



*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: July 2, 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: July 2, 2025. Time: 9:00am

1. Call to Order -by President Rommel . The meeting is called to order at 9:11 Am. And presided over By President Rommel Bundalian.
2. Roll Call of Officers: Attendance was taken at 9:12 am the following were present.

BOARD MEMBERS:

- * Rommel Bundalian - President
- * Roselle Breckenridge - Vice President
- * Emelita J. Espanol - Secretary
- * Liezl Lames - Treasurer (Absent)
- * Asuncion Nocum - Auditor

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Captain
- * Mr. Lito Sunga - Maintenance Committee
- * Mr. Guy Breckenridge - Finance Committee
- * Ken McCown - GPO Committee
- * Cornelious Clayton - Homeowner
- * Colin Miller - Homeowner

3. QUORUM : A quorum was verified and presented.

4. MEETING MINUTES APPROVAL : The board chair calls for a vote to approve the prior meeting minutes . Vice President Roselle approve and Auditor Asuncion second the motion and approved the prior meeting minutes . And all no objections or amendments and the minutes are approved.

5. FINANCIAL REPORT : The auditor Asuncion Nocum and distributed the financial report / cash flow statement for June 2025 and led the review.

[See attached financial report .](#)

Discussion and Expectation for PALA Office.

- Reimbursement for car damage on Maingate (canceled payment)
- Benefits and Contributions
- Repair and maintenance, tools & equipments and office expenses

6. COMMITTEE REPORTS:

- 6.a) Construction Committee

- Presentation of the list of ongoing homeowner construction projects and any related issues, if applicable.
- Homeowners are reminded that construction up to the boundary wall is not permitted. The homeowner must build their own wall.
- It is not allowed to connect or build directly onto the boundary wall.

6.b) Maintenance Committee

- Report to be presented by Mr. Lito, Head of the Maintenance Committee, including updates on the maintenance team's activities, accomplishments, and future plans.
- Identification of current needs and suggestions for improvement.
- Maintenance team update: currently composed of seven (7) workers.
- There is a need to consider hiring additional maintenance personnel. New hires will undergo a three (3) month probationary period, followed by six (6) months of regular employment, subject to evaluation by the Board.
- One maintenance worker is unable to continue due to health reasons. Should he be unable to resume work, he will be encouraged to formally resign, subject to the Board's decision. Mr. Lito will discuss this matter with the concerned employee.
- New uniforms have been provided for the maintenance team.
- Recent activities include tree cutting and removal of three (3) branches, trimming of plants along the main road in Phases 1 and 3, painting of the main gate and main road, palm tree hauling, and swimming pool maintenance (including the use of three (3) units of chlorine and one (1) unit of muriatic acid).
- Any broken tools or equipment should be reported to the office for repair or replacement. The President has access to a technician who can assist as needed.
- Homeowners are reminded once again that construction up to or connecting to the boundary wall is not allowed.

6.c) GPO (Security) Committee

- Monthly report on incidents, including security issues, break-ins, and resident disputes, to be presented by Captain Brian and Ken.
- Security concerns include guards using mobile phones while on duty.
- A letter will be sent to homeowners reminding them to keep their car windows open, dome light on and running lights only at night when entering through the main gate for security purposes.
- The practice of keeping both sides of the gate open continues; however, gates must be closed before vehicles enter.

6.d) Election Committee

- Confirmation of the filing of all legal documents for the previous Annual General Meeting (AGM).
- Identification and completion of any outstanding requirements.
 - All necessary documents have been submitted.

7. VILLAGE CAPTAIN'S UPDATE

- Status update on the HOA website and software, including the implementation of an automated process for monthly billings and Statements of Account (SOA).
 - Finalization of the By-Laws and notification campaign, including the determination of the grace period. Effective August 1, 2025 all amended bylaws, rules and regulations and construction regulations will be enforced.
 - Plan for distribution of flyers and notices to violators, informing residents to make corrections before penalties are imposed.
- Ownership of land needs to be verified.

- General cleaning, garbage collection, and proper signage are ongoing.
- d. Issuance of demand letters to residents with large outstanding monthly dues will be issued with their statement of account.
- e. Discussion on the need for additional office staff.
- Office hours will be from 8:00 AM to 5:00 PM, Monday to Saturday.
- The office will remain open six (6) days a week.
- Beginning the second week of July 2025, the office will be open on Saturdays.
- f. Delivery of the tractor is expected this week.
- g. Board approval for the purchase of a four-wheel electric bike for the maintenance team. The Board has agreed to the purchase, pending negotiations.

8. LEGAL MATTERS

- a. Update on the SCDC situation, including the issuance of a demand letter and ongoing correspondence with Ms. Ely Narciso and the developer.
- b. Status of the Michael Smith cases:
 - i. Grave coercion case filed against the Board.
 - ii. Action pending at the Office of the Building Official.
- c. Updates on DSHUD/HSAC cases.

9. OLD BUSINESS

Each board member will oversee one improvement project and will follow through until completion of each project.

- a. Tree trimming activities.
- b. Bidding and installation of street lights, ensuring proper placement.
- c. Flooding in Phase 1: two proposed solutions have been identified, with a timeline of ten (10) days for implementation.
- d. Opening of an Emergency Contingency Fund, with a proposed amount of PHP 5,000,000. President Rommel will oversee this matter.
 - All projects must be completed prior to fund disbursement.
- e. Determination of the process for withdrawing funds from the contingency fund.
- f. Main gate and clubhouse renovation project is currently working through issues required to move forward.
 - Awaiting action from homeowners and developers regarding land title transfer before proceeding with the widening and renovation of the main gate.

10. NEW BUSINESS

- a. Discussion on the concept for clubhouse repair and renovation.
 - Proposal to utilize the second floor as a gym.
 - The ground floor will be designated as the office.
 - The office in the ground floor

11. OPEN FORUM / WALK IN ITEMS :

Mr. Clayton he just want to say thank you to all board and committee to support and solved the noise of his homeowner neighborhood's.

Note: The regular monthly meeting we resume the Board Of Director meeting on August 6, 2025 Wednesday.

12. ADJOURNMENT: The board meeting was officially adjourned at 10:57AM

Emelita J. Espanol (Emily)
Corporate Secretary

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
June 2025			
COLLECTIONS (June 1- 30 2025) :			
Monthly Dues	458,720.00		
Advance Payment Monthly dues	376,573.00		
Stickers	12,200.00		
Sub. Id	400.00		
Clubhouse Rent	2,500.00		
Clubhouse Rental Deposit	5,000.00		
Boulevard Shared Expenses	37,500.00		
Road user and Processing fee	21,000.00		
Cancelled Check (request reimbursement for Car Damage)	31,367.71		
Unknown Deposit	2,793.00		
TOTAL COLLECTIONS		₱ 948,053.71	
Less : EXPENSES			
Electricity Bill (June. 2025)	69,817.44		
Water Bill (May. 2025)	36,429.04		
Office Expenses (see itemized disbursement)	107,055.47		
Garbage Payment (May. 2025)	20,000.00		
Repair & Maintenace - Machinery Equipment-(Gas and Diesel)	7,968.94		
Repair & Maintenance - Swimming Pool (see itemized disbursement)	34,000.00		
Office and Maintenace Staff Salaries (June 01-30 2025)	142,650.69		
Benifits and Contribution May 2025 (see itemized disbursement)	13,866.20		
Retainers Fee - L.A De Jesus & Associates (May 2025)	4,000.00		
Legal Retainers Fee - Villanueva Tiansay Darvin Law Office (June 2025)	12,000.00		
Legal Case - Villanueva Tiansay Darvin Law office (Hourly Billing April 2025 Billing, HSAC Case,Legal Case St. Catherine,atty's Attendance)	84,034.29		
Security Payment			
May 16- 30 2025 (King Taurus) P 166,125.00			
June 01-15, 2025 (King Taurus) P 166,125.00	332,250.00		
Tools & Equipment - (see itemized disbursement)	11,681.00		
Transportation Expenses	1,000.00		
Add. CCTV Camera Phase III	10,000.00		
TOTAL EXPENSE		₱ 886,753.07	
Net Surplus			₱ 61,300.64
Actual Bank Balance As of May 30 ,2025		₱ 7,814,630.71	
Add : June 28 . 2025 Actual statement (<i>Net Surplus</i>)		₱ 61,300.64	
Add. Bank Interest Gain June 2025			
Actual Bank balances as of June 30, 2025		₱ 7,875,931.35	
Construction Bond as of June 30,2025 BDO Account #005738010269		₱ 1,525,021.43	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)		
ITEMIZED DISBURSEMENTS		
FOR THE MONTH OF June 2025		
Office Expenses		
documents delivery	243.00	
snacks for AGM 2025	2,273.00	
internet bill	2,010.00	
folder,record book,pay envelope,carbon paper,clipboard,bond papers	2,661.00	
Acrlyc Signage	40,000.00	
palm tree Hauling	15,000.00	
office load	352.00	
notarial Services doc Stamp GIS and Minutes AGM,Certification	1,620.00	
trap printing (Thank you AGM/ Approved Renovation)	4,800.00	
paint,bulbs ,Shirt	9,726.20	
Reimbursement for Car Damage on Maingate (first payment Cancelled)	28,370.27	
Total	107,055.47	
Repair and Maintenance -Swimming Pool		
3 Chlorine	32,800.00	
1 Muratic	1,200.00	
	34,000.00	
Benefits and Contributions		
SSS Contribution	8,460.00	
SSS Loan deduction	136.20	
Philhealth Contribution	3,060.00	
Pag Ibig Fund Contribution	2,010.00	
Transpo	200.00	
	13,866.20	
Tools & Equipment		
tire vulcanizing	300.00	
elbow pipe,coup,blade neltex,hack saw,fittings,faucet,teplon tape,blue tee	1,342.00	
grass cutter , blower parts and repair, electrical repair maingate	3,270.00	
cutter,plate,nylone,socket,switch,breaker,	4,595.00	
2nd hand tire,gv faucet,teplongrinding disc,bolt &nuts,nails,gi wire, hose		
coupling,pyesa,padlock	2,174.00	
rainboots,gloves,apron,itak,kalaykay,hedge sheer		
Total	11,681.00	