



NOE Form No. 1

*Pulu Amsic Clubhouse, 2nd Floor Conference Room
Pulu Amsic Subdivision, Angeles City, Pampanga 2009
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**Pulu Amsic Lot-Owners Association (PALA)
Board of Directors Monthly Meeting Minutes**

Date: May 7, 2025, Time: 9:00 AM

Pulu Amsic Clubhouse, 2nd Floor Conference Room, Pulu Amsic Subdivision, Angeles City, Pampanga 2009

I. Call to Order

The meeting was called to order at 9:45 AM by President Rommel Bundalian, who welcomed all board and committee members.

II. Roll Call

Attendance was taken at 9:45 AM by the Corporate Secretary. The following were present:

Board Members:

- Rommel Bundalian – President
- Mary Pamintuan – Vice President (Absent)
- Emelita J. Espanol – Corporate Secretary
- Liezl Lames – Treasurer
- Asuncion Nocum – Auditor

Others in Attendance:

- Brian Craven – Village Captain
- Je-Ann Matias – Admin Secretary
- Roselle Breckenridge – Finance Committee
- Kenneth McCown – GPO Committee
- Jennifer Malinit – Election Committee
- Rossana Munoz – Election Committee
- Michael Borchardt – Construction and Pool Committee
- Bob Cass – Homeowner
- Mr. Yu – Homeowner

III. Quorum

A quorum was confirmed and declared present.

IV. Approval of Previous Minutes

The Chair called for approval of the previous meeting's minutes. The motion was seconded by Treasurer Liezl Lames and Auditor Asuncion Nocum. With no objections or amendments, the minutes were approved.

V. Financial Report

Treasurer Liezl Lamas presented and distributed the April 2025 financial report and cash flow statement (see attached financial statement).

VI. Committee Reports

A. Election Committee (Jennifer Malinit)

- Preparations for the upcoming AGM and elections, including compliance with DHSUD requirements.
- The AGM is scheduled for May 24, 2025, Saturday, 9:00 AM at the PALA Clubhouse. - Notices regarding the AGM and election rules will be distributed via email, tarpaulins, and hand-delivered notices.
- An email blast has been sent to 339 members; 191 members are needed for quorum, with 279 currently not in good standing due to unpaid dues or renters without proxy.

B. Construction and Pool Committee (Michael Borchardt)

- Concerns were raised about noise disturbances near the pool area. The Board will meet with the concerned homeowner on May 13, 2025, at 11:00 AM to resolve the issue.

C. GPO Committee (Kenneth McCown)

- Addressing improper use of carports and street parking issues.
- Monthly meetings with the security company owner continue to enhance security protocols.

D. Village Captain (Brian Craven)

- Ongoing issues: speeding, improper trash disposal, street parking, animal waste, and non-compliance with rules.
- Maintenance staff are reminded to be vigilant about subdivision cleanliness.
- CCTV camera installation and maintenance storage area construction are expected to be completed within three weeks.
- Two maintenance staff left as of March 31, 2025; two new hires will begin on a three-month trial basis.

VII. Old Business

1. HOA Software 2.0: Customer cards have been updated for easier access to resident information at the main gate and pool.
2. Streetlight Upgrade: Improved, energy-efficient streetlights are being bid out; a test unit will be installed free of charge.
3. Main Entry Gate: Plans for a new, modern gateway are progressing, with details being worked out.

VIII. New Business

1. Resolution 2025-006: Subject: Authorization for Board Member Representation in Absence of the President.
2. Election Preparations: Notices to homeowners and filings with DHSUD are ongoing.
3. Perimeter Tree Trimming: An independent contractor will be hired; government approval has been secured and bids are being awaited.
4. Security Enhancements: Increased focus on main gate control and SOP compliance; new camera system aids in enforcement.

IX. Action Items

1. Maintenance Storage Area: Completion expected by AGM, with additional funds allocated for fuel storage and metering. Ribbon-cutting anticipated by June 2025.
2. CCTV Installation: Ongoing throughout the community, including main gate and speed monitoring cameras.
3. Social Committee: No social event planned for May, as agreed by the Board and Committee.

X. Open Forum

- Mr. Yu raised concerns regarding house renovation that appears to be in violation. - Homeowners are also reminded to familiarize themselves with all rules and regulations, especially when buying or selling property.

XI. Adjournment

President Rommel Bundalian formally adjourned the meeting at 1:05 PM.

Next Board Meeting: Scheduled for June 4, 2025 (Wednesday) at 9:00 AM.

Emelita J. Espanol (Emily)
Corporate Secretary

| CASH FLOW STATEMENT | | | |
|--|------------|-----------------------|----------------------|
| April 2025 | | | |
| COLLECTIONS (April 1- 29 2025) : | | | |
| Monthly Dues | 380,716.00 | | |
| Advance Payment Monthly dues | 639,710.00 | | |
| Stickers | 12,900.00 | | |
| Sub. Id | 1,000.00 | | |
| Clubhouse Rent | 4,000.00 | | |
| Clubhouse Rental Deposit | 5,000.00 | | |
| Boulevard Shared Expenses | 11,250.00 | | |
| Unknown Deposit | 32,564.00 | | |
| | | | |
| TOTAL COLLECTIONS | | ₱ 1,087,140.00 | |
| Less : EXPENSES | | | |
| Electricity Bill (April. 2025) | 82,776.88 | | |
| Water Bill (March. 2025) | 21,110.36 | | |
| Office Expenses (see itemized disbursement) | 98,490.07 | | |
| Garbage Payment (March. 2025) | 20,000.00 | | |
| Repair & Maintenance - Machinery Equipment-(Gas and Diesel) | 3,300.24 | | |
| Repair & Maintenance - Swimming Pool (see itemized disbursement) | 52,200.00 | | |
| Office and Maintenance Staff Salaries (April 01-30 2025) | 128,541.28 | | |
| Benifits and Contribution Feb. 2025 (see itemized disbursement) | 33,066.52 | | |
| Retainers Fee - L.A De Jesus & Associates (April.2025) | 4,000.00 | | |
| Legal Retainers Fee - Villanueva Tiansay Darwin Law Office (March. 2025) | 12,000.00 | | |
| Security Payment | | | |
| March.16- 30 2025 (King Taurus) P 162,026.50 | | | |
| April 01-15, 2025 (King Taurus) P 162,026.50 | 324,125.00 | | |
| Tools & Equipment - (see itemized disbursement) | 41,065.70 | | |
| Transportation Expenses | 800.00 | | |
| Cctv Installation(Final Payment) | 537,500.00 | | |
| Construction of Maintenance Storage Area (Partial Payment) | 246,000.00 | | |
| Clubhouse Rental Deposit Refund | 5,000.00 | | |
| | | | |
| TOTAL EXPENSE | | ₱ 1,609,976.05 | |
| Net Shortfall | | | -₱ 522,836.05 |
| Actual Bank Balance As of March.28 ,2025 | | ₱ 8,885,471.00 | |
| Add : March 27 . 2025 Actual statement (Net Shortfall) | | -₱ 522,836.05 | |
| Add. Bank Interest Gain As of Feb 28 2025 | | ₱ 425.57 | |
| Actual Bank balances as of April. 29 , 2025 | | ₱ 8,363,060.52 | |
| | | | |
| Construction Bond as of March 27,2025 BDO Account #005738010269 | | ₱ 759,922.88 | |
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| PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA) | | |
| ITEMIZED DISBURSEMENTS | | |
| FOR THE MONTH OF April 2025 | | |
| | | |
| Office Expenses | | |
| | | |
| Aircon Cleaning | 1,250.00 | |
| office load, office coffee,office water,electric wall fan | 3,430.36 | |
| Reimbursement for Car Damages | 31,367.71 | |
| palm hauling | 10,000.00 | |
| 12 months system maintenance | 24,000.00 | |
| d/p for Street Signage | 19,000.00 | |
| tarp for Agm | 9,000.00 | |
| document delivery | 442.00 | |
| Total | 98,490.07 | |
| | | |
| Repair and Maintenance -Swimming Pool | | |
| | | |
| shower pump | 18,000.00 | |
| 3 Chlorine | 33,000.00 | |
| 1 Muratic | 1,200.00 | |
| | 52,200.00 | |
| | | |
| Benefits and Contributions | | |
| | | |
| Filling of ITR 2024 | 15,000.00 | |
| SSS Contribution | 9,820.00 | |
| SSS Loan deduction | 2,076.52 | |
| Philhealth Contribution | 3,560.00 | |
| Pag Ibig Fund Contribution | 2,410.00 | |
| Transpo | 200.00 | |
| | 33,066.52 | |
| | | |
| Tools & Equipment | | |
| | | |
| broom stick, garbage bag | 1,860.70 | |
| flat bar,cutting disc, nylon,screw,blind rivets | 2,705.00 | |
| tire vulcanizing, interior,2nd hand tire | 2,000.00 | |
| shredder repair and materials | 18,000.00 | |
| paints, paint brushes | 16,500.00 | |
| Total | 41,065.70 | |
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