

**BAYCREST AT PELICAN LANDING HOMEOWNERS  
ASSOCIATION, INC.  
BOARD MEETING MINUTES HELD ON MARCH 18, 2015  
AT THE PELICAN LANDING COMMUNITY ASSOCIATION**

Directors Present: Don Coulson, Marilyn Hara, Swann Fredrickson, Toni Paoello, Creighton Phillips, Ralph Searce, and Thomas Shambeau

Directors Absent: None

ACSMC Committee: Creighton Phillips and Peaches Searce

Representing Gulf Breeze Management Services LLC: Aharon Weidner

Ralph Searce called the meeting to order at 7:00 P.M. and quorum was established. The notice was posted timely.

Marilyn Hara announced that J.C. Linegar had resigned from the Board. She thanked Mr. Linegar for his years of service to the community as a Board member and as president of the association for several years. Mrs. Hara added that his calm and steady demeanor had helped guide the Board. She concluded by noting that his experience and knowledge will be missed by all of the Board.

**Appointment of Director**

On a motion by Ralph Searce, seconded by Creighton Phillips, and carried unanimously the Board appointed Tom Shambeau a director filling the position left open by the resignation of JC Linegar which term expires in 2016.

**Election of Vice President**

On a motion by Swann Fredrickson, seconded by Toni Paoello, and carried unanimously Marilyn Hara was elected as vice president of Baycrest.

On motion by Don Coulson, seconded by Creighton Phillips, and carried unanimously, the Board approved the February 18, 2015 board meeting minutes.

**Property Manager Report**

Aharon Weidner reported the following:

- a) Roof Cleaning would be performed beginning on April 6, 2015. The Board asked for a detailed schedule to be provided prior to the project starting.
- b) A proposal from Southeast Spreading to provide coco mulch for the community was presented with a cost of \$16,339.40. Mr. Weidner added that if the community wanted to be able to set a preferred date that they would need to approve the proposal soon.
- c) Aharon Weidner noted that the seal coating and asphalt had yet to be scheduled but would have a date soon and provide a schedule to the community.

### **Finance Committee**

Don Coulson reported that as of the end of February that Baycrest was \$1,325 under budget. Mr. Coulson added that the finance committee had recommended that Swann Fredrickson sign checks over the summer while he was away.

Ralph Searce noted that a unit owner had been delinquent on numerous occasions and that he had discussed the situation with Aharon Weidner. They had concluded that it might be a good idea to waive the fees if the unit owner would sign up for automatic withdraw and have one year without any payment issues. The Board discussed the proposal and several unit owners also made comments. Many noted that it could be seen as inconsistent collection behavior and lead to problems collecting from other unit owners. The Board agreed by consensus that it would set a bad precedent and decided that the unit owner needed to pay all of the unpaid late fees and interest which had accumulated on the account.

### **Social Committee**

Toni Paoello noted that they were planning the April 9, 2015 farewell party and that flyers would be sent out soon.

### **Pool Committee**

Creighton Phillips reported that he had received a proposal from Carter Fence to install lattice work around the pool equipment, replace the wood shower post with an aluminum one, and to install handrails at the pool entrance to help with the step. The cost quoted was \$2875. Mr. Phillips added that he and Aharon Weidner had found it difficult to find contractors willing to provide a proposal for the job due to the small scope of work and the required permits. He added that there were still a few issues to work out with the contractor before proceeding however he asked that the Board approve the expenditure and said he would work with Aharon to resolve the details of the bend pattern and the color of the lattice.

On a motion by Creighton Phillips, seconded by Thomas Shambeau, and carried unanimously the Board approved the expenditure of \$2875 for the work to be performed per the proposal from Carter Fence subject to the approval of Creighton Phillips.

Mr. Phillips reported that the pool and spa had experienced a few issues with clogged filters (sunscreens) and a clogged impeller causing the pool to be out of service several times in recent weeks. It was noted that with the heavy seasonal use being experienced and with the amount of sunscreen worn into the water, these issues were bound to happen.

John Oblak reported that a number of residents and/or guests had been inconsiderate and left trash, the pool furniture in disarray and the umbrellas open. Mr. Oblak asked the Board to notify the residents of the rules and to emphasize the issue.

### **Lease and Sales Review Board**

John Oblak reported that one lease had been approved for 25444.

### **ACMSC**

Marilyn Hara reported that at the February board meeting, the Board had allocated \$7500 of budgeted funds for irrigation work recommended by the irrigation audit. The committee has subsequently approved specific projects totaling \$5562.93 (which sum is net of a \$2,000 credit for a payment made prior to the audit).

The committee has made a change to simplify the modification request form and submitted a copy to the Board. The new form will be available on the web site after final review and approval by the Board. Mrs. Hara noted that the committee had noticed improvements in areas of concern during recent landscaping walks.

The committee is still searching for a third member to replace Creighton Phillips who was serving temporarily. Mrs. Hara added that she had been taking pictures of areas where the irrigation audit work was to be performed in order to evaluate the effectiveness of the irrigation improvements.

Terry Dona questioned the irrigation schedule and why irrigation was only run twice per week at each property. Swann Fredrickson and Aharon Weidner noted that Lee County restricted watering on certain days of the week and limited water to two times per week.

Marilyn Hara presented two proposals from Greenscapes totaling \$897 to replace plants at the center island at the entrance of the community and asked the Board to consider approving the proposal.

On a motion by Creighton Phillips, seconded by Swann Fredrickson, and carried unanimously the board approved the two proposals from Greenscapes totaling \$897 for new plantings at the entrance.

### **UOC**

Bill Douglas noted that the UOC required that the Board appoint him as a representative or that he would not be able to serve.

On a motion by Swann Fredrickson, seconded by Toni Paoello, and carried unanimously the Board named Bill Douglas as the Baycrest UOC representative.

Mr. Douglas reported WCI had held an open house as part of their attempt to turn over the community to the membership. Mr. Douglass noted that the issue of food on the beach had remained controversial. Bill also noted that the committee had been doing a good job of communicate information through the web site and the newsletter and asked those in attendance to pay attention to both sources of information.

### **Open Discussion**

Ralph Searce reported that he was in the process of setting up a meeting with an attorney at Becker and Poliakoff to discuss the roof replacement issues facing the community.

Stephanie Coburn reminded owners that they needed to have their dryer vents cleaned periodically in order to prevent fires.

**Next Meeting**

The next meeting is scheduled for April 15, 2015 at 7:00 P.M. at the Community Center.

There will be meetings on the third Wednesday of June, August, October and November and on the second Wednesday in December of 2015 at 7:00 P.M. at the Community Center.

With no further business, and on a motion by Toni Paoello, seconded by Thomas Shambeau, and carried unanimously the meeting was adjourned at 8:37 P.M.

---

Aharon S. Weidner, CAM, Property Manager  
Baycrest Homeowners' Assoc., Inc.

## Meeting Minutes

Baycrest Finance Committee, March 10, 2015, 10 a.m. at the pool house

Don Coulson, Jan Sagett, Ralph Searce and Swann Fredrickson were present at the meeting.

Discussion items included:

- 1) In Don Coulson's absence, board member Swann Fredrickson will sign checks at Gulf Breeze which needs to be done once or twice a month. She will follow up with Aharon Weidner on gaining signature authority on the CNL account. If neither Don nor Swann are in town, Aharon may sign checks in a timely manner with related invoices to be reviewed later.
- 2) Both Ralph Searce and Swann Fredrickson will visit Everbank to complete paperwork to become authorized signatures on the just renewed CD account. JC Linegar will be removed as authorized signature.
- 3) Don Coulson noted that when out of the ordinary work is performed by Gulf Breeze or other vendors (at the pool, for example), Aharon Weidner and the treasurer should be made aware so they can match the work to invoices.
- 4) Pool supplies previously purchased by JC Linegar will continue to be purchased by Board members who will share the responsibility.
- 5) There was a discussion about current delinquent accounts, the collection procedure followed by Gulf Breeze and the costs thereof. Don Coulson will follow up with Gulf Breeze to determine how often notices are sent and exactly what procedure is followed and whether it complies with Baycrest documents. He will report back to the committee for their further consideration.
- 6) Jan Sagett reported that the revised Reserve Advisors (RA) report is due back in the next few weeks. Ralph Searce asked Jan Sagett to check with RA to see if they could provide two different funding scenarios for any anticipated future deficiency and to also determine if there would be a cost to provide the second alternative.
- 7) Jan Sagett asked about getting copies of the draft definitions and procedure document that the ACSMC Committee is preparing, at the Board's request, for presentation to the Board of Directors on March 18<sup>th</sup>. The other three Finance Committee members felt it would be improper for the Finance Committee to be reviewing the work/proposal of the ACSMC before that committee had a chance to present it to the Board of Directors.

PROPOSAL SUBMITTED TO:

# CARTER

## FENCE COMPANY

1548372

Gulf Breeze Mgmt.

BILL TO

ADDRESS

Bonita Springs, FL

CITY/STATE

Pool Area project

PROJECT NAME

25212 Gala Shields Cir.

ADDRESS

Agated community

3490 Shearwater St.

NAPLES, FL 34117

P (239) 353-4102

F (239) 352-1687

www.carter-fence.com

Cell →

DATE

(239) 405-3844

PHONE

FAX

(239) 448-3311 Aaron

CELL

E-MAIL

Aaron Aaron@gulfbreezeManagement.com

SALES REP: Nick Baff

INSTALLATION FOR:	See scope of Work		
HEIGHT / STYLE:	—		
FOOTAGE:	—		
WALK GATES:	—		
WALK GATES:	—		
DRIVE GATES:	—		
DRIVE GATES:	—		

### ★ Scope of Work: (Pool Area Project)

- ★ plumbing by others
- Area #1 • Replace 4"x4" existing wood shower post w/ New "Dark Bronze" color 4"x4"x9' post (Hollow) coordinate w/ plumber (By others)
- Area #2 • Install (3) sets of 2" railings @ step area to pool. Specs: 2" round Aluminum w/ chrome powder coat paint finish. To be core drilled into concrete deck
- Area #3 • Install (87.5') of "White" diagonal lattice
  - Sections come in (4' x 8') segments
  - to be attached to existing aluminum fence, inside of pool equipment enclosure.
  - Painting of lattice to be by others. (White is the only color provided)

CUSTOMER SIGNATURE:

INSTALLED PRICE: \$2,875

PERMIT: YES ☐

YES ☐

NO ☒

50% DEPOSIT: \$

(INCLUDED) ADD COST OF PERMIT + \$75.00 FEE

LOCATE: No

TERMS AND CONDITIONS: CARTER FENCE CO. INC. WARRANTS THE FENCE AGAINST DEFECTS IN MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM THE DATE OF COMPLETED INSTALLATION. IF ANY DEFECT EXISTS AND IS REPORTED TO CARTER FENCE CO. INC. WITHIN ONE YEAR, CARTER FENCE WILL REPAIR OR REPLACE ANY DEFECT WITHOUT CHARGE DURING NORMAL WORKING HOURS. BUYER AUTHORIZES WORK TO COMMENCE AND AGREES TO PAY PRICE DESCRIBED. PAYMENT IS DUE UPON COMPLETION OF WORK. IF PAYMENT IS DELINQUENT AFTER 30 DAYS, A 1.5 % MONTHLY CHARGE WILL BE BILLED ON THE BALANCE DUE. ALL COSTS INCURRED TO COLLECT A DELINQUENT ACCOUNT WILL BE ADDED TO THE BALANCE DUE AND ARE THE RESPONSIBILITY OF THE OWNER. CUSTOMER HEREBY ASSUMES FULL RESPONSIBILITY FOR LOCATING FENCE LINES AND ALL UNDERGROUND CABLES, LINES AND PIPES. CARTER FENCE CO. INC. IS NOT RESPONSIBLE FOR DAMAGES TO UNDERGROUND UTILITIES NOT IDENTIFIED BY OWNER.

# CARTER

## FENCE COMPANY

For All Your Fencing Needs

TEL (239) 353-4102

FAX (239) 352-1687

website: [www.carter-fence.com](http://www.carter-fence.com)

3490 Shearwater St.

Naples, FL 34117

FENCE ESTIMATE # \_\_\_\_\_

JOB NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

Pool  
entry gate

Area #2:

step

2'

2'

2'

(Pool equipment) → Area #3

pool

Area #1  
(Shower post)

3' gate

14'

10'

8' double

3.5'

6'

6'

6'

3'

4'

6'

6'

6'

<b>Southeast Spreading Company, LLC</b>	
16601 Old US 41 Fort Myers, FL 33912	
Phone #	Fax #
239-332-2595	239-332-2852



**SOUTHEAST  
SPREADING  
COMPANY**

<b>Estimate</b>	
Date	Estimate #
3/10/15	1002

<b>Customer/Client Name / Address</b>
Gulf Breeze Property Management (6% T 8910 Terrace Court # 200 Bonita Springs, FL 34135

<b>Project/Job Name/Description</b>

Item	Description	Qty	Rate	Total
3 CUFT Mulch - Delivered 3 CUFT Mulch - Installed Delivery Charge	Baycrest @ Pelican Landing			
	3 cu ft coco brown mulch			
	front berm & entrance - 201 bags.			
	Pool House - 292 bags.			
	Common Grounds - 240 bags.			
	12 ( 2 plex) @ 88 bags per - 1056 bags.			
	21 ( 3 plex) @ 93 bags per - 1953 bags.			
		3,857	2.50	9,642.50T
		3,857	1.55	5,978.35
		4	35.00	140.00
		<b>Subtotal</b>		<b>\$15,760.85</b>
		<b>Sales Tax (6.0%)</b>		<b>\$578.55</b>
		<b>Total</b>		<b>\$16,339.40</b>



## **Landscaping Committee Irrigation Definitions and Process**

### **I. Maintenance**

**A. irrigation maintenance repairs refers to immediate, short term repairs needed to maintain irrigation functioning for a common area or a homeowner's lot**

when requested by a homeowner, maintenance repairs will be paid for through Board funding if the repair is approved

### **B. Process for homeowners requesting maintenance repairs ...**

Homeowner sends a request via phone or email to Aharon Weidner at Gulf Breeze Management for approval ( phone : 239 498 3311 or email [aharon@gulfbreezemanagement.com](mailto:aharon@gulfbreezemanagement.com) )

Aharon is authorized by the Board to approve repair requests less than \$200.00 and will forward such maintenance repair requests to Greenscapes for follow-through action

Greenscapes sends a completion report back to Aharon who then sends a copy to The Landscape Committee for their records. The Landscape Committee will check the work completed and will check the maintenance repair job against the jobs listed on the irrigation audit.

For repairs over \$200.00, Aharon sends the request to The Committee. The Committee will review the request against the irrigation audit plan and make a recommendation to The Board or the Board's designated representative for action

### **II irrigation audit ...**

**A. Irrigation Audit refers to the guide, broken out into zones, prepared by Greenscapes for The Landscape Committee and The Board to be used in making decisions on revamping ( i.e.. repair, repositioning or replacement ) the irrigation system to improve long-term cost effective functioning and to reduce the yearly cost of irrigation maintenance and repair.**

when approved, the cost for irrigation audit projects will be paid for through Board funding

### **B. Process for Board approval of audit projects**

The Landscaping Committee reviews the irrigation audit for each zone in order to evaluate and prioritize the recommendations made in the audit. Specific zones or areas of implementation are to be identified for implementation as funding becomes available over the course of several years. Necessary maintenance repairs would continue to be made as requested by The Homeowner and approved by The Board.

The Landscape Committee will submit implementation priorities for Board approval, will monitor irrigation work and will report to the Board on work completed.

continued ...

**continued: page 2 Committee Irrigation Definitions and Process**

In making recommendations, The Landscape Committee will consider areas of greatest need, areas of public visibility, areas affordable given budget constraints and areas planned for future landscape projects where irrigation needs to be addressed simultaneously.

The Committee will communicate with homeowners of lots within areas designated for priority implementation to 1. be sure that homeowners are aware of work to be done and 2. to insure that The Homeowner has no plans for his/her lot which might have impact on the project.

Since adequate irrigation must be in place to insure survival of the landscaping, any homeowner who wishes to replace or modify landscaping will be responsible for the cost of moving or replacing the necessary irrigation without reimbursement.

A " Request for Modification " form must be submitted to the Landscape Committee and must specify that the cost of necessary irrigation is accepted as the responsibility of The Homeowner. The Landscaping Committee will forward an approved request to THE Board for action.

Irrigation work completed by The Homeowner, will be deleted from the irrigation audit.

IRRIGATION CHECK AND AUDIT PRIORITY REVIEW ON MARCH 9, 2015

Peaches Searce, Sean Killoran, Marilyn Hara

The Irrigation Audit is cumbersome, because the locations are sequential but the house numbers are not. Therefore, lots are difficult to identify. However, there are major benefits of this audit:

**This represents the first comprehensive examination of irrigation components throughout Baycrest properties. As such, the audit is an excellent reference for subsequent work orders. Note that subsequent proposed repairs or changes will be checked against the first priority completions and their warranties to avoid duplication. While the landscape committee does not foresee approval for all proposed audit changes to our irrigation system, we recognize that this audit offers useful documentation, by zone and by lot, for improvements in coverage and efficiency. The committee anticipates weighing the audit recommendations against future irrigation proposals submitted by Greenscapes.**

The initial expenditure of \$7,500.00 was authorized for locations determined to be highly visible and/or poorly covered. The 10 locations selected as audit priority were revisited for the third time on March 9. File photos were taken of some areas which will be monitored to determine the efficacy of the irrigation changes. The \$2000 credit will be applied to this work, which is warranted for a year, parts and labor. The worksheet for the highest priority list is attached.

**Additional** work orders—not on the priority list—were identified as needing irrigation change and/or repair. The committee will review the Ferris property and common ground proposal. We recommend approval for Marquis, 25310.

**Marquis at 25310.** A proposal had been submitted in February but not approved. This is **outside** the audit priorities but is recommended for completion now, because placement of risers and sprays affect the air conditioner, the lanai and the front apron, which could be hazardous. Photos document the problems.

**Ferris, 25210:** prominent area in front of property, curving around toward the entrance needs better irrigation coverage. Proposal requested for this specific area.

**The common area, highly visible behind the island yards of 25353 (Kissiah), 25355 (Ciarkowski) and 25357 (Muderlak).** The committee has requested a proposal by Greenscapes. Photos were taken to document the problems in this area.

# AUDIT PRIORITIES MARCH 2015

A		B	C		D		E		F
*NOTIFIED	NUMBER	NAME	AUDIT REF PROPOSAL	80567	COST			COMPLETION DATE	
1		Clubhouse north end4	037 p 2		460.32			460.32	
2		Clubhouse west south 5	037 p 2-3		706.36			706.36	
3									
4									
5	Marshall	25279 zones 1-3	097 pp6-7		1286.12				
6									
7	*Bery	25281 zones 1-2	097 p3		1597.48				
8									
9	*Bell	25283 zones 1-2	097 pp 3-4		1376.38				
10									
11	Marinberg	25362 zones 1	097 p 20		370.25				
12									
13	*Agricola	25332 zones 1-2	097 p 23		423.69				
14									
15	*Saling	25383 zone1 and zone 3			451.88				
16									
17	*Hayes	25381 zone 1	097 p 26		576.96				
18									
19	*Miller	25379	097 p26		313.49				
20									
21									
22									
23					7562.93				
24		CREDIT	REF INVOICE 140386,12/12/14		-2000				
25									
26					5562.93				

**BAYCREST REQUEST FOR MODIFICATION  
TO LANDSCAPE OR ARCHITECTURE  
ALTERATION APPLICATION. PAGE ONE OF THREE.  
COMPLETE AND GIVE TO A MEMBER OF THE LANDSCAPE COMMITTEE.**

Owner's Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

**DESCRIBE, IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED; ATTACH ADDITIONAL SHEETS, IF NEEDED.**

---

---

---

---

**AN APPLICATION REQUESTING APPROVAL FOR ANY ALTERATION OCCURRING OUTSIDE THE EXTERIOR WALLS OF THE HOME MUST BE ACCOMPANIED BY A DEATILED SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION OR LANDSCAPE MODIFICATIONS.**

If approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit from the Lee County Building Department is needed on most property alterations and/or improvements. Additionally, Pelican Landing may require approval for any landscape changes and/or additions or architectural changes.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure , the applicant (owner), the heirs, successors, and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such alteration or addition.

It is understood and agreed Bay Crest Homeowners Association, Inc., is not required to take any action to repair, replace, or maintain any such approval change, alteration, or addition, or any damage resulting from or for any reason to the existing original structure; or any other property. **THE HOMEOWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP, CONSISTENT WITH BAYCREST DECLARATIONS AND DOCUMENTS.**

**Landscape alteration requests must describe any irrigation changes needed to ensure the survival of the landscaping. A condition precedent to granting approval for landscape additions, replacements or relocation is the homeowner's acceptance of cost for moving or replacing the necessary irrigation without reimbursement.**

REQUEST RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_  
(date) (Committee Member)

FOR \_\_\_\_\_  
(Homeowner and Address)

BAYCREST BOARD APPROVAL ( ) yes ( ) no date \_\_\_\_\_

BAYCREST HOMEOWNER'S ASSOCIATION, INC. ALTERATION APPLICATION (page two)

**Complete this page with your neighbors**

The signature of your neighbors on each side of your home is required before submitting your application to the Architectural Review Committee if you are performing any type of addition/change/alteration to your property, including, but not limited to: landscaping and/or construction. The applicant will be responsible for the necessary restorations to the property(s) listed below, as required to complete the job, including the cost to move, repair, and/or replace all necessary irrigation lines, heads, sod, or landscape plantings, heads whether on your property or your neighbors. **Any change OUTSIDE your individual home walls REQUIRES APPROVAL OF THE ARCHITECTURAL COMMITTEE AND THE BOARD OF DIRECTORS.**

From: \_\_\_\_\_  
(Print your name)

Your Home's Address: \_\_\_\_\_

Date: \_\_\_\_\_

To: The Board of Directors of Baycrest Homeowners Association, Inc.

This letter confirms the **acknowledgment** of our neighbors for the proposed alteration:

1. \_\_\_\_\_  
(Print 1st neighbor's name)

2. \_\_\_\_\_  
(Print 2<sup>nd</sup> neighbor's name)

Our signature below constitutes our acknowledgment of the applicant in making the changes proposed on Page One and any attachments to this Alteration Application.

1. \_\_\_\_\_  
(1st Neighbor's signature, address, & date)

2. \_\_\_\_\_  
(2nd Neighbor's signature, address & date)

**BAYCREST HOMEOWNER'S ASSOCIATION, INC.  
ALTERATION APPLICATION (page three)**

**WAIVER OF LIABILITY AND RELEASE FORM**

WHEREAS, the undersigned owner of lot \_\_\_\_\_ Galashields Circle of BAYCREST is desirous of changing or altering the exterior of the building and/or lot;

WHEREAS, the Baycrest Homeowner's Association, Inc., ("the Association") desires to allow said alteration or change if and only if the owner agrees to indemnify and hold the Association harmless for any claims for damage, injury or death to owner or owner's property resulting directly or indirectly from the alteration being performed by owner; and

NOW, THEREFORE, it is hereby agreed that:

1. The undersigned owner hereby agrees that the owner shall release, indemnify and hold the Association and its officers, directors, and members harmless from any claims; demands, suits, judgments, actions, causes of action, debts, sums of money, accounts, claims and demands arising out of or related to the owner's performance of any alterations or changes on the lot as set forth herein. The parties hereto acknowledge that Association has paid lot/unit owner One Dollar (\$1.00) as specific consideration for the indemnification herein provided, the receipt and adequacy of which is hereby acknowledged.

Witnesses (two)

Lot Owner

\_\_\_\_\_  
Signature

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name/Date

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Baycrest Homeowner's Association, Inc.

\_\_\_\_\_  
Print Name/Date

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_