

Philippine Nurses Association of America Foundation, Inc.

Legacy Headquarters Report Quarterly Meeting March 20, 2019

Ownership of the Property:

- The Deed of Sale was filed by Atty. Lee Lederman. The transfer of ownership from Absolute Property Management (Arthur Lauri) to the Philippine Nurses Association of America Foundation, Inc. (Merlita Velasquez) was recorded in the County of Middlesex on January 8, 2019.
- Property Tax = the November to December 2018 and the first quarter of 2019 were included in the Closing Payments on November 26, 2018.

Compliance with the Requirements of the Township of North Brunswick:

- The permit to operate was filed by Amuerfina Castro in the Municipality of North Brunswick. Inspection of the property by the Fire Marshall was done in the presence of Rosario Estrada, Leo-Felix Jurado, and Amuerfina Castro
- After working with the builder, several deficiencies were addressed. The Zoning Use Inspection Certificate and the Fire Inspection Certificate were issued. It will expire on December 30, 2021.

Financial Responsibilities:

- As stated in my January 9, 2019 Report, the deposits and payments for PSE&G, the installation of the telephone, Optimum Cablevision and WiFi, were paid by PNAAF. The bills for the succeeding months were paid by the PNAA.
- The Property Insurance of \$1,272 was paid by the PNAAF to T.E. Freuler Agency.
- The monthly Condominium fee will be paid by the PNAA. The bill mailed to the Legacy Headquarters was picked up by Leo Jurado (PNAA Exec. Director).
- The second quarter payment of the 2019 Property Tax is due.

Management of the Property:

- A. Castro, R. Estrada and L. Jurado have been taking turns in the weekly checking, sorting of mails and cleaning the property. A guide/checklist has been drafted and being implemented. Matters that need immediate attention were reported to the combined Task Force of the PNAA and PNAAF. M. Velasquez responded to the need and donated the equipment for mopping the floor.
- Due to the circumstances that R. Estrada will be out of the country and A. Castro is needed by the family due to husband's scheduled surgery, volunteers were requested to fill in. Rose Rosales (PNANJ President) partnering with Patricia Trinidad (Middlesex Subchapter President), Madelyn Yu (PNAA President) partnering with Majuvy Sulse (PNAA Archives Committee Chair). Tess Damito (PNAA Secretary) will fill in if the assigned volunteer for the week could not perform.

Philippine Nurses Association of America Foundation, Inc.

Legacy Headquarters Report Quarterly Meeting March 20, 2019

Keys and Access to the Headquarters:

As of this writing, the PNAAF and PNAA Task Force with keys are: A. Castro, R Estrada, L.Jurado, M. Yu, T. Damito, and R. Rosales. Please request any of the officers if anyone would like to see the Legacy Headquarters.

Furnishing the Headquarters:

- PNAA and PNANJ purchased the desk set for the Executive Office.
- PNANJ members are donating 100 folding chairs and is due for delivery.
- Measurement and estimate for the Window Blinds is on - going. T. Damito is taking care of the responsibility.
- The piano, dining room set, and a table were donated by Dr. Tony Romero and Phoebe Andes.
- To maintain the professional appearance and marketability of the Headquarters, the Task Force is considering on drafting the criteria regarding the item donation to be accepted.

Plan of Action to be Implemented:

- Apply for the Property Tax Exemption with the assistance of Brian Walsh.
- Continue to furnish and accept donations of supplies.
- Market the property to renters for income.
- Continue to get in touch with Arty Lauri to address the matters that need to be corrected.

Submitted by: Amuerfina Castro, PNAA Foundation Vice President