

MINUTES OF MEETING  
MONTECITO  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Montecito Community Development District was held on Wednesday, August 4, 2021 at 5:00 p.m. at the Montecito Beach Club, 208 Montecito Drive, Satellite Beach, Florida.

Present and constituting a quorum were:

Larry Bradshaw	Chairman
Catherine LeCesne	Vice Chair
Tanja Glynn	Assistant Secretary
Ed Henson	Assistant Secretary
Roger Weinreb	Assistant Secretary

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
Ray Malavé	District Engineer by phone
William Viasalyers	Field Manager
Randy McGrath	Amenities Manager
Paradise Landscaping Representatives	
Residents	

*The following is a summary of the discussions and actions taken at the August 4, 2021 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll. A quorum was present.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

- Ms. Carol Wellman (Ventura Drive) addressed the following:
  - Requested the Board hire a Pool Attendant to flip and clean cushions each day, tie umbrellas, monitor the pool and perform other tasks as needed. She also requested a small platform for the shower. Mr. Bradshaw stated the Pool Attendant would be discussed later in the meeting.

- Adjust circulation jets on the far side of the pool as no water was coming out of it.
- Questioned the timeframe on the umbrellas that were being repaired. Mr. McGrath stated a new frame was ordered, but some seems were frayed and were being re-sewn by a seamstress.
- The vendor cleaned the side of the pool where someone drew a face, but it still remained. He requested a skimmer to clean bugs on top of the pool. Mr. Bradshaw noted the pool cleaning vendor was cleaning the pool five days per week. Mr. Showe clarified the pool was currently cleaned three days per week. There were brown spots and mold at the bottom of the pool. Mr. Bradshaw stated chemicals used in the pool dissolve quickly and cannot keep up with the mold. Ms. LeCesne recalled Mr. McGrath mentioning that when chemicals are poured into the pool, an autofill immediately activates, but if it was not working, there could be mold issues, grime, and slime.
- Questioned how long the fountains would be off. Mr. Bradshaw explained the fountains were turned off to find leaks.
- Mr. Rich Wellman (Ventura Drive) suggested applying Velcro strips on the lounge chairs to stop them from flipping over and an ultraviolet protectant control mildew growth, complimented the Board on the condition of the community and requested a more professional sign announcing meetings. Mr. Bradshaw recalled the Board considered a new sign but did not approve it. It will be revisited
- Dr. James Bourdeau (Clemente Drive) asked how Leland Management would handle a crowd exceeding what the COVID restrictions permit for tomorrow's HOA townhome meeting. Mr. Showe spoke to the HOA Manager who was aware of the restrictions. The current capacity was 57 and they did not expect exceeding that. Dr. Bourdeau suggested installing speakers outside if the room was at capacity and questioned the forms of communication between the three HOAs and the CDD under the Sunshine Law. Mr. Showe noted no Sunshine Law violations or restrictions that would impact discussions between the HOAs and the CDD.

**THIRD ORDER OF BUSINESS****Approval of Minutes of the June 28, 2021 Meeting**

On MOTION by Ms. Glynn seconded by Mr. Bradshaw with all in favor the Minutes of the June 28, 2021 Meeting were approved as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **New Business Items**

- **Paradise Update (ADDED)**

Mr. Viasalyers requested Paradise attend the meeting to address issues regarding the Palm trees and weed control. Paradise representatives provided an update. Six Palm trees remained to be trimmed in the townhome parking areas: four on Clemente Drive and two on Redondo Drive. They could not get access to the area, due to parked cars. Mr. Bradshaw requested a schedule on when they were due to return, so Mr. McGrath could place cones to block cars from parking. Mr. Viasalyers asked about trimming the Coconut Palms. A representative noted that Paradise only trimmed dead palm fronds. At an additional charge of \$25 per tree, Paradise would remove coconuts. Ms. LeCesne questioned the number of Coconut Palms. Mr. Mathis counted less than a dozen. There was Board consensus for Paradise to remove coconuts from all Coconut Palms.

Paradise would provide a rendering for the beach area at the workshop on August 26. Mr. Henson was excited about the rendering. Ms. LeCesne requested Paradise provide the rendering to Mr. Showe to email to the Board. Mr. Henson asked about Xeriscaping. Ms. LeCesne suggested the Board look at the Shearwater entrance, which had Xeriscaping. Mr. Viasalyers recalled Xeriscaping or rocks were planned for the South Patrick entrance. Mr. Henson asked if the Board approved Xeriscaping at all entranceways. Mr. Showe confirmed there was discussion, but no approvals for Xeriscaping. Mr. Henson, who was in charge of oversight, stated the South Patrick entrance would be completed first as a pilot program, evaluated by the Board and then they would proceed to the beach area. Mr. Henson asked Ms. LeCesne provide Xeriscaping ideas to the Board at the workshop. Discussion ensued.

Mr. Santo LoBuono (Simeon Drive) voiced frustration about raising his hands several times and not being acknowledged. There was a hole in the road at the townhomes, which had not been filled, lack of sod and trash around the ponds and dead trees in front of homes that were not replaced. Rather than spending money on removing coconuts, Mr. LoBuono wanted the money to be spent on homeowners. Mr. Bradshaw suggested Mr. LoBuono attend tomorrow's HOA townhome meeting as the CDD did not handle townhome issues. Paradise was replacing sod at their expense. Two-thirds of the replacements were completed. Coinciding with that were sod replacements for the HOA.

Mr. Henson addressed the following:

- Dead grass from a chemical and whether the wrong chemical was used. A representative explained that Paradise currently used Glyphosate, an active ingredient in Round-Up and were moving towards Glucophage, a derivative of Glyphosate that was less toxic. They were purposely spraying areas where there were sod replacements to kill the existing sod, remove it and replace with new sod.
- The weeds in new section of townhomes were bad. A representative from Paradise stated it was ragweed due to dry conditions and Paradise had a follow up schedule for next week.
- The sidewalk running north and south along Carlsbad had a 30-yard area where the grass was 8 inches and full of weeds. The representative from Paradise would walk the area after the meeting. Mr. Henson did not see any improvement in the turf. Paradise stated based on the last soil sample, pH levels were high. Adjustments would be made.
- Questioned whether the drip line beside 148 Redondo was functional as there were new plants. The representative from Paradise stated it was functional and plants were affected but would follow up.
- Weeds on the lake bank. The representative from Paradise would have a professional handle the weeds.
- The bush by Pump Station #1 was still there. The representative from Paradise stated that it would be removed tomorrow.
- Requested a cost figure for the rendering of the South Patrick entrance. The representative from Paradise estimated \$21,500 but could be less by reducing the size of the plant material and type of materials. They proposed crushed shells for the walking path. Mr. Showe suggested Paradise provide a proposal. This item would be discussed at the workshop.

Ms. Yary de los Rios (Montecito Drive) moved into the community two weeks ago and questioned the process for adding Gardenias in her front yard. Mr. Bradshaw explained the District did not allow plantings on District property, which was the grassy area in front from the road to the sidewalk. The rest was personal property handled by the HOA. Mr. Showe directed Ms. De los Rios to the Property Appraiser's website to see the lot lines. Anything in the lot lines would

need permission from the HOA. Ms. Marianne Jenkins (Simeon Drive) questioned homeowners' recourse for dead Palm trees. Mr. Bradshaw recommended Ms. Jenkins attend tomorrow's HOA townhome meeting at 10:30 a.m.

**A. Public Hearing**

On MOTION by Ms. Glynn seconded by Mr. Weinreb with all in favor the Public Hearing on the Fiscal Year 2022 budget was opened.

**1. Consideration of Resolution 2021-07 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations**

Mr. Showe noted no assessment increases. \$25,000 per year was placed into a Disaster Reserve and \$50,000 into a Roadway Fund to build up reserves for future roadway repaving within the community.

Mr. Roger Battles (Montecito Drive) suggested including language that this budget was not more than the prior budget. Mr. Pawelczyk stated if the CDD were to increase assessments by a penny or more, residents would have received a written mailed notice, but since assessments did not increase, there was an advertisement in the newspaper. Mr. Bradshaw referred to recorded videos on the MontecitoCDD.org website explaining the difference between the CDD and HOA and the budget line-by-line. Ms. Marianne Jenkins asked if there was going to be gate once the new townhome construction was completed. Mr. Bradshaw noted no plan to have a gate, at this time. It was the quickest path to the beach area and they were not restricting access. They were waiting for other development to finish construction. As the grass started to wear, there would be mulch and it would eventually be paved.

On MOTION by Mr. Bradshaw seconded by Ms. Glynn with all in favor Resolution 2021-07 Adopting the Fiscal Year 2022 Budget and Relating to the Annual Appropriations was adopted.

**2. Consideration of Resolution 2021-08 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Showe stated the resolution has two exhibits; Exhibit A, the budget as adopted and Exhibit B, the Assessment Roll.

On MOTION by Mr. Weinreb seconded by Mr. Henson with all in favor Resolution 2021-08 Imposing Special Assessments and Certifying an Assessment Roll was adopted.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor the public hearing on the Fiscal Year 2022 budget was closed.

**B. Review and Acceptance of Fiscal Year 2020 Audit Report**

Mr. Showe reported the Fiscal Year 2020 audit was clean, with the exception of a finding since 2009 regarding the foreclosure of the bonds and the District’s inability to fully pay off the bonds. Management replied that the District has taken all available steps. He expected by November that the final payment will be made on the bonds and the Board could consider refinancing options. For compliance purposes, the budget was transmitted to the State of Florida.

On MOTION by Ms. Glynn seconded by Ms. LeCesne with all in favor acceptance of the Fiscal Year 2020 Audit Report was approved.

**C. Approval of Fiscal Year 2022 Meeting Schedule**

Mr. Showe stated the Fiscal Year 2022 meeting schedule was the same as prior years. The regular meetings alternate between 5:00 p.m. and 10:30 a.m. on Mondays and workshops were at 6:00 p.m. between regular meetings.

Ms. Glynn moved to approve the Fiscal Year 2022 meeting schedule as presented and Mr. Weinreb seconded the motion.

Mr. Henson requested more time to review the meeting schedule. Mr. Bradshaw noted the Board was not locked into those dates.

On VOICE VOTE with all in favor the Fiscal Year 2022 meeting schedule as presented was approved.

**D. Consideration of Proposals**

**i. Proposal for Painting Lamp Posts**

Mr. Viasalyers received a verbal quote of \$2,200 for two coats of paint, which was significantly lower the proposal presented at the last meeting from Anchor. This vendor was used by Baytree and other Districts. He was waiting for a formal proposal versus a verbal one. Mr. Showe recommend that the Board approve a not-to-exceed amount of \$2,500 in case the written

proposal was higher. Mr. Bradshaw asked which option was recommended at the last meeting. Mr. Viasalyers preferred Option 2, which was for two coats of paint. Mr. Bradshaw recalled Anchor's proposal was \$3,742 for Option 2. Mr. Viasalyers stated the actual amount was \$5,550. Mr. Bradshaw asked if the proposal was included replacing older poles on Ventura with new poles. Mr. Viasalyers stated the proposal was for poles east of the Clubhouse. Mr. Henson noted there were leaning poles and unattached globes, which should be completed prior to painting.

On MOTION by Mr. Henson seconded by Ms. Glynn with all in favor the proposal for painting lamp posts after repairs were made in a not-to-exceed amount of \$2,500 was approved.

### **ii. Fountain Pump**

Mr. McGrath noted the Lake Coquina fountain was still functional, but if it was shut off, it would remain running. So, a new motor and timer assembly were ordered. Mr. Bradshaw questioned the cost for the pump. Mr. Showe stated the cost was \$2,465, according to the invoice in the agenda package. Mr. Bradshaw asked if other pumps should be purchased as five other fountains were the same age and there could be a cost benefit for repairing multiple ones. Mr. Showe replied parts should not be stored because of deterioration. Ms. LeCesne asked if better pumps could be used. Mr. Viasalyers would ask the vendor. Mr. Henson asked if labor was included. Mr. Viasalyers noted a one-year warranty for parts and labor.

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the approval of the proposal from Cascade Fountains for the fountain replacement in the amount of \$2,465 was ratified.

### **iii. Pool Service**

Mr. Showe contacted the current vendor to increase pool maintenance from three days to five. They currently charge \$795 for three days and \$1,325 for five days per month. Since the Board was unhappy with the current vendor, he provided a proposal from Beach Pools. They serviced a pool at another property and did a good job. Their proposal was \$1,300 for five days and \$780 for three days per month. From May to September, they would provide five days of service per week service and from October through April, they would provide three days per week of service.

Mr. Bradshaw received good feedback from residents regarding the current vendor, but there were not enough service days as the bathing load increased. There was Board consensus to

increase the number of service days from three to five. Mr. Bradshaw asked if five days were sufficient. Mr. Showe pointed out commercial pool vendors did not service the pools over the weekend. Mr. Viasalyers stated the problem was not with the usage, but with the equipment. They needed a larger chlorine tank as the current one was not sufficient and estimated a cost under \$5,000. One vendor rented equipment. Mr. Bradshaw felt that there was an immediate need because the pool was their largest amenity and was not being maintained the way it should be.

Mr. Henson felt changing the vendor was a last resort. Mr. Viasalyers felt that the current provider was not doing their job and it was time to change vendors. Their work effort was not matching their pay. According to video footage, they were onsite for 30 minutes and did nothing. Ms. Glynn was extremely concerned. A lack of chlorine in the pool caused black mold. Mr. Henson wanted to staff check the chlorine level in the pool daily. Mr. Bradshaw stated since last Friday, Mr. McGrath has been checking chlorine levels. The day after the chlorine was added, there was no chlorine. Mr. Viasalyers noted the pool must be retested. Mr. Showe recommended making the mechanical changes and then assessing the chlorine levels. Mr. Bradshaw preferred to purchase new equipment, repair the leak, and then see how the current vendor performed. Having a checklist was recommended for Mr. McGrath to use after the vendor left for documentation purposes. Discussion ensued.

Mr. Bradshaw moved to make mechanical upgrades to the pool in a not-to-exceed amount of \$5,000 and obtaining a formal proposal for repair of the leak and Ms. Glynn seconded the motion.

Mr. Showe felt that the leak repair was critical and if there was no objection from the Board, the repair would be made. Mr. Viasalyers stated the deck jets were turned off, preventing further loss of chemicals and water and would remain off until the leak was fixed.

On VOICE VOTE with all in favor making mechanical upgrades to the pool in a not-to-exceed amount of \$5,000 and obtaining a formal proposal for repair of the leak was approved.

Ms. Glynn requested staff monitor video footage and if the current vendor was not performing adequately, they could terminate their contract and hire another vendor at the next meeting. Mr. Showe would speak to Brevard Pools regarding the concerns of the Board and their



intent to change vendors if services did not improve. Mr. Viasalyers requested Mr. McGrath send a text of when they were onsite cleaning the pool.

Ms. Carol Wellman suggested the vendor come when the pool would not be loaded with people as they have the equipment to do the job. The current vendor did not have a skimmer or any mechanical device that would provide a thorough cleaning. Mr. Viasalyers believed it was more of a product issue. Mr. Dave Rochabell (Montecito Drive) thanked the Board for fixing the leak, modernizing the system so it accommodated a larger number of people at the pool and asked why the cost was \$1,300 for five days per week pool maintenance when the cost was \$795 for three days per week service. Mr. Showe calculated \$1,300 divided by three was \$500. Dr. James Bourdeau suggested staff check whether chlorine was added to the pool. Mr. Rich Wellman noted the scum could only be seen in the water, not by standing outside of the pool. Mr. Bradshaw asked if vendors go inside of the pool. Mr. Viasalyers stated only for a special service. Mr. Bradshaw proposed adding this to their scope of work. Mr. Showe stated there was an additional cost. Ms. Glynn proposed cleaning the pool on a onetime basis. Mr. Showe explained they must either dye the pool or hydro-chlorinate for a few days. Mr. Showe would speak to the vendor about the Board's dissatisfaction. Tickets submitted would go directly to the vendor. Ms. LeCesne suggested having future vendors at Board meetings. Mr. Weinreb asked at what point did they determine whether the issue was with the vendor or the employee. Mr. Showe explained the vendor was fully responsibility to either make a change or risk losing the contract.

#### **E. Discussion of Amenity Access Reinstatement**

Mr. Showe presented an email from a resident whose pool card was turned off in May, 2020. Based on the timeframe and explanation of why their card was suspended, he recommended reactivating the resident's card. Ms. Glynn asked if this was predicated on the resident paying the \$100 fee. Mr. Showe stated that the CDD had no fining capabilities. Mr. Henson was satisfied if the Chair, District Manager and District Counsel were satisfied. In the past, Mr. McGrath contacted the Chair and the Chair made the decision to deactivate the access card, but in the future, Mr. Bradshaw would issue a ticket and Mr. Showe who would send and/or email a formal letter to the resident, so there would be documentation.

### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

#### **A. District Counsel**

Mr. Pawelczyk highlighted the following Bills passed in the 2021 Legislative Session affecting Special Districts:

- Allowing CDDs and local governments to advertise meetings on their website instead of a newspaper of general circulation. When the Bill was filed, it was changed to require advertising digitally only on a newspaper-controlled website.
- Requiring the auditor with the assistance of the manager to include additional information in the Audit Report on the number of contracts the District entered into and number of employees for the year.

Mr. Henson asked if all Board Members filed their Form 1, Statement of Financial Interests. Mr. Pawelczyk confirmed that all Supervisors complied.

### **B. District Engineer**

Mr. Malavé stated a ticket was issued for a grading issue. He will evaluate it before the end of the month. Monitoring of the lakes and wells were continuing. A report would be provided to the District.

Ms. LeCesne requested an assessment of all roads and rights-of-way (ROW) with the costs of any potential repairs. Mr. Malavé had a summary of costs to re-asphalt the entire community, the amount to set aside as a reserve and number of years to reserve, which he would provide to the Board. Mr. Bradshaw recalled an estimate of \$150,000 for roads in the single-family homes and \$150,000 for roads in the townhomes. After further discussion, the Board requested cost estimates for sidewalk repairs, refurbishing vehicle, and pedestrian gates, replacing parking spaces at the north end of Montecito between Simeon and Carlsbad and brick paver repairs at the roundabout. Mr. Bradshaw recalled there was an open ticket for the builder to replace the parking stops.

*Mr. Malavé left the meeting.*

### **C. District Manager**

Mr. Showe presented evaluations for Mr. McGrath to the Board. Some items in Mr. McGrath's job description were no longer applicable, such as landscaping, construction projects, ergonomics, and fertilizing. Mr. Bradshaw requested that the Board review Mr. McGrath's contract, paying specific attention to Items 1 to 26 and bring their comments to the workshop. After it was finalized, District Counsel would prepare a new contract, which Mr. McGrath would sign for next fiscal year.

**i. Consideration of Check Register(s)**

On MOTION by Ms. Glynn seconded by Mr. Henson with all in favor the Check Register for June 1, 2021 to June 30, 2021 in the amount of \$44,577.25 was approved.

**ii. Balance Sheet and Income Statement**

Mr. Showe reported the District was in good shape with assessment collections at 100%. As soon as the final debt payment was made in November to true-up the bonds, refinancing options could be discussed.

**D. Facility Manager**

Mr. McGrath stated the shower was pressure washed and disinfected because of a buildup of suntan lotion. The area was slippery and became a hazard. On the second day after the pool was serviced, the chlorine level dropped to zero. By making the reservoirs larger, they would be able to handle the swim load. The fountain motor was ordered. He thanked Mr. Viasalyers for his quick response for a replacement at the South Patrick entrance. The center pump chlorine and acid lines were replaced by Brevard Pools, but there were issues with the center pumps not working correctly. Spies looked at it and their technician got the center pump feeders back online and working. The air conditioning unit in the Clubhouse was not working. The interior fan motor needs to be replaced. The part was ordered today and should be installed next week. While the air conditioning vendor was onsite, they replaced a capacitor, added some coolant, and cleaned the drains in the Fitness Room air conditioner (A/C). When they replace the new interior fan blower, both of the east side air conditioning units will be taken care of. Mr. McGrath will be on vacation from September 29 to October 9. Mr. Viasalyers voiced concern about details in the report about the chemicals. Mr. McGrath based his report on the chemical list from the vendor.

Mr. Rich Wellman questioned the Shearwater gate schedule. Mr. McGrath noted it was from 6:00 a.m. until 7:00 p.m. Mr. Bradshaw explained this was temporary until construction was completed to present any issues and asked Mr. McGrath to determine the life expectancy of all A/C units and provide a quote. Mr. McGrath recalled all A/C units were replaced within the last five years. Ms. LeCesne asked if there was a warranty. Mr. Showe replied there was a one-year warranty, which elapsed.

**E. Field Manager**

Mr. Viasalyers had no further report.

## **SIXTH ORDER OF BUSINESS**

## **Supervisor's Requests**

Mr. Bradshaw addressed the following:

- The Pool Attendant resigned. Mr. Bradshaw suggested hiring two Pool Attendants to get adequate coverage: one working for three hours on the weekend or eight hours on Saturday. Many pool issues occurred when no one was there. There was an increase in people drinking alcohol on deck and people jumping the fence.

Mr. Henson questioned the amount budgeted. Mr. Bradshaw stated \$7,500 was budgeted for the year. Mr. Henson preferred someone who was more hands-on and working within the budget. Ms. Glynn suggested the Pool Attendant check the cushions and chemicals. Mr. Bradshaw requested tying the cushions down so they did not blow over. Mr. Viasalyers would contact the vendor to see what they recommended. Ms. LeCesne asked if there were cameras at the pool. Mr. Bradshaw confirmed there was, but it would take time to watch hours of footage.

- Recommended a call service to answer calls and for Mr. McGrath to switch on when he was unavailable. Mr. Showe was getting prices.

Ms. LeCesne wanted the decision to be based on whether the cost was nominal and whether it was used or not. Mr. Bradshaw stated the call service would provide a report on the number of calls. After 30 days, they would know how much it was being used. Ms. LeCesne preferred a procedure to ensure the call was actually retrieved, provided to the responsible party and closed out properly. Ms. LeCesne questioned the earlier discussion about 148 Redondo, which was her residence. Mr. Henson explained when the plants were installed, they observed a drip line was not functional and that Ms. LeCesne requested a proposal for crimson rock instead of mulch. Mr. Henson and Mr. Viasalyers were obtaining a proposal from Paradise. Ms. LeCesne questioned whether there was a misunderstanding with the Xeriscaping. Mr. Viasalyers explained that Paradise was supposed to provide a presentation tonight. A representative from Paradise clarified, according to a Florida Today article, the recommendation was for removing from Coconut Palms once per year prior to hurricane season. Mr. Viasalyers preferred to explore other vendors, since it was an additional service. Discussion ensued.


Ms. LeCesne requested a ticket for the City to address fire hydrants and questioned the status of the mailboxes. Mr. Showe notified the HOA about the Board's dissatisfaction with their maintenance of the mailboxes. Mr. Bradshaw requested District Counsel send a demand letter to

the HOA for their failure to honor their agreement to maintain the mailboxes. Mr. Pawelczyk would work with Mr. Showe on the details. Mr. Henson reported the north gate did not latch. Mr. Viasalyers believe it needed a simple adjustment. Ms. LeCesne asked when they would implement the kick plates. Mr. McGrath did not see any issues with the north gate. Mr. Henson reported at the east gate, hardware was missing from the inside of the gate and there were rust issues on the playground. Mr. Bradshaw requested Mr. Showe issue a ticket. On Monday, Mr. Henson reported a red Cadillac ran stop signs on Montecito Drive. Mr. Weinreb recalled it was the same people who complained about their amenity card. They run stop signs and speed. Mr. Weinreb asked if the handicap lift at the pool worked. Mr. Bradshaw stated it was tested each year by law to ensure it was functional. Mr. McGrath noted it needed a battery. Mr. Showe would request one from Spies.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

<p>On MOTION by Mr. Weinreb seconded by Ms. Glynn with all in favor the meeting was adjourned</p>
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 Secretary/Assistant Secretary

  
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 Chairman/Vice Chairman