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motion Carol 2nd Kevin Minutes May 2020
Corrotoman-By-The Bay Association, Inc. Approved 11 July

Minutes of Board Meeting

9:00, Saturday 16 May 2020

Meeting Access Via Zoom Due to COVID-19

Called Virtual Board Meeting to Order via ZOOM: Deb Beutel, President at 9:06 a.m. Board Members present were Deb Beutel, Kevin McNair, Lea Gallogly, Lisa Adler, Ian Fay, Jean Ehlman, Sam Longstreet, Cristian Shirilla. Carol Greenwalt not present.

Announcements from Board: None

Member Input: It was difficult to respond to members at large due to most not have real names associated with their online presence. If future ZOOM Meetings are scheduled we will request questions be forwarded to CBTBay@gmail.com address two days prior with an email address to respond to.

Secretary's Report: Still compiling the minutes from February and March Meetings and they will be forwarded for review and approval for next meeting on 13 June. **No minutes to be Approved.**

Treasurer's Report: Lea Gallogly, Motion made to Approve Treasurer's Report by Cristian Shirilla, seconded by Jean Ehlman, Unanimously approved.

Collections: This is now part of the Sentry report- they are providing current status.

Capital Reserve: Jean Ehlman, Chair - No report

Finance Committee: Bill Ehlman, Chair (Craig Adler, Sam Longstreet, Cristian Shirilla, Ian Fay,

No Report

Committee Reports:

Architectural Review: Lea Gallogly, Chair. Reviewed updated Architecture Report.

Communications: Tara Linne, Chair – Nothing to Report.

<u>Dock:</u> Rocky Boykin, Chair – Ian Fay mentioned that he and Rocky Boykin are working to attain estimates for Bulkhead repair near boat ramp.

<u>Hospitality:</u> Vacant Need Chair – Nothing to Report.

<u>Pool:</u> Lisa Adler, Chair - See Attached Pool Committee Report. Pool Chair provided two different CBTB Pool Opening Proposed Scenarios: The Board discussed the virtues/

challenges of each scenario, the following Motion was made by Lea Gallogly, seconded by Cristian Shirilla, and unanimously Approved as follows:

"If at least 54 pool memberships are purchased by 22 June 2020, in order to cover costs of pool operations and additional COVID-19 cleaning procedures as identified by the CDC, and a pool manager can be hired to complete duties as follows: "Pool manager to come in the morning before the pool opens 6 days per week to check PH, clean the pool, check water level, add chemicals if needed and let us know if chemicals need replacing or something seems to need repair; Sevarg will service the pool one day per week on a designated morning. At 6:30 pm the Same pool manager comes in the evening to clean and sanitize the bathrooms, pool tables and umbrellas and entry gate as well as remove the trash," and members with pool memberships sign a portion of the amenities form that clearly states that signing at the bottom of the form means that they agree to take responsibility for their actions at the pool and that the BOD should not be held liable for any possible COVID-19 that may be passed from one resident to another, then the CBTB Board of Director's approves the opening of the Community Pool, as soon as Phase III is declared by Governor Northam, which allows for regular swimming in pools and not just lap swimming. Estimated opening date: July 3 and Closing date Sept 12, 2020 (10 weeks) Hours of 10 am -7 pm."

A question was raised by member at large "Wayne" would \$125.00 Pool Membership Fees be returned if Pool is not opened, which the Board responded with an affirmative response.

Roads & Grounds: James Allen, Chair - No Report.

<u>Tennis & Golf:</u> Jean Ehlman, Chair – Tennis Court repair is underway and lines are currently being painted.

Old Business:

- 1. Meeting with All four Corrotoman Extended Project affected property owners was held at 1200 on 7 March 2020. We will need to coordinate with them again and update status since COVID-19 Restrictions.
- 2. Ballots will be mailed by Sentry Management for the Election as soon as we have safely entered Phase III of Governor Northam's Reopening Plan. We will conduct a Virtual Annual Meeting per recent Virginia Legislation.

New Business:

- 1. Updates to Coronavirus Meeting Protocol.
- 2. We still need to solicit Board Member Duty Descriptions and Request for Volunteers.
- 3. We still need to Stock the kitchen and cleanup of Clubhouse (Phase II)
- 4. Discuss feasibility, costs and risks of opening pool at all this Summer (see above Pool Committee Report).
- 5. Discuss recent Issues and challenges with Sentry and meeting between Sentry, Lea and Deb.

Next Meeting: Saturday 13 June 2020, 9:00 a.m.

Motion to Adjourn meeting made by Kevin McNair, seconded by Ian Fay, and unanimously Approved. Meeting adjourned by President Deb Beutel at 10:16 a.m.

Board Member Terms

Lisa Adler (2018-21)

Jean Ehlman (2018-21)

Lea Gallogly (2017-20)

Sam Longstreet (2019-22)

Cristian Shirilla (2019-22)

Lisa Adler (2018-21)

Ian Fay (2018-2021)

Carol Greenwalt (2017-20)

Kevin McNair (2019-22)

Proposed Schedule of Board Meetings

- 13 June 2020
- 11 July 2020
- 8 August 2020
- 12 September 2020
- 10 October 2020
- 14 November 2020
- 12 December 2020

Treasurers Report 16 May 2020

Attached.

Areas of concern:

- Attorney fees (cost code 8100) in support of CDE. (Underestimated) Budgeted \$900.00 Actual :\$2,400. Variance: \$1,500.
- Copy fees (cost code 8060) supporting mailings etc. (Underestimated) Budgeted \$526 Actual: \$1,548. Variance: \$1,022.

It's still early in the year-however we will need to remain cognizant that we are overspent in these categories and we will need to do a reprogramming action in the next couple of months from a cost code that is **underspending** to ensure we remain within the approved budget amount.

<u>General:</u> A six month contract review meeting was held 5 May with Sentry Management leadership to include the Community Manager Ms. Karen Panakis. Communications and responsiveness were key discussion points.

The Sentry billing process which is identical to that of Lancaster County (each lot/parcel is individually billed) was discussed. This process is fully automated which is why property owners have been receiving more than one envelope per billing cycle. Sentry will explore manually consolidating billings for the community and provide a cost. This cost will be presented to the Board once provided for consideration.

Homeowners are reminded to contact Karen Pangakis for all inquiries- she is the CBTB Community Manager. Her phone number is (703) 642-3246 x 56505 and her email is kpangakis@sentrymgt.com.

A follow-up meeting to discuss progress will be conducted in 60 days.

Contracts:

The following contracts were released this month:

- Turner, Leins & Gold Tax Preparation
- DC's Landscaping and Coatings Landscape Maintenance
- The Cutting Edge Landscape Maintenance (Cancelled)
- State Farm Insurance (renewal)

The following contracts are out for proposal at this time:

-Miller Dodson - Capital Reserve Study

Delinquencies:

New Delinquencies (Year 20-21):

Lots: 107 Owners: 69

Amount: \$18,060.38

Multi-Year Delinquencies (Prior Years)

Lots: 53 Owners: 33

Amount: \$45,800.63

Contacted Tarley Robinson in Williamsburg VA (recommended by Sentry) regarding taking on our cases in the future. Previous attorney Hubbard Terry & Brit advised there are no open CBTB Files and they are currently understaffed.

NOTE: There are over 9 Property Owners for whom we do not have actionable mailing addresses. We are working with Sentry to track these owners down so they can pay their assessments.

Prior Year Taxes:

State:

- Calendar year 2017. Account has been paid in full.
- Calendar year 2018. Account paid up as of 2 May 2020. Confirmed with VA Tax Office via letter dated 1 May 2020.
- Calendar year 2019. Registration Information changed 2/5/2020. Witholding tax liability terminated effective June 2019 per VA Tax Office instruction.

Federal: Still working with Federal tax agency regarding mitigation of back taxes owed.

- Calendar Year 2017. Amount: \$406.51. Amount paid 13 March 2020 and cleared 2 April 2020. IRS notified of payment 10 April 2020. Calendar Year 2017 should be complete.
- Calendar Year 2018. Amount: TBD. IRS is still working the paperwork on this year as of 25 March 2020.
- -Calendar Year 2019. Amount TBD. To be filed by Tarley Robinson.

Current Tax Year:

Secured the services of Turner, Leins & Gold (Vienna VA) in the amount of \$500.00 for processing Tax Year 2019 filing of both State and Federal taxes. Three bids were obtained in support of this effort and they were the most economical.

Pool/Dock Fees:

Pool fees are being returned to affected owners. If you have not received reimbursement for your fees please contact Karen Pangakis at Sentry. Karen is the CBTB Point of Contact and she is most familiar with our Community, do not contact Atlanta, or Florida points of contact for assistance.

Dock fees. There are 12 slips available and 11 applications were received. There is an issue however in that 2 of the slips are unable to be used until after the area has been dredged. Recommend based upon receipt posted dates the last fee be returned.

Capital Reserve

- Miller Dodson (conducted the previous report) was contacted 7 May to provide a proposal for the CBTB Capital Reserve Report updated. Proposal due date is 15 June 2020.
- 2. The following projects were APPROVED for the 2020-2021 Capital Reserve Budget.

Computer Replacement. \$2,200 (includes printer) Roads \$4,000 (Power raking) Dock. (Dredging) \$15,000 Swimming Pool (salinators) \$7,524

Proposals are requested from the applicable points of contact/Chairperson for contract review/approval.

Other/Miscellaneous

<u>Financial Review Committee.</u> Need date of next meeting. Agenda items should include planning and programming recommendations of funding needed for next year's Capital Reserve projects, pool replacement, golf course restoration at a minimum.

Golf Course.

- 1. Funds need to be included in the next Capital Reserve Study for refurbishment of the golf course. May include artificial tee boxes and artificial greens.
- 2. Missing two Hole Markers (3 and 7). Community volunteers have offered to build.
- 3. Ball washer no longer holds water. Estimated replacement \$270.
- 4. Flag sticks (used in winter) are fiberglass and delaminating recommend replacement.

Dock.

- 1. Pressure wash/sealing the dock. Has not been done in over 8 years. This is a valuable asset of the community and requires attention.
- 2. Restoration of electricity at the community dock. Need a discussion to occur as to whether or not the community wants to restore electrical access for the boaters or at a minimum light to the pole/light.

**** ACCOUNTS RECEIVABLE REPORT**** 055300 CORROTOMAN BY THE BAY ASSOCIATION PRIOR OWNER TRANSACTIONS NO ZERO AMOUNTS LISTED

FOR 05/2020

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ACCT# NAME

ACCOUNT COLLECTION CLOSINGS

TOTAL

TOTAL PREPAYS TOTAL ARREARS

GRAND TOTALS> CURRENT AND PRIOR OWNERS:

LEGAL

LEGAL ANNUAL ANNUAL TOTAL CURRENT PAST DUE TOTALS

69,710,07 -5,940,58 63,621,87 12,028.78

ANNUAL TOTAL PREPAYS -5.940.58

0.00 TOTAL ARREARS 63,621.87 12,028.78

055300 CORROTOMAN BY THE BAY ASSOCIATION

Balance Sheet March 2020

CURRENT ASSETS	00 100 00		60 400 00
1015 UNION BANK - CHECKING - PRIMARY	66,103.98		66,103.98
1041 CHESAPEAKE BANK - CHECKING - OPER	633.69		633.69
1057 SONABANK - SAVINGS - OPER	103.30		103.30
1067 SONABANK - SAVINGS - RESERVE		116,577.72	116,577.72
	66,840.97	116,577.72	183,418.69
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1210 ASSESSMENTS	89.059.32		89.059.32
1250 LÈGAL FEES	12.028.78		12,028.78
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2010 ACCOUNTS PAYABLE	207.46		207.46
2020 ACCRUED ESTIMATED EXPENSES	463.64		463.64
2032 DEFERRED ANNUAL ASSESSMENT	100,320.00		100,320.00
2130 PREPAID ASSESSMENTS	6,119.82		6,119.82
	107,110.92	0.00	107,110.92
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•	0.00	116,577.72	116,577.72
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2650 PRIOR YEAR SURPLUS (DEFICIT)	54,290.56		54,290.56
2652 PRIOR YEAR ADJUSTMENTS	(1,440.00)		(1,440.00)
2670 CURRENT YEAR SURPLUS (DEFICIT)	8,327.59		8,327.59
	61,178.15	0.00	61,178.15
TOTAL LIABILITIES & EQUITY	168,289.07	116,577.72	284,866.79
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055300 CORROTOMAN BY THE BAY ASSOCIATION

Balance Sheet April 2020

1015 UNION BANK - CHECKING - PRIMARY	79,364.29		79,364.29
1041 CHESAPEAKE BANK - CHECKING - OPER	633.69		633.69
1057 SONABANK - SAVINGS - OPER	103.32		103.32
1067 SONABANK - SAVINGS - RESERVE		116,620.49	116,620.49
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1210 ASSESSMENTS	67,209.75		67,209.75
1240 ASSESSMENTS - MISCELLANEOUS	367.00	,	367.00
1250 LEGAL FEES	12,028.78		12,028.78
1272 RECEIVABLES - PRIOR OWNER	360.00		360.00
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TOTAL ASSETS	164,241.83	116,620.49	280,862.32
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2010 ACCOUNTS PAYABLE	865.17		865.17
2020 ACCRUED ESTIMATED EXPENSES	328.02		328.02
2032 DEFERRED ANNUAL ASSESSMENT	91,200.00		91,200.00
2130 PREPAID ASSESSMENTS	6,338.03		6,338.03
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2652 PRIOR YEAR ADJUSTMENTS	(1,965.00)		(1.965.00)
2670 CURRENT YEAR SURPLUS (DEFICIT)	13,185.05		13,185.05
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055300 CORROTOMAN BY THE BAY ASSOCIATION

Balance Sheet May 2020

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1057 SONABANK - SAVINGS - OPER	103.32		103.32
1067 SONABANK - SAVINGS - RESERVE	100.02	116,620.49	116,620.49
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1210 ASSESSMENTS	64,019.32		64,019.32
1250 LEGAL FEES	12,028.78		12,028.78
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2032 DEFERRED ANNUAL ASSESSMENT	82,080.00		82,080.00
2130 PREPAID ASSESSMENTS	6,338.03		6,338.03
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2650 PRIOR YEAR SURPLUS (DEFICIT)	54,290.56		54;290.56
2652 PRIOR YEAR ADJUSTMENTS	(1,965.00)		(1,965.00)
2670 CURRENT YEAR SURPLUS (DEFICIT)	21,779.53		21,779.53
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CBTB Architectural Committee 2020 Reviews

4-Jun-20				Appropriate the city and construction an			
CONSTRUCTIO						274	
Date Recd	Applicant	Description	Permits Required	Deposit Required	Approved/Disapprove	Date CBTB Replied	Comments
6/6/2019 Butler	Butler	Lot 61. ClubHouse View. New Construction for three bedroom home.	Yes	Yes/RECD *	Approved pending receipt of deposit	13-Jun	Deposit received 15 July. Exterior 13-Jun enclosed.
4/17/2020 Gallogly) Gallogly	Lots 471 & 472, 218 East Highview Drive. Repair and replace steps from the deck to the dock.	Yes				
4/17/2020 Gallogly	Gallogly	Lots 457 & 458. Tiny Place/East Highview Drive. Installation of electricity	Yes				
5/31/2020 Nelson	Nelson	Lot 470. Relocate shed	No	NO NO	Approved	2-Jun	2-Jun Complete
OTHE THE					LIANGE PROPERTY OF THE PROPERT		
Date	Applicant/Complaintant	Description	Correspondence	PROCEDURAL PROCESSA SE	Action	Date CBTB Replied	Comments
9/12/2019 9/1/2019 N/A	N/A	64 Marina Drive. Complaint received regarding individuals residing in foreclosed home without power or electricity and an unregistered vehicle in front yard. Lot 427 and 428. 166 Lands End East. Reported by neighbors, abandoned car w/expired tags. Septic smell permiates from the property. Overgrown frontage.			Letter prepared 17 Sept for the homeowner with photos - researching who owns property Letter prepared 14 August and submitted to the homeowner with photos	17 Sept. Replied to complaintant via email. Requested additional information regarding "bank". Adivsed of county position on living off the grid.	A search for the property owners address was conducted since the complaint stated the home is owned by the Bank. This has not been confirmed and requires additional research. In addition, the CBTB covenents do not state properties must have water/electrical service. Per Social Services in Lancaster County, it is not unlawful for people to live "off the grid". SUSPENSE - 30 OCT not met. Will discuss options/recommendations with the HOA/POA management company SUSPENSE - 30 SEP. Suspense not me. Will discuss options/recommendations with the HOA/POA management company with the HOA/POA management
					Request for evaluation		Pending further action/discussion upon
8/14/2019		Corrotoman Drive Extension		AAA-In MANAGEMAN MANAGEMAN AN A	sent to Northern Neck Shoreline		results from Northern Neck Shoreline Management. Awaiting plans from
	нования интеrest (Аналийн надама на Аналийн надама на Аналийн надама на Аналийн надама на Аналийн надама на Ан	на открытива ученива предостава достава предостава на пред		чинициформунациональность полительность полительность полительность полительность полительность полительность	Management		property owners affected.

CBTB Architectural Committee 2020 Reviews

				Letter prepared 18 Sept with correct
				contact information . Address verified
	Lots 36 - 38. Forest Dr.		32.	w/ Rivers Accounting. SUSPENSE- 30
0,000	Unregisterd vehicles, excessive		Letter prepared 18	OCTOBER. Rivers Accounting contacted
8/14/2013	overgrowth, property appears to		Sept and submitted to	to verify address. 2nd Email sent
	be abandoned.		the homeowner with	9/17/19. In correct address still on file.
		š	photos of abandoned	Will work with Sentry to see if they have
			equipment	received a better mailing address.
		*		
		d)		
	200 A C C C C C C C C C C C C C C C C C C		Letter prepared 14	
010C/ V1/ 0	tractor function and a tout	Auto-Ma Miller P	August and submitted	Letter prepared by the ARB as of 14
0/ 14/ 2013 FIELCE	uactors, immune mider tent,		to the homeowner	August. Clean up/follow up attempted
	nin egistered venicies		with photos of	by owner. Need to discuss possible
			abandoned equipment	course of action forward for the future.
	Lot 40, 144 Clubhouse Dr. Ltr to		Letter prepared 17	
	homeowner requesting clean up of	M 10-10-11	Sept and submitted to	
9/17/2019 N/A	lot NLT 30 Oct. Owner listed as		the homeowner with	Neighbor assisting with the removal of
	Joan Hilleary 9493 Conde Rd		photos of unlicensed	trash. Homeowner reported to be
200000000000000000000000000000000000000	Marshall VA. 20115-3426		vehicle	looking into this.

CBTB Architectural Committee 2020 Reviews

Completed 2020 Reviews			vestiavementaturiski prediktureverikenskapanin adaktentaninn	annum de la primer del la primer de la primer della prime	anne desprise de la companya della companya della companya de la companya della c	adotto esperial de astronomenta constante aconstante aconstante de constante de con	
		whateners	Annabassas			77.	
Date Recd	Applicant	Description	Permits Required	Deposit Required	Approved/Disapprove	Date CBTB Replied	Comments
							CBTB Permit not required since the work is internal. Lancaster County permit obtained and posted. Approval
4/1/2020 Beutel	Beutel	Lots 42 & 43. Forrest Lane.	Yes	, ON	Approved.	7-May	leter sent to homeowners. 7-May COMPLETE
Secretarios de compressor de secretarios de secreta					Approved - deposit will		Letter sent via email to homeowners approving with a requirement for a road
8ob Bu 2/8/2020 Moffitt	Bob Burrus & Kathleen Moffitt	Lots 525 and 526a	Š	No	be required if heavy equipment is required.		deposit if heavy equipment is required.
nakany vand spillingswesse					Approved Contingent of 25' set back from		
					ditch line and 10' from property line. Difficult		
					to ascertain from		
					drawings provided		Approval Letter sent 5/8/2020 Lot
- Alberta		Lot 22 Cove Lane. Installation of a			that this was the case.		number corrected on 10 May.
5/7/2020	5/7/2020 Holmes/Brubaker	shed	No	No	Homeowner reminded.	8-May	8-May COMPLETE

CBTB Pool Opening-Proposed Scenarios

Note: When residents send in their pool funds we need to make sure that there is a portion of the amenities form that clearly states that signing at the bottom of the form means that they agree to take responsibility for their actions at the pool and that the BOD should not be held liable for any possible COVID-19 that may be passed from one resident to another.

1. SCENARIO 1

Open pool when Governor's phase in allows for regular swimming in pools and not just lap swimming.

Estimated date: July 3 and Close Sept 12, 2020 (10 weeks) Hours of 10 am -7 pm

NEW POOL RULES SIGN (\$200 or less)
HONOR SYSTEM FOR EVERYONE'S SAFETY

-CBTB HAS OPENED THE POOL FOR OUR RESIDENTS TO ENJOY.
THE NEW RULES BELOW, DURING THIS TIME OF COVID 19, ARE FOR YOUR SAFETY.

- -NO MORE than 15 people in the pool area at one time
- -Keep a social distance of 6 feet on pool deck and in the pool itself
- -People bring your own chairs and sanitizer to wipe down whatever they touch at the pool to include the tables and umbrellas we put out.
- -Please report flagrant violations of these rules by emailing cbtbay@gmail.com

HIRE POOL MANAGER

- -Hire one pool manager to come in the morning before the pool opens 6 days per week to check PH, clean the pool, check water level, add chemicals if needed and let us know if chemicals need replacing or something seems to need repair; Sevarg will service the pool one day per week on a designated morning.
- -At 6:30 pm the Same pool manager comes in the evening to clean and sanitize the bathrooms, pool tables and umbrellas and entry gate as well as remove the trash.

Cost \$50 per day, 6 days out of the week; 1 day per week \$25 when Sevarg services the pool.

Week Begins Mondays

\$50 x 6 days =\$300 \$25 x 1 day =\$25 Per Week \$325.00 x 10 weeks = \$3,250.00 Extra days: July 3, 4, 5 and Sept 7 \$50 x 4=\$200

Pool Mgr total cost for summer: \$3,450.00

Could reduce the cost for pool manager in half if we keep the bathrooms closed and/or we can reduce what we pay pool manager per day and just have bathrooms cleaned in morning when pool is cleaned.

2. SCENARIO 2

Open pool when Governor decides pools can be used for more than lap swimming which could be before July 3.

- -Rules would be the same as above.
- -No paid pool manager but volunteers would take turns 2 days p/wk to be pool managers and they clean the bathrooms as well

(I personally think this puts too many people at risk)

CAMERAS- We need to have electric run to the pole near the pool so that we can install the security camera and the motion sensor. Not certain what it will cost for the electric work but I have asked Rebecca Nelson if her husband could do it pro bono and we would pay for whatever supplies he needs. Will Linne will help install camera and motion sensor.

Additional Issues-

- 1. Should we have people use the same keys they used last year if the same people pay their fees for the pool? Would save us a total of \$421.41
- 2. Mechanism to pay for the pool manager
- 3. How to address violations of pool rules

Pool Costs for Summer-

Opening

\$695

Closing

\$675

Wkly Svc

\$2820

Pool chemicals \$500-\$700

Cleaning Supplies for sanitizing

\$100

Pool Costs

\$4,990.00

Pool Manager \$3,450.00

TOTAL:

\$8,440.00

With Keys

\$8,861.21