

NOTICE

VENTURA COUNTRY CLUB COMMUNITY HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting

Thursday, February 27, 2025

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 2025; Oath of Office and Code of Conduct for new Board Members
5. Approval of the Minutes from the previous Board of Directors meeting on January 31, 2025, and the closed Board of Directors meetings on January 15, 2025, and January 20, 2025.
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 – Paul Morency
 - Safety Committee – Lou Columna
 - Social Committee – HaleyRae Cannell
 - Golf & Greens Committee – Paul Russell Jr.
 - Building & Grounds Committee – Cecil Shaffer
 - Finance Committee – Elaine Humphrey
 - o Approve charging 18% interest to any past due HOA amounts effective June 1st.
 - o Replace AC in the 19th Hole by Zigler AC not exceed \$31,000.00 from Reserve Expenditure
 - o Replace AC in the front of the clubhouse by Zigler AC @ \$55,000.00 from Reserve Expenditure
 - o Resurface pickleball courts by Varsity Courts @ \$10,337 from Reserve Expenditure
 - o Replace beer cooler by Webstaurant Store not exceed \$3,300 from Reserve Expenditure
 - o Replace gym equipment by Exercise Systems @ \$12,605.53 from Reserve Expenditure
10. Other Business
11. Homeowner request to speak
12. Director Remarks
13. Adjournment

Board of Directors Meeting January 30, 2025
Ventura Country Club Community Homeowners' Association, Inc.
Unapproved minutes

Directors Present:

Dan Lees – President
Paul Morency – Vice President
Elaine Humphrey – Treasurer
HaleyRae Cannell – Secretary
Paul Russell Jr.
Lou Columna
Mike Westerveld
Cecil Shaffer

Also Present:

Gabby Ramos – General Manager

Directors Absent:

Karen Butera

Meeting called to order at 7:00 PM by Dan Lees, President. All Directors being present except Karen Butera, in person or via phone, quorum was established to proceed.

Written notice of the meeting was posted on the property on January 28, 2025, 48 hours in advance of the meeting in accordance with Chapter 720 Florida Statutes.

Motion by Mike Westerveld to approve minutes of the previous Board meeting held on November 21, 2024, seconded by Paul Russell Jr., motion passed

Motion by Paul Morency to approve minutes of the previous Board meeting held on December 10, 2024, seconded by HaleyRae Cannell., motion passed

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.

Gabby Ramos provided an update on the elevator repair. We are getting quotes for a full replacement of the Wheelchair Lift. Repairs and maintenance are being taken care of in the fitness center, like painting, replacing the broken mirror, and window and equipment repairs. The Cart Path project started, but there is a delay due to equipment failure. We are working on getting quotes to replace the AC in the front half of the clubhouse and in the restaurant. Inspections on homes started again. The irrigation project is expected to start on February 3rd. The tile in the foyer area was scheduled for February 10 but will be rescheduled due to tile material concerns. The 19th Hole is expected to come out with a menu soon.

Cecil Shaffer asked for an update on drainage number 5. Responded that the project is expected to be completed after the cart path project.

Gabby Ramos provided CCC recommendations. There were 4 cases presented before the board.

Case 1: The General Manager recommends a 30-day suspension from the clubhouse only for case 1 due to inappropriate behavior in the clubhouse, stealing belongings from a resident's bag. Motion by HaleyRae Cannell to approve the recommendation, seconded by Mike Westerveld. Discussion was held regarding the length of time, penalizing the minor twice, and including the barcode. Motion was amended by HaleyRae Cannell to suspend amenities including barcodes for 90-days, seconded by Mike Westerveld; motion passed unanimously.

Case 2: General Manager recommends a 30-day suspension from the clubhouse only for case 2 due to inappropriate guest behavior toward staff during the New Year's Eve event. Motion by Mike Westerveld to approve the recommendation, seconded by Paul Russell Jr. Discussion held that longer timeframe for suspension and to include barcodes. Motion failed 4 to 4, opposed Paul Morency, Elaine Humphrey, HaleyRae Cannell and Cecil Shaffer. Motion by Paul Morency to suspend all amenities, including the barcode, for 30 days, seconded by Cecil Shaffer. Motion passed 6 to 2, opposed Mike Westerveld and Paul Russell Jr.

Case 3: General Manager recommends a \$100 fine per day, not to exceed \$1,000, for failure to maintain the exterior of the home - clean the roof. Motion by Paul Morency to approve the recommendation, seconded by Paul Russell Jr.; motion passed unanimously.

Case 4: General Manager recommends a \$100 fine for the homeowner for failing to comply with the pet policy. Motion by Mike Westerveld to approve the recommendation, seconded by HaleyRae Cannell; motion passed unanimously.

Treasurer's report given by Elaine Humphrey. Recap of December financial results and capital reserve expenditures. Elaine mentioned that, despite significant losses at the restaurant, we ended up \$61,000 ahead of the budget. She also reminded the board about two major projects: the Cart Path and Irrigation. Currently, there is \$2 million in reserves, and over the past year, we have earned \$72,000 from the reserve fund that T. Rowe Price manages. We are expecting to see a better number in the restaurant with the new Restaurant Manager. ***See Treasurer Report in Resident Packet for additional information***

Motion by Paul Morency to approve 5.1 to 5.4, 5.6 to 5.7, 5.9A to 5.21, 5.23, 5.24, and 5.25, seconded by HaleyRae Cannell; motion passed 7 to 1, opposed Cecil Shaffer.

Safety Committee report was given by Lou Columna. ***Minutes in resident packet for additional information***

Social Committee report was given by HaleyRae Cannell. ***Minutes in Resident packet for additional information***

Golf and Greens Committee report was given by Paul Russell Jr. ***Minutes in Resident packet for additional information***

Building and Grounds Committee report was given by Cecil Shaffer. ***Minutes in Resident packet for additional information***

Finance Committee report given by Elaine Humphrey. ***Minutes in Resident packet for additional information***

Motion by Elaine Humphrey to proceed with foreclosure on property CV905, balance \$3,230, seconded by Paul Morency; motion passed unanimously.

Motion by Elaine Humphrey to proceed with foreclosure on property WR271, balance \$4,312, seconded by Paul Russell Jr.; motion passed unanimously.

Discussion was held regarding selling 2 empty Ventura lots on Autumn Green Drive. Motion by Paul Morency to survey and ask if they will be buildable on properties 2669 Autumn Green Drive and 2687 Autumn Green Drive not to exceed \$900, seconded by HaleyRae Cannell; motion passed unanimously.

Homeowner to request to speak - none

Director Remark

Paul Morney asked about the bubbling on the tennis courts that were just rebuilt and lowering the fence around because the balls were rolling under.

Elaine Humphrey mentioned another change in the ARC standard. Mentioned the possibility of the addition of Wrought iron fences, including on Woodgate Blvd.

Motion by Paul Morency to adjourn, seconded by Cecil Shaffer. The meeting is adjourned at 8:27 pm

Ventura Country Club Homeowners Association
Closed board meeting
January 15, 2025

Present: Dan Lees, President, Paul Morency, VP, HaleyRae Christian Cannell, Sec'y, Elaine Humphrey, Treasurer, Paul Russell Jr, Dr. Mike Westerveld, Cecil Shaffer, and Lou Columna on speaker phone. Gabby Ramos, GM.

Absent: Karen Butera (out of town)

Meeting was called to order at 5 p.m. and had been properly noticed 48 hours in advance of the meeting.

Topic: Banquet Manager compensation

Discussion ensued regarding payment structure for banquets. Questions were asked about the PIP that was in effect in 2024. After much discussion, the meeting had to adjourn in order for some directors to attend the Meet the Candidate night.

Adjourned at 6:45 p.m.

January 20, 2025

Meeting resumed. All directors were present except for Karen Butera who is still out of town. The meeting was properly noticed.

Motion made by Humphrey/second by Westerveld to continue to pay the Banquet Manager the base salary plus increases based on a satisfactory annual employment review. In addition, to pay commissions at a rate of 30% of net profit on outside events only. Outside events are defined as the customer paying a room rental. Effective immediately. Motion passed.

Motion made by Shaffer/Westerveld to pay the F&B manager a bonus of \$1,500 based on improvements in the F&B department. Motion Passed.

Meeting adjourned at 6:09.

Ventura Country Club Community Homeowners Association

Treasurer Report

January

2025

	Operating	Reserves
Cash	\$ 647,375	\$ 266,870
T.Rowe Price account	\$ 1,978,399	\$ 1,978,399
	<u>\$ 647,375</u>	<u>\$ 2,245,269</u>

Accts Receivable-Dues	\$ 41,909
Accts Receivable- RV	\$ 1,930
Reserve for Bad Debts	\$ (26,437)

Spent from Reserves YTD	15,390
Fund Balances - YTD	\$ 229,194
	\$ 2,245,269

NET INCOME (LOSS)	Month	Budget	Variance
HOA Admin+ Grounds	\$ 24,370	\$ 15,312	\$ 9,058
Pro Shop + Golf Course	\$ 52,537	\$ (3,896)	\$ 56,433
Restaurant	\$ (23,466)	\$ (22,199)	\$ (1,267)
Total Income (Loss)	\$ 53,441	\$ (10,783)	\$ 64,224

NET INCOME (LOSS)	Year to Date	Budget	Variance
HOA Admin+ Grounds	\$ 24,370	\$ 15,312	\$ 9,058
Pro Shop - Golf Course	\$ 52,537	\$ (3,896)	\$ 56,433
Restaurant	\$ (23,466)	\$ (22,199)	\$ (1,267)
Total Income (Loss)	\$ 53,441	\$ (10,783)	\$ 64,224

Spent from reserves YTD, Golf Course -

Clubhouse:

Misc: Swimming pool - \$12,740

Paving & Sidewalks: \$2,650

Restaurant

Gatehouses

Monthly deposits into the reserve fund - \$ 101,902. Year to date interest earned - \$18,764

Year to date budget variance is \$64,224 better than budget.

January

2024

	Operating	Reserves
Cash	\$ 592,386	\$ 344,215
T.Rowe Price account	\$ 592,386	\$ 1,292,500
	<u>\$ 592,386</u>	<u>\$ 1,636,715</u>

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

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HOA Admin+ Grounds	\$ 55,505	\$ 13,044	\$ 42,461
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Total Income (Loss)	\$ 24,137	\$ 5,568	\$ 18,569

Ventura Country Club ARC Committee Meeting Minutes

Wednesday February 19, 2025

Ventura Administration Building

Present:

Sandy Markley, Chairperson

Susan Brown

Carolyn Benham

Judy Lavigne

Paul Morency Board Liaison

Cheryl Powers

Betty Vazquez

Rebecca Cintron, Admin. Assistant

Absent:

Judy Tencza

Meeting Called to Order by Sandy Markley.

Welcomed Guest: HaleyRae Cannell

Approved previous meeting minutes January 22, 2024.

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

Old Business: From January 22, 2025, Request with more information:

5.9) 6401 Pinewood Dr Paint home. Body: SW7018 Trim: SW7571 Accent: SW6528 **Approved!**

New Business: None

Next ARC Requests Review Meeting will be held **Wednesday March 19, 2025, at 1:30pm.**
Administration Building Conference Room.

Respectfully Submitted,

Carolyn Benham

**Ventura Country Club HOA
Safety Committee Agenda
February 11, 2025**

ATTENDANCE

Haley Rae Cannell	Lou Columna – phone
Ellery Butula -	Joe Nunez - absent
Gale Strain	Gabby Ramos - GM
Cecil Schaffer – phone	Dick Therrien – absent

1. **Call to Order** – 1:33 pm

2. **Roll Call** – Quorum Established

4. **Approval of Minutes** – HaleyRae made motion to approve. Louis second. 4 approved. 1 Abstained. Minutes approved.

5. **Old Business**

a. Update on theft in Library. Victims contacted and notified that suspect was identified. They were given the information and advised they could file a police report. Camera footage given to police. Board aware of situation and sent to CCC. Ellery expressed concerns with steps taken and report. Gabby reviewed the action taken by the HOA and then it's the homeowner's responsibility to contact the police.

b. Review of OPD contract for VCC. Two days a week. Four hours per shift.

6. **RAMCO Report-**

- Officer Jason Allen gave an update on Jason Hope. He has been trespassed from Southpointe by the police. However, he is still attempting to come on property. Gate officers and Rovers have been briefed on the situation and are being extra vigilant in checking walkers, bikers and the fence areas plus patrolling the laundry room at Southpoint. Officer Allen requested a picture to help RAMCO in recognizing Jason Hope if he is on property.

- There has been a number of calls in regards to dogs off the leash and running loose.

- Disturbance calls have also increased lately. Most people comply .

7. **New Business**

a. Haley Rae presented the Neighborhood Watch of the Year award that Ventura received at a ceremony put on by the city of Orlando. We received a trophy and recognition sign that needs to be displayed and the mayor plans to come out when it is put up for a ceremony.

b. Cecil reported that the lights on the outbound arm at Curry Ford gate were out on the right hand side.

c. Committee applications need to be turned in by March 20 if you plan to be on a committee for the new year.

Meeting adjourned at 2:19 pm

Next Meeting – Tuesday – March 11, 2025 at 1:30 p.m. in the Admin Building



VCC Social Committee Meeting: February 10, 2025

Called to order: 11:45am

In attendance: Brenda Burroughs, HaleyRae Cannell, Gloria Chin, Cherylann Cimato, Cathy Clemens, Cheryl Powers, Betty Vazquez, Patti Woodruff and Arthur Holody

Financial Report: \$1,495.07

Fashion Show: Jan 28 2025 Recap

- Feedback from everyone was that it was wonderful
- Cheryl is waiting to hear from Janet on a date for 2026
- Recommendations for next year
 - o Tall signs with A-L & M-Z so people can see the lane they should be in
 - o Raffle tickets for paying participants only
 - o Pre-separate the raffle tickets

Spring Indoor Flea Market: Sat April 5, 2025

- Brenda can't make the event but will have everything organized and ready for Cheryl and others that can go early to put name tents on the tables
- Dining room: all tables sold out
- Ballroom: 1 table sold, 15 tables left

Pool Party

- Tentative date June 5th. Arthur will confirm with Cheryl
- Time: 11:00 am – 2:00 pm
- Flyer will be ready by mid-March for the April Venture
- Food
 - o Will purchase Hot Dogs, Buns & Watermelon from the 19th Hole
 - o Condiments, chips, cookies will be purchased separately
- Will have music and Pick-A-Pop with giveaways
 - o Will consider a few games. Suggested; Corn Hole & Limbo.

Other business:

- No other business

Next Meeting Date: Monday March 10, 2025, 11:30am, 19th Hole

Respectfully submitted,
Brenda Burroughs



Golf and Greens Advisory Committee

Meeting Minutes

February 19, 2024 at 1:00 PM, Maple Room

Present: Tom Holmes, Paul Russell Jr.-**Board Liaison**, Jeff Prugel, Adam Jakiela, Jeff Caldwell, Bruce Rosbrook, Chuck Kuhn, Josh Bennett, Patrick Ellinger

Absent: Lynn Karcsh, Ed Hartman

Guests: None

The meeting was called to order by Tom Holmes at 1:00 and a quorum was established.

Motion to approve the minutes from the January 22, 2025 meeting was made by Tom Holmes and 2nd by Chuck Kuhn the motion carried.

1. **Golf Course Reports: Josh Bennett**

- i. In January we were still battling inclement weather however it ended up a good month for golf considering the course was closed 3 full days and 6 partial days during the month. Gross profit was \$4,000 higher than last year and rounds of golf only missed budget by 166.
- ii. We received \$40,500 for the sale of some old equipment which helped the overall month end net income for the golf course.

Golf Course Revenue Recap	January Budget	January Actual	Variance
Pro shop net ordinary income	\$ 83,212	\$ 78,654	\$ (4,558)
Golf course maintenance	\$(87,109)	\$(26,117)	\$ 60,992
Total golf course net income	\$ (3,897)	\$ 52,537	\$ 56,434

2. **Patrick Ellinger**

- i. **Golf course maintenance:** The remaining 4 pieces of maintenance equipment are scheduled for delivery in early March, (2) Greens mowers (1) Tee mower and (1) Debris blower will complete the new maintenance equipment for the golf course. Repairs to 15 tee-box with a drain will be installed in the next two weeks. Patrick and his crew will also be in charge of the new irrigation system being installed in the community.

Old Business

- i. **Cart Path Resurfacing Update:** The paving portion of the project will be complete on the 20th.
- ii. **Benches on golf course for walkers:** Bench on #1 has been relocated and a new bench has been installed at the tee box at #16 through a \$5,000 donation from Gill & Barb Hutchings.
- iii. **Tee box sign Holes #3 & 10:** Signs are being ordered to help with directions on the course.
- iv. **Resurfacing area on hole #15:** They will be leveling and installing new sod to try and correct this area in the fairway in front of the green.
- v. **Bunker-beard grass:** The length will be lowered to help with being able to find golf balls and speed up play.

New Business

- i. **Posting golf scores for league & tournament play:** Josh will make sure the pro shop posts all scores in the future and keeps this up to date

Motion was made by Tom Holmes with a 2nd by Chuck Kuhn and the meeting was adjourned at 1:42 pm.

The next meeting is scheduled for Wednesday March 19, 2025 at 1:00pm in the Maple Room

Regards,
Jeff Caldwell

VCC Building and Grounds Meeting: Feb. 12th 2025

Called to order: 4:33pm

Roll Call: Brenda Burroughs, Liz Butula, HaleyRae Cannell, Doug Pelich, Cecil Shaffer, Jack Sullivan, Bob Walsh, Gabby Ramos **Absent:** Dick Therrien (quorum established)

Visitor: Kirk Garretson

Approval of Minutes from previous meeting: Liz Motioned, Jack 2nd, **Motion Carried**

New Business Discussion:

- **Wheelchair Lift**
 - o Three estimates received: Access Lifts Florida (\$37,102.29, Alternate Elevator (\$38,900.00) and Elevated (\$68,122.00)
 - o Jack motioned to move forward with Access Lifts Florida not to exceed \$38,900. Contingent of Gabby getting references for service details and breakdown costs for materials and labor. Liz 2nd **Motion Carried**
 - o Cecil to look at why such a big difference with the Elevate estimate before Feb 18, 2025.
- **A/C for front of Clubhouse** (Foyer, Iris's office, Fitness Ctr)
 - o Cecil motioned to approve Zigler estimate not to exceed \$55,000 for 3 units as long as Dick Therrien reviews and agrees with the estimate. Liz 2nd **Motion Carried**
- **A/C for 19th Hole**
 - o Brenda motioned to approve Zigler to install 16.4 seer, 7-ton system not to exceed \$31,853. Daiken or Carrier will be acceptable dependent on the price. Jack 2nd **Motion Carried**
- **Pickleball Court Resurfacing**
 - o Two estimates received: Varsity Courts (\$10,337) and Advantage Courts (\$13,648)
 - o Jack motioned to approve Varsity Courts for \$10,337. Contingent upon them flooding the court and patching all areas holding water to a 1/8th of an inch in depth tolerance. Bob 2nd **Motion Carried**

Other Business:

- **Review furniture for 19th Hole** tabled until next meeting
- **Clubhouse Flooring:** Brenda motioned to recommend Commercial Grade Luxury Vinyl Plank and not pursue any other options. Jack 2nd **Motion Carried**
- **Fitness Ctr:** Recommend removing and not replacing the vertical blinds
- **Clubhouse Windows:** Windows in the front need replacing. Gabby to get a price for white and bronze frames.
- **Rock bed:** Areas around the pool and putting green. Add to agenda for next meeting.
- **Whiteboard for Admin conference room.** Cecil requested an 8'x4' whiteboard. He will discuss with the HOA board.

Adjournment: 6:20pm Cecil motioned; Jack 2nd **Motion Carried**

Respectfully submitted,
Brenda Burroughs

Ventura Country Club
Finance Minutes
Thursday, February 20, 2025 @ 3 PM

Attendance:

Elaine Humphrey	Jeff Prigel	Gabby Ramos - GM
Jeff Caldwell	Gale Strain	Bill Shepler - Controller
Paul Russell Sr.	Mike Westerveld	Haley Rae Cannell - guest
Susan Brown		Olga - AR

1. Call To Order -2:07 pm
2. Roll Call- Quorum Established
3. Approve minutes from January 2025 – Motion to approve the minutes from January 20,2025 made by Jeff C. Second – Paul Sr. All approved.
4. Review of January 2025 Balance Sheet and Income Statement, Variance Report, Aged Receivables, COGS, Golf Rounds and Treasure’s Report
 - Food & Beverage – it was noted that cost of wages was up last month, mainly due to hours of kitchen staff. Labor costs have been high so far this year. Business has been good and Arthur wants to ensure that the wait time for food is reasonable to please the customers and keep them coming back. Overall, though with the other new processes being implemented the numbers for F & B are very good. Last year in January losses were \$39,00 and this year it is \$23,000. Much improved. Need more events to offset the deficit as January was a slow month. March has a busy calendar of events.
 - Review of Aged Receivables – Olga and Gabby gave a report on the status of each of those in arrears over \$364. Letters of assessment sent, Lien letters, calls made, payment plans. The timeline of steps were discussed and some steps are still behind as Olga still needs to get some letters sent out and is behind schedule.
 - Discussion concerning smaller past due accounts – less than \$350. How to notify as some have been on the books a long time. Need to research correct address to ensure the notifications are being received. Suggestion made to send letters indicating that an 18% interest charge will be made on all past due accounts. A June 1 starting date was suggested. Gabby and Bill are to check the wording in our documents to ensure that we can charge on past due HOA dues and other charges that might be in arrears. Information will be brought to next month’s meeting to be acted upon.
 - Jeff C. addressed the Huntington Lease for the Golf equipment and the payment plan that is in progress. We have several different leases with different amounts and due

dates. Bill will call Huntington to verify our leases and that the correct payments are being made in a timely manner.

5. Write-Offs – None at this time

6. Lien Foreclosures

7. Proposed Capital Reserves Expenditures

- a. Motion made to Replace AC in the 19th Hole by Zigler AC not to exceed \$31,000.00 by Elaine. Second – Jeff C. All Approved. Motion passed.
- b. Motion made Replace AC in the front of the clubhouse by Zigler AC in three zones. Zone 1 Office/Lobby, Zone 2 Hallway/Library, Zone 3 Gym not to exceed \$55,000.00 by Elaine. Second – Jeff C. All approved. Motion passed.
- c. Replace Wheelchair lift by Access Lift Florida, not to exceed \$38,900.00 - This item was tabled until the company came out to give a thorough evaluation and quote of the project.
- d. Motion made to Resurface pickleball courts by Varsity Courts @ \$10,337 by Elaine. Second Jeff P. All in favor. Motion passed.
- e. Motion made to Replace beer cooler by Webstaurant Store not to exceed \$3,300 made by Elaine. Second Paul Sr. All approved. Motion passed.
- f. Motion made to replace gym equipment – 2 ellipticals and 1 upright cycle by Exercises Systems @\$12,605.53 by Elaine. Second – Jeff C. All approved. Motion passed.

8. Proposed Operating Expenditures - none

9. Other Business –

- Question was raised concerning lights in the pool as to the difference in amount approved and amount paid was \$2,300. Gabby and Bill will check this out.

10. Adjournment- Motion to adjourn made at

Next meeting – Tuesday, March 18, 2025 at 2:00 pm.