



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: February 5, 2026

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: February 5, 2026. Time: 10:00am

1. Call to Order -by President Rommel. The meeting is called to order at 10:11Am. And presided over by President Rommel
2. Roll Call of Officers: Attendance was taken at 10:12: am the following were present by secretary Emily.

BOARD MEMBERS:

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

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Manager

- * Mr. Guy Breckenridge - Finance Committee
- * Mr. Emelito Sunga - Maintenance Committee

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 approved and Auditor Asuncion second the motion. The board unanimously approved the prior meeting minutes and no objections or amendments raised.

5. FINANCIAL REPORT: Treasurer Liezl distributed the financial report / cash flow statement for January 2026 and led the review. We have a total collection of P1,807,949.43, Our expenses were P 1,129,563.33 which give as the net of P678,386.10 for the Month of January 2026 Our ending bank balance as of January 30, 2026 is P4,826,553.80 See [attached](#) financial report.

DISCUSSION FOR EXPENSES:

- * The Street lights expenses approximately 3.3M
- * The Camera total expenses approximately 1 M
- * Storage Facility total expense approximately 820k
- * For the Legal Cases approximately 1.5 M

On our records, approximately 63 lots we need verification of the owner, we will request our lawyer to check the owners of said property's.

The Resolutions passed and approved:

- POLICY RESOLUTION NUMBER **2026-001**: ESTABLISHING AN EMERGENCY RESERVE FUND.
- POLICY RESOLUTION NUMBER **2026-002**: REDUCTION OF HOMEOWNERS DUES.
- POLICY RESOLUTION NUMBER **2026-003**: CHANGE AEC ACCOUNTS FROM EVOLUTION TO PALA.

6.a) Maintenance Committee

Report presented by: Mr. Lito Sunga, Maintenance Supervisor

Highlights:

- Basketball BackBoard: The basketball board was damaged due to sun exposure. Replacement was completed on January 19, 2026.
- Acacia Tree Concern: On January 14, 2026, Mr. Sunga visited Barangay Amsic to report an acacia tree leaning on to our wall and damaging our perimeter wall in phase one.
 - The Barangay Captain was unavailable, so he spoke with the Barangay Secretary.
 - The Secretary advised that a *No Objection Letter* would be issued and submitted to CENRO.
 - As of today, there has been no update from the barangay.
- Equipment Maintenance: A new battery was purchased for the shredder.
- Generator Modification: A contractor modified the generator's exhaust pipe following a neighbor's complaint about its unsightly appearance. Further correction is required.
- Streetlights:
 - The streetlight contractor and maintenance supervisor inspected the newly installed streetlights—all are operational.
 - Mr. R.S. Delos Reyes and Mr. Sunga conducted a final inspection and installed an additional streetlight.
- Playground Equipment: On January 26, 2026, the swing frame in the playground area broke and was subsequently repaired.
- Additional Notes:
 - A new chlorine supplier was found, reducing costs by ₱3,600 per month.
 - Mr. Sunga will follow up with the barangay regarding tree trimming or removal and the required cutting permit.
 - The basketball court swings will be regularly monitored due to increased activity by children.
- Employee Code of Conduct: A formal *Employee Code of Conduct* booklet has been drafted and requires Board review.

6.b) Construction Committee

Report presented by: Captain Brian

Summary:

- There are 12 homes under renovation and 4 new houses under construction.
- Minor issues have been identified in new constructions and are being closely monitored.
- Security Concerns:
 - Some guards allowed construction workers to enter using personal vehicles.

- Certain site continues using cement bags and metal materials improperly.
- Security performance will be reviewed and improved.
- Monitoring: Captain Brian and Mr. Sunga continue to oversee construction sites.
- Permits:
 - Building permits must be displayed at construction sites.
 - Tarpaulins for construction permits are required.
 - All construction activities must be approved by the PALA Office before commencement.

Note:

The President offered assistance with any construction-related issues. Captain Brian requested the President to draft a *Construction Inspection Report*, which was approved.

6.c) GPO Committee

Report presented by: Captain Brian

Key Points:

- Discussion with Stacey regarding the possibility of changing the security company.
- Security must strictly enforce phone call verification for guest entry—this is mandatory for resident safety.
- Speeding remains a concern, particularly involving cars, scooters, a school bus, and the *La Rose* van. Security will issue warnings and enforce speed limits.
- The committee is seeking a PALA Security Supervisor to oversee all security operations and standard operating procedures (SOPs).
- The Officer-in-Charge (OIC) will monitor residents walking dogs without leashes.
- The new OIC, Mr. Ian, has implemented a lockbox system for guards' personal phones to ensure no phone use during duty hours.

6.d) Cultural Affairs Committee

Report presented by: Ms. Liezl and Ms. Emily

Discussion:

Preparations are underway for the Summer Party scheduled for Sunday, April 18, 2026. Final planning will continue in the next meeting.

7. Village Captain's Update

- HOA 2.0 System: Expected to be fully operational by December 2025, allowing automated receipt printing and digital record keeping.
- Office Equipment: The office will integrate the new software and a new second computer for improved efficiency.
- Online Payments: Automatic payment processing will soon include automated payment verification email.
- Late fees and penalties, began on August 20, 2025 as required in the PALA bylaws. Members are reminded to pay on time.
- Communication: Two dedicated phone lines will be available in our computer system for each homeowner to assist with call entry procedures.
- Vehicle Stickers:
 - Stickers will be available starting January 15, 2026 and must be purchased by February 15, 2026.
 - Beginning February 16, 2026, vehicles without current stickers must use the guest lane.
- License Plate Tracking: Plates will be searchable to identify vehicle owners and address speeding violations.
- System Access: Full administrative access to the software and website will be available to staff for system updates.

8. Policy and Legal Matters

- 8.a. Policy Resolution No. 2026-001:
Establishes an *Emergency Reserve Fund* and reduces monthly association dues. The full resolution will be included in the official minutes.
- 8.b. SCDC / Usufructuary Rights:
 - Ms. Narciso has officially turned over the clubhouse office space, which will now serve as a conference room.
 - The *Deed of Grant of Usufructuary Rights* was officially signed by all parties.
 - Ms. Je-Ann will follow up on the land title copy for the main gate for planning purposes of the new gate area.
- 8.c. Legal Cases:
 - *Michael Smith HSAC Case*: Ongoing litigation with DSHUD.
 - Michael Smith Allegation of Grave Coercion: Permanently dismissed.

9. Past Unresolved Issues and Recommendations

Emergency Fund and Resolution:

- A new bank account will be established for time deposits related to the emergency fund.

Adjustment of Monthly Association Dues:

- Effective July 1, 2026, monthly dues will be reduced to ₱6 per square meter.
- This adjustment will maintain funding for the emergency reserve while supporting major subdivision improvements.

NOTE: * VERY IMPORTANT PROJECT:

- The completely new Main Entry Gate is the first priority, The clubhouse second
- Before the board stepping -down, two project must be completed.
- The current board is looking for volunteer to become involve in HOA and possible Board members

10. OPEN FORUM / WALK IN - IN ITEMS

No walk in.

Note: The regular monthly meeting we resume the Board of Director meeting on March 5, 2025 Thursday at 10:00Am

11. ADJOURNMENT: The board meeting was officially adjourned at 12:22pm.

Emelita J. Espanol (Emily)

Corporate Secretary



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PALA Board Resolution

POLICY RESOLUTION NUMBER 2026-001

RESOLUTION OF THE BOARD OF DIRECTORS OF PULU AMSIC LOT OWNERS ASSOCIATION (PALA) ESTABLISHING AN EMERGENCY RESERVE FUND

WHEREAS Pulu Amsic Lot Owners Association (PALA) is a duly organized and existing legal entity under the laws of the Republic of the Philippines, with its principal place of business located at Pulu Amsic Clubhouse, 2nd Floor Conference Room, Pulu Amsic Subdivision, Angeles City, Pampanga, Philippines 2009;

WHEREAS, a meeting of the Board of Directors of PALA was duly convened and held on January 8, 2026, wherein a quorum of the Board of Directors was present and actively participated throughout the proceedings;

WHEREAS, during said meeting, the Board of Directors of the Pulu Amsic Lotowners Association (PALA) recognized the need to safeguard the subdivision against unforeseen emergencies and extraordinary expenses that cannot be funded through regular monthly dues;

WHEREAS, the association likewise acknowledges the importance of maintaining reasonable monthly dues to balance financial sustainability with the welfare of its members.

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that:

1. A PALA Emergency Reserve Fund shall be established

- An Emergency Reserve Fund in the amount of Four Million Pesos (₱4,000,000.00) shall be created and maintained. With (₱2,000,000.00) being deposited at the opening of the bank account, Then a second deposit by no later than June 1, 2026 of an additional deposit of (₱2,000,000.00)

- Said funds shall be deposited in a separate interest-bearing account under the name of Pulu Amsic Lotowners Association (PALA).

- Access to the Emergency Reserve Fund shall only be granted upon the majority vote of the Board of Directors and approval of greater than 50% percent of the total homeowners present and voting in favor during a duly convened General or Special Membership Meeting.

- Withdrawals from the Emergency Reserve Fund shall require the signatures of three (3) duly authorized members of the Board of Directors, and shall only be permitted for critical subdivision needs, including but not limited to:

- Emergency road repairs
- Utilities restoration
- Sinkhole remediation
- Drainage improvements
- Extraordinary legal fees not covered by regular dues

FURTHER RESOLVED, that:

This Resolution shall take effect immediately upon its adoption and shall be duly recorded in the minutes of the Board of Directors and communicated to all members of the Association.

APPROVED AND ADOPTED this 8th day of January, 2026 at Pulu Amsic Subdivision, Pampanga, Philippines.



EMELITA ESPANOL
Corporate Secretary


BOARD OF DIRECTORS/TRUSTEES



ROMMEL BUNDALIAN



ROSSELLA BRECKENRIDGE



LIEZL LAMES



EMELITA ESPANOL



ASUNCION NOCUM



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PALA Board Resolution

POLICY RESOLUTION NUMBER 2026-002

RESOLUTION OF THE BOARD OF DIRECTORS OF PULU AMSIK LOT OWNERS ASSOCIATION (PALA) REDUCTION OF HOMEOWNERS DUES.

WHEREAS Pulu Amsic Lot Owners Association (PALA) is a duly organized and existing legal entity under the laws of the Republic of the Philippines, with its principal place of business located at Pulu Amsic Clubhouse, 2nd Floor Conference Room, Pulu Amsic Subdivision, Angeles City, Pampanga, Philippines 2009;

WHEREAS, a meeting of the Board of Directors of PALA was duly convened and held on February 5, 2026, wherein a quorum of the Board of Directors was present and actively participated throughout the proceedings;

WHEREAS, during said meeting, the Board of Directors of the Pulu Amsic Lotowners Association (PALA) recognized the need to reduce the homeowner's dues.;

WHEREAS, the association likewise acknowledges the importance of maintaining reasonable monthly dues to balance financial sustainability with the welfare of its members.

NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that:

That PALA will reduce the homeowner's dues to 6 php per square meter on July 1, 2026. This will still allow for the emergency fund to be allocated and to build funds to make major improvements in our subdivision.

FURTHER RESOLVED, that: This Resolution shall take effect on the dates above, its adoption and shall be duly recorded in the minutes of the Board of Directors and communicated to all members of the Association.

APPROVED AND ADOPTED this 5 th day of February, 2026 at Pulu Amsic Subdivision, Pampanga, Philippines.


EMELITA ESPANOL
Corporate Secretary

BOARD OF DIRECTORS/TRUSTEES


ROMMEL BUNDALIAN


ROSSELLA BRECKENRIDGE


LIEZL LAMES


EMELITA ESPANOL


ASUNCION NUCUM



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PALA Board Resolution

POLICY RESOLUTION NUMBER 2026-003

RESOLUTION OF THE BOARD OF DIRECTORS OF PULU AMSIK LOT OWNERS ASSOCIATION (PALA) CHANGE AEC ACCOUNTS FROM EVOLUTION TO PALA

WHEREAS, Pulu Amsic Lot Owners Association (PALA) is a duly organized and existing legal entity under the laws of the Republic of the Philippines, with its principal place of business located at Pulu Amsic Clubhouse, 2nd Floor Conference Room, Pulu Amsic Subdivision, Angeles City, Pampanga, Philippines 2009;

WHEREAS, a meeting of the Board of Directors of PALA was duly convened and held on January 30, 2026, wherein a quorum of the Board of Directors was present and actively participated throughout the proceedings;

WHEREAS, during said meeting, the Board of Directors of the Pulu Amsic Lotowners Association (PALA) recognized the need to change the four (4) Angeles Electric Company (AEC) meters from Evolution Realty & Dev. Corp. to Pulu Amsic Lot Owners Association (PALA)

ACCOUNT NUMBERS:

02357682, Entrance Gate

02114925, Minor Gate One, Phase

02114917, Minor Gate Two Phase

02102692, Clubhouse

WHEREAS, the association has officially taken over all operations at Pulu Amsic from the developer with the signed agreement.


NOW, THEREFORE, BE IT RESOLVED, as it is hereby resolved, that:

PALA will request AEC change the name on the (4) statement of accounts above from Evolution to PALA.

FURTHER RESOLVED, that:

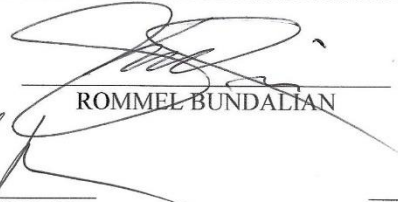
This Resolution shall take effect immediately upon its adoption and shall be duly recorded in the minutes of the Board of Directors and communicated to all members of the Association.

APPROVED AND ADOPTED this 30th day of January, 2026 at Pulu Amsic Subdivision, Pampanga, Philippines.



EMELITA ESPANOL
Corporate Secretary

BOARD OF DIRECTORS/TRUSTEES



ROMMEL BUNDALIAN



ROSSELLA BRECKENRIDGE



LIEZL LAMES



EMELITA ESPANOL



ASUNCION NUCUM

PULU AMSIC LOT OWNERS ASSOCIATION

CASH FLOW STATEMENT

January 2026

COLLECTIONS Jan 1- 31 2026) :			
Monthly Dues	519,116.43		
Advance Payment Monthly dues	1,150,142.00		
Stickers	106,000.00		
ID	200.00		
Clubhouse Rent and Rental Deposit	9,500.00		
Xmas Donation	10,000.00		
Unknown Deposit	12,991.00		
TOTAL COLLECTIONS		₱ 1,807,949.43	
Less : EXPENSES			
Electricity Bill including 4 add account for Streetlights (Jan 2026)	110,030.00		
Water Bill (Dec 2025)	12,186.62		
Office Expenses (see itemized disbursement)	15,914.96		
Garbage Payment (December 2025) Barangay Amsic	20,000.00		
Repair & Maintenance - Machinery Equipment-(Gas and Diesel)	6,581.00		
Repair & Maintenance - Swimming Pool Meister - Pool Swimming Pool Chemical & Equip Trading (see itemized disbursement)	25,300.00		
Office and Maintenance Staff Salaries (JAn 01-31 2025)	167,528.75		
Benifits and Contribution Dec 2025 - L.A De Jesus and Associates CPAs (see itemized disbursement)	12,023.95		
Retainers Fee - L.A De Jesus & Associates (Dec. 2025)	4,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (Dec 2025)	15,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (Jan 2026) Preparation Of Letter to OCBO	16,500.00		
Security Payment			
Dec 16- 31 2025 (King Taurus Services) P 169,375.00			
JAn 01-15, 2026 (King Taurus Services) P 169,375.00	338,750.00		
General Maintenance Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	77,382.30		
Final Payment for Streetlights Secondary Line Installation, and add light installation (Jing Lagman/Nino Delos Reyes)	293,365.75		
Clubhouse Rental Deposit Refund Blk 12 lot 4 / Keith Carolino	5,000.00		
Clubhouse Rental Deposit Refund Jeralyn Hickey	5,000.00		
Clubhouse Rental Deposit Refund Blk 2A lot 3 / Rex Manalac	5,000.00		
TOTAL EXPENSE		₱ 1,129,563.33	
Net			₱ 678,386.10
Actual Bank Balance As of Jan 03 ,2025		₱ 4,148,167.70	
Add : Jan. 31, 2026 Actual statement		₱ 678,386.10	
Add. Bank Interest Gain Jan. 2026			
Actual Bank balances as of Jan. 30 2026		₱ 4,826,553.80	
Construction Bond as of Jan 3 ,2026 BDO Account #005738010269		₱ 1,382,939.21	

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

ITEMIZED DISBURSEMENTS

FOR THE MONTH OF January 2026

Office Expenses	
office load	360.00
tarp printing	1,680.00
withdrawal fee, transpo	400.00
sponge and diswahing liquid, walis tambo,garbage bag	890.00
ground coffee, coffe,creamer	1,837.23
office cpu cleaning and check up	1,000.00
Voucher Printing	4,100.00
HOA System Monthly Subscription	3,072.00
bond paper, trashbin,pens, scissors	2,033.73
first Aid kit	542.00
Total	15,914.96
Repair and Maintenance -Swimming Pool	
3 Chlorine	24,000.00
muratic acid	1,300.00
	<u>25,300.00</u>
Benefits and Contributions	
SSS Contribution	7,100.00
Philhealth Contribution	2,560.00
Pag Ibig Fund Contribution	1,610.00
Pag Ibig loan	553.95
Transpo	200.00
	<u>12,023.95</u>
General Maintenace Expenses on Tools & Equipment,Repair , and Facilities	
nylon, blade	700.00
stihl oil,blade for lawn mower,primer pump	3,400.00
tox,clip,G.I pipe,skim coat,sprocket,fittings,rimsers, blue elbow & cup	3,127.30
garbage bag	1,500.00
hose coupling,cutting/grinding disc,welding rod, stainless steel	1,605.00
palm trees,leaves, trash ,debris hauling from empty lots and storage area(17 truck loads)	20,400.00
Back board (basketball) replacement	30,000.00
battery fit shredder,welding works for Swing and Cr Gate	16,650.00
Total	77,382.30