



*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/Time: April 8, 2026 @ 10:00 AM

Location: Meeting held at Pulu Amsic Clubhouse, 2nd Floor Admin Office, Pulu Amsic Subdivision, Angeles City, Pampanga 2009.

1. Call to Order - The meeting was called to order at 10:04 AM and presided over by Captain Brian Craven Village Manager.
2. Roll Call: Secretary Emily took attendance at 10:05 AM. The following persons were present:

BOARD MEMBERS:

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

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Manager
- * Mr. Emelito Sunga - Maintenance Committee
- * Ricardo Escalante - Security Guard

3. **QUORUM** : A quorum was verified and presented.
4. **MEETING MINUTES APPROVAL:** The board chair called for a vote to approve the prior meeting minutes. Captain Brian and Vice President Roselle, and Asuncion seconded the motion. No objections or amendments noted. The minutes were unanimously approved.
5. **FINANCIAL REPORT:** Treasurer Liezl led the review of the financial report / cash flow statement for March 2026. The month of March 2026 started with a balance of P6,285,619.11. Our net collections, minus the monthly expenses, were P189,680.62. leaving an ending balance of P6,475,299.73. See the attached cash flow statement attached herein as **Annex A**.

This increase in our ending balance was recognized by the board even though in this past year we have had extraordinary expenses to include P3.3M for the new lights and electrical wiring, P1M for the camera system, P820K for the construction of the storage facility and P1.5M for legal case expenses.

The board is still pursuing the unpaid dues on at least 63 vacant lots. However, we have not yet been able to determine ownership since no records were passed to us by the developer in spite of numerous requests.

6. **The Maintenance Committee**, under the leadership of Mr. Lito Sunga, submitted its report covering the period from March to April 2026. The Committee reported that on March 3, 2026, land scaping at the swimming pool area was completed. This was followed on March 4, 2026, by the repair of the power line at the main gate.

On March 10, 2026, the acquisition of a new compressor was completed. On March 11, 2026, the fabrication and installation of metal humps were likewise completed. On March 14, 2026, the fabrication of a desk at the guardhouse was finished, while on March 19, 2026, the construction of a manhole at Block 19, Lot 16 was completed.

The Committee further reported that on March 21, 2026, the metal chairs at the clubhouse were repaired. On March 23, 2026, the old Kubota tractor was received and formally turned over by Charle. On March 24, 2026, repairs of holes along the main road in Phases 1 and 2 were completed.

On March 25, 2026, the fabrication and installation of hose holders in Phase 1, Phase 2, the swimming pool area, and the clubhouse were completed, together with the repair of the mower. On March 26, 2026, repairs to the street lights at Block 8 Lot 6, Block 1 Lot 8, and Block 15 Lot 19 were completed. On March 27, 2026, the fabrication and installation of the pedestrian lane was completed, and on March 28, 2026, the painting of benches at the swimming pool area was likewise finished.

The report also noted that on March 30, 2026, the modification of the swimming pool lights was completed. On April 1, 2026, the monthly inspection of the construction site was conducted. On April 4, 2026, the fabrication of the water tank cover was completed. As of April 6, 2026, the construction of the PWD parking space and lane remained ongoing, the trial operation of the motor pump was in progress, and housekeeping and grass cutting under the maintenance schedule were likewise ongoing.

6a. **Construction Committee**

The Construction Committee report was presented by Village Captain Brian. The Committee reported that twelve homes are currently undergoing renovation, while four new houses are under construction. Construction activities are being regularly monitored through inspection to ensure compliance with subdivision construction regulations and the National Building Code.

The Committee also noted a security concern regarding instances where some guards allowed construction workers to enter the subdivision using personal vehicles.

6b. **CULTURAL AFFAIRS COMMITTEE** - Report and discussion led by Liezl and Emily. The main topic of discussion was the upcoming April Summer Get Together / Potluck party. Here are the agreed upon specifics.

- ✓ Dress: Summer Outfit
- ✓ Theme: Summer Get Together
- ✓ Date: Saturday, 18 April 2026
- ✓ Time: 5:00 PM to 10:00 PM
- ✓ Venue: PALA Clubhouse

* Vice Roselle volunteered to design and supply the tarpaulins.

* For the decorations, Treasurer Liezl will source/arrange and also coordinate with an entertainer to lead the line dance event.

- * Ms. JeAnn will be assigned the sourcing/rental of tables, and chairs.
- * Secretary Emily assign making editing design the Program and finalize all the board approved and nothing to changes.
- * The Liezl, Emily and Asunsion on Tuesday April 14, 2026 at 10am will do a shopping trip to procure the other party consumables such as bottled water, drinks, paper plates, plastic utensils, cups, etc.

6c. VILLAGE CAPTAIN REPORT:

The Village Captain, Brian, reported that the HOA software has improved dues collection and that a new office computer with server capability has been installed, allowing multiple data entry. He also noted the need for a full-time office secretary, with interviews to be conducted and referrals invited from Board members and PALA members.

The Board approved the reduction of PALA office hours on Saturdays from 8:00 a.m. to 12:00 noon, effective immediately. The establishment of a new emergency fund bank account under Resolution 2026-001 was also reported.

Additional updates included the completion of streetlight repairs within 48 hours, ongoing drainage repair and cleaning, proposed drainage grading near the main gate estimated at PHP 300,000.00,

Measures to reduce power consumption, reduction of security personnel by two, CCTV adjustments, preparation for the April gathering and the May 16, 2026 AGM.

Request for a second ID scanner at the main gate estimated at PHP 40,000.00. The Village Captain further reported that call entry has proven ineffective and that ID scan-in and scan-out procedures will continue to be monitored.

9. POLICY AND LEGAL MATTERS:

SCDC – Deed of Grant of Usufructuary Rights. The deed has been signed that completes the formal turnover.

and Ms. Narciso has officially turned over the clubhouse and offices spaces. However, We have requested a copy of the land title for the front gate areas and the list of owners of the unknown vacant lots.

We are unable to progress with our plan to modernize and improve the front gate without the site plan or titles.

10. PAST UNRESOLVED ISSUES AND RECOMMENDATIONS:

Reduction of Monthly Association Dues:

- * Effective July 1, 2026, monthly dues will be adjusted to ₱6 per square meter.
- * Any overpayments resulting from this adjustment will be automatically credited to your account and applied to future dues.

11. OPEN FORUM / WALK IN - IN ITEMS:

* Barangay Amsic 300 / month garbage fee per household under review, negotiation for 50,000 monthly total proposed.

* Treasurer, Secretary and Auditor need to have scheduled meeting to the Barangay Captain on April 14, 2026 Tuesday 10:00am .

* All the Board great to welcome back the Security Guard Ricardo Escalante . He started on April 12, 2026 .

* Annual General Membership (AGM) Meeting is coming in May 16, 2026. PALA members are encouraged to run for open Board position and help us make this subdivision even better.

12. **ADJOURNMENT:** The board meeting officially adjourned at 12:10pm.

The next monthly meeting of the Board of Directors is scheduled for May 7, 2026, Thursday at 10:00 am.

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

PULU AMSIC LOT OWNERS ASSOCIATION

CASH FLOW STATEMENT

March 2026

COLLECTIONS March 1- 30 2026) :			
Monthly Dues	416,348.99		
Advance Payment Monthly dues	632,399.85		
Stickers	16,500.00		
Boulevard Shared Maintenance	7,500.00		
Refunded Cash Bail Bond (1 person P36,000/ person)	36,000.00		
Unknwon Deposit Security Bank	6,064.00		
Unknown Deposit BDO	3,704.94		
Cash on Hand adjustment from expenses	<u>0.82</u>		
TOTAL COLLECTIONS		1,118,518.60	
Less : EXPENSES			
Electricity Bill including 4 add account for Streetlights (March 2026)	93,312.69		
Water Bill (Feb 2026)	18,883.84		
Office Expenses (see itemized disbursement)	66,079.02		
Garbage Payment (February 2026) Barangay Amsic	20,000.00		
Repair & Maintenace - Machinery Equipment-(Gas and Diesel)	4,951.00		
Repair & Maintenance - Swimming Pool Meister - Pool Swimming Pool Chemical & Equip Trading (see itemized disbursement)	33,300.00		
Office and Maintenace Staff Salaries (March 01-31 2026)	165,983.18		
Benifits and Contribution February 2026 - L.A De Jesus and Associates CPAs (see itemized disbursement)	16,375.75		
Retainers Fee - L.A De Jesus & Associates (Feb. 2026)	4,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (March 2026)	15,000.00		
Security Payment			
Feb 16- 28 2026 (King Taurus Services) P 163,712.50			
March 01-15, 2026 (King Taurus Services) P 136,600.00	300,312.50		
General Maintenance Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	101,040.00		
Add 4 camera phase 1 and 2 gate, relocation of Camera / Jess Yanga	31,100.00		
Tractor Re Built Balance - Carlito Montemayor	58,500.00		
TOTAL EXPENSE		₱ 928,837.98	
Net			₱ 189,680.62
Actual Bank Balance As of March 3 ,2026		₱ 6,285,619.11	
Add : March 30, 2026 Actual statement		₱ 189,680.62	
Add. Bank Interest Gain			
Actual Bank balances as of March 30, 2026			
Actual amount on BDO Bank Account : P4,366,341.89		₱ 6,475,299.73	
Security Bank Gen Funds : P78,957.84			
Securit Bank Emergency Fund : 2,030,000.00			
Construction Bond as of March 30 ,2026 Security Bank Account #0000075765269		<u>₱ 1,393,051.59</u>	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)

ITEMIZED DISBURSEMENTS

March 2026

Office Expenses

transpo	700.00
paper cups,coffee,tissue rolls,face tissue	1,228.96
lamination film, biometrix, calculator	2,660.40
office load	350.00
internet bill	4,000.00
Check book, notarial fee (Bank)	1,800.00
plants	4,400.00
wall fan	3,190.00
monitor	5,799.00
Deposit for two add water meter	17,978.66
Donation for womens Month (Brgy. Amsic)	5,000.00
Down Payment Visitor Tags	9,000.00
HOA System Monthly Subscription	3,072.00
Down Payment for Summer Party Decoration	5,000.00
Tarp	900.00
Signage	1,000.00
Total	66,079.02

Repair and Maintenance -Swimming Pool

4 Chlorine	32,000.00
muratic acid	1,300.00
	33,300.00

Benefits and Contributions

SSS Contribution	9,820.00
Philhealth Contribution	3,791.80
Pag Ibig Fund Contribution	2,010.00
Pag Ibig loan	553.95
Transpo	200.00
	16,375.75

General Maintenace Expenses on Tools & Equipment,Repair , and Facilities

dril bit,cement,cutting dsc,tox,screw,angle bar,flat bar,welding rod,cylindrical	2,997.00
flat bar,def bar,cutting disc,G.I wire,cement,hose connector,faucet,tox,screw	2,868.00
brush,fan belt,cutting disc,tire vucanizing,thinner,roller brush,lag screw & sheet	3,774.00
cutting disc,cement,angle bar,tox screw, log screw,broom stick	1,813.00
expansiin bolt,cement,sand,skim coat,	807.00
parts and labor for Blower repair	1,700.00
metal bar,pito,cutting disc,neltex,cement,elbow pipe,elec tape,skim coat, g.i pipe	2,987.00
cement,carbon brush,metal plate	625.00
labor for welding works 22 days	44,000.00
compresor	15,000.00
palm leaves, tree branches, garden trimmings hauling (13 truck loads)	18,200.00
electrical works Maingate, materials and labor for road repairs	6,269.00
	101,040.00