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: September 3, 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: September 3, 2025. Time: 10:00am

1. Call to Order - The meeting is called to order at 10:09 am. By Brian Craven

2. Roll Call of officers : Attendance was taken at 10:10 am the following were present.

BOARD MEMBERS:

* Emelita J. Espanol -Secretary
* Liezl Lames - Treasurer
* Asuncion Nocum - Auditor

OTHERS IN ATTENDANCE :

* Brian Craven - Village Captain
* Je-Ann Matias - Admin Secretary
* Mr. Lito Sunga - Maintenance Committee
* Ken McCown - GPO Committee
* Stacey Michelon - GPO Committee
* Paul Rigby - Homeowner
* Ricardo Escalante - OIC
* Carlito Montemayor -

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. Auditor Asunsion and Liezl the Treasurer second the motion and approved the prior meeting minutes. And all no objections or amendments and the minutes are approved.

5. **FINANCIAL REPORT:** The Treasurer Liezl and distributed the financial report / cash flow statement for August 2025 and led the review . See attached financial report.

6. **COMMITTEE REPORTS**

6.a. **Maintenance Committee**

Report by: Mr. Lito, Head of Maintenance:

- The drainage project in Phase One has been completed. A new 10-inch pipe was installed to connect sections of the drainage system previously damaged by home builders.

- A new contractor has been engaged for the hauling of garbage and yard waste, resulting in a cost reduction by PHP 1,000 per truckload. The privatized fence at the waste area has also been completed.

- Drainage clean-out activities have commenced along Sierra Madre Street, with a plan to systematically clean all pipes over time.

- Ongoing repairs to streetlights continue, pending the completion of the new streetlight project, which is expected by the end of December.

- Mr. Lito reported to the Barangay Hall regarding acacia trees causing damage to the perimeter wall in Phase One.

- The Board approved the procurement of additional maintenance equipment, including a lawn mower, pressure washer, and chainsaw.

6.b. **Construction Committee**

Report by: Mr. Brian Craven

- A review of ongoing homeowner construction projects and related issues was presented.

- There are currently three active new construction sites within the subdivision.

- Eleven homeowners are undertaking renovation projects, all of which have been duly noted with PALA renovation signage.

6.c. **GPO (Security) Committee**

Report by: Mr. Stacey Michelon

- Incidents of parking violations in Phase 2 during June and August were discussed. Homeowners raised concerns regarding the inability of security guards to communicate effectively in foreign languages and the lack of proper incident reporting to the GPO. Specifically, green violation stickers were issued without prior notice or written warnings to the homeowners involved, leading to misunderstandings.

- Security guards have been observed using personal mobile phones during working hours.

- Security guard Mr. Bagwan was terminated due to failure to perform his duties and not reporting homeowner complaints.

- The GPO encourages residents to report any security issues, as unreported problems cannot be addressed.

- Captain Brian suggested that the GPO meet with the security team to resolve ongoing concerns and reinforce subdivision rules. Notable improvements have been observed in guards contacting residents by phone.

- It was noted that guards have allowed entry of vehicles without proper stickers.

6.d. **Cultural Affairs (SoCal) Committee**

Report by: Ms. Liezl

- Planning is underway for upcoming events. It was unanimously agreed that there will be no Halloween Party in October. The Christmas Party has been scheduled for December 18, 2025, with further details to be discussed in the next board meeting.

7. VILLAGE CAPTAIN'S REPORT

- The HOA software is now fully operational, enabling the issuance of Statements of Account (SOA) for residents who prefer monthly payments, as well as advance notifications for those who prepay. However, some accounts lack updated contact information.

- Effective September, a 1% penalty (minimum PHP 300) will be imposed for late payments exceeding 30 days past due. Demand letters will be issued alongside SOAs.

- There is a need for additional office staff. The search continues for a full-time employee with accounting and computer skills.

- Speeding violations will be addressed as follows: first offense will result in a written warning; subsequent offenses will incur fines. The speed limit is set at 20 km/h, with monitoring at 35 km/h. Violations will be documented with screenshots.

8. **LEGAL MATTERS**

a. ADC Situation: A demand letter has been sent and communication with Mr. Ely Narciso is ongoing. A mutually agreeable legal resolution is being pursued.

b. Michael Smith Cases: Awaiting updates on the status of these cases.

9. **OLD BUSINESS**

a. Tree Trimming: All scheduled tree trimming has been completed by the maintenance crew, except for the main tree damaging the perimeter wall.

b. Subdivision-Wide Streetlights: The bidding process for subdivision-wide powered streetlights has been completed and the project has been awarded.

c. Main Gate Renovation: The renovation project is delayed, pending ongoing discussions with the developer regarding formal turnover.

d. Emergency Contingency Fund: The process for establishing and withdrawing from an emergency contingency fund is under review.

10. **NEW BUSINESS**

- Clubhouse Repair and Renovation: A preliminary concept for clubhouse repair and renovation was presented by President Rommel.

11. **OPEN FORUM / WALK-IN ITEMS**

Concern raised by Mr. Paul Rigby:

Mr. Rigby reported incidents in June and August regarding parking violations in front of his residence. He expressed concern over the security guard’s inability to communicate in a foreign language and the lack of proper notification when a violation sticker was issued. Mr. Rigby also described an incident on August 29, 2025, where a tenant parked a red car in a manner that blocked the road, and the tenant behaved aggressively.

Mr. Rigby suggested that security personnel should inform homeowners before issuing violation stickers and ensure clear communication with all parties involved.

Note: The next regular Board of Directors meeting is scheduled for October 1, 2025 (Wednesday) at 10:00 AM.

12. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:19 AM.

Prepared by:

Emelita J. Espanol (Emily)

Corporate Secretary

PULU AMSIC LOT OWNERS ASSOCIATION

CASH FLOW STATEMENT

August 2025

COLLECTIONS (Aug 1- 28 2025) :			
Monthly Dues	900,499.00		
Advance Payment Monthly dues	756,439.12		
Stickers	5,800.00		
Clubhouse Rent and Rental Deposit	7,500.00		
Road Users ,Security, Processing fee	18,000.00		
Contsruction Bond	25,000.00		
Unknown Deposit	7,917.00		
TOTAL COLLECTIONS		***₱ 1,721,155.12***	
Less : EXPENSES			
Electricity Bill (Aug 2025)	78,430.39		
Water Bill (July 2025)	9,052.65		
Office Expenses (see itemized disbursement)	23,371.50		
Garbage Payment (July 2025)	20,000.00		
Repair & Maintenace - Machinery Equipment-(Gas and Diesel)	7,877.00		
Repair & Maintenance - Swimming Pool (see itemized disbursement)	33,000.00		
Office and Maintenace Staff Salaries (Aug. 01-31 2025)	130,242.06		
Benifits and Contribution July 2025 (see itemized disbursement)	12,297.61		
Retainers Fee - L.A De Jesus & Associates (July 2025)	4,000.00		
Legal Retainers Fee - Villanueva Tiansay Darvin Law Office (Aug 2025)	12,000.00		
Legal Case - Villanueva Tiansay Darvin Law office (Hourly Billing June 2025 Billing, HSAC Case,Legal Case St. Catherine,Grave Coercion)	97,525.00		
Security Payment July 16- 30 2025 (King Taurus) P 166,125.00 Aug 01-15, 2025 (King Taurus) P 166,125.00	332,250.00		
General Maintenace Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	108,324.75		
Transportation Expenses	300.00		
Drainage Repair & Maintenace	205,520.00		
Check book	2,500.00		
TOTAL EXPENSE		₱ 1,076,690.96	
Net Surplus			***₱ 644,464.16***
Actual Bank Balance As of August 01 ,2025		₱ 8,215,944.64	
Add : Aug 28, 2025 Actual statement *(Net Surplus)*		*₱ 644,464.16*	
Add. Bank Interest Gain Aug. 2025			
Actual Bank balances as of Aug. 28, 2025		**₱ 8,860,408.80**	
Construction Bond as of July 31,2025 BDO Account #005738010269		**₱ 1,537,632.34**	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)	
ITEMIZED DISBURSEMENTS	
FOR THE MONTH OF Aug. 2025	
Office Expenses	
kettle	499.00
decal for E bike	310.50
office load	352.00
Internet Bill	4,010.00
AR Printing (10 booklets)	2,000.00
Bond Papers (5 reams)	1,700.00
Web and sms server (1 year Payment)	14,500.00
Total	23,371.50
Repair and Maintenance -Swimming Pool	
3 Chlorine	33,000.00
	33,000.00
Benefits and Contributions	
SSS Contribution	7,100.00
SSS Loan deduction	830.61
Philhealth Contribution	2,560.00
Pag Ibig Fund Contribution	1,607.00
Transpo	200.00
	12,297.61
General Maintenace Expenses on Tools & Equipment,Repair , and Facilities	
cement,solvent,bolt and nuts,axe,cable tie	1,925.00
vulcanized,alternator repair,cement,gloves,vulca seal, elbow pipe,nail	1,515.00
switches,electric tape, coupling,nylon,2nd hand tire,tube,garbage bag	3,062.00
streetlights bulb	5,847.75
jack hammer	20,000.00
labor and material storage rack	12,975.00
Wall fence Storage Area	54,000.00
palm hauling	9,000.00
Total	108,324.75