

**MINUTES OF MEETING
REUNION WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Reunion West Community Development District was held on Thursday, **March 9, 2023** at 11:02 a.m. via Zoom Communication Media Technology and at the Heritage Crossing Community Center, 7715 Heritage Crossing Way, Reunion, Florida.

Present and constituting a quorum:

Graham Staley	Chairman
Sharon Harley	Vice Chair
Michael Barry	Assistant Secretary
Mark Greenstein	Assistant Secretary
William (Bill) Witcher	Assistant Secretary

Also present were:

Tricia Adams	District Manager
Kristen Trucco	District Counsel
Steve Boyd <i>by Zoom</i>	District Engineer
Alan Scheerer	Field Manager
Victor Vargas	Reunion Security
Garrett Huegel	Yellowstone Landscape

The following is a summary of the discussions and actions taken at the March 9, 2023 Reunion West Community Development District Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 11:02 a.m. and called the roll. All Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period. Residents were asked to state their name and limit their comments to three minutes. There were no comments made at this time. Ms. Adams closed the public comment period.

THIRD ORDER OF BUSINESS**Approval of Minutes of the February 9,
2023 Board of Supervisors Meeting**

Ms. Adams presented the minutes of the February 9, 2023 Board of Supervisors meeting, which were included in the agenda package for review. She noted that she did receive a few clarifying comments from Mr. Staley relative to identifying the Reunion West CDD or the Reunion West Encore neighborhood. She stated that they would make those corrections to the minutes and asked if there were any other comments or corrections from Board members. Hearing none,

On MOTION by Mr. Greenstein seconded by Ms. Harley with all in favor the Minutes of the February 9, 2023 Board of Supervisors Meeting were approved as amended.

FOURTH ORDER OF BUSINESS**Review of Proposed Playground and
Fitness Center Signage**

Ms. Adams referred to page 19 of the agenda package, which showed a layout of the proposed signage for the playground rules as well as the outdoor fitness center rules. She explained that these were for the newer amenities developed on Grand Traverse Parkway nearby Valhalla. She noted that the Board recently adopted amenity policies and these rules were consistent with the language in the amenity policies. The proposed the playground signs have also been provided to the District's insurance provider who gave the language their blessing.

Ms. Adams stated that they had a proposed layout for the outdoor fitness center, which included the identification of the outdoor fitness stations. She explained that this was optional if Board members preferred to have a cleaner sign without the layout of the outdoor fitness equipment that image could be left off. She asked for the Board's feedback on the layout and design. Mr. Witcher commented on some inconsistencies in the signs. He suggested the verbiage, "*No Pets*" be last on the outdoor fitness sign like it was on the playground sign. He also suggested making the "*No Pets*" larger and bolded on both signs. Ms. Adams stated that they would make sure that there was consistent capitalization and a grammar check on both signs. Mr. Staley asked if they needed to lay out what the equipment was because it would probably cost them a lot more money to do that. Ms. Adams responded that it was not a significant amount of money. She explained that the reason that they thought to include it was in case it wasn't intuitive for people what the equipment was. Hopefully the name of the equipment would help users understand some of the benefit of the equipment, but it was optional and not required.

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Mr. Witcher noted that one of the gates at the playground area was permanently locked. Mr. Scheerer responded that they were waiting on permitting to pass and once it does, they plan to make that a double gate. He explained that they would plan on keeping it locked, but if the Board felt differently that they could have a different way in and out, they could certainly accommodate that by leaving it unlocked.

On MOTION by Mr. Barry seconded by Ms. Harley with all in favor the Proposed Playground and Fitness Center Signage was approved as amended.

FIFTH ORDER OF BUSINESS

**Review and Acceptance of Draft Fiscal
Year 2022 Audit Reports**

Ms. Adams referred the Board to page 21 of the agenda package for review, which is where the audit report starts. She stated that Florida Community Development Districts were required to undergo an annual independent audit. She explained that this was the audit for the Fiscal Year 2022, which ended September 30th, 2022. She noted that this version of their audit included some comments from District Management staff as well as from District Counsel that have been incorporated into the document resented to the Board.

Ms. Adams stated that she believed there was some discussion regarding the way that the funds were identified in the report. Mr. Staley explained that on their monthly results, they see three funds normally: the general fund, the repairs and maintenance fund, and the debt service fund. In this report, they have the general fund, a capital projects fund, and the debt service fund. Ms. Adams explained that for each annual audit, the General Fund category included the District's General Fund as well as what they the District calls the R&M or the Replacement and Maintenance fund (which in some Districts might be called a Capital Reserve fund). She stated that those two categories were combined into the general fund on the audit. The construction fund is the Capital Projects Fund that is generated from the bond issuances and is identified in their financials. She noted that they had at least one construction /capital projects fund with a balance. They have an outstanding bond requisition that is under review. Mr. Staley referred to page 27 of the agenda package where there is a table that showed the conveyance of infrastructure for last year and he asked if that was at the Reunion West Encore neighborhood. Ms. Adams responded that was correct. Mr. Staley referred to page 35 of the agenda package curious about the highlight. Ms.

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Adams responded that the auditor highlighted this because they want her to verify the statement. She noted that the statement highlighted, *“As of September 30th, 2022 one of the Board members is affiliated with Kingwood Orlando Reunion Resort, LLLP”* is true as of September 30th. She further explained that they had a Supervisor, Michael Manke, who was affiliated with the Kingwood and served as a Board member. She stated that she would confirm the statement, but that would not be the case moving forward now that they no longer have any Board members associated with Kingwood. Mr. Staley referred to page 40 of the agenda package and asked who the money of the First American Government Obligations Fund was sitting with and was it a public institution. Ms. Adams responded that she would have to get back to him on that question. Mr. Staley referred to page 42 of the agenda package and asked what the statement, *“Capital assets associated with Assessment Areas Two, Three, Four, were placed in service during the prior fiscal year and Assessment Area Five is currently under construction.”*, would be. Ms. Adams responded that she questioned this note in her initial round of comments back to the auditor. She explained that they do consider Assessment Area Five currently under construction until they officially deplete all of those construction funds and undergo a process with the District Engineer whereby they declare the project complete. She explained that until that step happens, even though the construction is actually finished, it was not finished in accordance with the terms of the bond indenture, so it was a technicality. Mr. Staley asked if that was within Reunion West Encore neighborhood as well. Ms. Adams responded yes. Mr. Staley referred to page 43 of the agenda package and noted that the refinancing they did last year resulted in economic gain of \$2,700,000. He referred to page 44 of the agenda package and asked if the insurance of the risk management covered any sort of liability Board members had or was it a personal thing. Ms. Adams responded that their standard insurance package for this District included Public Officials Liability Insurance, which was a special designation to cover Board members. She also noted that they had General Liability Insurance in addition to their Property Insurance. In addition to that, the District does benefit from sovereign immunity and there is a statutory cap on liability for Florida governments.

Mr. Staley asked for clarification on the dispute of ownership on certain tracts located within the District, which is noted on page 44 of the agenda package in Note 10. Ms. Trucco stated that this has turned into an issue regarding the entire phase, and they were still trying to communicate and make some ways with Kingwood’s counsel. She explained that at some point they would bring back the options for the Board. Mr. Staley asked if they had communicated with

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Ms. Trucco in the last couple of months. Ms. Trucco responded that before the last Board of Supervisor meeting, she spoke to Kingwood's counsel, but she had not received an update since then. Board discussion ensued on ownership and maintenance responsibilities on the vegetated areas between residential lots and District Right of Way. Ms. Adams stated that there was confusion in all of Reunion West CDD especially because some areas were governed by the Master Association and some by Reunion West Encore neighborhood POA. She explained that she received notice from Reunion West Encore neighborhood POA that they were no longer going to maintain the verge area, which provoked Ms. Adams to reach out to District Counsel. She noted that as of today's meeting, the Master Association had not sent formal communication to the District relative to the maintenance of the verge. It was the understanding of staff that Reunion West CDD verge areas under the Master Association were being maintained by the Master Association. Ms. Trucco explained that their goal right now was to determine what was originally done and platted to provide clarity for everybody involved. She stated that understandably and reasonably Reunion West Encore neighborhood POA wants to perform title searches to see what was transferred where and what governing documents were recorded because different developers were involved.

Mr. Staley referred to page 48 of the agenda package noting that this was a merit badge for GMS because there were no identified deficiencies in internal control and no instances of non-compliance. Ms. Adams stated that she wanted to assure the Board that what they were presenting was a clean audit with no findings, no deficiencies, and no instances of financial emergency. Mr. Barry asked how the cost share was calculated for platted lots. Ms. Adams responded that there was an interlocal agreement and within the agreement, it identified how the cost would be allocated. She explained that it identified that the costs were allocated based on the number of platted lots. She further explained that Reunion West had been fully developed and all the parcels were platted, so they were at their final lot count. At Reunion East, there are still some un-platted parcels in the Reunion Village Development neighborhood, so the number of platted lots was increasing. She stated that when they present the proposed budget, they would see that the cost share would be updated based on the number of platted lots. Ms. Trucco stated that it was also something that they monitor in case it requires a revision to their assessment methodology. Mr. Staley stated that Reunion East is growing, but for this current fiscal year the split was 56 for Reunion East and 44 for Reunion West because Reunion East was taking a bigger share because

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it has more platted lots. Ms. Adams stated that they were required to post a copy of the audit on the District's website. Mr. Greenstein asked if this report was prepared by Grau & Associates and Ms. Adams responded that it was. Mr. Greenstein asked if they performed the audit the previous year. Ms. Adams responded that she could look back and find out. Mr. Greenstein noted that the presentation looked different to him compared to the previous audits. Ms. Adams stated that she would look back. She knew when she presented the audit engagement letter, she went through the number of years. She explained that typically the Board would select an Audit Committee, and usually the Board would appoint themselves as the Audit Committee. They solicit for proposals for audit services and ultimately the District enters into an agreement with an auditor for up to five years. Then, each year there is an engagement letter from the auditor presented to the Board for approval, in accordance with the multi-year audit agreement.

On MOTION by Mr. Greenstein seconded by Mr. Witcher with all in favor Accepting the Draft of the Fiscal Year 2022 Audit Report was approved.

SIXTH ORDER OF BUSINESS

**Discussion of Feasibility of Conveying
Roadways to Private Entity**

Ms. Adams stated that at the end of last month's meeting, there was a very brief discussion regarding the feasibility of conveying the public roadways to a private entity. She noted that they were asked to put this item back on the agenda for further discussion. District Counsel and District Management staff have been conferring with the Chairman regarding this matter. Mr. Staley stated that since he raised this last month, he thought it was his responsibility to close it down this month. He noted that there had been a lot of discussion on social media and there was a lot of confusion about privatization to roads, ownership of the roads, etc. It was noted that from time to time there is discussion amongst owners and residents about making the communities private, by privatizing the roads. There is a belief that all they must do is pay off the CDD bonds to achieve this objective. This is not correct and so it would be good to have something in the minutes that Board members could reference when speaking with property owners. He further noted that he prepared some main points that he would review with the Board as follows:

1. The infrastructure in the Reunion West and East CDDs is owned by the CDDs.

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2. The infrastructure in this regard are the roads (except Bears Den) and most sidewalks, the stormwater systems, entrance gates, certain amenities (Seven Eagles: Pool, Spas, Fitness Centers and Linear Park; Homestead: Pool, Wading Pool, and Spa; Carriage Pointe: Pool and Spa; Heritage Crossing: 2 Pools (A and B), Wading Pool, and Spa; The Terraces: Pool, Spa, Gazebo, and Pavilion; Liberty Bluff Playground and Dog Park; Grand Traverse Parkway: Playground and Outdoor Fitness Center), certain monuments and open spaces, certain conservation buffers, and the street lighting (street lights are generally owned by the utility and leased by the CDDs – certain amenity and pool lights are owned by the CDD).
3. The CDDs are government entities, and the infrastructure construction was financed with tax-exempt bonds issued by the CDDs.
4. The roads are classified as **public** roads since they were constructed using public (CDD) funds. All members of the public therefore have the right to use these roads.
5. Privatizing the roads would be a complicated matter involving many considerations.
6. One of these considerations would be the need to take the roads out of public ownership. However, this does not appear practical at this point in time for two major reasons:
 - a. There would need to be a redemption of the portion of the portion of the outstanding CDD bonds which were used to construct the roads. These bonds have differing issue dates. Moreover, most if not all the bonds have a minimum ten-year lock-up period from the date of issuance during which time they cannot be redeemed.
 - b. Even if the relevant bonds could be redeemed, the roads would still be owned by the CDDs and therefore would remain public roads. There would be a need to find a **private** purchaser for the roads which would be a challenge since the roads do not generate any income to support a private purchase.
7. At this stage it does not appear worthwhile doing any further work on the road privatization option.

Ms. Harley stated that when Mr. Staley specified about owning the roads, she suggested to specify the entrances as well because so many people think that they have the right to shut them down. Ms. Trucco stated that not only were they public roads, but because of that they can't restrict

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access. Ms. Trucco added to one point that was touched on, which was the risk of privatizing the roads and then the new owner would want some compensation for the risk that they were taking on. She noted that one benefit of the CDD having the roads right now was that they were not permitted to make a profit on this infrastructure that was funded and financed with tax exempt bonds. She explained that they were not permitted to make a profit on the assessments that they collect. Their assessments must be apportioned to the benefited property and proportionate to the benefit received. She explained that everything had to be proportionate, and no profit making was permitted. If these become private, those roads lose that protection. The risk of these going private is whatever ownership entity takes them over, there is not going to be as much transparency and they may not be subject to the Public Records Law, the Sunshine Law, etc. There are restrictions that CDDs have that are put in place as a safeguard. One of those things would be to prevent making a profit on this public infrastructure. Mr. Greenstein asked what was driving the secondary review. Mr. Staley responded that the catalyst was when they talk to people, the people want to make this a private community. He noted that a lot of people thought they were buying into a private community. To make it private, they must make sure that no one can come through unless they are the owner, which is the catalyst and means privatizing the roads. Mr. Greenstein asked if that would mean putting a gate around the entire property. Mr. Staley responded not necessarily. They have gates at the entrances, but you wouldn't put a fence around. He noted that they thought about this, and it didn't take much thinking to realize how difficult it was to do it. Mr. Greenstein mentioned the final document that they pulled together. Ms. Adams responded that they had an opinion from Bond Counsel that was circulated. Mr. Greenstein stated that they probably had bits and pieces of the background that was captured in their document. Mr. Staley responded that document died when the HOA said they weren't interested. He stated that he would give David a call at some point. He also noted that that entity's document had not been updated since May 2021. Mr. Greenstein stated that even though they have no jurisdictional control over the master of that item, as homeowners they could recommend that they entertain that as a living document, and they update it because a lot of it was contact information that isn't up to date. Mr. Staley responded that he would give David a call.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

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Ms. Trucco stated that they had already covered the two updates that she was going to provide to the Board. She noted that they were continuing to try to contact Kingwood's counsel and work on a solution regarding the Phase 3A plat. She stated that she would continue to keep the Board updated. She stated that she would be happy to speak to the Board of Supervisors individually to provide more background and information on that issue and what it has evolved into. She added that they would eventually be bringing some options back for the CDD Board to consider. She explained that the other update was her communication with the Reunion West Encore POA regarding maintenance of the Parkway and the responsibility of who should be maintaining that. She stated that she would continue to keep the Board updated on that.

B. Engineer

Mr. Boyd stated that they were working on the Pavement Management Plan. He hoped to have had the inspections finished by now, but they were running behind schedule. They will have inspections finished by the end of the month and the report will follow in the next month. He noted that they could expect to have the full report with recommendations on their May agenda.

**Steve Boyd left the meeting at this time.*

C. District Manager's Report

Ms. Adams stated that she had a note regarding Osceola County Sheriff's Office. She noted that fortunately she was able to reach the lieutenant who oversees all the traffic enforcement. They had a good conversation that was enlightening for him in understanding the public nature of the roadways and aided her understanding of how traffic patrols are prioritized. There are ongoing communications with the Traffic Enforcement division regarding attendance from someone at their April meeting to discuss what citizens can expect as far as traffic enforcement within the District boundaries. She stated that they were also working on providing some District boundary maps as well as detailed roadway plans so that they could plan traffic operations. She noted that she consulted with Victor Vargas to understand hot spots for speeding or failing to obey stop signs, so they have some targeted locations and report those to the Sheriff's Office. She explained that citizens might see things like speed trailers over the course of the next 8 to 12 weeks. She noted that Osceola County was experiencing some staffing shortages, which was a significant issue that they were endeavoring to overcome. She stated that they prioritize their traffic enforcement on lifesaving efforts in terms of the areas where they have accidents with fatalities. She added that

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citizens input was also a factor. She stated that the lieutenant was going to be approving a public safety announcement to be released through all the associations regarding the traffic enforcement hotline to report issues or concerns and non-emergency types of traffic issues. She explained that they would possibly see some efforts on this in the upcoming weeks as their scheduling and staffing allows for traffic enforcement in this area. One interesting note, they have an Interlocal Agreement with the state troopers. She further explained that if there is an accident involving an injury or fatality, the state troopers respond to that, not Osceola County Sheriff's Office. She stated that he kindly provided a contact information inside the Florida troopers, and she will also reach out to them to make sure that they are aware of the public roadways.

i. Action Items List

Ms. Adams presented the Action Items List, which was included in the agenda package and reported on the following:

1. Development of Recreational Parcels on Grand Traverse Parkway & Valhalla Terrace: Signage to be presented on 3/9/2023. The fitness center mulch was approved on 12/9/2022 and installation is pending.
2. Monitor Residential/Industrial/Commercial Development Nearby Reunion: No report.
3. Monitoring Sinclair Road Extension Project: It was February 20th when the county commissioners approved the plan to extend Sinclair Road. The information is on their website.

Mr. Staley stated that he reached out to their consultant because he had some questions. One question he asked them was what the plan for the junction of Sinclair and Traditions Boulevard. He stated that there would be traffic lights there. Another question he asked was about sound barriers and he said that they have not considered that yet and it was part of the design phase. He followed up with him later about security fences, which is something else they may have to work with Kingwood on in order to get some security fencing. He also asked about a timeline, but he has not replied to him on the timeline. Mr. Staley guessed that it would be 3-5 years before they would finish this.

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4. Monitoring Old Lake Wilson Road Improvement Project: Intersection improvements at Pendant Court to be considered in tandem with road improvements.
5. Traffic Calming: Radar display signs approved for RW/Encore neighborhood 2/9/2023.
6. Pavement Management Plan: Report to be presented to BOS at April's meeting.
7. Sign Upgrades: Street signs to be upgraded to Reunion standard where needed.
8. Temporary Parking Signs at Playground/Mail Parking: Staff reviewed the current parking rules and they do not address any type of temporary parking or time limitations on parking that would allow the ability to tow vehicles.

Ms. Adams stated that Board members had a couple of options: they could install signage that is neighborly and suggestive, or they could signage with towing. If they choose to enforce with towing, they need to notice and schedule a rule hearing to amend and restate the Parking Rules. She stated that their parking rules were adopted by rule, which required a 28 and 29 day published notice in a paper of general circulation in Osceola County.

ii. Approval of Check Register

Ms. Adams presented the Check Register from February 1, 2023 through February 28, 2023 in the amount of \$1,331,284.96, which was included in the agenda package.

On MOTION by Mr. Staley seconded by Mr. Greenstein with all in favor the February Check Register was approved.

iii. Balance Sheet and Income Statement

Ms. Adams presented the Unaudited Financial Statements through January 31, 2023, which were included in the agenda package for informational purposes. Mr. Staley stated that he noticed on page 69 of the agenda package it looked like they overspent their annual budget on pressure washing already. Ms. Adams responded that the pressure washing was typically done one-time per year. Although the entire amount plus has been spent, this would be informative of their proposed budget for the upcoming fiscal year. They don't anticipate additional pressure washing the current fiscal year.

iv. Replacement and Maintenance Plan

Ms. Adams distributed a R&M Five-Year Plan spreadsheet, which was requested by the Board last year, identifying the current R&M projects and future projects that were in the Reserve Study. She stated that there were no substitutive changes since discussion last month. They did populate the proposed dates in accordance with the verbal discussion during last month's Board meeting. Mr. Staley asked if the Seven Eagles Roof replacement got deferred. Mr. Scheerer responded that they got one quote so far and they were trying to at least get a couple more, so he was sure that they would be several months out. Ms. Adams asked for any questions or comments regarding the replacement and maintenance project list. Hearing none, the next item followed.

1. Roof Replace for Sinclair, Spine and Heritage
2. HVAC Replacement for HCCC
3. Pavement Management Plan
4. Reunion Village Gate Access Project
5. Sign Allowance
6. Pool Furniture for Inventory for Homestead and Carriage Pointe
7. Roadway Improvements
8. Traffic Calming
9. Stormwater Repair Allowance
10. Two Roadway Arbors
11. Seven Eagles Roof Replacement
12. Upgraded Access Control for Carriage Pointe
13. Playground and Outdoor Fitness Center

D. Security Report**i. Review of Reunion Security Procedures for Issuing Amenity Access Cards**

Ms. Adams stated that at last month's Reunion East discussion when Board members were adopting rules relative to the amenity use policies and discussion arose regarding the procedures for the issuance of amenity access cards. She explained that the amenity access cards could also be used at entrance gates. She noted that staff was asked to provide some talking points regarding the guidelines that security uses for the issuance of security cards. This is provided for informational purposes and no action from the Board is required. She stated that they had their Director of Security, Victor Vargas, with them if Board members would like to discuss this or have any further questions. She also noted that under a separate cover, they provided a copy of the Reunion security report for the month of February including notifications of violations of the CDD parking rules. Ms. Adams stated that the CDD access control system does tie into the Reunion Resort membership, so if they were a member of Reunion Resort, there may be some extenuating circumstances where access is extended at the time of a membership renewal. The access control systems are meant to synchronize.

EIGHTH ORDER OF BUSINESS**Other Business****A. Annual Review of Insured Property**

Ms. Adams stated that Governmental Management Services has found it was the best practice to present the property schedule to the Board of Supervisors one time per year. She explained that this was a good time to do it because it was in advance of severe weather season and the proposed cost for property insurance is in the proposed budget which is coming up. They will be gathering information on the budget over the next couple of months. She noted that as they receive inventory such as the additional solar powered radar display signs, those get added to the inventory. She also noted that for example they added the playground equipment and outdoor fitness equipment at the beginning of the fiscal year once they received the permit and the equipment was installed.

NINTH ORDER OF BUSINESS**Supervisor's Requests**

Mr. Staley asked where they stood with the streetlight work on Duke because they were paying maintenance and not getting any maintenance. Ms. Adams responded that Duke provided

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some specific instructions for security tying a certain color of ribbon to identify specific issues that the certain lights were having. Security has been busy with marking lights with a specific-colored ribbon to match the issue.

Ms. Harley brought to the Boards attention that there was a very big film production crew in the resort right now and they were going to start filming.

TENTH ORDER OF BUSINESS

Next Meeting Date – April 13th, 2023

The next meeting was on April 13, 2023 at 11:00 a.m. The next budget meeting was scheduled on May 11, 2023 at their regular Board meeting. This will kick off their budget process for Fiscal Year 2024. She noted that they present a proposed budget in May and that budget was subject to revision all the way through budget adoption, which was scheduled for August 10, 2023.

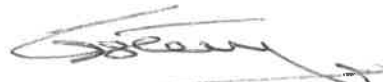
ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Harley seconded by Mr. Staley with all in favor the meeting was adjourned.

Tricia Adams

Secretary/Assistant Secretary



Chairman/Vice Chairman