



*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

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: July 2, 2026. Time; 10:00am

1. Call to Order - by Brian Craven. The meeting is called to order at 10:10am .
2. Roll Call of Officers: Attendance was taken at 10:13: am the following were present by Brian Craven.

BOARD MEMBERS:

- * Rommel Bundalian - President (absent)
- * Liezl Lames - Treasurer
- * Asuncion Nocum - Auditor

OTHERS IN ATTENDANCE:

- * Brian Craven - Village Manager
- * Stacey Michelin - GPO
- * Mr. Emelito Sunga - Maintenance Supervisor
- * Ricardo Escalante - Pala Security Supervisor
- * Bob Cass - Resident

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

5. **FINANCIAL REPORT** : The Treasurer Liezl and distributed the financial report / cash flow statement for June 2026 and led the review. For the month of June 2026, we have total collection of 1,168,935.20, expenses exceeded the collections by 131,270.38 Our ending bank balance came in at 6,023,949.03 See attached financial report.

6. COMMITTEE REPORTS: MAINTENANCE, CONSTRUCTION, GPO and Village update.

6.a. Maintenance Committee and Construction Committee

Report by: Mr. Lito Sunga, Head of Maintenance

Summary of Activities:

- Damage to main gate area by a vehicle has been paid for by the driver of the vehicle and work has been begun.
- 3 people will be monitoring the plaster work on the perimeter wall to ensure the correct thickness is applied.
- Each month problem drains through the subdivision will be repaired with improved drains. This is an ongoing process and will continue for the foreseeable future. Next area will be at the entrance to phase two.

6.b. **GPO**

Report by: STACEY MICHELON

- Security Staffing: Adjusted to 4 guards (day shift) and 4 guards (night shift) including OICs.
- Security overall has continued to improve with shift reporting.
- With additional PALA security supervisor improvements continuing.
- Still an ongoing issue is guards being deployed to Pulu Amsic and not trained to our standard operating procedures (**SOP**).

6.c. **Village Captain's Update**

Report by: Captain Brian

- Security Staffing: Adjusted to 4 guards (day shift) and 4 guards (night shift) including OICs.
- CCTV System: Upgraded for improved coverage and surveillance efficiency.
- Work is ongoing for drainage improvements.
- Phase one flooding has two (2) bids so far, for a pump to improve drainage and flooding that has been a major issue for many years. Currently waiting on an additional bid for this project.
- Part of the above project the perimeter wall in phase one is being plastered to both protect the cinder blocks, improve the look of the wall and prepare the wall for pipe for the pump system.
- This is just the start of plastering the perimeter wall through the subdivision to both improve the look and most importantly protect the cinder blocks from deteriorating.
- We have a new office staff member Ms. Generose Lerio
- Monthly association dues reduced to ₱6 per sq. meter effective July 1, 2026. No refunds will be issued; surplus will be credited to your account.

7. **Policy and Legal Matters**

- Policy Resolution No. 2026-006: PALA Board meetings from a monthly cadence to a bi-monthly (every other month). The Resolutions passed and approved: See full resolution at end.

8. **Unresolved Issues & Recommendations**

- Priority projects:
- Wall plastering through the subdivision and pump system for phase one.
 - Construction of new main entry gate, waiting on property lines and surveying.
 - Clubhouse renovation - in the planning stage.

Volunteers encouraged to join the HOA and run for open board positions.

9. Open Forum

A Home owners attended this meeting. No complaint was made.

Remember: Office hours every Saturday: 8:00 AM – 12:00 PM

Next Meeting: September 3, 2026 (Thursday) at 10:00 AM

11. Adjournment

The meeting was adjourned at 11:22 AM

Prepared by Village Captain
Brian Craven

PULU AMSIC LOT OWNERS ASSOCIATION			
CASH FLOW STATEMENT			
June 2026			
COLLECTIONS June 1- 30 2026) :			
Monthly Dues	559,009.96		
Advance Payment Monthly dues	433,325.50		
Stickers	19,900.00		
Boulevard Shared Maintenance	7,500.00		
Payment for Damage on Maingate Curb,post lamp,electrical	127,500.00		
Unknwon Deposit BDO Bank	3,346.00		
Unknwon Deposit Security Bank	18,353.74		
TOTAL COLLECTIONS		1,168,935.20	
Less : EXPENSES			
Electricity Bill including 4 add account for Streetlights (June 2026)	98,336.88		
Water Bill (May 2026)	21,667.83		
Roving Guard Gas allowance	4,800.00		
Office Expenses (see itemized disbursement)	12,025.55		
Garbage Payment (May 2026) Barangay Amsic	60,000.00		
Repair & Maintenace - Machinery Equipment-(Gas and Diesel)	13,910.22		
Repair & Maintenance - Swimming Pool Meister - Pool Swimming Pool Chemical & Equip Trading (see itemized disbursement)	27,250.00		
Office and Maintenace Staff Salaries (June 01-30 2026) and 13th month Danny Suya	208,577.87		
Benifits and Contribution May 2026 - L.A De Jesus and Associates CPAs (see itemized disbursement)	18,048.23		
Retainers Fee - L.A De Jesus & Associates (May 2026)	4,000.00		
Legal Retainers Fee - Atty. Sylvia Q. Alfonso-Flores Law Office (June 2026)	15,000.00		
Security Payment			
May16- 31 2026 (King Taurus Services) P 139,000.00	278,000.00		
June 01-15, 2026 (King Taurus Services) P 139,000.00			
General Maintenance Expenses, Repairs , Tools & Equipment, Facilities - (see itemized disbursement)	54,410.00		
Damage maingate Curb Repair - Down payment for curb repair(Benigno Pangilinan)/ down payment for Signage (Elizabeth Danting)	32,600.00		
Final Payment for Drainage modification project - 10 units catch basins plus add 3 units/ Down payment for 6 units catch basin on	162,329.00		
Down Payment Wall Plastering Phase 1 perimeter wall (Donald Mendoza)	289,250.00		
TOTAL EXPENSE		₱ 1,300,205.58	
Net Loss			-₱ 131,270.38
Actual Bank Balance As of May 30 ,2026		₱ 6,155,219.11	
Add : May 30, 2026 Actual statement (Net Shortfall)		-₱ 131,270.38	
Add. Bank Interest Gain June 2026		₱ 0.30	
Actual Bank balances as of June 30, 2026			
Actual amount on BDO Bank Account : P 1,557,345.55		₱ 6,023,949.03	
Security Bank Gen Funds : P 1,436,603.48			
Securit Bank Emergency Fund : P 3,030,000.00			
Construction Bond as of May 30 ,2026 Security Bank Account #0000075765269		₱ 1,383,051.59	

PULU - AMSIC LOT- OWNERS ASSOCIATION INC. (PALA)	
ITEMIZED DISBURSEMENTS	
June 2026	
Office Expenses	
office water	270.00
Aircon cleaning and maintenance	1,500.00
xray (maintenance)	740.00
Id lace, cp screen protectorDonation for Brgy Fiesta (Brgy. Amsic)	1,000.00
Ink for printer	438.50
office load	352.00
request copy for maingate incident report	300.00
bond paper,white board,ballpens,sticky notes,markers,tissue	3,415.05
internet bill	4,010.00
Total	12,025.55
Repair and Maintenance -Swimming Pool	
3 Chlorine	25,750.00
muratic acid	1,500.00
	27,250.00
Benefits and Contributions	
SSS Contribution	9,840.00
SSS SL	1,849.28
Philhealth Contribution	3,578.00
Pag Ibig Fund Contribution	2,027.00
Pag Ibig MPL	553.95
Transpo	200.00
	18,048.23
General Maintenace Expenses on Tools & Equipment,Repair , and Facilities	
walis ting ting , garbage bag	1,450.00
tire tube,wheel set tire	1,560.00
nylon	1,690.00
spray paint, primer,rollers,paint brush	1,021.00
palm hauling 15 truck loads	19,500.00
blower and gras cutter repair (labor and parts)	8,850.00
cctv repair, plumbing works clubhouse area	10,339.00
tree trimmings perimeter wall phase 1 area	10,000.00
	54,410.00



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PALA POLICY RESOLUTION NUMBER 2026-006

Summary

This resolution formally amends the schedule of PALA Board meetings from a monthly cadence to a bi-monthly (every other month) schedule. It establishes the meeting date, time, and venue, specifying the months in which meetings will be held.

RESOLUTION

WHEREAS, the Pulu Amsic Lot owners Association (PALA) Board of Directors is empowered to establish and revise its internal meeting schedule through formal board action;

WHEREAS, the Board finds that holding meetings every other month will provide a more efficient use of time and resources while maintaining regular governance and oversight;

WHEREAS, it is necessary to clearly define the meeting schedule for consistent implementation by the Board and for proper coordination with PALA members and staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of PALA that:

1. Board meetings shall be held every other month starting from the effective month determined by this resolution.
2. The meeting shall be held on the first Thursday of the month, commencing at 10:00 AM.
3. The venue shall be the PALA Clubhouse (PALA CLUBHOUSE).
4. Board meetings shall be held in the following months:
 - January
 - March
 - May
 - July
 - September
 - November
5. All concerned parties, including Board members and PALA personnel, shall be notified accordingly for proper scheduling and preparation.

EFFECTIVITY

This Resolution shall take effect upon approval by the PALA Board of Directors and shall remain in force unless amended or repealed by a subsequent Board resolution.

CERTIFICATION / APPROVAL

APPROVED AND ADOPTED by the PALA Board of Directors on this 2nd day of July 2026.

Chairperson, PALA Board of Directors

Secretary, PALA Board of Directors

Attested by:

(Authorized Officer / Board Secretary)