NOTICE

VENTURA COUNTRY CLUB COMMUNITY HOMEOWNERS' ASSOCIATION, INC.

Board of Directors

Thursday, February 29, 2024

7:00 PM

Community Clubhouse
3201 Woodgate Blvd.
Orlando, Florida 32822

Agenda:

1. Call to Order
2. Roll Call / Establishment of Quorum
3. Proof of Notice of Meeting
4. Election of Officers for 2024; Oath of Office and Code of Conduct for new Board Members
5. Approval of Minutes from previous Board of Directors meeting January 25, 2024, February 14, 2024 and closed Board of Directors meeting February 19, 2024
6. General Manager report – Gabby Ramos
7. CCC Report (fines and use suspensions) – Gabby Ramos
8. Treasurer report – Elaine Humphrey
9. Standing Committee reports
   - ARC Committee – Elaine Humphrey
     - Review ARC colors and schemes approved by the ARC committee.
   - Safety Committee – Cecil Shaffer
   - Social Committee – Elaine Humphrey
   - Golf & Greens Committee – Paul Russell Jr.
   - Building & Grounds Committee – Paul Morency
   - Finance Committee – Elaine Humphrey
     - Choice Window Tint to retint 19th Hole windows @ $5,200 from Capital Reserves
     - Ziegler A/C to replace mini split in the fitness center @ $5,146 from Capital Reserves
     - Approve purchase of Golf Course equipment @ $ 576,912.55 from Operating Expenditure
10. Other Business
11. Adjournment

Board of Directors Meeting January 25, 2024
Ventura Country Club Community Homeowners' Association, Inc.
Unapproved minutes

Directors Present:
Paul Russell Jr. – Vice President
Elaine Humphrey – Treasurer
Carol Hartman – Secretary
Paul Morency
Cecil Shafer
Karen Butera
Dick Therrien

Also Present:
Gabby Ramos – General Manager

The meeting was called to order at 7:00 PM by Paul Russell Jr. Directors were present except Peter Spudich, in person or via phone, and a quorum was established to proceed.

Written notice of the meeting was posted on the property on January 23, 2024, at least 48 hours in advance of the meeting in accordance with Chapter 720 Florida Statutes.

Opening remark by the Board of Directors.

Karen Butera made remarks about the parking policies and how to enforce them. Also asked if and how Verizon would be to get through the gate as an authorized guest of the association.

Elaine Humphrey thanked the board members, Peter Spudich, Carol Hartman, and Dick Therrien for their time served on the board.

One homeowner requested to speak at the meeting.

2924 Claremont Court – Tom Rawson: Expressed gratitude and frustration regarding the fireworks on New Years Eve.

Motion by Cecil Shaffer to approve minutes of the previous Board meeting held on November 16, 2023, for further clarification regarding the ARC approved color schemes.

Motion by Paul Russell Jr to approve minutes of the previous Board meeting held on November 30, 2023, as corrected reflecting Carol Hartman present, second Carol Hartman; passed unanimously.

Motion by Paul Russell Jr to approve minutes of the previous Board meeting held on December 5, 2023 & December 11, 2023, second by Carol Hartman; motion passed 6 to 1; abstained Karen Butera due to not being present.

General Manager's report given by Gabby Ramos; review of common property maintenance and improvement Projects completed since the last meeting and are currently in progress.

CCC report given by Gabby Ramos

Motion by Elaine Humphrey to impose penalties for (1) Ventura Resident in violation for inappropriate behavior towards Access Control officer; recommendation of suspension of amenities including barcode for 60-days and fine of $100; second by Carol Hartman.; motion passed unanimously.

Motion by Carol Hartman to impose penalties for (2) Ventura Resident in violation for inappropriate behavior towards Access Control officer; recommendation of suspension of amenities including barcode for 60-days and fine of $100; second by Paul Russell Jr..; motion passed unanimously.

Motion by Carol Hartman to impose penalties for (3) Ventura Resident in violation for inappropriate guest behavior on common grounds; recommendation of suspension of amenities including barcode for 60-days; second by Paul Russell Jr.; motion passed unanimously.

Motion by Carol Hartman to impose penalties for (4) Ventura Resident in violation for inappropriate guest behavior on common grounds; recommendation of suspension of amenities including barcode for 60-days; second by Paul Russell Jr.; motion passed unanimously.

Motion by Carol Hartman to impose penalties for (5) Ventura Resident in violation for inappropriate guest behavior on common grounds; recommendation of suspension of amenities including barcode for 60-days; second by Paul Russell Jr.; motion passed unanimously.

Motion by Carol Hartman to impose penalties for (6) Ventura Resident in violation for inappropriate guest behavior on common grounds; recommendation of suspension of amenities including barcode for 60-days and fine of $100; second by Paul Russell Jr.; motion passed unanimously.

Treasurer's report given by Elaine Humphrey. Recap of December financial results and capital reserve expenditures.

ARC committee report was given by Elaine Humphrey.

Motion by Elaine Humphrey to approve 5.1-5.22, 5.24-5.25 and deny 5.23, second by Karen Butera.; motion passed unanimously.

The Safety Committee report was given by Dick Therrien.

The Social Committee report was given by Carol Hartman.

The ADHOC committee for term limits report was given by Carol Hartman.

Motion by Carol Hartman to approve recommendations from committee, second by Paul Russell Jr.; motion passed unanimously.

Motion by Carol Hartman to dissolve the ADHOC committee for Term-Limits for committee, second by Paul Russell Jr.; motion passed unanimously.

The Golf and Greens Committee was given by Paul Russell Jr.

No Building and Grounds update due to no meeting.

The Finance Committee report was given by Elaine Humphrey.

Motion by Elaine Humphrey to limit employees no more than $20 off menu at 50% and 1 meal per day, second by Carol Hartman; motion passed unanimously.

Motion by Elaine Humphrey to hire Greater Outdoors to remove 28 oak trees from Blvd. @ $27,100 from Reserve Expenditures, second by Carol Hartman.; motion passed unanimously.

Motion by Elaine Humphrey to hire Solitude Lake Management to replace the pump and motor on fountain near 18 green @ $4,609.82 from Operating Expenditure, second by Carol Hartman; motion rescinded by Elaine Humphrey and Carol Hartman. Motion tabled, take back to Building and Grounds.

Motion by Elaine Humphrey to ratify Asphalt365 to repair sink hole on Willowgate Ave @ $2,750 from Operating Expenditure, second by Karen Butera; motion passed unanimously.

Motion by Elaine Humphrey to rescind approval from the 11/30/2023 board meeting for Hartman & Sons, second by Karen Butera; motion passed unanimously.

Motion by Elaine Humphrey to hire Element Service Solution to repair sidewalk (phase 2) @ $57,648.00, second by Karen Butera; motion passed unanimously

Motion by Paul Russell Jr. to adjourn, second by Cecil Shaffer. The meeting was adjourned at 9:02PM.

Board of Directors Meeting February 14, 2024
Ventura Country Club Community Homeowners' Association, Inc.
Unapproved minutes

Directors Present:
Paul Russell Jr. – Vice President
Elaine Humphrey – Treasurer
Carol Hartman – Secretary
Paul Morency
Cecil Shafer
Karen Butera
Dick Therrien

Also Present:
Gabby Ramos – General Manager

The meeting was called to order at 5:05 PM by Paul Russell Jr. Directors were present except Peter Spudich, in person or via phone, and a quorum was established to proceed.

Written notice of the meeting was posted on the property on February 12, 2024, at least 48 hours in advance of the meeting in accordance with Chapter 720 Florida Statutes.

Motion by Paul Russell Jr. to approve the purchase for a roller from an auction not to exceed $6,000 from Reserve Expenditure, second by Carol Hartman; motion passed 6 to 1, opposed Karen Butera.

Motion by Paul Russell Jr. to adjourn, second by Dick Therrien. The meeting was adjourned at 5:13 PM.

Ventura Country Club Community Homeowners Association
Treasurer Report

January 2024

	Operating	Reserves
Cash	$ 592,386	$ 344,215
T.Rowe Price account		$1,292,500
	$ 592,386	**$1,636,715**
Accts Receivable-Dues	$ 42,423	
Accts Receivable- RV	$ 2,060	
Reserve for Bad Debts	$ (25,171)	
Spent from Reserves YTD		5,400
Fund Balances - YTD	$ 138,233	$1,631,319

NET INCOME (LOSS)	Month	Budget	Variance
HOA Admin+ Grounds	$ 55,505	$ 13,044	$ 42,461
Pro Shop + Golf Course	$ 6,006	$ 8,021	$ (2,015)
Restaurant	$ (37,374)	$ (15,497)	$ (21,877)
Total Income (Loss)	$ 24,137	$ 5,568	$ 18,569

NET INCOME (LOSS)	Year to Date	Budget	Variance
HOA Admin+ Grounds	$ 55,505	$ 13,044	$ 42,461
Pro Shop - Golf Course	$ 6,006	$ 8,021	$ (2,015)
Restaurant	$ (37,374)	$ (15,497)	$ (21,877)
Total Income (Loss)	$ 24,137	$ 5,568	$ 18,569

January 2023

	Operating	Reserves
Cash	$ 577,968	$ 129,205
T.Rowe Price account		$ 647,804
	$ 577,968	**$ 777,009**
Accts Receivable-Dues	$ 48,589	
Accts Receivable- RV	$ 800	
Reserve for Bad Debts	$ (37,601)	
Spent from Reserves YTD		47,978
Fund Balances - YTD	$ 126,028	$ 763,702

NET INCOME (LOSS)	Month	Budget	Variance
HOA Admin+ Grounds	$ 29,985	$ 25,908	$ 4,077
Pro Shop + Golf Course	$ 13,530	$ 2,867	$ 10,663
Restaurant	$ (24,877)	$ (18,675)	$ (6,202)
Total Income (Loss)	$ 18,638	$ 10,100	$ 8,538

NET INCOME (LOSS)	Year to Date	Budget	Variance
HOA Admin+ Grounds	$ 29,985	$ 25,908	$ 4,077
Pro Shop - Golf Course	$ 13,530	$ 2,867	$ 10,663
Restaurant	$ (24,877)	$ (18,675)	$ (6,202)
Total Income (Loss)	$ 18,638	$ 10,100	$ 8,538

Spent from reserves YTD, Golf Course - $4,819, Paving & Sidewalks - $581

Monthly deposits into the reserve fund - $ 101,908. Year to date interest earned - $5,406

Year to date budget variance is positive, $18,579 better than budget.

Ventura Country Club ARC Committee Meeting Minutes

Wednesday February 21, 2024

Ventura Clubhouse Maple Room

Present:	Absent:
Carolyn Benham, Secretary	Pat Bak, Chairwoman
Susan Brown	Elaine Humphrey, Board Liaison
Jeff Caldwell	
Judy Lavigne	
Sandy Markley, Acting Chairwoman	
Cheryl Powers	
Gabby Ramos, General Manager	

Meeting Called to Order by Sandy Markley, determined that there was a quorum.

Approved previous meeting minutes from January 17, 2024.

Review of ARC Requests: **See attached Excel or PDF Spreadsheet.**

Old Business: Previous request from November 2023 Now Approved with ARC approved colors.

5.14a) 3732 Ventura Cove Drive Paint home. Body: SW7042 Trim: SW6149 Accent-Shutters SW6109 Approved

New Business: No new business.

Next ARC requests review meeting **Wednesday March 20, 2024, in the Maple Room at 1:00pm.**

Respectfully Submitted, Carolyn Benham

VENTURA COUNTRY CLUB COMMUNITY HOMEOWNERS ASSOCIATION, INC

ARCHITECTURAL REVIEW COMMITTEE

Date: WEDNESDAY FEBRUARY 21, 2024

	Agenda Number	Address	Description of Work	Approved / Approved with Proper Permits / Not Approved	Comments
Community:	**Autumn Green**				
	5.1)	2797 Autumn Green Dr	Replace pavers with poured concrete.	Approved	
	5.2)	2797 Autumn Green Dr	Replace gutters. Color: White	Approved	
	5.3)	6340 Greengate Drive	Paint home. Color: Body SW7005 Trim SW6258	Approved	
	5.4)	6398 Greengate Drive	Replace roof. Color: Oyster Gray	Approved	
	5.5)	6376 Greengate Drive	Install 6' white vinyl fence on side of home.	Approved	
	5.6)	2813 Heatherside Ave	Replace roof. Color: Black	Approved	
	5.6a)		Paint home. Color: Body SW6248, Trim SW7006, Accent SW7582	Approved	
	Shadybranch				
	5.7)	2755 Shadybranch Drive	Paint driveway. Color: HC135	Approved	
	5.8)	2767 Sunbranch Drive	Update driveway with pavers. Color: Brown & Red	Approved	
	5.9)	2633 Sunbranch Drive	Replace roof. Color: Brown	Approved	
	Ventura Club				
	5.10)	3674 Cherryhill Drive	Replace roof. Color: Black*	Approved	
	5.11)	3674 Cherryhill Drive	Paint home. Body: SW7066 Trim: SW7070	Denied	Not approved colors
	5.12)	3604 Ventura Club Circle	Remove landscape including Palm Tree in back yard due to roots.	Approved	
	Ventura Reserve				
	5.13)	3571 Clear Stream Drive	Paint home . Body: SW7018, Trim: SW7005, Front Door: SW6258	Approved	
	5.14)	3501 Santa Monica Drive	Install new fence.	Denied	Need survey and fence placement.
	5.15)		Replace roof. Color: Brown	Approved	

	Ventura Place				
	5.16)	**3980 Woodsfield Court**	**Install pavers. Brown**	Denied	Need survey, and placement
	5.17)	**6401 Pinewood Drive**	**Replace tile roof. Color: Eagle Roofing Maple Cream**	Approved	
	Ventura Cove				
	5.18)	**6540 Autumn Cover**	**Install pavers. Color: Grey**	Approved	
			Ratify *		

VENTURA COUNTRY CLUB HOA
SAFETY COMMITTEE MEETING
FEBRUARY 6, 2024

ATTENDANCE:	**ABSENT:**
Dick Therrien	Lou Columna
Diane Spano	Cecil Shaffer
Gale Strain	Vic Bekker
Haley Rae Cannell	
Admin: Gabby	

1.) Call to order: 1:30 pm
2.) Roll Call: No Quorum. Meeting will be discussion only. No Voting issues.
3.) Minutes from January 9, 2024, no quorum.
4.) **OLD BUSINESS:**

a. Status Updates from Gabby

- Fence gate at dead end of Country Woods-discussion of different ideas; chain guard gate, 20' gate, ballards from "Pebbles"-Sanford, timbers, concrete posts.
- Sidewalks- Start date March 4
- Installation of Rapier Dairy Gate Arm-RAMCO waiting for permit from city
- Painting of lines at Pershing Gate area – tabled until redo of Woodgate
- Visitor sign at Rapier Dairy – Ready to be installed
- Speed limit sign at Lake Pointe Dr. – Westridge is opposing. Will contact their Board.
- OPD patrol report – Report of warnings/tickets reviewed
- Pool lights – above ground working, inside lights are out
- AEDs – All have been updated with new batteries. Pads to be replaced Aug 2025

b. Woodgate/Country Woods Restricted driving area – on hold until Woodgate is redone
c. Revised Safety Committee Policies & Procedures-Waiting for Board Approval.
d. Revised Post Orders – Need Board Approval

5.) **RAMCO Report:** Maxwell Absent
6.) **NEW BUSINESS:**

a. Committees Ad Hoc Recommendations- Review of make-up of committees
b. Applications for Committees - pick-up at Admin Office.
c. Review of Security Cameras & recommendations-discussion on cameras and where there are needs for new/additional cameras. Gale suggested in the library due to issues with teenagers damaging items. Gabby recommended cameras for the Clubhouse parking lot due to it being a high usage area.
d. Other Concerns of Committee Members-

Need for Improved IT/Internet connection – High cost...
Body Cams on RAMCO staff need to be smaller. Research cost.
Board needs to decide about cars parking on sidewalks, blocking sidewalks to clarify which is most important for Ramco to focus on.
Elevators-problem with fuse. Works now.
Handicap button for doors-not working?
Cost of Rods to secure Clubhouse doors $2,200.00.

NEIGHBORHOOD WATCH-MEETING March 6 AT 7:00 PM
NEXT MEETING-MARCH 12, 2024, 1:30 PM, MAPLE ROOM

VCC Social Committee Meeting: February 6 2024

Called to order: 10:15am

In attendance: Susan Brown, Brenda Burroughs (via phone), HaleyRae Cannell, Gloria Chin, Cathy Clemens, Elaine Humphrey, Suzi Moden, Cheryl Powers

Absent: Caroline Hartman

Financial Report: Report given by Gloria: Balance $2822.34

Fashion Show and Boutique: February 19th and 20th 2024.

- Meet Mon 19th 1pm to prepare decorations
- Meet Tue 20th 10am to decorate the tables
- Ticket sales cut off 13th
- Lock all entrances to Maple Room the 19th
- Janet's trailer can be parked in the admin parking lot
- Cheryl to remind Iris that Maple Room needs to be empty
- Cathy and Susan will sign people in and hand out door prize tickets
    - The rest of us to make sure people get to the right table
- Will have 5-6 door prizes
    - Beauty basket, Travel basket (Cathy putting together), Hairdresser coupon, bottle of wine and possibly gift certificate from 19th Hole and item from Pro Shop
- We are providing the dessert (Elaine getting the cakes)
- 85 tickets sold (total 105 with complimentary tickets)

Indoor Flea Market: Sunday March 3rd from 11AM till 4PM.

- 32 tables sold
- Table set up plan and time will be reviewed with Iris
- Committee members will remind attendees that 19th hole opens at 8am with appetizer specials all day

Other business:

- Need to reapply to be on the committee by March 22nd
    - Each person is limited to be on no more than 2 committees
- Plan review of policies and procedures after March
- Cheryl has requested that all Social Committee flyers be posted on Admin bulletin board

Next Meeting Date: Wednesday, March 6th at 10:30am

Respectfully submitted,
Brenda Burroughs

Gabby Ramos

From:	Diane Spano <dianespano42@gmail.com>
Sent:	Friday, February 9, 2024 11:38 AM
To:	Gabby Ramos
Cc:	Cash Buyers Club; Diane Spano
Subject:	VENTURA COUNTRY CLUBCOMMUNITY HOA ASSOCIATION,INC.

VENTURA COUNTRY CLUBCOMMUNITY HOA ASSOCIATION,INC.

Building & Grounds Committee Meeting

Minutes: February 8, 2024

1.) Call to Order 4:30 pm Haley Rae Cannell

2.) Roll Call / Establish Quorum

- In attendance: Dick Therrien, Diane Spano, Haley Rae Cannell, Bob Walsh, and Paul Morency. Admin: Gabby Ramis.
- Guests: Gale Strain and Cecil Shaffer
- No secretary, Diane will take notes.

3.)Approval of minutes from November 9, 2023. Not approved, members have not read.

4.) New Business

- Retint the 19th Hole windows and doors and Pro Shop doors: Discussion: 2 bids were submitted: A-Action Window Tinting- $6,785.00, Lamar 10 Yr. warranty, and Choice Window Tinting- $5,200.00, with 10 yr. warranty. A motion was made by Haley to go with Choice, add the Plastic Cover, Option 1, $700.00. Second by Dick, unaminous.
- Replace split system in the fitness center, Ziegler Air Conditioning, estimate; #3758, for $4,456.00. A motion was made by Paul to go with this estimate, second by Haley, unanimous.
- Review Policies & Procedures: 1.0 PURPOSE: Discussion-verbiage and changes were made, 1.1 through 1.8. taking out, "computer disks"- 1.2. Notification in up-dates in Ventura, 1.3. Remove contents of 1.4- Review and priority of projects. 1.7, omit the "project engineer". 1.8, omit "the comptroller", omit the word "historical". Insert wording: having committee members continue to bring up issues. It was noted that these policies can be changed to accommodate yearly.

- 2.0 ORGANIZATION OF THE COMMITTEE / Committee Members : committee consisting of 7-9 (max) members, for voting purposes, fluctuate depending on number of members. Committee members usually serve for five successive years-clrification needed from Board as to the 3-2-1-method. Discussion concerning commitment for one year seems to be an issue, missing meetings and resigning before term is over. 2.4 Review P &P each year and up-date. Change: no more than 6 years in a row, as long as there are people to fill in. ADD 2.4: Procedure of where do motions go, to the Board ? Most motions go to the GM, before going to Board, depending, some will go to Finance Committee. A motion was made by Haley to mail the Revised Policies & Proceedures to the committee members first, to read, and then GM will submit to the Board for approval, second by Paul, unanimous.

5.) Other Business Up-dates. Cecil requested up-date on following: Gabby to respond:

- Carpet 19th Hole- received quote, looking at different options, tile replacement through out.
- TV wires-in progress.
- Rear steps and sidewalks, oil stain-Pressure Washing quote: $425.00-$450.00. Considering changing paint color.
- Ramp where trash is taken out-remove oil stain, hole in gutter-All being replaced-in progress.
- Markee: under discussion with Board; Repair or Replace; gathering quotes, Gabby requested what direction Board want to go: repair or replace.
- Fountain in question; to repair or replace ? New-$10,000.-$15,000. Waiting for 2 other bids. Goulds Pumps, is another source to get bid from.
- Street light repairs; poles need painting, discussion on who is responsible, Ventura or OUC ? Some poles have yellow sticker, those need repair.
- Irrigation; under review, no status.
- Sidewalks; Commence March 4th, second Phase.
- Bob suggestion, a Dog Station id needed in Autumn Green-off Heatherside.

A motion was made by Paul at 5:44 pm to Adjourn, second by Haley, unanimous.

Ventura Country Club
Finance Committee
February 20, 2024

ATTENDANCE:
Elaine Humphrey
Jeff Caldwell
Gale Strain
Jeff Pragel
Paul Russell Sr.

GUESTS:
Haley Rae Cannell
Cecil Shaffer
Mike Westerveld
Paul Russell Jr.

Gabby Ramos - GM
Bill Shepler - Controller

1. Call to Order – Elaine at 3:00 p.m.
2. Roll Call – Quorum established
3. Approval of Minutes from January 2024 – Motion made to approve the minutes made by Jeff Caldwell. Second – Paul Russell Sr. Motion passed – All Approved.

4. Review of January 2024 Balance Sheet & Income Statement, Variance Report, Aged Receivables, COGs, Golf Rounds and Treasurer's Report.
   - Jeff C. highlighted some areas on the report: Medical Refund. Restaurant Losses. Golf Course losses due to weather. Insurance rates stay the same for this year. Access Control billing fluctuates due to gas prices. Review of F & B payroll and revenue.
   - Discussion on Banquet Bookings
   - HOA Dues – Review of past due amounts over $600. Gabby reviewed list as to those who have been sent Lien Letters or other types of notifications.
     Questions as to the process for notifying those that are past due and collection process. Gabby will present the process at the next meeting used by Olga and make suggestions as to changes she recommends to expedite the process.

5. Write-offs – None at this time
6. Lien Foreclosures – None at this time

7. Proposed Capital Reserves Expenditures
   a. Choice Window Tint - $5,200 - Redo the window tint in the 19th hole plus 2 doors and Pro Shop door due to wear and pealing. 10 year warranty. Motion to approve made by Elaine and second by Paul Sr. Motion passed – all approved.
   b. Ziegler Air Conditioning - $5,156 Replace the Mini-split AC unit in the Weight/Fitness Room. This company is our main AC Company and maintains our other units. Motion made to approve by Elaine and Second by Jeff C. Motion passed-all approved.

8. Proposed Operating Expenditures – None

9. Other Business

a. Purchase of Roller from Auction. Elaine made the motion to approve purchase of Roller of an amount not to exceed $6,000 from Reserve Account. Second by Paul Sr. Motion carried. All Approved.

b. Golf Equipment - Jeff C. reviewed the golf course equipment still on order. The purchase is already in the operating budget for this year. Arrival of equipment is still unknown. We have already received the 6 Gators and 5 ton dump trailer. Motion made by Elaine to purchase all the equipment listed on the invoice for a price of $576,915.55 out of the Operating Budget. This will be a monthly lease of $11,970.94 for 5 years. Buy out of equipment at end of lease for $1. Jeff C. second. Motion carried. All approved.

Discussion on Equipment Inventory and Insurance of equipment. Bill sends in a list yearly for policies. A number of items will be junked as they are useless. An effort to sell 3 Gators will be made. The sale of the Dump Trailer will also be considered.

c. Reserve Study – Jeff C. handed out an updated reserve study that includes this years purchases.

d. Thank you to Cecil Shaffer – OUC donated $400 to Ventura for the volunteer hours Cecil had this past year.

e. Finance Policies & Procedures – Reviewed by Committee. Change the error of a #6 to #7. Accepted as is at this time. Review to be made when new committee starts their term.

f. Applications for Committees distributed.

Motion made to adjourn by Elaine, second by Jeff C at 4:33 p.m.

NEXT MEETING WILL BE MONDAY, MARCH 18 at 3:00 p.m.