



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: December 5, 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: December 5, 2025. Time: 9:00am

1. Call to Order - The meeting is called to order at 9:10Am. And presided over by Vice President Roselle.
2. Roll Call of Officers: Attendance was taken at 9:10: am the following were present by secretary Emily.

BOARD MEMBERS:

- * Roselle Breckenridge - Vice President
- * Emelita J. Espanol - Secretary
- * Liezl Lames - Treasurer
- * Asuncion Nocum - Auditor

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Manager
- * Mr. Lito Sunga - Maintenance Committee
- * Mr. Guy Breckenridge - Finance Committee
- * Stacy Michelin - GPO Committee
- * Cecille Jeynes - Homeowner

3. QUORUM : A quorum was verified and presented.

4. Approval of Previous Meeting Minutes

The Board Chair called for a motion to approve the minutes of the previous meeting. Auditor Asuncion moved for approval, which was seconded by Treasurer Liezl. The Board unanimously approved the minutes, with no objections or amendments raised.

5. Financial Report

Treasurer Liezl distributed and led the review of the financial report and cash flow statement for November 2025. The actual balance as of October 28, 2025, was ₱6,547,541.41, while the actual bank balance as of November 2025 was ₱6,149,431.07. The cash flow statement (see Annex A) was presented and reviewed. Please refer to the attached financial report for further details.

5a. The Vice President suggested adding a line item for receivable bills in the financial report. This will be included in the next meeting to identify recipients of such amounts. The Board agreed to this suggestion.

6. Committee Reports

6.a. Maintenance Committee

Mr. Lito Sunga, Head of the Maintenance Committee, presented the following updates:

- November 15, 2025: Trimming of trees along the perimeter wall at Phases 1, 2, and 3 was completed.
- November 12, 2025: Installation of streetlights commenced from the Boulevard to the Main Road. Phase 1 installation is 100% complete; Phases 2 and 3 are 70% complete, with 44 remaining streetlights to be installed. An additional pole and two streetlights were installed in Phase 1. Completion is anticipated before the Christmas Party.
- Upgrading and installation of drainage at Sierra Madre St. corner Banahaw.
- Installation of a two new boom gates at the main entrance completed.
- Repairs of barbed wire was completed at the Phase 2 perimeter wall.
- Grass cutting at Phases 1, 2, 3, and the main road.
- Once the new streetlights are completed the solar lights will be installation on the perimeter walls to improve lighting in Phases 1, 2, and 3.

6.b. Construction Committee

Captain Brian reported:

1. Four houses are currently under construction and are being monitored.
2. Twenty homes are undergoing remodeling.

6.c. GPO Committee

Ms. Stacey Michelin presented the following:

1. Met with the security agency owner to discuss security protocols, including phone call procedures.
2. An incident was reported where a security guard allowed entry without verifying the address, resulting in confusion for a taxi driver.
3. A J&T driver experienced issues with package delivery due to a scam; all residents are advised to exercise caution.
4. Reports of excessive speeding by scooter drivers were noted.
5. Security update: 10 security guards are assigned (5 day shift, 5 night shift; 4 guards and 1 Officer-in-Charge per shift).
 - Guards are to patrol the subdivision at varying times.
 - The Board discussed the need for a formal agreement with the agency to clarify employment status.
 - A proposal was made to have one person hired by PALA to monitor security personnel.
 - Further discussion on security arrangements will be held in the coming days.
6. The OIC's limited English proficiency was noted as a challenge, and assistance with translation is required.

6.d. Cultural Affairs Committee

Report by Liezl and Emily:

- Christmas Party Theme: "White Christmas"
- Date: December 17, 2025 (Wednesday)
- Time: 5:00 PM to 10:00 PM
- Dress Code: White, Green, and Red
- Potluck: Voluntary food sharing
- Tarpaulin: Assigned to Vice President Roselle
- Decorations: Assigned to Auditor Asuncion and Treasurer Liezl
- December 13 (Saturday afternoon): Scheduled for purchasing party needs (Liezl, Emily, Roselle, and Asuncion)
- Acknowledgment: Mr. Stacy for his ₱10,000 donation for the Christmas raffle draw

7. Village Captain Update

- The Board agreed to donate ₱5,000 to Barangay Amsic for their Christmas celebration.
- The HOA 2.0 software will be fully operational by the end of December, eliminating the need for manual forms. Receipts will be generated and recorded directly in the system.
- Two telephone numbers will be provided to assist with call entry procedures.
- Vehicle stickers will be incorporated into the software update, allowing for easy identification and contact of vehicle owners, aiding in the monitoring of speeders.
- Full access to the software and website will be granted to staff for all necessary updates.
- There is a need to hire a temporary office staff member for 2-3 days per week.
- Boarding house issue (Larose): 18 residents are currently accommodated. IDs must be checked upon entry to ensure only authorized individuals are admitted. A Board member is requested to speak with the owner.

8. Legal Matters: SCDC Updates

8a. Ms. Narciso requested a meeting January to formally sign the Deed of Grant of Usufructuary Rights. A meeting with Ms. Narciso and the PALA President will be arranged for signing. This will complete the formal agreement and turnover of the clubhouse and common areas.

- 8b. Michael Smith's HSAC case is with DSHUD; litigation is ongoing.
- 8c. Michael Smith's allegation of grave coercion; litigation is ongoing.

9. Open Forum / Walk-In Items

9a. Mrs. Cecille Jeynes (Block 10 Lot 7) raised concerns regarding excessive noise from a neighbor's generator. She has emailed the PALA office and inquired if the generator has been inspected.

She cited Philippine law, which allows 45–55 decibels, and requested Board action regarding the reported 65 decibel level. The generator owner is amenable to inspection. Mrs. Jeynes also expressed concerns about generator fumes. The Board will review national regulations regarding permissible noise levels. Vice President suggested referencing national laws for guidance. Mr. Lito, Maintenance Committee Head, will coordinate the inspection and notify the generator owner.

Note: The next regular Board of Directors meeting will be held on January 8, 2025 (Thursday) at 10:00 AM.

10. Adjournment: The board meeting was officially adjourned at 11:00am.

Emelita J. Espanol (Emily)

Corporate Secretary

PULU AMSIC LOT OWNERS ASSOCIATION

CASH FLOW STATEMENT

November 2025

COLLECTIONS (Nov. 1- 28 2025) :

Monthly Dues	318,838.00		
Advance Payment Monthly dues	141,042.00		
Stickers	3,150.00		
Clubhouse Rent and Rental Deposit	7,000.00		
Boulevard Shared Maintenance	7,500.00		
Unknown Deposit	42,608.00		
TOTAL COLLECTIONS		₱ 520,138.00	

Less : EXPENSES

Electricity Bill (Nov 2025)	89,577.98		
Water Bill (Oct 2025)	10,884.38		
Office Expenses (see itemized disbursement)	6,057.84		
Garbage Payment (Oct. 2025)	20,000.00		
Repair & Maintenace - Machinery Equipment-(Gas and Diesel)	9,380.00		
Repair & Maintenance - Swimming Pool (see itemized disbursement)	34,200.00		
Office and Maintenace Staff Salaries (Nov 01-31 2025)	147,185.47		
Benifits and Contribution Oct 2025 (see itemized disbursement)	12,854.83		
Retainers Fee - L.A De Jesus & Associates (Oct. 2025)	4,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (Oct2025)	15,000.00		
Legal Case - Atty. Sylvia Q. Alfonso-Flores Law Office (Billing HSAC Case,Legal Case Grave Coercion)	139,118.00		
Security Payment			
Oct 16- 31 2025 (King Taurus) P 166,558.33			
Nov 01-15, 2025 (King Taurus) P 169,375.00	335,933.33		
General Maintenance Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	50,358.36		
Drainage Repair, Steel grill	34,000.00		
Clubhouse Rental deposit Refund (Blk 18 lot 15/ Blk 20 lot 17	10,000.00		
TOTAL EXPENSE		₱ 918,550.19	

Net Loss

-₱ 398,412.19

Actual Bank Balance As of Oct. 28 ,2025	₱ 6,547,541.41		
Add : Oct 28, 2025 Actual statement (Net Shortfall)	-₱ 398,412.19		
Add. Bank Interest Gain Nov. 2025	₱ 301.85		
Actual Bank balances as of Nov 28, 2025	₱ 6,149,431.07		
Construction Bond as of Nov. 28 ,2025 BDO Account #005738010269	₱ 1,417,819.38		

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)	
ITEMIZED DISBURSEMENTS	
FOR THE MONTH OF Nov. 2025	
Office Expenses	
office load	352.00
creamer and sugar	413.00
office drinking water	350.00
transpo	264.00
internet bill	2,010.00
alocohol,wooden tray, coffee organizer	1,468.84
Phil- Flag	1,200.00
Total	6,057.84
Repair and Maintenance -Swimming Pool	
3 Chlorine	33,000.00
muratic acid	1,200.00
	34,200.00
Benefits and Contributions	
SSS Contribution	7,100.00
SSS Loan deduction	830.88
Philhealth Contribution	2,560.00
Pag lbig Fund Contribution	1,610.00
Pag lbig loan	553.95
Transpo	200.00
	12,854.83
General Maintenace Expenses on Tools & Equipment,Repair , and Facilities	
G.I wire,blower repair,extension chord ,e-tape, nylon	3,310.00
plastic and metal rake, garbage bag	2,393.75
sand ,cement,angle bar,extension chord	1,379.00
fish eye mirror	1,522.61
steel saw blade,paint, paint brush, laq thinner	815.00
tubular,angle bar,primmer,p brush,roller,	2,390.00
steel wool, tox screwB'rivets,drill bits	308.00
palm hauling 5 truck load	7,500.00
labor, materials and installation combat wire	12,240.00
perimeter wall tree trimming	10,000.00
boom repair, customized,installation and paint	8,500.00
Total	50,358.36