

Hidden Creek HOA Board Meeting Minutes

Thursday, June 18, 2020 3:00 MT

I. Call to Order 3:13

II. Establishment of Quorum

Board Members:

Carri Moentmann

Leanne Miller

Michael Bradley

Dan Mitrovich

Guy Rawson *(3:31pm) 18 min

Homeowners:

Lisa Graveline

Joe Kunzleman

G Lescher

Bruce Synder

Thomas Eastwick

Michael Masterson

All Seasons HOA Management (ASHM):

Carissa Nosack

Mike Williams

Garrick Malin

Gina Covino

Judy Sampaio

Snapper Carr

Lili Holland

III. May 2020 Meeting Minutes

Highlighted portion will be removed and discussed during financials.

Motion to approve the minutes by Michael, 2nd by Leanne. All in favor, motion carries.

IV. Financials Garrick Malin

May 2020 Revenues:

- The total revenue budgeted for this period is \$68,369, while actual revenue earned is \$68,741. This \$627 variance in revenue is primarily attributable to violations/fines income and interest income reserve coming in under budget.

May 2020 Expenses:

- Period actual expenses totaled \$66,475, which was more than the budgeted period expenses of \$60,362. This was 10.13% more than budget or an unfavorable variance of approximately \$6,114. Significant variances of specific line item expenses include:
 - Landscape Contractor: The \$4,638 variance is related to Altitude Maintenance services to repair the sprinkler system and control tree insects.
 - Pool & Spa Contractor: The \$2,196 variance is primarily related to a light being installed in the pool, and a pool repair call.
 - Water: The \$1,575 variance is related to fluctuation in rates and consumption, as well as reduced consumption from the shutdown of Summit County, and the milder weather from the spring season.

Discussion of Delinquent Association Owners as of May 31, 2020

- After review of this report, there are three 91 plus day balances listed as of May 31, 2020 totaling \$13,772. As of June 16, 2020 there are two delinquent accounts totaling \$12,475. These accounts have been sent to collections.

Unanticipated capital expenses:

- During the period, \$2,467 was spent on the retaining wall engineering.
- Planned capital expenses: During the period, \$1,272 was used to pay for the second half of heat tape repairs that started in February.
- Summary: Year-to-date planned and unplanned capital expenses total at \$7,108.

Question:

Leanne asked did the one account from last month get a delinquent notice? No. The owner made payment in full before a notice could be sent.

A projection on capital expenses was emailed to the Board with updated figures because of the recently approved projects. Suggestions were made by ASHM to remove capital projects in 2020 and 2021 based off the review of the balance sheet, approved 2020 capital projects and the timing of reserve accruals going into the winter months. The recommendation included removing all scheduled roofs for this year (\$100K) and removing exterior painting planned for 2021 (\$140K).

Question:

Carri asked why the suggestion was made to remove projects? Garrick responded that because of the previous direction of the Board, not to raise dues or have a special assessment, it was necessary to remove the projects until the association had the funds. The only reserve funds that can be used this year are the ones that accrued in 2019 and are in the reserve account.

The operating budget is cannibalizing the reserve funds. The timing of seasonal operating budget increases, capital expenditures and reserve accrual does not allow for the funds to be available. The transfer of accrued reserve funds from the operating account to the reserve account can take place when the monthly operating expenses decrease. This is a timing issue of revenue flowing in and expenses flowing out. The reserve accrual is accounted for and tracked on the balance sheet but is only transferred when sufficient funds are in the operating account. Annually the HOA spends the reserve funds that accrue into the operating account before they are transferred in to the reserve account.

Questions:

- Dan asked if there has been a correction in the budget? Mike Howe joined the meeting to explain the journal entry that was made to the equity section of the balance sheet. The net number showing in the equity section has not changed in regards to retained earnings.
- Why does it now sound like the financial report has changed when previous reports have been that the association is under budget or in line? Mike Howe responded there is some miscommunication. As of May 31, 2020, there is budget deficit of about \$8800 that is due to timing in the year. The actual net loss is \$8200, which is \$500 better than budget at the end of May. A journal entry is made monthly to account for the

reserve accrual of \$17,800. So far this year the association has \$89,000 of reserve accrual earmarked.

- Why does it sound like what Mike Howe is saying is different than what Garrick is saying?

If you look at the balance sheet, you have roughly \$380,000 set aside for your reserve in the equity section. If you look up on the balance sheet under assets, \$300,000 of that is sitting in the Merrill Lynch account and the other \$80,000 is sitting in the operating account. There is roughly \$46,000 that is sitting in your operating account for regular monthly expenses. *Monthly expenses increase in the fall and winter months, more than the \$46,000 currently in the account and the monthly revenue. Typically, in the summer months management does not move the reserves because they will be expended during the summer season. ASHM accounts for the reserve accrual, but the funds remain in the operating account during the months that they are being expensed.

- Michael Bradley asks Garrick, can you articulate your comment about pulling money out for roofs as an example? \$380,000 in reserve accrual will not cover the \$406,000 in capital projects that is being discussed. This is why ASHM sent out a revised projection including the removal of roofing funds for 2020 and the removal of paint/repair projects in 2021. There are only funds to pay \$330,000 in reserve projects because there is \$380,000. Again, this is a timing issue. If we wait three months, there will be an additional \$55,000 in reserve accrual. In three months, there will be \$435,000 in reserve funds. Garrick concluded saying, by the time we get to the end of the year with the planned capital expenses there will be hardly anything left in the reserve to start next year.

Michael Bradley suggested there be a separate meeting to discuss. Leanne said that the Board will continue to evaluate and have additional discussion related to financials.

Mike Williams, Carissa Nosack and Leanne Miller met with Dale Gifford of Complex Solutions to update the HOA reserve study. More detailed history has been given to him and the timing of future projects can be reviewed in more detail.

ASHM will schedule another Board budget meeting in the next couple weeks.

Carri voiced concern that the HOA is diminishing the reserve quickly and there are so many more necessary projects in our community than there are funds to pay for them. The HOA needs to have a plan to increase dues and/or have a special assessment quickly. Carri thought that the process of discussing needs and wants had started last year (Town Hall Meetings, etc.) and questions why, as a new Board member, there isn't a plan yet. There is reason for financial alarm and questions, how is this surprising, it was brought up last year. A lot of the capital projects are long overdue and significant. Aren't we continuing to dig ourselves a deeper hole? If nothing is done now, won't the diminishing capital reserves find us in a position where we can't cover normal operating expenses that come due? Mike Howe stated that is correct.

Leanne explained that reserves have gone up and down. What is the best way to address that the association has more needs than funds? The question is what is the best way to address that fact and differentiate between needs and wants?

The reserve study will help the Board to know how to address the funding requirements. As soon as ASHM has the reserve study it will be sent to the Board for review prior to another meeting. Dale Gifford is willing to call into and participate in the next meeting with advance notice.

Carri wants to go on record saying this is a very urgent situation and not simply a bookkeeping issue. It cannot be overlooked for more than a month.

V. Maintenance Report

Remodel/Modification Report

- 8B – in progress and close to completion
- 8B – exterior is pending as he may sell his unit
- 13B2 – in progress and close to completion
- 14A2 – completed to standard
- 16B1 – pending exterior paint of dryer vent
- 16B1 – board reviewed interior remodel details in an executive session
- 20B – pending paint on decking and weather
- 24A – pending exterior paint on gas line
- 25D – concrete extension, pending
- 26B – approved by County, completed
- 32A – Interior remodel, in progress
- 34B – Interior remodel, in progress
- 34B – mini-split, new application has been submitted by homeowner
- 35B – interior remodel & window slider replacement, in progress
- 38A – received permits, beginning shortly

ASHM has documented all of the Hot Tubs in Hidden Creek. There are a few hot tubs that need painting or staining on the exterior surface. Leanne thought the criteria for needing maintenance might be if the finish is uneven. Mike and Leanne will follow up on the issue to clarify.

Completed

- Pool filled, filter sand replaced, and pool deck area prepared for opening 10am-6pm Monday-Friday. Pool gate code set to approved schedule
- Installed two more windscreens on tennis courts and moved screens down as requested
- Awarded retaining wall project to Perez Excavation
- Addressed potential water leak at 9A1
- Reinstalled and reinforced post on garbage enclosure on Willow Creek Way
- Removed stick fort on walking path toward Frostwood Dr.
- Made security rod and replaced window screen on laundry room window
- Hydro seeded scar area next to building 35, watering extra to establish
- Replaced some old, damaged signage around pool area
- Installed new recycle sign on recycle bin
- Created new hot tub list
- Reprogrammed pool gate master code for security purposes as requested
- Path around pond weeded and maintained

- Repainted parking lot signs
- Remodel inspections

In Progress

- Preparing for retaining wall, pond dredge, and waterline project
- Painting/caulking stairs and landings
- Painting yellow safety on concrete steps
- Painting/caulking as needed on exterior buildings
- Vole traps made in house and placed around property

The construction schedule will be emailed to the owners and notices posted on doors. The retaining wall will begin June 29th.

JRock will do the inlet pond dredging during the MRW pipe project. Mike Williams is still hoping this will be a no cost project where the material will be left onsite to dry and be used on other areas of the property.

The pond has received an incredible amount of silt this year and it needs to be addressed.

Parking Patrol Report

- Warnings placed on 2 oversized vehicles
- No cars towed this month.

Carri asked if the warnings were being recorded so that if in fact, the warnings are not being followed they can be fined. Mike reported that he found out who the vehicles belonged to and spoke to them direct. They were not written warnings. Mike will escalate the enforcement if it becomes an issue.

Fines & Violations were reviewed in executive session. The Board is having ASHM take vigorous records and improve regular enforcement across the community.

VI. Governance (30 minutes)

- **Attorney:** Monitoring Summit County Public Notices

Miller Harrison will be able to stick within the HOA monthly budget of \$200 by using a paralegal within an hour a month.

Dan asked if the funds could be re-allocated from the pool monitor to cover the legal costs? Garrick reported that there is \$6000 for the year budgeted in legal and \$2000 has been spent. The funds for the pool attendant \$1650 can also be used if necessary, to stay within budget.

Michael motioned to approve a 6-month trial of \$200 a month for legal review of Summit County notices to watch for items that may affect the community (to see what reporting is received, how effective and what the output of issues/concerns are). If concerns are found, additional legal fees and strategy will need to be discussed and approved before costs can be incurred. 2nd by Carri, Dan (Y), Guy (Y), Leanne (NO). Motion carries.

*Carri asked for this topic to be revisited on the Agenda in 5 months so that is not overlooked.

• TCFC/MRW/Hidden Creek Bill for Open Land Parcel

The amount of silt coming from uphill needs to be addressed. It correlates to the amount of building going on. This has been an ongoing topic of discussion. A lien has been recorded against the Open Space property for the water meter. The meter is located off of Canyon Resort Dr and part of the use is for Hidden Creek and part of the meter's use is for either TCFC or CVMA. An agreement had been established to deal with the mixed use of the meter and that agreement was lost in the transition to Mountain Regional Water.

Leanne would like to propose that the Board sit down and have a meeting with TCFC to discuss this and other outstanding issues (including the open land parcel) and that a Board member volunteer to take the lead on negotiations and setting up a meeting with other members attending if possible.

Michael commented that given the organizational changes at TCFC, Hidden Creek's issues are not getting recognized and a sit-down meeting is needed to resolve the open issues. The unresolved issues are scattered around the community and not just around the pond. There are outstanding landscape issues around the tennis courts and Willow Creek along Frostwood. Some of the concerns are possibly in violation of the SPA Agreement and the Board may be able to leverage it to get them to the table to finish negotiations.

*Michael Bradley will take the lead position for the Board to set up an in-person meeting with TCFC.

*Leanne will send a copy of the spreadsheet to Carri for review so that she is familiar with the open issues.

• ARC

1B - interior modifications and deck

ARC notes:

- Provide documentation from MRW not impeding on water line (provide documentation of new drain/water lines) RECEIVED
- Doors must meet standard
- Hot tub application SUBMITTED
- Exterior door hardware needs to be standard
- No spigot installation
- Sprinkler repairs from work are owner responsibility to repair.
- Tree removed

A replacement tree of 4-6" caliper (like-size) will be purchased by the owner and installation paid for by owner. Location of installation to be at the Board's discretion.

- Provide location of dryer vent (must be painted to match)

ARC recommends to the Board to allow for future upper deck location of hot tubs

provided proper engineering and homeowner responsibility. It was determined by ARC that a revision of the Hot Tub Installation Agreement would be the best spot to locate these concerns. Eric Weeks revised the agreement and forwarded to ARC for review. ARC requests the revised Hot Tub Installation Agreement be added to the agenda for approval. Item was not discussed and should be carried over to the July Board Meeting.

Carri motion to approve based off of ARC recommendations bulleted above on the interior modification and deck, 2nd by Michael, Guy (Y), Dan (Y), Leanne (Y). Motion carries.

NOTE*Adjacent homeowner's will still need to be polled on their opinion of the spa installation prior to final approval.

7A – mini-split system

The documents and application in the Board packet are a third iteration and are not what was reviewed by ARC. ARC comments/recommendations were made irrelevant.

The reason the owner is applying for a split option is because that is all that is currently approved by the HOA. The homeowner is open to other more efficient (whole house) options if approved by the Board but would like the Board to move forward with a decision at this point in time with the updated application.

Michael Bradley is working on a new standard option for an AC unit that can be used with existing furnace installations in townhome units to avoid multiple split installations. Michael expects to have this detailed within 2 months, max.

The homeowner's preferred location is the first option, on the side of the building towards building 6, where the conduit lines can be run within the wall. The previous cubby/personal deck location, that was preferred by ARC, would require a lot of exterior conduit, cancelling out the preferred location. Running the conduit within the wall is aesthetically preferred over the location of the condenser. The homeowner stated that the best option for the owner is the second option but the best option in his opinion for the community is the first option (by eliminating the exterior conduit).

First motion to approve the second option which will be in the cubbyhole with extensive conduit runs (on the condition that if a revised standard for standard central A/C is quickly implemented, that makes more sense for the type of unit, the homeowner is willing to submit a new application) made by Guy, 2nd by Leanne. Dan (Y), Michael (Y), Carri (NO) because the Board's highest preference has always been to have the conduit concealed.

After review of the new locations and negative vote from Carri the Board had new discussion. Dan changed his vote and agreed with Carri's position. The conduit runs take priority over the location of the condenser unit. Option one has a small condenser with conduit run within the wall. The side location for the condenser faces the door of 2 other units, but they are at a distance so that sound will not be

a concern. NOTE*The adjacent homeowners will still need to be polled for their opinion prior to final approval.

Mike Williams asked questions about whether the contractor had presented these 2 options or whether they came from the homeowner. The homeowner is in construction and has presented the feasible options. Running the conduit on the interior will require the homeowner to open up interior walls and will take considerably more work.

Second motion to approve Option 1 with the condenser on the side of the building and the interior conduit (on the condition that if a revised standard is quickly implemented, that makes more sense for the type of unit, the homeowner is willing to submit a new application) by Dan, 2nd by Michael, Carri (Y), Leanne (Y), Guy (was no longer on the call. 1hr 52m 35 sec). Motion carries. Homeowner expressed appreciation for the Board's time and attention to this matter in watching out for the best interests of the HOA.

29A – interior remodel

ARC notes:

- Make sure COI and license is included
- Provide information on new furnace under steps (furnace type), any venting or outside Protrusions, ducting.

The County will be the one responsible for giving approval for the installation and questioning it is outside of the association approval to question.

- Identify plumbing for new shower & toilet (detailed drawings). One bathroom is being made into 2 bathrooms
- Note to Board, there was a second door on the second floor connecting this unit to adjacent one 29B. Remove door and sheetrock.

Leanne mentioned there is not a mechanism to deal with the increased load on the sewer and water usage. Carri mentioned that what is being proposed in this unit, ARC members commented already exists in other units. (26B)

Michael and Leanne suggest to table and obtain answers to questions.

*ASHM to ask owner 1) furnace type details 2) Plumbing details and drawings for shower and toilet 3) as this is a remodel, ask the owner about insulation in the attic area and obtain clarification if anything is happening in that area or if it is currently in use.

*Gina Covino will reach out to the owner.

Leanne suggested the Board may possibly request the owner to provide improved insulation as part of the approval process. Board to compare plat and percent allocation with 29A and 26B. 38A is doing this same bathroom remodel shortly. Insulation was not part of discussion for 38A. Carri commented that this homeowner's application may not be the right application to address the attic insulation. Lisa commented that ARC never discussed an increase in water/sewer usage and charging a homeowner additional fees. Lisa noted that this has been repeatedly discussed over the years that this may not be legal.

Lisa commented that all of the items being asked of the owner were discussed at ARC and should have been followed up with the owner prior to the Board Meeting. Gina commented that who followed up with an owner after an ARC meeting has changed periodically and it has been inconsistent. ARC asked for these items to be followed up on after the ARC meeting. A new procedure is under discussion between ASHM and the Board to be implemented for ARC meetings for note taking and follow-up.

34B – mini-split, owner has agreed to complete the list based on the original approval.

1. Relocate: Heat pumps from the wall and install on the ground.

2. Remove: Exposed conduit and line sets will be removed from the exterior

3. Install:

o Line sets within the interior of the structure

o Screen wall

o Weed barrier

o Rocks

4. Replace:

o Exterior panels damaged by from external installation

o Drain spout if damaged

5. Paint: All paint will match existing structure

o New exterior panels

o Drain spout

Motion to approve this proposal by Carri, 2nd Dan. All in favor. Motion carries.

- 2020 Capital Projects –
- Roofing/Insulation. Out of Order (Roofing/Insulation discussed in the meeting after the Paint Standard)

An email was included in the packet from Mike Williams with his report that the hard foam board insulation should be done at the time as the roofing in order to address the ice damming. Roofs 4,5,6,31 have the foam board insulation, used successfully. It is recommended that homeowners address cathedral ceilings and interior insulation when they remodel. The cost to re-roof with insulation is about 2x as expensive, but it is the correct way to address the issues. The big factor for the Board is to determine how to pay for the insulation. It is ASHM's recommendation to hold off on roofing this year based off of the HOA's capital expenses, wait for reserve accrual and maintain the cash for increasing monthly expenses in November and December. If the Board proceeded with one roof, the cost to do it right would be limited to only completing a single roof. Units 37 or 38 would be the next highest priority roofs. If a roof was done it would put the HOA at risk of not having funds to cover the increased monthly expenses for November/December.

Hot Tub Installation Agreement - A revision to the Hot Tub Installation Agreement was completed and recommended by ARC for the Board's approval. The revised Hot Tub Installation Agreement has been sent to the Board members by Leanne. No comments were received prior to the Board Meeting. Leanne does not think the revision is necessary and believes the requested revision is redundant and protection is already in language in other areas of our HOA documents. Carri disagrees with Leanne's opinion and states Eric Weeks as an

ARC member is the original drafter of the document and as a UT lawyer is qualified to advise and make the revisions. ARC recommends and as a Board member, Carri thinks it is the appropriate location for the information to be included. Carri requests that this be taken up via an email discussion and vote so that it does not take up valuable time at the next meeting. Leanne comments that the email is already in action.

Paint Standard - Carri requests that the Paint Standard be ratified in the Board Meeting.
*Leanne said she needs to get off the call. Carri stated it was okay if Leanne needs to leave as a quorum is still present.

Carri makes a motion to approve the paint standards that were presented in the September 2019 HOA meeting and ratify those selections. No response.

Guy spoke up that he has not seen the colors and he is not able to access his board packet. Michael commented and questioned if it was necessary to complete without a plan.

Carri reported that the door color (approved last month) was selected with the building color and were recommended jointly with the door color. The ball was dropped with the planned paint colors not being added to the standards last September. The prior board which included both Dan and Leanne voted to approve and the email vote was simply never ratified. Is there a reason that someone wants to explain why this cannot be simply ratified?

Leanne complains that the Board was given the information in the board packets too late, there was too much to review and it is being rushed through. 5:31pm Leanne Miller left the meeting

It is reminded that the paint colors have been in the last 2 board packets and board agendas. Discussion continued with Lisa Graveline joining (as a previous Board member during the time the colors were selected and approved for a vote). Pictures were in the packet last month with pictures of her front door showing Quiver Tan and Griffin. Locations where the colors can be viewed in the community were discussed. The darker part of the shed is painted Quiver Tan and Lisa's front door (38A) is painted Griffin.

Standards document (with changes) was added to the packet for final review before posting. Griffin was already approved in this document without the building color. Guy walked and looked at the shed color and approved.

Second motion to approve Quiver Tan by Carri, 2nd Dan (Y), Guy (Y), Michael abstain. Motion carries. The new paint standard is approved so that it can be sent out and take effect. Noted the approved paint colors will be provided to MRW for the new valve station.

VII. Owner Comments

Michael Bradley: brought up the desire to meet with the community in July, but that COVID restrictions changed those plans.

Carissa mentioned the annual meeting is in October. The meeting does not have to be then but that is when you will get the best response and owner turnout. ASHM recommends that the

Board develop their plan to present detailed information (the need for and monetary value of projects at Hidden Creek - quantify the projects) and continue the Special Assessment discussion with owners. The Reserve Study Specialist is willing to participate in a Board call to discuss the results of the reserve study and the recommendations.

The \$1.6M Special Assessment figure that was proposed last year, will likely be confirmed with the reserve study and is probably what the Board should propose again this year with a more detailed presentation and the backing of the full Board. The alternate option is to move forward with the Amendment to the documents that Leanne previously proposed for a Re-Investment Fee and possible Special Assessment provision without the vote of the community which would have a cap. Carissa states the reserve study specialist will speak with you and he will flat out tell you need to raise dues and/or have a special assessment. On Friday, on the walk around with him he did not mince words.

Joe Kunzleman: I've been trying to stay abreast of things for a few years now. We are right where we were a year ago with no progress and it seems the Board is relearning things they already learned a year ago.

Carri Moentmann: Agreed with Joe. We just need to move forward now expeditiously, we don't have the luxury to wait. The Board has not given the homeowners the transparency that was promised at the last Board election. The homeowners have not been properly informed and educated. It is embarrassing. No one wants to get bad news but it is like getting sucker punched. No one wants to spend money or impose a special assessment but when we have 6 roofs that need replacement this year and we can't even replace one that should give you pause.

Dan Mitrovich: None of the Board members are against a special assessment. What happened last year is that a portion of the Board did not agree with the spending, the projects and how it would all happen at once. Not enough detail was presented. We are open to an assessment, but none of us are happy with it being shoved down our throats. Dan is fine with a special assessment, but it is agreeing on the spending and the projects that is the problem. Earlier in the year, the Board (minus Carri) has had meetings on the capital expenditures for the year. They were in agreement about a special assessment for the lighting project only. They simply were not in favor of \$1.3M that was tossed out last year and the lack of spending details. Dan explained the Board approved a handful of roofs based off of Mike's recommendations for this year. Since the lighting project is more extensive it was going to be pushed off until next year. Dan said that he was not against a special assessment. The Board is working within the budget for this year and as far as Dan knows regarding capital spending the HOA is on target for the year.

Michael says the board has been adding more to reserves this year compared to last year. Carri is concerned the reserves cannot keep up and this is not enough to cover the needs of the community. Dan said he sounded the alarm about the reserve 3 years ago with the prior Board, what he did not support was the proposed spending. Dan told Carri if there are particular projects that you think need to be done immediately, let's meet as a Board or a subcommittee to discuss and figure out how we are going to pay for it. Michael explained one of the Board's primary focuses was the 6 roofs and the ice dams and insulation concerns disrupted the capital budgeting plans on the roofs.

Carri asked about the effect of postponing the planned exterior painting next year on the life of the siding? Michael mentioned that there was a 7-year schedule plan for painting the buildings. Carissa brought up the Board was going to have a decision to make in order to finalize the reserve study. On Friday, the reserve study specialist stated that the community is in desperate need of painting all of the buildings now. His opinion was the community does not have time to wait to paint 6-8 buildings a year on a 7-8 year rotation. He said the downfall with this type of plan is your community looks like crap, is not uniform, and is always behind on maintenance. There are 2 strategies, either start this type of rotation plan and accept this all you can do; or you do the lump sum special assessment and paint everything and then you maintain it. You wait 8 years and build up your funds and then get on the correct rotation. The current recommended maintenance schedule on painting in Park City is 6-8 years and 8-10 years down in the valley. Carissa said the Board will have to make a decision and get back to him about this in order for the reserve study to be accurate. She suggested working with the reserve study specialist directly, noting he was a “straight shooter” and very experienced. Michael asked the timeline for receiving the first draft of the reserve study? It was anticipated to be completed within a month.

The discussion ended with the Board in agreement that the reserve study was necessary in order make the decisions necessary on the financial shortfalls.

VIII. Hidden Creek Meetings

- July 16, 2020 3:00pm, MST
- Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

IX. Adjourn: 6:20pm