

San Ignacio Vistas, Inc.
Homeowners Association
Regular Board Meeting Minutes
January 6, 2003

Present: Karl Anderson, Damon Patton, Vernon Kliewer, and Ronald Sorenson.
Absent: Marvin Pardi

The meeting proceeded using the agenda dated January 6, 2003 for the Regular Meeting. There was one homeowner present, but she was there to observe the meeting. Thus the homeowner forum was not held.

President Vernon Kliewer called the meeting to order at 9:00 am.

1. Reading of the Minutes:
 - a. The minutes of the December 2, 2002 regular board meeting were approved as read by unanimous vote.
2. Officer's Business:
 - a. Treasurer's Report: Presented by the Secretary. The report is known to not be complete through the end of December due to late arrival of bills and interest statements. The report was accepted unanimously subject to final audit. The report is included in these minutes as Attachment A.
 - b. Secretary's Report. As of January 4, 195 of the 228 homeowners have paid annual dues. One has stated that he will not pay until March or April of this year. The Board consensus was that since Mrs. Bishop is assisting the Secretary with the year-end duties, it was duly moved and seconded that:

Be it resolved that Mrs. Marianne Bishop is appointed as Assistant Secretary to the Association, and will serve until the Homeowner's Meeting on February 18, 2003.

The resolution was approved unanimously.

c. Vice President's Report. (1) He stated that currently there are three candidates for the election to the Board of Directors, and that there may be some additional candidates. (2) Also that he had searched the historical documents, and that the Association has received quit claim deeds for the Common Areas from Fairfield. (3) He is continuing to research the Insurance questions of coverage for Director, Independent Consultant, and Officer travel on official business of the Association.

President's Report. (1) His first remark was about a tree maintenance problem on Sonoran View and View Ridge Drive. He resolved the problem by modifying the action previously agreed to by the Board. His report is included in these minutes as Attachment B. Additional Common Area maintenance problems surfaced during the tree maintenance due to homeowners wanting control over their personal property currently being maintained as "Uncommon" Common Areas. He then asked the Vice President to prepare a standard letter that would apply to homeowners requesting control over the maintenance of areas outside their perimeter walls, and making that maintenance a part of the information passed when a lot is sold. It was then duly moved and seconded that:

Be it resolved that the President's actions (described in Attachment B) are ratified and approved by this Board.

The resolution was approved unanimously.

(2) Other problems over tree maintenance, and the President reported them in the document included in these minutes as Attachment C. Specifically, these were problems with the area behind the Catino and Pardi lots, with the Weirzbicki tree and the Liddell reaction, and a tree that was removed erroneously behind Vista Ridge Drive. The Board agreed that if additional

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problems surface, especially in the Weirzbicki/Liddell dispute, that the Association Counsel write a letter explaining both the Board actions and the legality of any actions taken to all parties concerned.

He suggested that where trees are removed, that other indigenous plants be used to control erosion and provide ground cover.

(3) From the last GVCCC meeting attended by the President, there was a request from another homeowner association for lighting on the Camino del Sol median. Current lighting fixtures are not code-compliant, and it would be very expensive to bring the fixtures up to code. The Board consensus was that it did not want to spend Association monies to maintain the median nor add lighting. The request presented to GVCCC is included as Attachment D to these minutes.

(4) The President has received concerns from homeowners with Architectural Committee requests for private tree maintenance. Some of them have done the maintenance requested, but have not received AC acknowledgement that the work was done. The board representative to the AC will take these concerns back to the AC for action. Also, the AC is to be requested to follow up on violations to see that they are corrected.

(5) The next newsletter will contain acceptable paint sources and colors for homes in the Association. However, no committee has the authority to make agreements with firms for discounts – that remains only with the Board. One or more firms will offer non-negotiated discounts for paint purchased.

(6) For the information of the other Board members, the Arizona Attorney General will provide office hours in Green Valley, in the GVCCC offices, on Tuesday afternoons, from 1-4 pm.

3. Committee Reports:

a. Architectural Committee – no report.

b. Financial Advisory Committee – no report.

c. Maintenance Committee – reported on their meeting of December 9, 2002. The minutes of that meeting are included as Attachment E to these minutes. As part of the report, the committee recommended resealing the streets one year early than originally planned. The board representative stated that the monies are in place (in the Reserve Accounts), and offered the following motion:

Be it resolved that the Association streets be resealed in May or June, 2003, and that the Board should solicit bids from at least two firms to be able to have sufficient time to examine bids and to enter into a contract in advance of the May/June time frame.

The motion was seconded. The motion failed by a majority vote.

The motion was then made, and duly seconded that:

Be it resolved that the resealing decision and resolution be deferred to the Board elected in February 2003, and that the homeowners be asked for comment at the February 2003 meeting.

This motion was approved unanimously.

The Maintenance Committee, in a second recommendation to the Board, proposed a different method for the maintenance contract. The board representative then offered the following motion:

Be it resolved that the Association adopt: the project method for maintaining the Common Area, the allocation of contractual sums to each project for 2003, as enumerated in the memorandum to Armando Felix of December 6, 2002 (included in these minutes as Attachment F), and the maintenance schedule outlined in that same document.

The motion was approved unanimously. The President will communicate this to Mr. Felix, and modify the existing contract with Felix Landscaping Services to reflect this change in method of contract control.

The Maintenance Committee, in a third recommendation to the Board, proposed a different method for payment of services for the maintenance contract. Due to the change in the contract, the board representative proposed the following motion:

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Be it resolved that payment for maintenance services is set at a monthly rate of \$2,074.00. (1) If it is determined a project is completed unsatisfactorily, there will be no adjustment to the amount paid for the project – the project must be completed satisfactorily without any additional remuneration. (2) Felix Landscaping Services must notify the Maintenance Committee chair of the beginning date (initiation) and the completion date (conclusion) of a project so that the terms of (1) can be fulfilled and monitored.

The motion was seconded, and was approved unanimously.

d. Social Committee – by memorandum to the Board (included as Attachment G to these minutes), the Social Committee requested Board approval of a Potluck Dinner on Saturday, March 22, 2003, 5:00 pm., at the Canoa Hills Recreation Center. The cost was estimated at \$3.50 per person for the setups, plates, utensils, napkins, and main meat dish. The Board unanimously approved the request.

4. Old Business:

There were no old business items to be considered.

5. New Business:

a. Record Date. It was duly moved and seconded that:

Be it resolved that January 16, 2003 is the record date for determining homeowner eligibility for voting at the Annual Meeting, February 18, 2003. The dues paid by each homeowner must be current through 2003 by that date for eligibility.

The resolution was approved unanimously.

b. Notice. The Association must give at least 10 days of notice, and not more than 50 days, for the Annual Meeting. The Secretary will do a general mailing informing the homeowners of the Meeting, the proposed candidates for the Board, a proxy and an addressed envelope for the proxy, the proposed meeting agenda, and a newsletter, on or about January 24, 2003. This will satisfy the requirements of the Notice.

c. Agenda. The Board examined a tentative agenda prepared by the President. He was then charged with preparing the final agenda for the Meeting.

d. Meeting Procedures. The President presented proposed meeting procedures and guidelines for the Annual Meeting. These were prepared to keep the meeting at a reasonable length.

e. Room and Seating Arrangements. The Board members and the Treasurer will sit at tables in the front of the room. The homeowners will be accommodated in auditorium style seating.

f. Food Bank Items. In the notice letter, we will ask homeowners to bring items for the Green Valley Food Bank. Lillian Byerly will collect them.

6. Adjournment: The meeting was adjourned at 10:45 am.

Actions:

All actions were by unanimous vote except for the motion for street resealing which failed by a majority vote.

Discussion:

The homeowners will be consulted for the street resealing question at the Annual Meeting of Members.

Required:

The President will prepare the final meeting agenda for the Annual Meeting, and copies of the meeting procedures to be used. The Secretary will prepare the necessary materials for voting tallies, and registration.

Approved by the Board on February 3, 2003.

damon Patton, Secretary

Attachment A

Operating Budget – 2002

	Budget	YTD	%	Jan-Oct	November	December
Liens Outstanding		\$270.00		\$270.00		
Initial 2002 Cash	\$2,870	\$4,685.62				
Income						
Dues	\$61,560	\$61,540.00	100%	\$61,540.00		
Interest	\$1,000	\$390.73	39%	\$381.14	\$9.59	
Transfer Fees	\$600	\$800.00	133%	\$550.00	\$50.00	\$200.00
Other		\$50.00		\$50.00		
Total Income	\$66,030	\$62,780.73	95%	\$62,521.14	\$59.59	\$200.00
Expenses						
Audit	\$250	\$100.00	40%	\$100.00		
Tax Preparation	\$350	\$200.00	57%	\$200.00		
Insurance	\$3,000	\$2,477.00	83%	\$2,477.00		
Legal	\$6,000	\$2,660.75	44%	\$2,178.25	\$94.00	\$388.50
Maintenance	\$34,400	\$32,277.90	94%	\$26,642.11	\$378.29	\$5,257.50
Office Supplies	\$500	\$864.05	173%	\$651.79		\$212.26
Postage	\$2,000	\$1,038.76	52%	\$883.88		\$154.88
Printing	\$2,000	\$1,797.65	90%	\$1,660.69	\$136.96	
Taxes	\$3,200	\$1,367.30	43%	\$1,367.30		
Utilities	\$800	\$762.40	95%	\$650.75	\$46.74	\$64.91
GVCCC	\$1,824	\$1,724.00	95%	\$1,724.00		
Reserves	\$10,500	\$10,500.00	100%	\$10,500.00		
Miscellaneous	\$1,206	\$1,547.15	128%	\$1,271.25	\$35.10	\$240.80
Total Expenses	\$66,030	\$57,316.96	87%	\$50,307.02	\$691.09	\$6,318.85

Operating Cash on Hand \$10,149.39

Reserve Funds – 2002

	Budget	YTD	%	Jan-Oct	November	December
Balance Forward	\$140,081	\$140,081.00				
Income						
From Dues	\$10,500	\$10,500.00	100%	\$10,500.00		
Interest	\$4,110	\$3,488.86	85%	\$2,746.04	\$742.82	
Total Income	\$14,610	\$13,988.86	96%	\$13,246.04	\$742.82	
Expenditures						
Planned						
Unplanned						
Total Expenditures						
Reserves Available		\$154,069.86				

Attachment B

Presiding Officer report—06 January 2003 board meeting—FOR THE RECORD

1. Re Emil R. Liddell, 1665 W Sonoran View Ct., Lot # 140—explanation of circumstances surrounding tree removal recommended by the Maintenance Committee and approved by the Board.
 - a. On 27 December 2002 C & W Environmental Services employees began the tree removal process on the CA west of 1665 W Sonoran View Ct. that was approved by the Board to mitigate view impediments for Jerry & Rose Wierzbicki, 4983 S. Harvest Moon Dr. As soon as the C & W employees began, Mr. Liddell approached and told them that under no circumstances was that common area tree to be cut down. [The Liddells apparently are in interim residents]. The foreman immediately called me, as C&W had been instructed. The President went to the site to gather information from the foreman; then the president went to speak with Mr. Liddell. Mr. Liddell's attitude was confrontational and accusative. He asserted, for one thing, that he should have been consulted before the Board approved the removal of any tree from the CA that affected his property. The President attempted to explain the consistent procedures that had been followed. He disdained an explanation, stating instead, the President and the Board had been remiss in their decision-making by not consulting with the homeowner.
 - b. Mr. Liddell was extremely agitated. Since this was the first time the president had met him, there was no prior knowledge to help to evaluate his proclivity to resort to physically harmful acts, either directed at the president or the C&W employees. Based on an on-the-spot assessment that there was potential for physical harm, the President decided to reverse the decision of the Board to remove the tree. Instead, the President directed C&W to maintain the tree through crown reduction, crown shaping, and tree-interior thinning of inter-twining branches.
 - c. This decision defers final disposition of CA trees impairing homeowner views not only at this location but other locations as well. It suggests that the Board needs to revisit the entire matter of CA maintenance; the responsibilities of the board to the Association; and the relation to individual homeowners affected by the "squeaking" heard from homeowners who believe their rights to a view are impinged upon.
2. To divert Mr. Liddell from his agitated behavior, the President took the opportunity to inquire of him about the extent to which his private property lies outside the rear patio wall. He informed the president that he had a deed showing that his property extends near to the beginning of the decline towards Calle Tres. The President requested that he provide a copy of the deed for the Board's review. The President also inquired if he wanted to have future maintenance in the manner of a CA; he said "no".
 - a. The Liddell's have planted at least one tree (restrained by a wire brace) and other arid-land plants behind their patio wall. Mr. Liddell was told that if the HO Association were to continue maintenance of the area, the plants that have been introduced would be tended in the same manner as plants throughout all segments of the common areas.
 - b. It appears that it would be appropriate to send a letter to the Liddells explaining that the area in question will be their full responsibility with regard to maintenance and assumption of liability and that this is in effect immediately.
3. The Board is informed that the President had sent a letter to the Liddells, at their Virginia address, informing them of the decision that had been made. Subsequently, he called and was adamant that the President and the Board had over-extended themselves by not

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4. On the date referenced above, Mr. Liddell chastised the president for not writing to him after the telephone conversation. When asked what he wanted to have written to him, he had nothing to offer.

Attachment C

Additional comments relating to December tree maintenance project by C & W

1. 4707 S. King Arthur Ct.—two CA trees were not removed because Chuck Catino, 4701 S. King Arthur Ct. “instructed” the C & W crew not to remove them. It is noted that the removal of these trees was approved by the Board deal with CA trees that impinge on views.
 2. As soon as this situation became known, attempts were made to contact Marvin Pardi. Not until the evening of 30 December 2002 did the President know that Marvin had undergone surgery. The matter was discussed with Helenlee Pardi. She, in turn conferred with her neighbor, Chuck Catino. They resolved the matter amicably and Helenlee informed the President that for the time being the Pardi's, would not press for removal of the two trees. It was mutually agreed by the President and Helenlee that the view-impacting aspect of the two trees is to be periodically reviewed; if they believe it is warranted, Marvin and Helenlee may want to resubmit their request to have the trees removed at a later date. Such a request is to be evaluated on the occasion of a new request.
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3. 31 December 2000 regarding unhappiness expressed by Jerry and Rose Wierzbicki— The two of them were irate that the approved tree removal west of the patio wall, 1665 W. Sonoran View Dr., had not taken place. The President attempted to explain why a reversal of the decision became necessary (ref. report on Emil Liddell); neither Jerry nor Rose accepted the explanation. Among other angry statements and utterances, Jerry said that one “squeaky” wheel should not be allowed to interfere with his view.
 4. Jerry stated that he “would cut down the tree [*in question*]” himself. The President cautioned that such an action might be considered to be trespassing and that if the threat were carried out he (Jerry) assumed full personal liability for his actions, including personal endangerment, any other physical damage or endangerment and that he might well be in violation of the CC&Rs., i.e. individual homeowners are not authorized to remove CA trees.
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5. From a total perspective, the tree maintenance project has gone smoothly; it has been carried out in an expeditious manner with quality workmanship by the C&W crewmembers. Any glitches that did occur are instructive for future tree maintenance projects.
 6. One glitch occurred in relation to the CA behind 1704 W. Vista Ridge Dr. If the foreman had followed the instructions to call the President so that he could be present at the removal of CA trees, the mistaken removal of a mesquite behind 1704 W. Vista Ridge Dr. would not have occurred
 7. Fortunately, Terry Ferrier, 1704 W. Vista Ridge, was exceedingly understanding when she called at 3:45 p.m. 01/01/2003, to inquire about the tree that had been cut down; she was complimentary about the shrubby mesquites that been removed behind their patio wall.
 8. The President explained the removal was the result of an error on the part of the foreman. The President apologized that the error had occurred; Mrs. Ferrier agreed that the “tree could-not-be-put-together” from its pieces. The entire conversation was cordial.
 9. It is suggested that one or two suitable arid-land shrub be identified to replace the erroneous removal, in part to aid deterring erosion. Perhaps shrubs like Creosote Bush, *Larrea tridentate (divaricate)*, Blue sage, *Salvia greggii*, or Desert Senna, *Cassia covesii*, to name a few possibilities

Attachment D

Lights on Camino del Sol between Camino Encanto and Calle Tres

The Board of Canoa Vistas II is very concerned that Pima County has turned off the lights in the median along Camino del Sol. This decision affects the safety of the residents and guests of 2314 homes in 17 different homeowners associations. These same 2314 homes pay approximately 3 and ¾ million dollars in taxes to the county. This is not a rural area of the county, but rather an urban area of the county and thus deserves special consideration.

If the other 16 affected homeowners associations feel the same as we do, we would like to see some low impact lighting installed at the 4 double and 8 single intersections of our exit roads to county road – Camino del Sol. This would be in addition to any reflective devices installed demarking the median.

We propose that each of the other 16 affected homeowners associations discuss this at their next board meeting and report back at our January GVCCC meeting. GVCCC then can guide us in how we pursue this matter with Ray Carroll, Pima County Supervisor and Pima County Government.

Submitted by:

Bob Wood, Canoa Vistas II Representative
1804 Camino del Hurache
Green Valley, AZ 85614
625-3336
rbpcwood@aol.com

Attachment E
MAINTENANCE COMMITTEE
SAN IGNACIO VISTAS, INC.
09 DECEMBER 2002

Minutes

The Maintenance Committee met on 09 December 2002, 9:00 a.m., 4851 S. Harvest Moon Drive. Present were Eileen Mac Laren, Ray Schofield, Gail Stober and Vernon Kliewer.

The committee heard and discussed the following items:

1. Stop sign replacement—six south-facing signs were replaced due to fading by the sun; replacement probably will be necessary every five to six years.
2. Common area tree maintenance and removal of approved-designated common area trees by C&W Environmental Services is to take place on 26, 27, 30 and 31 December. During the same period C&W will remove nine mesquite trees (removal requested by homeowners and approved by the Board) on the CA above Demetrie Wash and the West Frontage Road)
3. Erosion control project on the down slopes above Calle Tres and Camino del Sol will begin in January 2003.
4. Maintenance allocations of the 2003 Approved SIV Budget were discussed.
5. Resealing the SIV streets in 2003. Even though the surface seal has been confirmed to be more than adequate, many homeowners have commented about the unpleasing aesthetic quality of the asphalt pavement. The committee unanimously approved recommendations to the Board to have the streets resealed in May or June, 2003 and that the Board should solicit bids from at least two firms (Tucson Asphalt and Sunland, Inc. were two firms mentioned) so as to be able to have sufficient time to examine bids and to enter into a contract well in advance of the May/June period.
6. The committee members were asked to comment on and make suggestions on portions of a memorandum addressed to Armando Felix, Felix Landscaping Services. The committee approved a recommendation to the Board to adopt the project method for maintaining the CA and the allocation of sums to each project for 2003, as enumerated in the 06 December 2002 memorandum to Armando Felix. Also recommended for adoption is the 2003-Maintenance schedule outlined in the 06 December 2003 memorandum.
7. By unanimous decision the MC recommends the following payment method to Felix Landscape Services for its maintenance services in 2003: Payment for services is set at a monthly rate of \$2,074.00 (= \$24,888.00, which leaves a contingency of \$3052.50 for unanticipated annual maintenance expenses; total = \$27,490.50, which is the maximum contractual agreement). In addition, the MC recommends the adoption of the following policy: (1) if it is determined a project is completed unsatisfactorily, there will be no adjustment to the amount paid for the project, i.e., the project must be completed satisfactorily without any additional remuneration. (2) Felix Landscaping Services must notify the Maintenance Committee chair of the beginning date (initiation) and the completion date (conclusion) of a project so that the terms of (1) can be fulfilled and monitored.

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Attachment F

To: Armando Felix
Felix Landscaping Services

From: Vernon Kliewer, President/Acting Chair
SIV/Maintenance Committee

Subject: Grounds keeping

Date: 06 December 2002

Thank you for meeting with me this morning. The following is a record of the items we discussed. If there are inaccuracies or omissions, please call me.

1. We reviewed the guidelines approved by the Board for maintaining all of our Common Areas. Originally part of the 15 November 2002 memo.
2. We reviewed Priority 5, 22 September 2002 letter. All tree support poles on Common Areas wherever they are still in place; break off or cut off at ground level. Remove all guy wires from common area trees, for example, as on Vista Ridge Dr., 1st block South of Calle Tres. Also referenced was the removal of the dead tree on the same embankment.
3. We discussed the removal of brittlebush, both mature and juvenile. You proposed completing a small area for approval and application to all of the north-south streets. For all other common areas—alongside Sonoran View, on the flat-area perimeters bordering Demetrie Wash and the West Frontage Road and those areas listed under Priority 2 (22 September 2002 letter), brittlebush is to be totally eliminated and new sprouts are to be removed as they appear.
4. Remove and treat with dessicant desert broom growing on the flat areas above the frontage road and on interior common areas—such as Sonoran View, View Ridge, Gloria Vista, Prairie Hills, Harvest Moon, View Ridge, Gloria View, slope alongside Camino del Sol and, after erosion control work is completed, slope alongside Calle Tres from the West Frontage Road to Camino del Sol (Since it cannot be anticipated in advance, this activity is classified as a contingency draw.)
5. We reviewed Priority 6, from 22 September 2002 letter, regarding the cost of each maintenance project to be done in 2003.

<u>Project</u>	<u>\$ Allocated</u>
1. Brittlebush “deadheading”	\$ 2,362.50
2. Grass cutting, raking, once per year ¹	7,087.50
3. Sucker removal from base of trees ²	2,000.00
4. Removal of juvenile brittlebush ³	2,677.50
5. Calle Tres & Camino del Sol entryways	2,000.00
6. Herbicide treatment, sidewalk/curb & curb/asphalt paving	250.00
7. Pre-emergence treatment—riprap channels behind rear walls	1,500.00
8. Street sweeping	2,000.00
9. Perimeter maintenance	5,000.00
10. <i>Contingency, to be drawn on only if needed</i>	<u>3,063.00</u>
TOTAL	\$27,940.50 ⁴

¹ If conditions warrant, additional cutting will be negotiated.

² In May, July, September or November--\$2,000.00 total allotted for this item for the year.

³ In 2002 includes removing 50% to 60% of mature brittlebush and thinning juvenile brittlebush.

⁴ This is the maximum amount of the contract and cannot be exceeded.

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6. 2003—Maintenance schedule⁵
Calle Tres & Camino del Sol entryways, and litter pickup throughout the subdivision—on a monthly basis; entryways monthly and as needed during rainy seasons.
Mid-October to Mid-November—cut grass and dried-off wildflowers to approximately 2” above ground level, rake near curbs and haul clippings to landfill.
May, July, September and November—tree canopy pruned to approximately 4’ above ground level. No pruning/thinning higher than 4’ above the ground. **Without exception,** trees currently branching from ground level upwards should be left to grow naturally.
Late December or early January—crown shaping and interior thinning by C & A Environmental Services.
June & July—brittlebush “deadheading”.
September or October, approximately—thin juvenile brittlebush.
At appropriate time in the spring—treat riprap channels with pre-emergent⁶.
Herbicide treatment—sidewalk/curb & curb/asphalt paving⁷.
7. It was agreed that the Common Area along the entire length of the north side of Sonoran View is to have all brittlebush removed and desert wildflowers are to cut down to about 2”.
8. As a reminder, I reiterated that no maintenance is to take place on the down slope above Calle Tres from the West Frontage Road to Camino del sol until further notice.
9. As a reminder, I reiterated that all Texas Ranger shrubs on the Common Area or maintained as Common Area in the 1st two blocks east of the Camino del Sol monument on Vista Ridge are to be permitted to grow to form natural shrubs—the “lollipop” style of pruning and trimming is to cease immediately.
10. No prickly pear (Opuntia species) is to be planted on any Common Area unless authorized by the maintenance chair.
11. **Plans for re-vegetation for areas in which brittle bush is thinned by removal will be formulated by the Maintenance Committee after the thinning process is completed**
12. Wednesday, 11 December 2002 work projects—Camino del Sol entryway palm tree drip system to be redone plus items not completed previously, as enumerated in Priority 2, 22 September 2002 letter.

⁵ Schedule may vary based on the amount of rainfall.

⁶ If conditions warrant, more frequent with approval of maintenance chair.

⁷ With prior approval and if moisture conditions warrant, as needed.

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Attachment G

January 6, 2003

Memo to: San Ignacio Vistas Board

From: Arlene Haugan, Social Chairwoman

We wish to have our annual potluck dinner on Saturday, March 22, 2003 at 5:00 pm at the Canoa Hills Recreation Center.

The cost should remain the same: \$3.50 per person. If there should be an increase, it will be quite minimal.

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