 9:00AM at the PALA clubhouse.*

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

PULU AMSIC LOT OWNERS ASSOCIATION  
CASH FLOW STATEMENT  
MAY 2024

**COLLECTIONS (MAY 01-29 2024) :**

MONTHLY DUES	354,421.00
Advance Payment Monthly dues	407,884.00
Road users Fee ( Ar.Arnel Agustin )	21,000.00
Sticker	11,400.00
Subdivision I.D	5,600.00
Payment Correction	106,626.42
Outstanding Checks	30,000.00
unknown deposit	20,732.00

**TOTAL COLLECTIONS**

**₱ 957,663.42**

**Less : EXPENSES**

CLEANING SUPPLIES (trash bag, soap powder,fabcon)	2,370.25
ELECTRICITY Bill April 2024	63,193.36
WATER Bill April 2024	19,353.65
Internet Bill May 2024	1,944.00
Garbage Payment April 2024	20,000.00
OFFICE Expenses ( see itemized disbursement )	60,926.90
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT- Gas and Diesel	9,761.42
REPAIR & MAINTENANCE - SWIMMINGPOOL ( see itemized disbursement	22,050.00
REPAIR & MAINTENANCE - lights ( see itemized disbursement	15,896.00
SALARIES - MAINTENANCE (May 01- 31 2024)	77,557.18
SALARIES - ADMIN May 01-30 2024)	32,030.00
PAG-IBIG FUND Contributions (April 2024)	2,810.00
PHILHEALTH Contributions (April 2024)	4,181.50
SSS CONTRIBUTION (April 2024)	10,440.00
SSS LOAN PAYABLE (April 2024)	1,212.56
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (April 2024)	2,000.00
TRANSPORTATION EXPENSE L.a De Jesus (April 2024)	200.00
Legal Fee , Meeting, Retainers Fee) (May 2024)	18,000.00
SECURITY SERVICE PAYMENT April 16- 30 2024 (King Taurus) P 112,250.00 May 01-15, 2024 (King Taurus) P 112,250.00	224,500.00
TOOLS & EQUIPMENT - ( see itemized disbursement )	20,183.00
TRANSPORTATION EXPENSE	1,750.00

**TOTAL EXPENSE**

**610,359.82**

**Net Surplus**

**347,303.60**

Actual Bank Balance As of April 26 ,2024	6,556,865.63
Add : April 2024 Actual statement ( Net Surplus )	347,303.60
Add. Bank Interest Gain As of April 26 2024	262.98
Actual Bank balances as of May 29, 2024	<b>6,904,432.21</b>

**Note:**

Construction Bond BDO Account #005738010269	1,044,004.93
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