



Pulu Amsic, Clubhouse, 2nd Floor Conference Room  
Pulu Amsic Subdivision, Angeles City, Pampanga 2009  
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## **JANUARY 8, 2025 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 ( Absent )
- \* Asuncion Nocum ~ Auditor

Other in Attendance:

- \* Brian Craven The village Manager
- \* Je-Ann Matias - Admin Secretary
- \* Licel Moreno. - Admin Secretary (Temporary)
- \* Guy & Roselle Breckenridge - Finance Committee ( Absent )
- \* Michael Borchardt - Construction Committee ( Absent )
- \* Sheila Barone - Cultural Affairs Committee ( Absent )
- \* Ken McCown - GPO Committee ( Absent )
- \* Stacey Michelin - GPO Member
- \* Bob Cass - Homeowner
- \* Cornelious F. Clayton - Homeowner

3. **Quorum** - A quorum was verified and presented.
4. **Approval Of Minutes** - The Board chair called for a vote to approve the prior meeting's minutes. The Vice President Mary and Auditor Asuncion seconds the motion. There are no objections or amendments and the minutes are approved.
5. **Financial Report** - Treasurer Report by : Captain Brian and distributed the financial report / cash flow statement for December 2024 and led the review. For the month of December 2024 . We recorded a net surplus of PHP299,696.18 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:**

Captain Brian would like Ms. Licel Moreno to be considered for a permanent part-time position in the clubhouse office, assisting Je-an. The BOARD will discuss her role in more detail once her school schedule is finalized. Both the treasurer and the auditor need training to cross-check and verify financial statements at the end of each month. The treasurer's responsibility is to double-check the office's work, while the auditor will then cross-check both the office and the treasurer.

### **Discussion: 2025 Vehicle Sticker Guidelines:**

The process for vehicle stickers is progressing well, with a few issues already addressed. These procedures aim to enhance security and record-keeping in the neighborhood, ensuring all residents, both owners and renters, have updated contact information. All phone numbers and email addresses will be verified for accuracy.

#### **Committee Reports: Maintenance by Captain Brian:**

Proposed Streetlights Replacement Plan: The current solar-powered streetlights in our subdivision do not meet the expected lighting requirements. Captain Brian proposes replacing them with metered-powered streetlights. This involves connecting all streetlights to power meters, allowing for more accurate billing based on actual power consumption, potentially reducing electricity costs by 30% compared to the current flat rate system. The solar streetlights will be repurposed for perimeter wall lighting.

- **Total streetlights required: 158**
- **Total lights to be purchased: 175**
- Hardware to include proper pole attachments, 1.5 meter extension mounting and 150 watt led lights.
- The project will be spread over six-month intervals, with each phase taking approximately three weeks to complete.

#### **Village Captain Brian January Notes:**

Parking, Stray Animals, and Single-Family Homes: Common community issues will be addressed by distributing flyers with vehicle stickers. Approval of by-laws from DHSUD is pending.

The maintenance crew is performing well, especially during the holidays. Clear communication and specific directions are effective strategies. Awaiting maintenance supervisors to take over maintenance duties.

By-laws and Legal Assistance: Waiting for by-law approval before taking action is the wisest course. Staying in close contact with lawyers helps expedite the process; contact them every other day.

Documentation Requirements and Back Dues: Preparing for potential frustration from residents is important. Weekly email communications will be sent out, and tarpaulins are displayed. Homeowners are requested to provide documents like TCT, occupancy permit, fire permit, etc., to increase the information available for each lot.

#### **GPO Security Issues Report by Stacey Michelon:**

Mr. Stacey thanks everyone who helped with the Barangay Charity events. The event was successful, with over 200 people attending, featuring Santa Claus, 200 gifts, lechon, and ice cream. He plans to do more, like providing medical assistance and coordinating with the Barangay Captain to identify those in need of wheelchairs.

#### **Important Notice: Updated Entry Procedures for Vehicles and Pedestrians:**

For the Security Team: Important updates to entry procedures are effective immediately to ensure the safety and security of our subdivision. Cooperation and diligence in implementing these procedures are crucial.

**Vehicle Entry Procedures:** Sent out via blast mail and available at the PALA office.

Compliance and Enforcement: Strict adherence to these rules is mandatory. Familiarity with residents does not exempt anyone from the procedures. Any security guard breaching these rules will face permanent removal from Pulu Amsic without additional warnings.

#### **Delivery services:**

**Grab Deliveries:** Allowed 24 hours a day. Deliveries should have a quiet muffler, and delivery personnel should ring the doorbell and call the homeowner instead of yelling.

Lazada, Shopee, and J&T Deliveries: Cut-off time is 6 PM. After 6 PM, deliveries are not allowed into the subdivision. Security will inform them to exit by 7 PM. If you have a late delivery, please inform the guards.

**Christmas Event Review and Feedback by Corporate Secretary Emily:**

The Christmas ball party was successful. Thank you to the board and committees for their support. However, improvements can be made. More volunteers are needed for the Social Committee (SoCom) to prepare and set times and dates for events.

**Old Business:**

- Enforcement actions are needed to address violators of the single-family home bylaw.
- Action is still needed to address illegal cat feeding within the subdivision.
- Flooding in Phase 1 is still occurring. The first step in January is to locate a lost drain on Banahaw Street.
- Official submission of the new by-laws by our attorneys to the DHUSD is complete, with expected approval in February.

**New Business:**

- The main gate project is on hold until developers formally turn over the common area for legal reasons.
- A demand letter from our attorney has been sent to developers requesting back dues for all properties they own and formal turnover of all common areas. Developers owe more than 900,000 PHP in back dues to PALA.
- The board tentatively approved the building of a maintenance storage facility, awaiting bids.
- A project to upgrade the subdivision CCTV cameras with fiber optic, 8K cameras, and speed cameras throughout the subdivision was proposed, awaiting bids.
- The project aims to upgrade streetlights across the subdivision. The new streetlights will be connected to power meters and wired to each power pole. Existing streetlights, over 15 years old, are prone to breakdowns, leading to rising maintenance costs. Solar streetlights will be repurposed for perimeter wall lighting.

**Action Items:**

- Awaiting formal bids for the new maintenance storage facility.
- Request to move forward with the CCTV camera proposal and streetlight replacement approval.
- Address parking issues throughout the subdivision, focusing on carports being used for purposes other than intended and cars parking on the street.

**OPEN FORUM : Homeowner open discussion:**

**Approximately 11: 00 am for the homeowners open discussion.**

ADJOURNED : The board meeting officially adjourned at 1:05pm.

Emelita J. Espanol (Emily)  
PALA Corporate Secretary

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
December 2024			
<b>COLLECTIONS (Dec. 01-20 2024) :</b>			
MONTHLY DUES	209,193.00		
Advance Payment Monthly dues	220,199.00		
Stickers	1,800.00		
Clubhouse Rental Deposit	5,000.00		
Clubhouse Rental Fee	2,500.00		
<b>TOTAL COLLECTIONS</b>		<b>₱ 438,692.00</b>	
<b>Less : EXPENSES</b>			
Electricity Bill (Dec. 2024)	70,505.83		
Water Bill (Nov 2024)	14,691.46		
OFFICE Expenses ( see itemized disbursement )	36,033.75		
Real Property Tax 2025	44,241.12		
Streetlights Bulb	10,400.00		
Garbage Payment ( Nov. 2024)	20,000.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT-( Gas and Diesel)	13,451.41		
REPAIR & MAINTENANCE - SWIMMINGPOOL (see itemized disbursement)	23,200.00		
SALARIES - MAINTENANCE (Dec 2024)	99,706.51		
SALARIES - ADMIN (Dec 2024) and adjustment for 13th month	23,977.11		
PAG-IBIG FUND Contributions (Nov. 2024)	2,410.00		
PHILHEALTH Contributions (Oct. 2024)	3,560.00		
SSS CONTRIBUTION (Nov. 2024)	9,170.00		
SSS LOAN PAYABLE (Nov 2024)	1,930.99		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (Nov. 2024)	2,000.00		
Notarial Fee & advances for bussiness permit renewal	7,500.00		
TRANSPORTATION EXPENSE L.a De Jesus (Nov. 2024)	200.00		
Legal Retainers Fee - Villanueva Tiansay Darvin Law Office (Nov. 2024)	12,000.00		
SECURITY SERVICE PAYMENT			
Nov. 16- 30 2024 (King Taurus) P 162,026.50			
Dec. 01-15, 2024 (King Taurus) P 162,026.50	324,125.00		
TOOLS & EQUIPMENT - ( see itemized disbursement )	13,285.00		
TRANSPORTATION EXPENSE	1,550.00		
Clubhouse Rental Deposit Refund	4,450.00		
<b>TOTAL EXPENSE</b>		<b>₱ 738,388.18</b>	
<b>Net Surplus</b>			<b>(299,696.18)</b>
Actual Bank Balance As of Nov. 27 ,2024		₱ 7,997,471.20	
Add : Dec . 2024 Actual statement ( Net Surplus )		-₱ 299,696.18	
Add. Bank Interest Gain As of Dec. 30 2024		₱ 339.89	
Actual Bank balances as of Dec 30. , 2024		<b>₱ 7,698,114.91</b>	
Construction Bond as of Dec 30 2024 BDO Account #005738010269		<b>₱ 734,863.47</b>	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. ( PALA )  
ITEMIZED DISBURSEMENTS  
FOR THE MONTH OF December 2024

Office Expenses

Sugar and Creamer	178.00
office drinking water	200.00
tarp printing	3,100.00
Donation for Barangay Amsic	10,000.00
Donation for Senior Citizen	2,000.00
office load	352.00
Cleaning Supplies (garbage bag, soap powder, tissue, cloth)	2,483.75
Metal Sign	4,500.00
Noche Buena Pack	5,220.00
table and chair rentals for Christmas Party	8,000.00
Total	<u>36,033.75</u>

Repair and Maintenance -Swimming Pool

2 Chlorine	22,000.00
1 Muriatic	1,200.00
	<u>23,200.00</u>

Tools & Equipment

nylon	1,000.00
Wheel Bearing	3,600.00
Steel Brush , Faucet	1,100.00
Tire Vulcanizing	250.00
Grinding Wheel, Drill Bit	960.00
Hand Drill, Rain Boots	4,700.00
flat chords, plug, switches	1,675.00
Total	<u>13,285.00</u>