



*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: February 5, 2025***

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: February 5, 2025. Time: 9:00am

***I. CALL TO ORDER - Introduction welcome all the board and committee members .***

*By: Captain Brian Craven the village Manager*

***II. IN ROOL CALL OF OFFICERS: At the time 9:26 am, the board secretary takes a roll written and announced who attended the meeting.***

**Board member present are as follow**

<b>Rommel Bundalian</b>	<b>- President ( Absent )</b>
<b>Mary Pamintuan</b>	<b>- Vice President (Absent )</b>
<b>Liezl Lames</b>	<b>- Treasurer</b>
<b>Emelita Espanol</b>	<b>- Secretary</b>
<b>Asuncion Nucom</b>	<b>- Auditor</b>

**Others in Attendance:**

<b>Brian Craven</b>	<b>- Village Captain</b>
<b>Je-Ann Matias</b>	<b>- Admin Secretary</b>
<b>Licel Moreno</b>	<b>- Admin Secretary (Temporary)</b>
<b>Guy &amp; Roselle Breckenridge</b>	<b>- Finance Committee</b>
<b>Ken Mc Cown</b>	<b>- Peace In Order Committee (absent)</b>
<b>Stacey Mitchelon</b>	<b>- GPO Committee (absent)</b>
<b>Michael Borchardt</b>	<b>- Construction and Pool (absent)</b>
<b>Shiela Barone</b>	<b>- Cultural Affairs Committee (absent)</b>
<b>Bob Cass</b>	<b>- Homeowners</b>

**III. QUORUM:** - A quorum was verified and presented.

**IV. APPROVAL OF MINUTES:** - The board chair calls for a vote to approve the prior meeting's minutes. The auditor Asuncion and Treasurer second the motion approve the prior meeting's minutes . And all no objections Or amendments and the minutes are approved.

**V. FINANCIAL REPORT:** - The Treasurer report: Liezl Lames and distributed the financial report / cash flow statement for January 2025 and led the review. For the month of January 2025. We recorded a net surplus of PHP 2,239,324.32 which is expected in the last few months of the year when collections are normally lower, [see attached financial report.](#)

## **Discussion and Expectations for PALA Office:**

Roselle, a member of the Finance Committee, suggested revising the finance report by combining salaries and benefits into a single line item. This change would eliminate the need to list each salary individually, simplifying the presentation. The detailed breakdown of staff salaries and benefits would be provided at the end of the report.

The Treasurer and Auditor are now solely responsible for conducting the monthly audit. Members reminded the Treasurer, Auditor, and all board members of the importance of accuracy, as any discrepancies can accumulate over months if not addressed properly.

We always ensure the board is fully prepared, as there might come a time when a homeowner decides to review an audit. In such instances, the board will address the situation and handle their responsibilities accordingly. Homeowners, particularly those with questions for the Treasurer and the Auditor, are encouraged to speak with Ms. Je-Ann in the admin secretary's office, maintaining complete transparency throughout the process.

**VI. COMMITTEE REPORT:** - Committee chairs may give a brief oral report of their committee's work.

- \* Cultural Affairs ( So Cool Report ) Sheila (absent)
- \* Maintenance Report
- \* Construction Report
- \* GPO Committee Report ( Stacy absent )
- \* Village Captain Report

## **VII. OLD BUSINESS:**

**7.a** The flooding issue in Phase 1 has been addressed. The board has outlined the next steps and interim containment measures until the developer resolves the issue permanently. The first step will be to locate the missing clean-out.

**7.b** The main gate renovation project is progressing, with the final plans currently being drafted. The next step will involve accepting construction bids for the project.

**7.c** The project to upgrade the subdivision's CCTV system, including fiber optic connections, 8k cameras, speed cameras, and improved facility coverage, is in the planning stage. The board is soliciting bids for the supply and installation of the equipment. Two bids have been received and are under evaluation. The board will review these bids to decide whether to award a contract, - Installation of CCTV Cameras the proposal includes installing CCTV cameras throughout the entire subdivision to monitor activities and deter potential security threats.

**7.d** The developer continues to disregard the demand for payment of back dues and the transfer of common areas. Our attorney has sent a demand letter to the developer, requesting payment of the outstanding dues, the formal turnover of common areas, and immediate action to resolve the flooding in Phase One. The developer has not responded. The board must decide whether to initiate legal action and, if so, determine who will represent them. A board resolution and secretary certificate are needed for this action.

**7.e** Board tentatively approved the building of the maintenance storage facility. The Board is still waiting for final cost quote from the interested constructors to kick off the project. The next step will involve accepting construction bids for the project.

## **VIII. NEW BUSINESS:**

8.a. -The board has deliberated on ways to enhance the overall lighting within the subdivisions. The solar streetlights currently deployed are not providing adequate illumination and fall short of expectations. The board is now contemplating a switch back to electric streetlights, which will also require replacing the existing wiring. The current electrical circuits, being at least 15 years old, are susceptible to breakdowns and short circuits. Once the new electric streetlights are installed, the existing solar streetlights will be repurposed for installation along the perimeter wall. The board will request quotations for the supply and installation from interested contractors.

8.b. - The board has discussed measures to enhance efficiency and security at the main gate by investing in an ID reader for all non-resident visitors. This will assist in improving record-keeping and identifying potential issues while expediting entry and access to the subdivision. Additionally, the installation of ANPR gate booms at entry and exit points is being considered to improve efficiency and safety for residents. Board members have requested additional information and posed questions regarding the specifics of each system. A demonstration of the ANPR gates has been requested to better understand their functionality before making a final decision.

## **IX. ACTION ITEMS -**

9.a. - The authorized signatories for PALA bank account has been corrected.

9.b. - The treasurer and auditor to learn process to cross check and balancing PALA bank accounts. Need for outside review, should not be necessary any longer.

9.c. - Parking issues continue to be a significant problem throughout the subdivision, exacerbated by residents using their carports for purposes other than parking, leading to vehicles being parked on the streets. The office and GPO continued to persist in addressing parking complaints as they are received.

9.d. - Warning letters to be issued to violators of PALA rules and regulations. When new by-laws are adopted violations will be fined.

**X. OPEN FORUM : Walk In - Homeowners to voice their concerns with the board.**  
Approximately 11:00 am for the homeowners open discussion.

**X1. ADJOURNMENT : The Captain Village Manager announced the formal closing of the February Board meeting at 10:45am**

Our next Board meeting schedule first week of March 5, 2025,  
Wednesday at 9:00am , in place of clubhouse.

**Emelita J. Espanol ( Emily )**

**New Corporate Secretary**

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
January 2025			
<b>COLLECTIONS (JAN 1- 28 2025) :</b>			
MONTHLY DUES	895,964.00		
Advance Payment Monthly dues	1,854,085.00		
Stickers	137,000.00		
Sub. Id	1,200.00		
Clubhouse Rental Fee	2,000.00		
Unknown Deposit	8,197.00		
<b>TOTAL COLLECTIONS</b>		<b>P 2,898,446.00</b>	
<b>Less : EXPENSES</b>			
Electricity Bill (Jan. 2025)	68,933.36		
Water Bill (Dec. 2024)	16,898.58		
Internet Bill	4,010.00		
OFFICE Expenses ( see itemized disbursement )	15,094.23		
Garbage Payment ( Dec. 2024)	20,000.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT-( Gas and Diesel)	9,875.14		
REPAIR & MAINTENANCE - SWIMMINGPOOL (see itemized disbursement)	24,800.00		
SALARIES - MAINTENANCE (Jan 2025)	90,109.48		
SALARIES - ADMIN (Jan 2025)	27,370.87		
PAG-IBIG FUND Contributions (Dec 2024)	2,410.00		
PHILHEALTH Contributions (Oct. 2024)	3,666.50		
SSS CONTRIBUTION (Dec 2024)	9,170.00		
SSS LOAN PAYABLE (Dec 2024)	2,076.52		
2024)	2,000.00		
TRANSPORTATION EXPENSE L.a De Jesus (Dec 2024)	200.00		
Legal Retainers Fee - Villanueva Tiansay Darwin Law Office (Jan. 2024)	12,000.00		
SECURITY SERVICE PAYMENT			
Dec. 16- 31 2024 (King Taurus) P 162,026.50	324,125.00		
Jan 01-15, 2025 (King Taurus) P 162,026.50			
TOOLS & EQUIPMENT - ( see itemized disbursement )	15,682.00		
TRANSPORTATION EXPENSE	700.00		
Clubhouse Rental Deposit Refund(Milyn Tapang, Jeralyn Hickey)	10,000.00		
TOTAL EXPENSE		<b>P 659,121.68</b>	
<b>Net Surplus</b>			<b>2,239,324.32</b>
Actual Bank Balance As of Dec 28 ,2024		<b>P 7,698,114.91</b>	
Add : Jan . 2025 Actual statement ( Net Surplus )		<b>P 2,239,324.32</b>	
Add. Bank Interest Gain As of Dec. 2024		<b>P 338.35</b>	
Actual Bank balances as of Jan.30. , 2025		<b>P 9,937,777.58</b>	
Construction Bond as of Dec.,2024 BDO Account #005738010269		<b>P 734,863.47</b>	

# PULU - AMSIC LOT- OWNERS ASSOCIATION INC. ( PALA )

## ITEMIZED DISBURSEMENTS

FOR THE MONTH OF Jan. 2025

[illegible]