



*Pulu Amsic Clubhouse, 2nd Floor Conference Room  
Pulu Amsic Subdivision, Angeles City, Pampanga 2009  
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## **NOVEMBER 6, 2024 BOARD OF DIRECTORS MINUTES OF MONTHLY MEETING AT 9:00AM**

**1. Call to order** - Board and committee members welcomed by President Rommel Bundalian. Meeting commenced at 9:17 AM.

**2. Roll Call** – Board Secretary, Emelita J. Espanol, conducts a roll call written and collects the attendance sheets.

Board member present are as follow

- \* Rommel Bundalian - President
- \* Emelita Espanol. - Corp. Secretary
- \* Asuncion Nocum - Auditor

Mary Pamintuan - Vice President  
Liezl Lames - Treasurer

\* Other in Attendance:

- \* Brian Craven - The village Manger
- \* Guy & Roselle Breckenridge - Finance Committee
- \* Stacey Michelin - GPO Member
- \* Bob Cass - Homeowner

Je-Ann Matias - Admin Secretary  
Michael Borchardt - Construction  
Dr. Ruth Castro - Homeowner  
Kevin West - Homeowner

King Taurus Security Services

- \* Allan Naive - Security Guard Inspector
- \* Jordan Macapagal - Security Guard

Johanne Naive - Security Secretary  
Ricardo A. Escalante - Security Guard

**3. Quorum** – Presence 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 October 2024 and led the review. For the month of October 2024, we recorded a net loss of PHP 46,353.35, which is expected in the last few months of the year when collections are low.

- \* Total collection: PHP 674,061.00
- \* Total expenses: PHP 720,414.25
- \* Construction bonds in holding: PHP 749,762.35
- \* Total office expenses: PHP 31,742.00
- \* Repair and maintenance + swimming pool: PHP 48,200.00
- \* Tools & equipment: PHP 40,100.00
- \* Ending actual bank balances: PHP 8,301,252.56

See the attached financial statement following the minutes.

**6. Committee Reports:**

#### **6.a) GPO SECURITY ISSUES briefed by Stacey Michelin:**

This past month there was an incident at the pool, whereby the guard assigned there refused to allow a 13-year-old resident with his friends into the pool area without adult supervision. The guard insisted that the age requirement was 16 years old, even though our bylaws establish 13-year-old as the minimum age. The guard's actions were rude, intimidating and unprofessional. When confronted by the parent, the guard still insisted the residents could not enter the area even if accompanied by the adult parent. As a result of this incident and others in the past, the Board invited the security agency management to this meeting, and they attended. The following concerns were identified during the discussion of this and other incidents with their management.

- The behavior of the security guard on duty during the incident described above, Mr. Ramos, was unacceptable and unforgivable. He has also exhibited similar behavior at the front gate. As such, he is no longer permitted to post in our subdivision.
- Some of the guards speak little to no English. In a subdivision such as ours where most of the residents are foreigners, it is critical to have English speaking guards. The agency will address.
- The training of the guards is appalling and unacceptable. Guards should not be posted without proper training and knowledge of our SOPs. Agency agreed to address.
- Gate guards are failing to properly vet non-stickered vehicles and passengers to determine their reason for requesting access and to confirm that they are expected by the homeowner. Guards are raising the gate arms in advance which allows the vehicles to pass without stopping. Again, the agency has agreed to address this.
- Guards allowed close to 100 authorized persons inside the subdivision on Halloween leading to chaos and the alleged theft of two pets. Again, the agency has agreed to address this issue.

Other rules and new procedures were discussed with the agency.

- At night, the guard must stop all approaching vehicles. The driver should be required to dim the headlamps and open the windows so the guard can assess how many persons are in the vehicle and which residence they are going to. ID checks should be made for non-residents.
- On duty Security OIC will collect the cellphones of all guards. ONLY OIC will have a cellphone when on duty.
- Daily at 5 AM, the security guard will turn off the main light
- Daily at 5 PM, the roving security guard will turn on all the lights in the subdivision.
- Security OIC should continue to photograph issues found throughout the subdivision with those photos being forwarded to the village captain and Stacey Michelin and included in their incident reports.

In summary, the management of King Taurus Security acknowledged the issues raised and the immediate need to corrective actions and retraining of their workforce. The management was given notice that they are on probation and further lapses or failure to follow our SOPs will result in the cancellation of our contract and the hiring of a new agency.

#### **6.b) GPO MR. SMITH ISSUE briefed by Stacey Michelin:**

The board was advised of the unannounced visit of Mr. Smith to the admin office. His actions in intimidating our office manager and his unauthorized inspection (without notice) of the subdivision records will not be tolerated. Legal action is under consideration to protect our employees and properties from his actions. The matter is referred to our retained attorneys.

#### **6.c.) CHRISTMAS EVENT AND OTHER HOLIDAY POLICIES**

Liezl Lames and Asuncion Nocum will lead a committee to set standard policy for all holidays. For example, the subdivision needs rules and policy guidance for Halloween trick or treating, the use of fireworks on New Year's Eve, gate entrance to the subdivision, etc.

Basic planning for the Christmas party/ball was also undertaken. It will follow a structured program with voluntary potluck dinner, games, entertainment, raffles, exchange gifts, etc. PALA has an authorized preliminary budget of P30K.

Attire : **Wear any Christmas colors except black**

When: **December 21, 2024**

Time : **4pm to 11pm**

## **7. OLD BUSINESS:**

7.a. Need enforcement actions to deal with violators 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 pursued.

7.b. Perimeter wall tree trimming contracted to the barangay has finally started. Residents are asked to refrain from parking along the walls to prevent damage to their vehicle.

7.c. Still need an action to address the illegal 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 keep cleaning them up.

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 attorneys have submitted our new by-laws to the DHSUD in compliance with their format requirements. We now wait for approval from DHSUD to begin full implementation.

## **8. NEW BUSINESS:**

8.a. The second proposed redesign of the main gate is coming. The work will be divided into two parts: one contract for demolition and building of the gate structure and a second contract for the deployed technologies to include RFID gates, enhanced HD CCTV and LED information panels. The kickoff of the construction has been delayed until July of 2025, or thereabouts, due to the complexity of the project.

8.b. Demand letter from our attorney has been sent to developers requesting payment of back dues for their company owned properties, the formal turnover of all common areas and the boulevard, and action to control the major flooding in Phase 1. The developer remains silent.

8.c. A request was made to approve the funding for the construction of a maintenance storage facility near the clubhouse. The facility will include covered parking spaces for equipment and storage for fuel and other petroleum products. Also, the pool pump house will receive a minor renovation to include a locking gate and shelving. Estimated cost is 350,000PHP. The board is anxious to approve and kickoff the project, however, a breakdown of costs (labor and materials) is requested prior to releasing funds.

## **9. ACTION ITEMS:**

9.a. Pool area improvements and repairs completed. A new pressure pump was installed to improve water pressure for the showers and CR's. The maintenance team has also been focusing on completely cleaning all areas in and around the pool area.

9.b. Illegal parking continues to be an issue throughout the subdivision. Carports are being used for other purposes while their owners park on the street, congest the areas, and block their neighbors from easy access to their residences. The board calls on all residents to park inside your carports/garages and not block the streets.

9.c. As a result of the recent unacceptable actions of one of our residents, the office staff has requested for the installation of an electronic door lock that can be operated by them to unlock/lock the office door. Secondly, the admin office is requesting a new office cell phone. The current one is worn out. Both requests were approved by all members of the board present.

**10. OPEN FORUM:**

Mr. Kevin West appeared at the meeting to voice his concern with respect to his neighbor, Mr. Suller of block 3, lot 1. Mr West complained of Mr.Suller's non-compliance with some subdivision rules (parking, large gatherings after hours, etc) and asked for assistance in getting Mr. Suller to follow the rules. The board has advised Mr. West to report violations to security when they occur so that they can be addressed on the spot.

**11. ADJOURNMENT:** The board meeting officially adjourned at 1:47 pm.

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

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
October 2024			
<b>COLLECTIONS (Oct. 01-28 2024) :</b>			
MONTHLY DUES	386,132.00		
Advance Payment Monthly dues	230,227.00		
Sticker	2,600.00		
membership fee	200.00		
Road users and processing fee	29,000.00		
Clubhouse Rental Deposit	15,000.00		
Clubhouse Rental Fee	7,500.00		
unknown deposit	3,402.00		
<b>TOTAL COLLECTIONS</b>		<b>₱ 674,061.00</b>	
<b>Less : EXPENSES</b>			
Electricity Bill (Oct. 2024)	57,217.05		
Water Bill (Sept. 2024)	6,914.00		
Internet Bill (Aug. and Sept.2024)	4,010.00		
OFFICE Expenses ( see itemized disbursement )	31,742.00		
Cleaning Supplies( trash bag and walis tingting)	2,000.00		
2025 Sticker Printing	57,500.00		
REPAIR & MAINTENANCE - MACHINERY EQUIPMENT-( Gas and Diesel)	14,500.00		
REPAIR & MAINTENANCE - SWIMMINGPOOL (see itemized disbursement)	48,200.00		
SALARIES - MAINTENANCE (Oct. 2024)	75,898.96		
SALARIES - ADMIN (Oct. 2024)	28,030.00		
PAG-IBIG FUND Contributions (Sept. 2024)	2,410.00		
PHILHEALTH Contributions (Sept. 2024)	3,773.00		
SSS CONTRIBUTION (Sept. 2024)	9,170.00		
SSS LOAN PAYABLE (Sept. 2024)	2,099.34		
RETAINERS FEE - L.A DE JESUS & ASSOCIATES (Sept. 2024)	2,000.00		
Notarial Fee	500.00		
TRANSPORTATION EXPENSE L.a De Jesus (Sept. 2024)	200.00		
	12,000.00		
Legal Retainers Fee - Villanueva Tiansay Darvin Law Office (Oct. 2024)			
SECURITY SERVICE PAYMENT			
Sept. 16- 31 2024 (King Taurus) P 158,000.00			
Oct. 01-15, 2024 (King Taurus) P 158,000.00	316,000.00		
TOOLS & EQUIPMENT - ( see itemized disbursement )	40,100.00		
TRANSPORTATION EXPENSE	1,150.00		
Clubhouse Rental Deposit Refund( Blk 4lot11)	5,000.00		
TOTAL EXPENSE		<b>₱ 720,414.35</b>	
<b>Net Surplus</b>			<b>(46,353.35)</b>
Actual Bank Balance As of Sept. 28 ,2024		<b>₱ 8,347,249.00</b>	
Add : Oct . 2024 Actual statement ( Net Surplus )		<b>-₱ 46,353.35</b>	
Add. Bank Interest Gain As of Oct. 30 2024		<b>₱ 356.91</b>	
Actual Bank balances as of Oct. 30, 2024		<b>₱ 8,301,252.56</b>	
Construction Bond as of Oct.31,2024 BDO Account #005738010269	<b>749,762.35</b>		

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. ( PALA )		
ITEMIZED DISBURSEMENTS		
FOR THE MONTH OF October 2024		
Office Expenses		
installation of Emergency Lights	1,200.00	
creamer	130.00	
Barrier tape	362.00	
documents delivery fee	298.00	
office load	352.00	
Signage printing Boulevard	26,400.00	
Stone/ Cons. Debris Hauling	3,000.00	
Total	<u>31,742.00</u>	
Repair and Maintenance -Swimming Pool		
chlorine( oct.8 & 22 )	22,000.00	
2 sacks glass media and labor fee	7,000.00	
muratic acid	3,600.00	
copper sulfate	600.00	
shower pressure pump labor and Materials	<u>15,000.00</u>	
	48,200.00	
Tools & Equipment		
push mower blade	7,000.00	
tire tube & vulcanized	400.00	
nylon	1,500.00	
paints for speed bumps	26,200.00	
rain coat and rakes	5,000.00	
Total	<u>40,100.00</u>	