

Williamsburg Village Condominiums

RULES OF CONDUCT

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Rev. 5.10

INTRODUCTION

Living in a Condominium Townhouse Community

This revision of the Association's POLICIES HANDBOOK is offered in the spirit of making Williamsburg Village an even better place in which to live. The following rules and regulations have been approved by your Condominium Council, and were written based on comments, suggestions, and advice offered by you as Condominium owners and tenants. **This version supercedes all previous versions and amendments.** These rules are designed to make living in our community pleasant and comfortable. In living together, all of us not only have certain rights, but we also have obligations to all of our neighbors. You will find that these rules are in no way designed to be unreasonably restrictive. In fact, these rules involve no more than what the laws of our state, city, and county require, or what we should naturally impose upon ourselves as good neighbors. We live in a beautiful area and we all have decided to make this our home as well as a good investment. Your Council has approved these rules so that all of us can continue to enjoy life at Williamsburg Village.

YOUR COUNCIL REQUESTS THAT YOU READ THESE RULES AND REGULATIONS CAREFULLY, BE AWARE OF REVISIONS, and ABIDE BY THEM.

More information and updates can be found on our Website:
<http://www.neighborhoodlink.com/newark-de/williamsburgv/main.html>

What happens if there is a problem which markedly affects your enjoyment of living in the Village?
Suggested steps are:

1. First, discuss the problem frankly and courteously with the parties involved.
2. If a reasonable compromise cannot be affected, complete the WVCA Action Request Form (ARF) and forward it to Management. However, should the problem involve personal conflicts, law violations etc., please contact the appropriate law enforcement agency. For Emergencies dial 911. The Newark Police Non-Emergency phone # is 366-7111
3. If a rule violation is involved and the remedy is not outlined in the Rules of Conduct, management and council will proceed as follows:
 - a) Owners and tenants will be given an appropriate time to respond to a violation, not to exceed ten (10) days.
 - b) After ten (10) days, a second reminder will be sent to owners and tenants.
 - c) After fifteen (15) days, the violation will be corrected by Council and the unit owner will be charged.
4. All maintenance and violation requests should be sent to the Property Manager on the WVCA Action Request Form (ARF).

Property Manager - Ken Greever Phone#, 302-594-1094 Ext. 14
- Emergency Phone#, 302-575-1000
- E-Mail, Grmcomp@aol.com

Address - WVCA
c/o Goldsborough Realty Mgmt.
2115A Concord Pike, Suite 202
Wilmington, De. 19803

Please join your neighbors in making Williamsburg Village living a truly enjoyable and mutually supportive experience.

I. GENERAL POLICY

A. DAMAGES:

Damage to any portion of this property caused by whatever means by a unit owner, tenant, or guest of same must be repaired at the expense of said unit owner, tenant or guest of same immediately, and/or within the time span outlined in the violation procedures.

B. CHILDREN:

Parents/guardians are responsible for teaching their children to respect common property (including but not limited to plantings) and the rights and property of others. In addition, the play and language of their children should be supervised in order that they not disturb the peaceful enjoyment of the residents in our community. No skateboarding, scooters, bicycle riding or roller skating is permitted on sidewalks or steps. Children are not to play or ride bicycles, and the like, close to parked vehicles. Parents/guardians are ultimately responsible for the behavior of their children and/or wards and their guests.

C. NOISE GUIDELINES:

Rules can provide no substitute for mutual consideration with respect to excessive noise. Nevertheless, residents and invitee's of the same are asked to respect the following:

- 1) Quiet hours: Sunday through Thursday from 10:00pm until 8:00am, and Friday through Saturday from 12:00am until 8:00am.
- 2) Residents planning evening social events are asked to extend the courtesy of informing their immediate neighbors, to monitor visitor parking, (See Article IE #13), to end all outside activity and all noise at the hours noted above, and at all times to conduct their events with due regard for the rights of others.
- 3) Residents are reminded that, as citizens of Newark, we are subject to the noise provisions (and penalties) of the City Code. The City has specific regulations for reasonable levels of noise during the daytime, as well as still lower levels at night. A complete copy of this Code is available for inspection through the offices of the City of Newark.
- 4) When violations occur, under normal circumstances, residents are strongly requested first to discuss the problem courteously with the parties involved before turning to the Newark Police Department.

D. SPEED LIMIT:

The posted 15mph speed limit at the entrance of the complex must be adhered to at ALL times. Please observe the stop signs. They are there to protect your family.

E. PARKING:

- 1) There is one (1) numbered parking space per unit. Residents shall have the exclusive use of this one space.
- 2) Because of the limited amount of parking, beginning in October, 2007 the WVCA will require registration of all vehicles. Each unit is allowed up to three, (3) vehicles on the property. The Vehicle Registration Form is available from Condo Management or on the Website. It is the Owners responsibility to make sure this form is completed and the

information correct. It is also the owner's responsibility to make sure all occupants follow these and all the rules in the code of conduct. There is a \$25 per month charge for missing or incomplete forms. Vehicles that are not registered will be towed without notice at the owner's expense.

3) No condominium resident, guest, or otherwise shall occupy an unnumbered parking spot continuously for longer **than a 72 hour period**. It is the resident's responsibility to inform visitors of the parking policies. Violators will be towed without notice at the vehicle owner's expense.

4) NO vehicle may be parked temporarily or permanently in designated areas of the property marked by yellow curbs and/or "No Parking" signs. Violators will be towed away without notice at vehicle owner's expense.

5) Parking or storage of any vehicle other than an ordinary passenger vehicle, recreational van, or pickup truck used PRIMARILY as resident's means of PERSONAL transportation is prohibited. ***Trailers, boats, and commercial and special purpose vehicles may not be parked or stored on the property.***

6) Any vehicle parked on the property without a valid registration sticker or current inspection, will be considered to be abandoned and will be towed without notice at the vehicle owner's expense.

7) Disabled, unregistered, or unused vehicles may not be parked within the grounds without securing WRITTEN permission and agreeing to a reasonable repair/removal schedule. Vehicle repair may not be undertaken on the property. In an emergency situation when permission has been obtained from the WVCA, parts and tools may not be left unattended at any time and vehicles may not be left on lifts (and the like) unattended.

8) Vehicles shall neither be parked nor ridden on sidewalks, grass, patios, or around the dumpster areas.

9) Damage to any portion of this property caused by a vehicle belonging to a unit owner, tenant, or guest of the same, shall be repaired at the expense of the vehicle owner.

10) Parking is a privilege and not a right. Unit owners in arrears as regard to Association payments may be denied parking privileges. Privileges are removed by painting over the parking spot number at which time a \$125 charge shall be applied against the Unit owner. The parking number will be repainted by maintenance after all condominium fee accounts are paid in full. At NO time may unit owner or resident replace parking numbers back on the curb.

11) Dirt bikes, motorized scooters and three and four wheelers used for recreational purposes are not to be ridden on the property. Mobility Assistance Vehicles are permitted.

12) Motorcycles must be parked in a numbered unit owner designated spot. Motorcycles may not be parked in unnumbered spots anywhere else on the condominium property. Motorcycles may not be parked or stored on patios.

13) Residents who are planning a social event are asked to extend the courtesy of informing their neighbors and to monitor parking. It is suggested that your guests park in the unmarked parking spots at the rear of the property by the pool.

F. TOWING:

1) Warning signs and towing information signs have been posted on all dumpster enclosures. When you call the towing company, you must give your name and unit number. When the truck arrives, you must sign the authorization.

- 2) The vehicle must be parked in or blocking your assigned parking place. Before towing you must make a reasonable effort to locate the owner of the vehicle.
- 3) Residents shall report seemingly abandoned vehicles to the management company, which will arrange for warning stickers and removal.

G. LAUNDRY ROOMS:

- 1) Laundry rooms are open daily. Opening and closing times are posted in the laundry rooms. It is the responsibility of the residents to report all inoperable machines to the company posted in the laundry rooms.
- 2) Clothes left unattended in the laundry room are at the owner's risk.
- 3) Clothes left in the laundry room at closing time will not be available until the following morning.
- 4) As a courtesy to others, promptly remove clothing from machines and clean-up after yourself.
- 5) Unattended children are not permitted in the laundry rooms.
- 6) Pets are not allowed in the laundry rooms. Please do not bring them with you!
- 7) Smoking is not allowed in the laundry room.

H. TRASH:

- 1) Littering on any portion of the common property is prohibited. Emptying ashtrays in the common areas is considered littering.
- 2) All trash or garbage must be placed inside trash receptacles provided throughout this complex. No trash or household items are to be piled on top or beside the dumpster. All trash must be properly bagged and tied closed. The City of Newark does not allow plant material, grass, flowers etc. in the dumpsters. Garbage cans are not allowed on common property. Recycle bins must be kept in the rear of your unit. Put out and returned on day of pick-up.
- 3) No toxic or flammable chemical, acid, motor oil, or similar substance, may be placed or disposed of in any drain, dumpster or common element area.
- 4) Residents of Williamsburg Village MUST dispose of large furniture, mattresses, appliances, household goods and Christmas tree's at the dumpster corral at the back corner of the property near the pool house office. This is the only area approved of by the city for bulk trash pickups.

I. MISCELLANEOUS:

- 1) No one is permitted to interfere or tamper with any common element wiring, plumbing, structure or landscaping.
- 2) No object, clothing, laundry or any other material deemed unsightly by Council or Management may be hung, draped or suspended over any portion of a patio or window area. Draperies, shades and blinds must hang properly in windows.

3) No fires are permitted on any part of the property except for the lighting of charcoal or gas in an elevated, safe, enclosed grill used in the open area of a patio. Gas grills are also acceptable with the same location restrictions. Please do not use a BBQ grill too close to the building to avoid damage to the siding and the overhang.

4) Unit owners or residents will be held responsible for damages due to any inflammable, combustible, or explosive fluid, material, chemical, or substance stored inside or outside their unit. The Newark City Code prohibits the storage of such materials on condominium property.

5) Williamsburg Village Condominiums are wired with aluminum wiring. A licensed electrician with the City of Newark must be used, along with the appropriate permits, for all electrical work inside and outside of the units. Condominium unit wiring should be checked by a licensed electrician only for proper connections. **ALUMINUM WIRING IS A FIRE HAZARD WHEN NOT PROPERLY MAINTAINED.**

5a) Because of this problem, starting in July, 2008, all new unit owners must upgrade the electrical service from fuses to breakers. This must be done within two(2) months of the closing date on the property. A licensed electrician with the City of Newark must be used along with the appropriate permits. All information must be provided to the WVCA upon request. Details of the requirements are available from the property management.

6) Outdoor faucets MUST be turned off and drained from November thru March. Outdoor faucets mounted between units at the rear patio are shared by the two adjacent units. The shut off valve for the outdoor faucet is in the living room ceiling access panel of every other unit. All damages for failure to close the shut off valve and drain the line are the responsibility of the unit owner who controls the interior shutoff valve.

7) Collection Policy - Collection of Common Assessments (Condo Fees) and fines are covered by the Second Amendment to the Code of Regulations. Anyone in arrears in regards to fees assessed will be denied all privileges of the WVCA.

II GROUND'S POLICY

A. EXTERIOR IMPROVEMENTS (General Procedures):

1) Requests for any exterior improvement or alteration shall be submitted in writing to the management company on the WVCA Architectural Change Form. The requests are to be submitted on the approved form and provide all possible specifics, e.g. dimensions, materials and installation date(s). If approved, management will inspect the completed work in order to certify its compliance with existing rules and regulations.

2) The installation and maintenance costs of approved exterior projects shall be the unit owner's responsibility.

3) All future maintenance of the improvement is the responsibility of the unit owner as well as future unit owners. If the exterior improvement is not properly maintained, the Council will, at the unit owner's expense, reinstate the improvement to a uniform appearance.

4) If reasoning fails to affect a solution, unauthorized exterior improvements shall be removed by the Association at the expense of the unit owner. (Although cooperation is always to be preferred to legal action, the exterior appearance of the complex must be kept reasonably consistent.)

B. A/C COMPRESSORS:

The maintenance of A/C compressors at the rear of the units is the responsibility of unit owners. If repainted, an approved color must be used to preserve uniform exterior appearance.

C. ATTACHMENTS:

- 1) Attic fans may be installed. (See Article IIA above for procedures). The resident is responsible for any and all damages, and future maintenance.
- 2) Window air conditioner units are specifically prohibited in all units except for "efficiency" unit numbers 155 ½ and 174 ½ King William Street which do not have central units.
- 3) Hot tubs & screened-in porches are not allowed. Fully retractable awnings may be installed. (See Article IIA above for procedures).
- 4) No additional radio or television apparatus such as antennas, receivers, or amplifiers, are to be placed on the exterior of any unit. Satellite dishes may be installed within the scope of the federally mandated guidelines. Written permission from council must be obtained prior to installation by submitting the Satellite Dish Approval Form.
- 5) All notices, signs, advertisements or any other object deemed unsightly by Council are prohibited from being exposed, inscribed or displayed from or at any window, sliding glass door, patio, or any other part of a unit or building. No For Rent signs.

D. CLOTHESLINES:

Clotheslines are permitted only in fully enclosed patios. The lines are not to be visible and are to be hung below the fence line.

E. STREET LIGHTS:

Street lights (Post Lights) must not be tampered with. They are on automatic timers. DO NOT replace the bulb with a regular light bulb; it will disrupt the electrical system. The light poles also should not be tampered with or used for anything. A non-functioning light should be reported to Management at once using the ARF (Action Request Form).

F. FIREWOOD AND FIREPLACES:

- 1) All firewood must be neatly stacked in the rear of the units and inside the patio area. Community regulations require that the wood must be raised off the ground (e.g. on treated wood, brick, or metal stacker) and not be touching the unit wall. This is to prevent termites and other pests.
- 2) Fireplaces including their chimneys and flues are the sole responsibility of the individual unit owners which have them. Unit owners are required by the insurance policy underwriting to have their fireplaces cleaned once every two years by a licensed professional. Proof of cleaning and inspection must be provided to the association or management to satisfy insurance requirements.

G. PATIOS:

- 1) Only approved patio enclosures and other patio improvements shall be allowed. (See Article IIA for procedures)
- 2) Anything within the patio enclosures shall be at least one foot lower than the enclosure with the exception of an approved storage shed or table umbrella.
All units not presently having the standard rear fenced area shall be allowed to install

a rear fence, after first submitting [in writing a WVCA Architectural Change Form](#) and receiving approval from Council (see Article IIA above).

3) The rear fence shall match the patio dividers in type of construction, color, materials used, and finish applied. It is desirable that the height of the fence match that of the dividers; however a 30" height will be acceptable. Regardless of the height of the fence, it will be necessary that a gate be installed also. The gate is to match the gates presently existing on the fully enclosed patios within the community. It may be extended to the ground and must have three hinges to accommodate the added length and weight.

4) Brick and/or wood decking may be laid on top of existing patios with the understanding that damage to the existing concrete patios and/or units is the responsibility of the unit owner. This deck may not extend more than sixteen (16) feet from the sliding glass door and must be maintained by the unit owner. However, enclosed patios cannot extend beyond the fence. If council elects to install a deck over the concrete patio rather than replace a defective concrete patio, maintenance of the deck then becomes the responsibility of the unit owner.

5) Exterior patio lighting shall be permitted, provided that the lighting illuminates only on the immediate patio area and does not interfere with neighbors.

6) Items that are permitted to be neatly stored on patios are as follows:
Patio and lawn furniture, potted plants, bicycles, garden tools and supplies, children's toys, firewood, bird houses and feeders, barbeque grills intended for private use.

H. PLANTINGS:

1) Garden areas are permitted to the extent that they conform to the procedures outlined in these articles and do not add to grounds maintenance costs incumbent to the Association. Gardens may be extended no more than five (5) feet behind open patios only.

2) All garden areas approved under Article II. H. 1 must be maintained by the unit owner to an acceptable level. Owners are responsible for the upkeep and maintenance of any limited common area adjacent to the unit divider fences. These areas must be maintained to an acceptable level. Vegetable plantings are not permitted in front of the units. All plantings in front landscape beds must be ornamental in nature.

3) With the approval of Council, lawns may be sodded at the unit owner's expense.

4) Additional approved shrubbery planting is permitted if it (a) conforms to the procedures outlined in Article II.A and (b) does not add to grounds maintenance costs incumbent on the Association.

5) Plants hanging from the exterior of units are an alteration and must receive Council approval in accordance with the procedure outlined in Article II.A.

6) Trees on the property's approved list may be planted in common areas provided that (a) requests conform to the procedures outlined in Article II.A and (b) they are planted at least eight (8) feet from buildings, patios, and/or utility-sewer lines to avoid damage and to allow mower access, and Miss Utility permits are received prior to planting.

8) If landscape timbers are used in plantings, an airspace between the building and the timbers is required to discourage rot and termites.

I. STORAGE SHEDS:

Only approved storage sheds shall be allowed (see Article II.A) All storage sheds shall

be painted the approved color for uniform exterior appearance. The approved design plans are available through management.

J. DOORS AND WINDOWS:

- 1) All doors, storm/screen doors and windows must have either dark brown, white or an ecru finish. Window and door flashing and wrapping must be ecru in color. All storm/screen doors and windows presently another color shall be changed to match the approved colors at their next replacement.
- 2) The meeting rail (i.e. the center divider bar which separates the top and bottom window sections) of storm/ screen windows must match that of existing window.
- 3) Rear doors should be a sliding glass door or "french" type door painted white or dark brown or can be stained dark brown. Existing twelve (12) foot and eight (8) foot sliding glass doors can be downsized to six (6) foot as long as exterior matches existing exteriors.

III PET POLICY

A. RULES:

- 1) Residents are required to comply with State of Delaware, New Castle County, and City of Newark Ordinances.
- 2) These Ordinances prohibit keeping vicious, wild, or exotic animals as pets. They also require that pets be leashed at all times when outside the unit, and prohibit animals from running loose on common property, and prohibit animals from trespassing or damaging another's property or creating a nuisance.
- 3) These Ordinances and Rules also authorize the State, County and City Animal Warden to enter the condominium property to investigate complaints and to enforce said Ordinances. Any unit Owner or Resident of Williamsburg Village may report violations to the Newark Animal Control Office by calling 302-366-7110 Ex. 429
- 4) All pets will have all licenses and vaccinations as required by law and will also meet all other requirements of the State of Delaware, County and local statutes and regulations. Proof of such licenses and vaccinations will be furnished to Management upon request when the pets take up residence at Williamsburg Village and will be periodically updated to assure compliance with the requirements of the law. (See also B. Registration below).

B. REGISTRATION

All pets subject to the leash law and rules shall be registered with the WVCA Council and/or Management Company within 30 days. Registration includes completing the Pet Registration Form, and must include a photograph of the pet. (Attachment 1)

C. CONDUCT

- 1) Pet Ownership is a privilege not a right. As a general requirement, all pets will be controlled by their Owners to preclude interference with the enjoyment by others of their units and the common areas.

- 2) Any pet that creates a disturbance or detracts from any unit Resident's enjoyment of his/her own unit, or the common areas, will be considered improperly behaved. The Management may require the immediate removal of an improperly behaved pet from the premises.
- 3) All pets, (Including Cats) are to be on a leash at all times while on the common element property. Any pet found roaming the grounds unattended shall be turned over to Animal Control. Pet owners who allow their pets to roam the grounds unleashed shall be fined according to the schedule below. (See D. Fines/Removal)
- 4) Pets must be restricted to the Resident's unit. Pets are not permitted on patios or decks unattended (without supervision). Pets are permitted to be tied outside a unit's back door with no access to any other unit's area or the common areas. Patios and the surrounding areas must be kept free of waste at all times.
- 5) All pets will be leashed or carried in a controlled manner while in common areas. Pets must be on a leash at all times.
- 6) Pets are not permitted in the Community room (Recreational Facilities), the Swimming Pool area, Laundry rooms, and any planted area including flower beds and shrubbery areas. Please do not use the sidewalks inside of Williamsburg Village to walk your dog!
- 7) Any and all excrements or waste left by your pet must be properly removed and disposed of immediately. In addition to possible Rules-violation charges (See D. Fines), the pet Owner and/or unit Owner may be held financially responsible for any repairs/replacements to such common areas as a result of the pet relief damage. If droppings or burn residue from urine are found to abound around one particular unit, the Association will assume the damage to be done by that unit owner's pet (or resident of that unit if he or she is a tenant). The Association will have the area around that unit cleaned and re-landscaped as necessary. The unit owner will be expected to pay all charges plus appropriate fines.
- 8) All pets of visitors or guests must comply with all of the above Pet Rules, when on Williamsburg Village property, except that such pets need not be registered with Management unless they are here for more than 72 consecutive hours or more than 3 visits, in which case they must be registered on the fourth day or fourth visit respectively.

D. FINES / REMOVAL

- 1) Any resident found to be in violation of the above rules (unit owners are responsible for their tenants) will be fined according to the following schedule:

First Offense -----Warning Letter
Second Offense -----\$25
Third Offense -----\$50
Fourth Offense -----\$100
Fifth or More ----- \$200

Fines are to be paid immediately to the Association. The fines, if not paid immediately, will accrue late charges according to the Collection Policy. Should the fines remain unpaid, a lien will be placed on the unit and the owner will have to pay the late fees, lien filing fees, and attorney fees in addition to the lien amount.
See Collection Policy, Second Amendment to the Code of Regulations.

- 2) The WVCA and Management can and will require the immediate removal of an improperly behaved pet from the premises. Any pet that creates a disturbance or detracts from

a unit Resident's enjoyment of his/her own unit, or the common areas, will be considered improperly behaved.

IV RECREATION FACILITIES POLICY

A. POOL:

The pool is for the benefit of Williamsburg Village residents only. Rules for its safe use and proper maintenance have been established and posted. Registration for pool tags will take place each year before the pool season starts.

POOL TAGS MUST BE WORN AT ALL TIMES AT THE POOL!

- 1) The lifeguard(s) shall be in charge at all times and will have complete authority to enforce all rules and to limit the activities of anyone endangering the safety and/or disturbing the enjoyment of other pool users.
- 2) A list of all residents will be kept at the pool by the lifeguard. When entering the pool area, both residents and their guests must sign in with the guard on duty. All residents are responsible for and must remain present with their guests.
- 3) Fee for each guest is \$3.00 per day.
- 4) No one is permitted in the pool area other than during designated hours and when a lifeguard is on duty. If anyone is found in the pool area when the pool is not open and lifeguards are not on duty, membership shall be terminated for the entire unit household and its residents shall be liable for any and all damages to, and in, the pool area. Newark Police shall be contacted and a trespassing complaint shall be filed by management.
- 5) Children under twelve years of age shall not be in the pool enclosure unless accompanied by a parent or responsible guardian, unless they have passed the lifeguard's swimming test and/or by prior arrangements with guard. Infants and toddlers must wear a bathing suit over diapers.
- 6) Any person having an obvious communicable disease, skin eruption, fungus infection, eye-ear-nose-throat infection, or who is wearing bandages may not use the pool.
- 7) No running, pushing, horseplay, or other undue disturbance shall be permitted in the pool area. If violators are warned repeatedly, they shall not be allowed in the pool area. Multiple violations will result in the suspension or loss of pool privileges.
- 8) No pets, alcoholic beverages, glass containers or smoking are permitted within the pool enclosure.
- 9) Food is allowed within the pool enclosure only in designated areas.
- 10) Trash and cigarette butts must be deposited in the receptacles provided.
- 11) No foul language or distasteful behavior will be permitted.
- 12) Pool use is a privilege and not a right. Unit owners or residents in arrears in regard to Association rules, payments or fees will be denied pool privileges.

B: RECREATION/MEETING ROOM:

- 1) The recreation/meeting room is for the benefit of all residents.

- 2) The room may be rented by contacting management. Rental hours are not to extend beyond the quiet hours as stated in these Rules and Regulations. (see Article I.C.#1).
- 3) The fee is \$0.00 for all residents, but there is a \$50.00 damage/cleanup deposit. If the Recreation Areas are not in the same condition as before the rental, the deposit will be forfeited. Any damage and/or additional clean-up costs shall be the sole responsibility of the person(s) renting the facility.
- 4) Pets are not allowed in the recreation/meeting room.
- 5) The use of the room is a privilege and not a right. Unit owners in arrears in regard to Association payments may be denied recreation/meeting room privileges.

V **CONFIRMATION**

The Council of the Williamsburg Village Condominium Homeowner's Association hereby signs this document as official Rules and Regulations of the same. This document, in its entirety, becomes an integral part of the Bylaws of Williamsburg Village Condominium Homeowner's Association. All owners must provide a copy of this document to any and all tenants occupying their property and include in their lease agreement the following statement:

"Tenants must abide by all Rules & Regulations set forth by the Williamsburg Village Condominium Homeowner's Association."

President

Date

Victor C. Hudson

5/19/2010

Vice-President

Date

David Williams

5/19/2010

Secretary

Date

Treasurer

Date

Arthur L. Smith

5/19/2010