



Pulu Amsic, Clubhouse, 2nd Floor Conference Room
Pulu Amsic Subdivision, Angeles City, Pampanga 2009
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DECEMBER 4, 2024 BOARD OF DIRECTORS MINUTES OF THE MONTHLY MEETING AT 9:00AM

1. **Call to order** - Board and committee members welcomed by President Rommel Bundalian. Meeting commenced at 9:19 am.
2. **Roll call** - Board Secretary, Emelita Espanol conducts a roll call written and collects the attendance sheets.

Board Member present are as follow

- * Rommel Bundalian ~ President
- * Mary Pamintuan ~ Vice President
- * Emelita J. Espanol ~ Corp. Secretary
- * Liezl Lames ~ Treasurer
- * Asuncion Nocum ~ Auditor

Other in Attendance:

- * Brian Craven The village Manager
- * Je-Ann Matias - Admin Secretary
- * Guy & Roselle Breckenridge - Finance Committee
- * Michael Borchardt - Construction Committee (Absent)
- * Sheila Barone - Cultural Affairs Committee
- * Ken McCown - GPO Committee (Absent)
- * Stacey Michelin - GPO Member
- * Paul Rigby - Homeowner
- * Cornelious F. Clayton - Homeowner
- * Colin Miller - Homeowner

3. **Quorum** - Present of a quorum was verified.
4. **Approval Of Minutes** - The Board chair called for a vote to approve the prior meeting's minutes. The Vice President Mary seconds the motion. There are no objections or amendments and the minutes are approved.
5. **Financial Report** - Treasurer Liezl Lames distributed the financial report/ cash flow statement for November 2024 and led the review. For the month of November 2024 . We recorded a net surplus of PHP304,142.53, which is expected in the last few months of the year when collections are high.
 - * Total collection : ~ PHP 594,798.00
 - * Total expenses: ~ PHP 898,940.53
 - * Construction Bonds in holding ~ PHP 749,800.77

- * Total Office expenses: PHP 51,102.00
- * Repair and Maintenance + Swimming Pool : ~ PHP 25,000.00
- * Tool's & Equipment: ~ PHP 52,470.00
- * Actual bank balance as of October ~ PHP 8,301,252.56
- * End actual bank balance as of November : ~ PHP 7,997,471.20

See the attached financial statement following the minutes.

Discussion and expected : By Committee Finance

this shortfall is expected because the most homeowner pay in advance, normally most homeowners pay yearly from January until April. Some people still pay monthly and do not take advantage of the discounts. Also she suggest instead of enumerating the employee's salary that we can have one line item for employees salary and benefits. One item and can just have a break down at the back.

It would also be beneficial to eliminate the use of stickers and switch to RFID for the gate. This change would help reduce the intimidation tactics used by some homeowners who don't purchase stickers and instead try to pressure the guards to gain entry.

Automated Processing: Information processing is now automated. You will be entering your own information on the PALA computer.

Sticker Placement: All PALA vehicle stickers will be affixed by PALA employees to ensure correct placement. Vehicles must be brought to the clubhouse.

Cost: The sticker cost remains the same as for 2024.

Requirements for Vehicle Stickers:

- a. For Filipino Citizens: Valid driver's license
- b. For Foreign Nationals: Valid passport
- c. Contact Information: Valid email address and a current cellphone number.
- d. ALL vehicles must provide a copy of OR/CR or proof of ownership.
- e. For renters a copy of your current contract of lease is required.

Without these above requirements no vehicle sticker will be issued.

The homeowner will enter their email address and telephone number in to the computer system to insure accuracy. Once completed we will be checking both the email addresses and telephone numbers given to ensure they are valid.

This will allow guards to have access to cell numbers to call for guest entries.

President Suggestion - We have need to send a letter or an email to all each homeowners of this month before we start to doing that.

6. Committee Reports: For Maintenance by: Captain Brian

6.a) PALA need the new Maintenance Committee to act as maintenance supervisor, he will be on duty 6 days a week. We believe that we have person that is willing to take the job of running maintenance department. He is a Filipino manager and will be working 6 days a week monitoring the performance of our maintenance personnel. He will be responsible for providing corrective actions to improve performance of maintenance throughout the subdivision.

The minimum wage is 525 for the contract.

~ We have started to do maintenance on the clubhouse area to improve the area. Repair of the lower wall in the clubhouse and painted them. Clubhouse stairs have been refurbished and the railings in the clubhouse has been cleaned, sanded and repainted.

~ The maintenance have purchased 33 streetlight bulbs, to repair streetlights that are not working. I water leak was repaired in the pool area and are happy to report the we have reduced the water bill for the subdivision from around 25,000 pesos to below 8,000 pesos per month. Starting this month maintenance employees that live in the employee housing have started to pay for the water they use of water, further reducing the the cost of our water bill.

We have also started to stock items for our normal maintenance requirements.

GPO SECURITY ISSUES REPORT By Stacey Michelin:

6.b) A suggest to replace the security guard given. We have worked to improve security services but they continue to fail to live up to our standards operating procedures, but we still continue to see no improvement .

~ The tricycle comes in the subdivision with passengers, guards are not taken the ID and not checking the person inside the trike

~ Security still has a major problem call the homeowners if the visitor come to visit a homeowner our renter. This is a security issue that must be addressed immediately.

We have had two robberies inside our subdivision in the last 6 weeks. Both were inside jobs. Security was able to get all information on the persons and vehicles involved. The information was given to the effected persons and they had the opportunity to make a decision on how they wanted to proceed.

~ once again, security need take the ID and log it, then security must call the homeowners to inform them they have visitors.

~ The Problem is the Security keep changing the guards every week in our Subdivision.

We gave them a month in November to correct the lapse of following standards operating procedures but have failed to meet the minimum standards.

It was suggest to the board and need to moving forward with the possibility of move to another security firm like JettForce. A meeting will be setup to interview a new security firm.

Note : This is the 3rd Security Agency the subdivision has had. King Taurus has been on duty now for one year but have continued to under perform. Also the board is looking into the possibility of going private and having security as our employees.

Regarding Delivery's :

~ The Grab food delivery's are allowed 24 Hours a day. Note: Grab food delivery's should have a quiet muffler and should never be yelling to the homeowner, they should ring the doorbell and or call the people whose for ordering food delivery.

~ The Lazada , Shoppe and J & T the cutting time on 6pm after 6 o'clock they are not allowed to come in to the subdivision to make deliveries. Security is informing them that they must be out of the subdivision by 7 pm. Letters have been received by delivery drivers. If you have a late arriving delivery please inform the guards ahead of time.

CHRISTMAS EVENT AND OTHER HOLIDAY POLICIES

Report By Sheila Barone the Cultural Committee.

6.d) Planning for the Christmas party ball was changes to the schedule of December 22, 2024 instead of December 21, because the clubhouse was already booked the 21st of December.

Also the SoCal committee decided on a voluntary potluck dinner, food, drinks, games, raffles, exchanges gifts, tables, chairs, sound system, entertainment and for the decoration etc. PALA has an authorized a budget of 30K.

Board members and Committee's chairs have made donations to this event.

We will be giving our employees appreciation gifts at this event. the office will inform all employees to please attend the Christmas Party .

Attire: Wear any Christmas colors except black

When: December 22, 2024 (Sunday)

Time: 4PM TO 11PM

6.e) Ms. Liezl Lames and Asunsion Nocum will lead a committee to set standard policy for all holidays, for our subdivision needs standard rules and policy guidance for each holiday so residents know the rules.

NO FIREWORKS ARE ALLOWED TO BE FIRED INSIDE OUR SUBDIVISION by city laws. Security will be monitoring this situation and stopping illegal activity.

7. OLD BUSINESS:

7.a) Need enforcement actions to deal with violates of single-family home by-laws.

Update: the process has already begun with dealing with approximately 4 properties at a time. To date one property violation has been resolved. For the other three properties, the owners are uncooperative. Hence legal action will likely be pursed.

7.b) Perimeter wall tree trimming that is contracted to the Barangay has finally started. Resident are asked to refrain from parking along the walls to prevent damage to their vehicle.

7.c) Still taking action to address the stray cat feeding within the subdivision. Still receiving numerous complaints from the residents because feeding continues in common areas and on paper plates. Guard and maintenance workers have standing orders to cleaning up any food left out for stray animals.

7.d) Flooding in Phase 1 still occurring. Need to define next steps or interim containment actions until we can get the developer to implement a permanent fix. Additional details will be forthcoming. It is estimated that up to 50% of the pipes may be blocked with dirt and sediment.

7.e) Our Attorney have submitted our new by-laws to the DHUSD in compliance with their format requirements. We now wait for approval from DHUSD to begin full implementation.

Discussion Concern: About The Barangay investigator

The barangay investigator came to the PALA President house unannounced. They should have been informed by our security at the main gate that they needed to make an appointment and meet in the PALA office. A meeting was setup to discuss the issue at the barangay office.

It was suggested that all the board members will go to the barangay offices to file the complaint with supporting documents and reports.

8. NEW BUSINESS:

8.a) The second redesign of the main gate with the additional changes coming, Plans will be broken into two parts, one for demolition and building of the gate structure and one for all RFID gates, software for identification at the gate, CCTV and monitoring. The planned timeline has increased at least July of 2025 due to the complexity of the project.

8.b) Demand letter from our attorney has been sent to developers requesting back dues for all properties they own, formal turnover of all common areas as required by law, boulevard control and major flooding in Phase 1. The developer remain silent. Case will be filed against the developer.

8.c) Request for approval from the board to start the building of the maintenance storage facility. To include main parking spaces for equipment and fuel, shedding shed and grass clipping area. The board tentatively approved but waiting on the cost estimate from the possible contractors. Bidding is still open.

9. ACTION ITEMS:

1.) Plans are underway to build the new maintenance storage facility next to the main road and pool area. Allowing all subdivision maintenance equipment to be protected and safely stored. Should have the plans completed and estimated cost will be approximately 450,000 pesos. With approved building should be started in approximately 3 weeks.

2.) Parking issues throughout the subdivision continue because some homeowner are using their carports or garage as additional living space. Once the new bylaws have been approved by the DHSUB in force will begin. The GPO is working through this issue and make a list of all violators.

3.) Request Banning Mr. SMITH due to his inappropriate behavior and conduct towards office staff.

10. **OPEN FORUM : Homeowner open discussion**

Mr. Paul Rigby attended at the meeting to voice his concern about the maintenance workers doing cutting or clipping the trees and using shredding close to his house. He suggest to have specified Shredding areas location to do shredding and clipping due to the noise and dust.

11. ADJOURNED : The board meeting officially adjourned at 12:04pm.

Emelita J. Espanol (Emily)
PALA Corporate Secretary

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
November 2024			
COLLECTIONS (Nov. 01-27 2024) :			
MONTHLY DUES	265,365.00		
Advance Payment Monthly dues	265,433.00		
Road users and processing fee	64,000.00		
TOTAL COLLECTIONS		₱ 594,798.00	
Less : EXPENSES			
Electricity Bill (Nov. 2024)	69,029.09		
Water Bill (Oct. 2024)	9,403.51		
Internet Bill	2,010.00		
OFFICE Expenses (see itemized disbursement)	52,562.00		
Christmas Decor(lanterns and christmas lights)	56,289.00		
Streetlights Bulb	8,840.00		
Garbage Payment (Sept. and Oct. 2024)	40,000.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT-(Gas and Diesel)	10,945.00		
REPAIR & MAINTENANCE - SWIMMINGPOOL (see itemized disbursement)	25,000.00		
SALARIES - MAINTENANCE (Nov. 2024)	83,176.73		
SALARIES - ADMIN (Nov. 2024)	28,030.00		
13th Pay (Dec.2024)	101,106.27		
PAG-IBIG FUND Contributions (Oct. 2024)	2,410.00		
PHILHEALTH Contributions (Oct. 2024)	3,790.66		
SSS CONTRIBUTION (Oct. 2024)	9,170.00		
SSS LOAN PAYABLE (Oct. 2024)	1,383.27		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (Oct. 2024)	2,000.00		
Notarial Fee	3,500.00		
TRANSPORTATION EXPENSE L.a De Jesus (Oct. 2024)	200.00		
Legal Retainers Fee - Villanueva Tiansay Darvin Law Office (Nov. 2024)	12,000.00		
SECURITY SERVICE PAYMENT			
Oct. 16- 31 2024 (King Taurus) P 162,026.50			
Nov. 01-15, 2024 (King Taurus) P 162,026.50	324,125.00		
TOOLS & EQUIPMENT - (see itemized disbursement)	52,470.00		
TRANSPORTATION EXPENSE	1,500.00		
TOTAL EXPENSE		₱ 898,940.53	
Net Surplus			(304,142.53)
Actual Bank Balance As of Oct. 28 ,2024		₱ 8,301,252.56	
Add : Oct . 2024 Actual statement (Net Surplus)		₱ 304,142.53	
Add. Bank Interest Gain As of Nov. 27 2024		₱ 361.17	
Actual Bank balances as of Nov. 27, 2024		₱ 7,997,471.20	
Construction Bond as of Nov.27,2024 BDO Account #005738010269		₱ 749,800.77	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)		
ITEMIZED DISBURSEMENTS		
FOR THE MONTH OF November 2024		
Office Expenses		
cctv repair	1,200.00	
office drinking water	200.00	
tarp printing	1,350.00	
Or Printing	1,500.00	
office load	352.00	
Warning Sticker Printing	16,500.00	
Budget For Christmas Party	30,000.00	
Total	51,102.00	
Repair and Maintenance -Swimming Pool		
chlorine(nov.4 & 21)	22,000.00	
test kit, leaf scopper,	1,000.00	
coolant	1,400.00	
copper sulfate	600.00	
	25,000.00	
Tools & Equipment		
welding Job (chairs and Table Clubhouse)	3,500.00	
welding machine cable and holder	3,275.00	
kobota propeller	11,500.00	
grass cutter starter kit	1,200.00	
2nd hand tire, tube vulcanizing	800.00	
ladder	12,500.00	
nylon and saw blade	1,450.00	
paints, paint brush, tapes, cotton gloves for clubhouse Metal Grills	11,540.00	
flat chords, plug,switches	6,705.00	
Total	52,470.00	