

**RIVER HALL  
COMMUNITY DEVELOPMENT  
DISTRICT**

**REGULAR MEETING  
AGENDA**

**November 2, 2017**

**River Hall Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431  
Phone: (561) 570-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

October 25, 2017

**ATTENDEES:**

**Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.**

Board of Supervisors  
River Hall Community Development District

Dear Board Members:

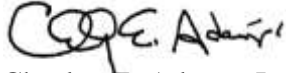
A Regular Meeting of the Board of Supervisors of the River Hall Community Development District will be held on Thursday, November 2, 2017, at 3:30 p.m., at the River Hall Town Hall Center, 3089 River Hall Parkway, Alva, Florida 33920. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Continued Discussion: Drainage Issues Control Structure Elevations Review and FPL Easement Drainage Culvert(s)
4. Update/Continued Discussion: Traffic Signal Reimbursement from RH Ventures, LLC
5. Update/Discussion: Perimeter Access Control Initiatives
6. Update: SR 80 Waterline Drainage Issue
7. Acceptance of Unaudited Financial Statements as of September 30, 2017
8. Approval of October 5, 2017 Regular Meeting Minutes
9. Staff Reports
  - A. District Counsel: *Daniel H. Cox, P.A.*
  - B. District Engineer: *Hole Montes*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - i. NEXT MEETING DATE: December 7, 2017 at 3:30 P.M.
10. Public Comments (Non-Agenda Items)
11. Supervisors' Comments/Requests

12. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**Call-in Number: 1-888-354-0094  
Conference ID: 8593810**

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
SEPTEMBER 30, 2017**

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2017**

	General Fund	Reserve Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>					
SunTrust	\$ 800,825	\$ -	\$ -	\$ -	\$ 800,825
Investments					
SBA	4,981	-	-	-	4,981
Interest A-1	-	-	1	-	1
Revenue A-1	-	-	478,843	-	478,843
Revenue A-2	-	-	20,982	-	20,982
Prepayment A-1	-	-	1	-	1
Construction	-	-	-	2,559,166	2,559,166
Due from general fund	-	73,478	-	-	73,478
Due from reserve fund	-	-	-	33	33
Due from capital projects fund	5,076	-	-	-	5,076
Deposits	1,622	-	-	-	1,622
Total assets	<u>\$ 812,504</u>	<u>\$ 73,478</u>	<u>\$ 499,827</u>	<u>\$ 2,559,199</u>	<u>\$ 3,945,008</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	\$ 28,540	\$ -	\$ -	\$ -	\$ 28,540
Due to general fund	-	-	-	5,076	5,076
Due to reserve fund	73,478	-	-	-	73,478
Due to capital projects fund	-	33	-	-	33
Accrued contracts payable	-	-	-	8,493	8,493
Accrued wages payable	1,000	-	-	-	1,000
Total liabilities	<u>103,018</u>	<u>33</u>	<u>-</u>	<u>13,569</u>	<u>116,620</u>
Fund balances:					
Nonspendable					
Prepaid and deposits	1,622	-	-	-	1,622
Restricted for:					
Debt service	-	-	499,827	-	499,827
Capital projects	-	-	-	2,545,630	2,545,630
Assigned to:					
Capital reserves	-	73,445	-	-	73,445
Unassigned	707,864	-	-	-	707,864
Total fund balances	<u>709,486</u>	<u>73,445</u>	<u>499,827</u>	<u>2,545,630</u>	<u>3,828,388</u>
Total liabilities and fund balances	<u>\$ 812,504</u>	<u>\$ 73,478</u>	<u>\$ 499,827</u>	<u>\$ 2,559,199</u>	<u>\$ 3,945,008</u>

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll: net	\$ -	\$ 485,643	\$ 475,872	102%
Assessment levy: off-roll	-	68,564	68,564	100%
Interest and miscellaneous	5	991	500	198%
Total revenues	<u>5</u>	<u>555,198</u>	<u>\$544,936</u>	102%
<b>EXPENDITURES</b>				
<i>Legislative</i>				
Supervisor	1,000	9,800	6,000	163%
<i>Financial &amp; administrative</i>				
District management	3,750	45,000	45,000	100%
District engineer	817	12,083	15,000	81%
Disclosure report	-	1,500	-	N/A
Trustee	-	7,054	7,100	99%
Tax collector/property appraiser	-	4,370	3,000	146%
Assessment roll prep	375	4,500	4,500	100%
Auditing services	-	3,000	3,300	91%
Arbitrage rebate calculation	-	650	650	100%
Public officials liability insurance	-	2,805	6,000	47%
Legal advertising	-	865	2,000	43%
Bank fees	-	120	500	24%
Dues, licenses & fees	-	175	175	100%
Postage	124	922	800	115%
Website maintenance	-	617	600	103%
<i>Legal counsel</i>				
District counsel	228	3,877	15,000	26%
<i>Electric utility services</i>				
Utility services	1,517	10,460	12,000	87%
Street lights	1,035	6,784	8,000	85%
<i>Stormwater control</i>				
Fountain service repairs & maintenance	118	708	6,000	12%
Aquatic maintenance	11,600	69,600	77,436	90%
Mitigation/wetland area monitoring	1,500	45,060	18,100	249%
Lake/pond bank maintenance	-	-	10,000	0%
Stormwater system maintenance	10,700	14,200	7,500	189%
Mitigation/wetland area maintenance	-	-	35,000	0%
Aquatic plant replacement/weeding	-	-	2,000	0%

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

	Current Month	Year to Date	Budget	% of Budget
<i>Other physical environment</i>				
General liability insurance	-	3,415	3,500	98%
Property insurance	-	7,533	8,000	94%
Entry & walls maintenance	-	15,890	5,000	318%
Landscape maintenance	8,382	103,198	130,000	79%
Irrigation repairs & maintenance	-	500	2,500	20%
Landscape replacement plants, shrubs, trees	-	120	15,000	1%
Annual mulching	-	8,336	3,500	238%
Holiday decorations	-	10,300	5,500	187%
Clock tower maintenance	-	-	2,200	0%
Ornamental lighting & maintenance	-	-	8,500	0%
Tree trimming & landscape extras	-	6,578	15,000	44%
<i>Road &amp; street facilities</i>				
Street/parking lot sweeping	-	12,300	12,000	103%
Street light/decorative light maintenance	-	5,163	7,000	74%
Roadway repair & maintenance	-	3,180	2,500	127%
Sidewalk repair & maintenance	-	-	2,000	0%
Street sign repair & replacement	-	2,916	1,500	194%
<i>Contingency</i>				
Miscellaneous contingency	-	4,214	35,575	12%
Total expenditures	<u>41,146</u>	<u>427,793</u>	<u>544,936</u>	79%
Excess/(deficiency) of revenues over/(under) expenditures	(41,141)	127,405	-	
Fund balances - beginning	750,627	582,081	502,365	
Fund balances - ending	<u>\$ 709,486</u>	<u>\$ 709,486</u>	<u>\$ 502,365</u>	

**RIVER HALL**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**RESERVE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

	Current Month	Year To Date
<b>REVENUES</b>		
Interest and other	\$ -	\$ -
Total revenues	-	-
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	73,445	73,445
Fund balances - ending	\$ 73,445	\$ 73,445



**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2011  
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

	Current Month	Year To Date	Budget	% of Budget
<b>REVENUES</b>				
Special assessment - on roll	\$ -	\$ 931,944	\$ 919,146	101%
Special assessment: off-roll	-	725,343	1,065,040	68%
Interest	366	2,787	-	N/A
Total revenues	<u>366</u>	<u>1,660,074</u>	<u>1,984,186</u>	84%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal (A-1)	-	315,000	315,000	100%
Principal prepayment (A-1)	-	5,000	-	N/A
Principal (A-2)	-	365,000	365,000	100%
Interest (A-1)	-	602,361	602,498	100%
Interest (A-2)	-	701,688	701,688	100%
Total debt service	<u>-</u>	<u>1,989,049</u>	<u>1,984,186</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	366	(328,975)	-	
Fund balances - beginning	<u>499,461</u>	<u>828,802</u>	<u>821,218</u>	
Fund balances - ending	<u>\$ 499,827</u>	<u>\$ 499,827</u>	<u>\$ 821,218</u>	

**RIVER HALL  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND  
FOR THE PERIOD ENDED SEPTEMBER 30, 2017**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>		
Interest	\$ 1,881	\$ 13,839
Total revenues	<u>1,881</u>	<u>13,839</u>
<b>EXPENDITURES</b>		
Capital outlay	<u>8,493</u>	<u>580,335</u>
Total expenditures	<u>8,493</u>	<u>580,335</u>
Excess/(deficiency) of revenues over/(under) expenditures	(6,612)	(566,496)
Fund balances - beginning	<u>2,552,242</u>	<u>3,112,126</u>
Fund balances - ending	<u><u>\$ 2,545,630</u></u>	<u><u>\$ 2,545,630</u></u>



44 **SECOND ORDER OF BUSINESS** **Public Comments**

45  
46 There being no public comments, the next item followed.

47  
48 **THIRD ORDER OF BUSINESS** **Discussion: Hurricane Irma Recovery**

49  
50 Mr. Adams stated that the District was working with the contractor to get the community  
51 cleaned up. Some trees took a catastrophic hit and would not recover. The large oak trees near  
52 the entrance must be removed and replaced. These were uninsurable assets. Three trees would  
53 be replaced at the front and, down River Hall Parkway, 100-gallon oak trees would be installed  
54 not to impact the visual entry way. Debris removal would fall under the Federal Emergency  
55 Management Agency (FEMA); however, FEMA was slow to reimburse and would probably  
56 reimburse pennies on the dollar. 300 trees were lost on the golf course and the soil was very  
57 moist. 13” of rain fell from Friday through Monday. The contractor would cut down the trees  
58 this week. Two streetlights on River Hall Parkway stopped working because the polls were out.

59 Mr. Bob Stark, a neighboring resident at Hickey Creek, asked if Mr. Adams could  
60 describe the District’s responsibilities, versus the responsibilities of the HOA. Mr. Adams  
61 replied that the District was responsible for the following:

- 62 • Landscaping/Entry – east and west and down River Hall Parkway
- 63 • Lake on left near Hampton
- 64 • As one enters the community, all of the preserves, lakes, interconnecting pipes  
65 and control structures
- 66 • The curbside boxes on the streets, unless tied on a pipe going lake-to-lake; those  
67 belonged to the HOA and were the HOA’s responsibility.

68 The District was not responsible for:

- 69 • Lakes in front of Cascades – Not the District’s responsibility

70 A Board Member stated that the end of Winter Way, near the maintenance building and  
71 to the culvert, was clear. The other side was not clear, toward the swamp. He would provide  
72 photographs. Mr. Adams stated that location was near the Florida Power and Light (FPL)  
73 easement and control structure. Mr. Krebs would communicate regarding the control structures  
74 and his recent findings.

75 Mr. Krebs stated that the survey of the area just north of the school found that the control  
76 structure did not appear to match what the 2004 permit. That information was relayed to Mr.

77 Adams and Mr. Krebs stated his concerns, based on driving through the property with Mr.  
78 Asfour and neighbor questions, as to whether the system was in compliance with the South  
79 Florida Water Management District (SFWMD) permit. The survey revealed 60 to 70 control  
80 structures that the District owners and the structures would be verified, to ensure the District was  
81 in compliance with the SFWMD permit. He would affirm that all orifices, notches, circular  
82 orifices and bleeders were in place and were the correct size and elevation, in order to understand  
83 why the system was operating this way. Since it did not seem to match up, Mr. Krebs had to  
84 search the structure again. The missing bleeder was buried. Based on the current condition, he  
85 did not think it had any bearing on Cascades, since everything was saturated; however, he was  
86 not sure that the structure was in compliance with the SFWMD permit. He was not worried  
87 about that one but would be looking at the others. The SFWMD had a conversation with the  
88 neighbors to the north and, according to them, in 2014, the District installed a culvert in the FPL  
89 Easement, without a permit. Ms. Beckie Reide, SFWMD Compliance Staff Engineer, expressed  
90 that, without a permit, the District must either block the structure or remove it. The outfall, for  
91 the majority of the water on the east side of the property, goes through a ditch that runs through  
92 the Cassineni's property, to the north. Referring to a map, Mr. Krebs stated that the Cassineni's  
93 complained to the SFWMD about the culvert in the FPL Easement, marked by Ms. Reide, which,  
94 the neighbors claimed was installed by the District. In 2015, Mr. Krebs became the District  
95 Engineer and had no information about that culvert nor did he know if any of the current Board  
96 Members were on the Board at that time. Mr. Asfour stated that he and Mr. Morash were on the  
97 Board but he did not recall conversations about that culvert. Mr. Morash he only recalled quite a  
98 bit of construction during that time, due to the 2014 rainfall event. He had asked Mr. Krebs to  
99 look into the past permits since it was not only that culvert; it included berms around some of the  
100 terminal lakes that spilled into the swamp that were raised. He did not receive a report and was  
101 unsure of what was done and why or how much it cost.

102 Mr. Cox thought he and Management should speak to the District Engineer; he was  
103 surprised this was the first time he was asked about it. During a call today, Ms. Reide  
104 recommended that, if the District wanted to keep the culvert, it must be blocked until an  
105 application for approval was completed and its need was authorized by SFWMD. Otherwise, the  
106 pipe could be removed.

107 A Board Member inquired what blocking it would do to the property. Mr. Krebs stated  
108 that was why all the outfall structures were being surveyed, to ensure compliance. Discussion

109 ensued regarding the culvert, breaks in the berm allowing water to run through and that, the way  
110 the permit was situated, water from the east half of the community went north, towards Mr.  
111 Cassineni's property. From the lack of information, Mr. Krebs could not determine whether the  
112 District, Engineering, Developer or another caused the issue with the culvert. The break in the  
113 berm should be there to pass the water north. Without surveying it, he could not determine the  
114 impact to the property.

115 Mr. Morash stated that, in either #12 or #13, construction occurred, at that time, to verify  
116 and modify the control structures; therefore, they absolutely met the SFWMD permit  
117 requirements. The Board should be able to locate the scope of that work.

118 Mr. Gary Stilweyl, a resident and a real estate broker at the time and familiar with the  
119 community, stated that FPL knew nothing of the culvert and he knew for a fact that there was no  
120 Consent Agreement.

121 Mr. Dick Breeze, a resident, inquired if this pertained to a drain installed at #5, to reduce  
122 flooding on the golf course. There was a lake close to his house and there was outflow into the  
123 preserve, which was an upgrade after the big flood in 2006 or 2007. It was redone since the  
124 water was over the #7 fairway. It was modified and a tremendous amount of water is heard  
125 pouring out of that area. Mr. Krebs stated that there was a break in the perimeter berm accepting  
126 water from the WCI Property; therefore, the box had to be prepared. It would be surveyed by  
127 Mr. Krebs. Discussion ensued about what to do about it, the water received from WCI not going  
128 through the District's property, FEMA maps, storm surge, rainfall event amounts, 100-year  
129 storm events, system design, houses kept dry and water receding, storing water on site, SF  
130 modeling and discharge water.

131 Ms. Barbara Sangialono, a resident, stated that, in New Jersey and the metropolitan areas,  
132 after Hurricane Sandy, higher elevations were required for housing and the way waste water  
133 management and runoff, were constructed, etc. Mr. Krebs stated that communities in Florida,  
134 were designed based upon the climate for the area. In this area, the roads are designed to be  
135 useable when there were rainfall events.

136 A Board Member noted that the Developer wanted to install another 600 units of concrete  
137 cement on the south side of the development and asked how that would impact the drainage and  
138 the flooding. Mr. Krebs stated that one must look at the impact before to determine if it actually  
139 increased to the impervious area or if they were compensating it by providing additional water  
140 management. Discussion ensued regarding runoff, zoning, construction drawings, desired

141 density, mitigating the water management system, ability to reach maximum density level, the  
142 SFWMD permit, wetland impacts and the Army Corps of Engineers (Corps) and copying the  
143 District on letters from the SFWMD.

144 Ms. Sangiuliano, stated that she had water behind her home. The lake breached and  
145 gulfed her home. During Hurricane Irma, water rose until about 2:00 a.m.; it rose to the top of  
146 the berm and around the pond Berm #8. Mr. Adams stated that those pipes were inspected and  
147 had 5% debris at the mouth. The submersible camera was run and as it got further into the pipe,  
148 debris was at was 10%. Discussion ensued regarding the control structures and water reaching  
149 lanais.

150 Ms. Sangiuliano asked why the ponds could not be deeper. She wanted a solution and  
151 was not hearing one. There was no place for the water to go even if the systems were  
152 functioning. Mr. Krebs gave an explanation why the solution was not to deepen the ponds.  
153 During a storm event, there would be no place for the water to go; the system functioned as it  
154 should have during the rain event and no water entered houses. Ms. Sangiuliano presented  
155 pictures. Discussion ensued regarding water elevations, the berm and the drainage basins within  
156 the system.

157 Mr. Adams stated that this was a good exercise to ensure that these were constructed  
158 according to the permit. It was memorialized, documented and in the District's files that they  
159 were checked during 2017. Either they were built to construction or modified to get them there.  
160 Discussion ensued regarding checking the culverts, maintenance agreements, elevations  
161 according to FEMA, sending the HOA a letter of responsibility, open catch basins, rising water  
162 in the roadway and it taking over three days for the water to recede from the street, after the  
163 storm. Every catch basin in the Cascades was backed up.

164 Mr. Asfour stated that the District would obtain answers to these questions.

165

166 **FOURTH ORDER OF BUSINESS**

**Discussion: Drainage Issues**

167

168 This item was discussed during the Third Order of Business.

169

170 **FIFTH ORDER OF BUSINESS**

**Update/Continued Discussion: Traffic  
Signal Reimbursement from RH  
Ventures, LLC**

171

172

173

174 Mr. Adams had heard nothing further and believed that none of the milestone items  
175 related to the traffic signal occurred. Mr. Cox had not heard anything either and questioned  
176 how the Board wanted to proceed. Discussion ensued regarding the density area. RH Ventures,  
177 LLC (RH) stated that they would reimburse the District if it was an obligation of the approvals.  
178 Mr. Cox stated that he could provide a brief memo of the District’s options at the December  
179 meeting. Then, a decision could be made regarding moving forward, as RH would likely not  
180 respond unless the Board did something.

181

182 **SIXTH ORDER OF BUSINESS** **Update/Discussion: Perimeter Access**  
183 **Control Initiatives**  
184

185 Mr. Krebs stated that the survey work was being done with control structures. He called  
186 today to see if they figured out the distance. They said they located it in the field and the fence is  
187 inside the District’s property but he did not get a distance from them.

188 Mr. Adams inquired about the fence. Mr. Krebs stated that Carter Fence (Carter) needed  
189 USA Grading to mow the area first; hopefully, the work would be performed the next week and  
190 then Carter could proceed with the fence. Carter was prepared to install the fence earlier this  
191 week but there was too much vegetation and “clearing” was not in their contract.

192 Mr. Adams asked if anything further was heard about the gate. Carter would be  
193 contacted to determine if they received authorization. Mr. Adams stated they were working with  
194 Lennar to agree on an Easement Hearing because the easement must accompany the application  
195 for the permit.

196

197 **SEVENTH ORDER OF BUSINESS** **Update: SR 80 Waterline Drainage Issue**  
198

199 Mr. Krebs stated that, since the last meeting, he sent three or four different emails to the  
200 City Engineer about different projects but had not received any responses.

201

202 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**  
203 **Statements as of August 31, 2017**  
204

205 Mr. Adams presented the Unaudited Financial Statements as of August 31, 2017.  
206 Assessment revenue collections were at 102% and expenditures were 71%. \$16,000 for



207 replanting shrubs for the first median, near the lift station, would come from the Fiscal Year  
208 2017 budget. For Phase 2, funds would come from the Fiscal Year 2018 budget.

209 In response to a question about spending and if there was a maximum amount or limit,  
210 after which it must be approved by the Board, Mr. Adams replied that he was authorized, within  
211 the amounts adopted in the budget.

212

213 **NINTH ORDER OF BUSINESS**

**Approval of September 7, 2017 Regular Meeting Minutes**

214

215

216 Mr. Adams presented the September 7, 2017 Regular Meeting Minutes and asked for any  
217 additions, deletions or corrections.

218

219 **On MOTION by Mr. Lundquist and seconded by Mr. Morash,**  
220 **with all in favor, the September 7, 2017 Regular Meeting**  
221 **Minutes, as presented, were approved.**

222

223

224 **TENTH ORDER OF BUSINESS**

**Staff Reports**

225

226 **A. District Counsel: *Daniel H. Cox, P.A.***

227 There being no report, the next item followed.

228 **B. District Engineer: *Hole Montes***

229 There being no report, the next item followed.

230 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

231 **i. NEXT MEETING DATE: November 2, 2017 at 3:30 P.M.**

232 The next meeting will be held on November 2, 2017 at 3:30 p.m., at this location.

233 Mrs. Adams stated that flowers would be planted next week and drainage ditches would  
234 be cleaned this weekend.

235

236 **ELEVENTH ORDER OF BUSINESS**

**Public Comments (Non-Agenda Items)**

237

238 Regarding the potential to research the culvert, a member of the public stated that the  
239 State and County do not allow a structure across the easement. Mr. Krebs stated that the culvert  
240 was not considered a structure.

241

242 **TWELFTH ORDER OF BUSINESS** **Supervisors' Comments/Requests**

243

244 There being no Supervisors' comments or requests, the next item followed.

245

246 **THIRTEENTH ORDER OF BUSINESS** **Adjournment**

247

248 There being no further business to discuss, the meeting adjourned.

249

250 **On MOTION by Mr. Mitchell and seconded by Mr.**  
251 **Lundquist, with all in favor, the meeting adjourned at 4:41**  
252 **p.m.**

253

254

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

DRAFT

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Secretary/Assistant Secretary

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Chair/Vice Chair

DRAFT