



*Pulu Amsic Clubhouse, 2nd Floor Conference Room
Pulu Amsic Subdivision, Angeles City, Pampanga 2009*

Email Address: office@puluamsic.com

Website Address: www.puluamsic.com

Cell phone : 0917-923-8604

PALA Board of Directors Minutes of Monthly Meeting

Date: January 8, 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: January 8, 2026. Time: 10:00am

1. Call to Order -by President Rommel . The meeting is called to order at 10:15Am. And presided over By President Rommel
2. Roll Call of Officers: Attendance was taken at 10:16: am the following were present by secretary Emily.

BOARD MEMBERS:

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

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Manager
- * Mr. Lito Sunga - Maintenance Committee
- * Stacy Michelin - GPO Committee
- * Ramon T. Vega - Construction
- * Rea Wright - Homeowner
- * Dennis Wright - 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. The President 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 December 2025 and led the review. For the month of December our expenses exceeded the collection by P 2,001,757.76 Our ending bank balance came in P 4,148,167.70 as of January 3, 2026 See [attached](#) financial report .

6. Committee Reports

6.a. Maintenance Committee – Presented by Mr. Lito Sunga, Committee Head

- Street light installations completed: No transformer required; three additional lights installed (one at main gate exit, one at main road near new construction site, one in Phase 1).
 - Solar lights are being installed in dark areas along perimeter fences in Phases 1, 2, and 3, including the swimming pool area.
 - Generator concerns addressed; subdivision rule under development due to complexity.
 - Dismantling of old street lights and solar lights ongoing.
 - Old street lights to be repurposed.
 - Current activities: Grass cutting and general housekeeping.
Action Item: Captain Brian to follow up on water tank PTU.
- 6.b. Construction Committee – Presented by Captain Brian
- Ongoing: 3-4 houses under construction and 20 homes undergoing remodeling; monitoring continues.
 - Issues noted: One site lacks construction permit tarpaulin (security enforced compliance); another uses cement bags and metal materials improperly.
 - Building permits required prior to construction start; tarpaulins to be ordered.
 - All approvals must be obtained from PALA office before commencement.
Action Item: Double-check Boulevard Main Gate light.
 - Incident: A resident attempted to enter subdivision with backhoe without permit; entry denied. Police and barangay investigator were contacted, but access was not granted.
- 6.c. GPO Committee – Presented by Stacey Michelon
- New Year's Eve passed without issues.
 - Discussion with OIC on protocols; resident complainant threatening police involvement from Station 2.
 - Security enforcing speed limits: Stopped vehicles, scooters, and school bus on first day.
 - Proposal to hire Ricardo Escalante as PALA employee for oversight of security: Experienced in rules, SOPs, and SUP work; previously removed but suitable for monitoring compliance without armed guards (focus on watchers following RSOP; no unlicensed firearms).
 - OIC monitoring dog walking without leashes.
- 6.d. Cultural Affairs Committee – Presented by Liezl and Emily
- Upcoming events discussed for preparation and improvement:
 - Christmas Party (December)
 - Summer Luau Party (April)
 - Annual General Meeting (AGM, May)
 - Meet and Greet (June)
 - Halloween Party (October)
 - Fireworks Rule Note: Box-set fireworks permitted without permit; individual large fireworks require PALA permission, fee, and fire department approval.
7. Village Captain Update – Presented by Captain Brian
- HOA 2.0 software to be functional by end of December: Automates forms, receipts, SOA statements, online payments (with verification for 12-month prepayments, OR/CR, driving license integration); secure and private.
 - Late fees and penalties effective August 20, 2025, to encourage timely payments.
 - Software supports two telephone numbers for call entry.
 - Vehicle stickers available now; after February 15, 2026 only the new vehicle stickers will be valid.
 - Full staff access to software and website for updates.
8. Policy and Legal Matters
- 8.a. Policy Resolution 2026-001: Establishing Emergency Reserve Fund (See attached Resolution).

- 8.b. SCDC – Deed of Grant of Usufructuary Rights: Ms. Narciso turned over clubhouse office space for conference room use. Ms. Je-Ann will coordinate with Ms. Narciso for the signing of the Deed , tentatively between January 19-23 2026
 - 8.c. Michael Smith HSAC Case: Ongoing litigation with DSHUD.
 - 8.d. Michael Smith Grave Coercion Allegation: Ongoing litigation.
9. Past Unresolved Issues – Suggestions for Separate Resolution
- Emergency Fund/Resolution: Propose two separate deposits in the account (₱2M each) – time deposit with optimal rates (monthly, 6-month, 1-year time deposit).
 - Dues Adjustment: Reduce monthly association dues from ₱7.00 to ₱5.00 per square meter.
10. Open Forum / Walk-In Items – Mr. Dennis Wright
- Parking Proposal: Purchase vacant lots in Phases 1, 2, and 3 for numbered, reserved spaces (first-come, first-served; monthly fee for homeowners).
 - DNO Insurance: Suggest individual insurance options for protection against major expenses (e.g., swimming pool cracks); policy to cover directors and subdivision costs.
 - Mr. Wright thanked the Board and Committees for their efforts.

Adjournment:

Meeting adjourned at 11: 20 am. Next meeting: February 05, 2026 10 am.

Emelita Espanol
PALA Corporate Secretary



*Pulu Amsic Clubhouse, 2nd Floor Conference Room
Pulu Amsic Subdivision, Angeles City, Pampanga 2009*

Email Address: office@puluamsic.com

Cell phone : 0917-923-8604

PALA Board Resolution

POLICY RESOLUTION NUMBER 2026-001

RESOLUTION OF THE BOARD OF DIRECTORS OF PULU AMSIK 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

EMELITA ESPANOL

LIEZL LAMES

ASUNCION NUCUM

ROMMEL BUNDALIAN

ROSSELLA BRECKENRIDGE

EMELITA ESPANOL

LIEZL LAMES

ASUNCION NUCUM

PULU AMSIC LOT OWNERS ASSOCIATION

CASH FLOW STATEMENT

December 2025

COLLECTIONS Dec. 1- 29 2025) :			
Monthly Dues	330,547.24		
Advance Payment Monthly dues	203,213.00		
Stickers	800.00		
Clubhouse Rent and Rental Deposit	7,500.00		
Boulevard Shared Maintenance	7,500.00		
Cash excess from Real tax payment	25,112.16		
Cash on Hand Nov. 2025	235.00		
Unknown Deposit	<u>24,532.00</u>		
TOTAL COLLECTIONS		₱ 599,439.40	
Less : EXPENSES			
Electricity Bill (Dec 2025)	75,348.27		
Water Bill (Nov 2025)	10,189.37		
Office Expenses (see itemized disbursement)	122,367.29		
Garbage Payment (Oct. 2025) Barangay Amsic	20,000.00		
Repair & Maintenance - Machinery Equipment-(Gas and Diesel)	6,060.00		
Repair & Maintenance - Swimming Pool Meister - Pool Swimming Pool Chemical & Equip Trading (see itemized disbursement)	25,300.00		
Office and Maintenance Staff Salaries (Dec 01-31 2025)	177,058.39		
Office and Maintenance Staff 13th Month Pay 2025	128,804.69		
Benifits and Contribution Nov 2025/Bussiness Permit Renewal L.A De Jesus and Associates CPAs (see itemized disbursement)	22,918.60		
Retainers Fee - L.A De Jesus & Associates (Nov. 2025)	4,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (Nov 2025)	15,000.00		
Legal Case - Atty. Sylvia Q. Alfonso-Flores Law Office (Billing HSAC Case,Legal Case Grave Coercion)	15,000.00		
Security Payment			
Nov 16- 30 2025 (King Taurus Services) P 169,375.00			
Dec 01-15, 2025 (King Taurus Services) P 169,375.00	338,750.00		
General Maintenance Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	22,961.50		
Streetlights Secondary Line Installation, lights and Accsesories (Jerald Henson/Nino Delos Reyes)	1,421,878.25		
Sticker Printing 2026 (RDS Silk Printing/ Joey Yumul)	65,000.00		
Real Property Tax 2026	125,560.80		
*** Total Tax Payment 100,448.64 (Excess 25,112.16 re deposit)			
Clubhouse Rental Deposit Refund Blk 21 lot 6/ Arjay Roque	5,000.00		
TOTAL EXPENSE		₱ 2,601,197.16	
Net Loss			-₱ 2,001,757.76
Actual Bank Balance As of Nov. 28 ,2025		₱ 6,149,431.07	
Add : DeC 29, 2025 Actual statement (Net Shortfall)		-₱ 2,001,757.76	
Add. Bank Interest Gain Dec. 2025		₱ 494.39	
Actual Bank balances as of Jan. 3 2026		₱ 4,148,167.70	
Construction Bond as of Jan 3 ,2025 BDO Account #005738010269		₱ 1,382,939.21	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)	
ITEMIZED DISBURSEMENTS	
FOR THE MONTH OF Dec. 2025	
Office Expenses	
aircon cleaning	800.00
software actual demo	1,015.00
tissue,cup holders,reflective sticker,plastic cups and containers	2,171.72
sugar and creamer,transpo, withdrawal fee	550.15
office load	352.00
tarp printing	4,960.00
internet bill	4,010.00
HOA System Monthly Subscription	3,087.00
office drinking water	175.00
blinds	2,872.22
Aircon for conference room	38,300.00
noche buena pack	6,655.00
Raffle prizes, sound system,chairs and table rentals, decoration (Xmas Party 2025)	57,419.20
***less 10,000 pesos (Stacey Donation) Total PALA expenses	47,419.20
Total	122,367.29
Repair and Maintenance -Swimming Pool	
3 Chlorine	24,000.00
muratic acid	1,300.00
	<u>25,300.00</u>
Benefits and Contributions	
Business Permit Renewal 2026	10,000.00
SSS Contribution	7,100.00
SSS Loan deduction	830.58
Philhealth Contribution	2,624.07
Pag Ibig Fund Contribution	1,610.00
Pag Ibig loan	553.95
Transpo	200.00
	<u>22,918.60</u>
General Maintenance Expenses on Tools & Equipment,Repair , and Facilities	
nylon	1,040.00
paint and paint brush,hammer,concrete nail	1,255.00
garbage bag,sticker,	898.50
grass cutter repair	1,100.00
bolts,lad screw,drill bits,	1,168.00
palm hauling(include tree trimmings from perimeter wall)	17,500.00
Total	22,961.50