



## **BEVERLY HILLS ADVISORY COUNCIL**

**Community Building  
One Civic Circle  
Beverly Hills, FL 34465**

### **AGENDA**

**June 10, 2026 - 10:00 AM**

**Janice Smith, Chair  
Constance Martin-Carter, Vice Chair  
Bonnie Schaefer, Member**

**Michael Belkin, Member  
Eric Stawicki, Member**

### **NOTICE TO THE PUBLIC**

To manage growth and foster prosperity by prioritizing the protection of environmental assets, the development and maintenance of infrastructure, and the health, safety, and well-being of its citizens.

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Any person who decides to appeal any decision of the Governing Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes) Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, If you are hearing or speech impaired, dial 7-1-1, 1-800-955-8771 (TTY) or 1-800-955-8770 (v), via Florida Relay Service at least two days before the meeting.

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**A. CALL TO ORDER**

**A.1. Invocation**

**A.2. Pledge of Allegiance**

**A.3. Roll Call**

**B. OPEN TO THE PUBLIC**

**C. APPROVAL OF MINUTES**

**C.1. May 13th Draft Minutes - Beverly Hills MSBU**

**D. APPROVAL OF FINANCIAL REPORTS**

**D.1. FY26 Period 8 Financials - Beverly Hills MSBU**

**E. CORRESPONDENCE**

**E.1. *Lieutenant Ray Fischer, Citrus County Sheriffs Office***

**F. SPECIAL REPORTS**

**F.1. Trees and Mowing - Eric Stawicki**

**F.2. Entrances - Michael Belkin**

**F.3. Public Works - Bonnie Larsen-Schaefer**

**F.4. Parks/Community Building - Constance Martin-Carter**

**F.5. Overall Maintenance - Janice Smith**

**G. OLD BUSINESS**

**G.1. Entrances/Signs - Upates**

**H. NEW BUSINESS**

**H.1. Employee Updates**  
Employee Updates

**I. GENERAL DISCUSSION**

J. **UPCOMING MEETING**

K. **ADJOURN**



## AGENDA MEMORANDUM

|                                                                                  |                                             |                   |                     |                                   |
|----------------------------------------------------------------------------------|---------------------------------------------|-------------------|---------------------|-----------------------------------|
| <b>FROM:</b>                                                                     |                                             |                   |                     |                                   |
| <b>SUBJECT:</b>                                                                  | May 13th Draft Minutes - Beverly Hills MSBU |                   |                     |                                   |
| <b>AGENDA DATE:</b>                                                              | <b>June 10, 2026</b>                        |                   |                     |                                   |
| <b><u>BRIEF OVERVIEW:</u></b><br>May 13th Draft Minutes - Beverly Hills MSBU     |                                             |                   |                     |                                   |
| <b><u>STRATEGIC PLANNING ELEMENT:</u></b>                                        |                                             |                   |                     |                                   |
| <b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b>                                      |                                             |                   |                     |                                   |
| Account No.                                                                      | Account Title                               | Currnet<br>Budget | YTD<br>Expenditures | Encombrances Available<br>Balance |
|                                                                                  |                                             |                   |                     |                                   |
| <b><u>RECOMMENDED ACTION:</u></b><br>May 13th Draft Minutes - Beverly Hills MSBU |                                             |                   |                     |                                   |
| <b><u>ATTACHMENTS:</u></b><br>1. 05.13.26 Draft Minutes                          |                                             |                   |                     |                                   |

## BEVERLY HILLS ADVISORY COUNCIL

**Chair: Janice Smith**

**Vice Chair: Constance Martin-Carter**

Municipal Services Benefit Unit  
Beverly Hills Community Building  
One Civic Circle  
Beverly Hills, FL 34465

**Member: Eric Stawicki**

**Member: Bonnie Larsen - Schaefer**

**Member: Michael Belkin**

### **MINUTES** **Regular Meeting** **May 13<sup>th</sup>, 2026**

#### **CALL TO ORDER:**

Chair Janice Smith called the meeting to order at 10:01 AM. Pledge of Allegiance led by Michael Belkin and Invocation led by Commissioner Barek.

#### **Present:**

- Janice Smith, Chair
- Eric Stawicki, Vice Chair
- Constance Martin-Carter, Member
- Bonnie Larsen - Schaefer, Member
- Michael Belkin, Member

#### **Also present:**

- Carlton Hall, Public Works Director
- Hannah Petty, Admin Asst II, Advisory Council Recording Secretary
- Janet Barek, Citrus County Commissioner
- John Quintas, Citizen
- Rena Quintas, Citizen
- River Dyer, Citizen

#### **Absent:**

- N/A

#### **OPEN TO THE PUBLIC:**

- Commissioner Barek stated that she has been receiving complaints from residents regarding trashcans being left in the Right of Way 24/7. Connie suggested calling Beverly Hills Waste Management to request that a notice be sent to residents.
  - Mike stated that Commissioner Barek can contact him with addresses that are an issue and he will address the problem with the homeowner.
- River Dyer asked why the Engineering Division merged with the Technical Services Division.
  - Carlton explained that they have always been in one division, but the name of the division was recently changed from Engineering to Technical Services. This is because there are no

certified Engineers in this division due to a salary issue. Public Works is working on combining job titles in Technical Services to increase the salary for Engineer positions.

- Bonnie inquired if the Beverly Hills Community Clean Up event occurred.
  - John Quintas stated that the event did occur but was not well advertised. Mike stated that the Beverly Hills Leadership Council collected two full dumpsters worth of debris from the community.
- Janice asked Commissioner Barek for an update on citizen, Louise Perez, who had previously inquired about local beautification.
  - Commissioner Barek stated that she is still in contact with Ms. Perez.
- Janice asked if the County could extend a meeting invite to Sheriff Vincent.
  - Hannah to follow up.

#### **APPROVAL OF THE MINUTES:**

Minutes for the April 8th, 2026, meeting were reviewed.

- **Eric Stawicki made a motion to accept the minutes.**
- **Seconded by Bonnie Larsen - Schaefer.**
- **Motion passed unanimously.**

#### **APPROVAL OF FINANCIAL REPORTS:**

FY26 Period 7 financial reports were reviewed.

- **Eric Stawicki made a motion to accept the financials.**
- **Seconded by Bonnie Larsen - Schaefer.**
- **Motion approved unanimously.**

#### **CORRESPONDENCE:**

- N/A

#### **SPECIAL REPORTS:**

##### **Trees & Mowing** – Eric Stawicki

- Eric stated that the grass is getting tall throughout the community, otherwise things are looking good.
- Eric stated that he noticed that Jerry and Alex are beginning to work on beautifying the walls at Forest Ridge Blvd. and 491.

##### **Entrances** – Michael Belkin

- Nothing to report.

##### **Public Works** – Bonnie Larsen-Schaefer

- Nothing to report.

##### **Parks/Community Building** – Constance Martin-Carter

- Connie stated that the edges of the roads are getting washed out at Beverly Hills Community Park, and around Civic Circle from recent rain.

### **Overall Maintenance** – Janice Smith

- Janice stated that the MSBU sign has not been displayed on the back of the side by side recently. Carlton to follow up.
  - Carlton informed the board that the side by side is currently broken and waiting for repair.
- Janice suggested potentially planting more trees on Beverly Hills Blvd.
  - The board suggested 10-12 ft tall flowering trees.
  - Discussion ensued regarding planting distance regulations, size regulations, and line of sight issues.
  - Hannah to follow up with prices.
- There is weed barrier that needs to be removed from the ground on Beverly Hills Blvd.
- Janice inquired where the Welcome to Beverly Hills sign is that was located on 491 near Black Diamond.
  - Facilities currently has the sign and they are working on repairing the crack in the sign.
  - Janice asked if the cracked sign on 491 near Black Diamond could be swapped with the one on Roosevelt.
    - More discussion to follow pending the results of the repair.
- Janice stated that a solar light was installed on the blue wooden sign at Forest Ridge Blvd and 491. She inquired when lighting will be installed on the other signs.
  - The previous motion made was to test lighting on the sign at Forest Ridge Blvd and 491 before installing lighting on all other signs.
- The sign contractors are working on the info board panels, Carlton to request that the inside of the sign be cleaned at the same time.
- Janice stated that the new colored lighting at the Historic Courthouse in Inverness looks eerie. She suggested that red, white, and blue lighting would look nice for the 4<sup>th</sup> of July.
  - Commissioner Barek stated that the lighting was part of a recent renovation project completed by the City of Inverness with the help of the County.
  - Carlton stated that the color themes are often chosen based upon the month (I.E. Cancer Awareness Month, Organization recognition, Holidays etc.)

### **OLD BUSINESS:**

- Entrances – Signs
  - Plantings are currently in progress at 491 and Forest Ridge Blvd.
  - Discussion ensued regarding the crepe myrtles on Forest Ridge Blvd.
    - The dwarf crepe myrtles were planted years ago rather than the full-size crepe myrtles.
    - Janice stated that the azaleas on N Florida Ave at the entrance to Citrus Springs look nice, and she would like to see red, white, and blue azaleas planted on Forest Ridge at the entrance near 491.
      - Connie stated that it was voted on many years ago to plant crepe myrtles down the entirety of Forest Ridge Blvd, but the project was never completed.
    - Hannah to follow up with prices.
  - Repair work has begun on the guard shack at Forest Ridge Blvd and 491.
  - The flagpole replacement will be completed by Facilities when they have availability.

### **NEW BUSINESS:**

- Discussion ensued regarding vehicles for Beverly Hills MSBU staff.
  - The side by side is currently out of order due to a transmission issue. This could potentially be due to stress on the vehicle from hauling a trailer. MSBU staff is currently using a loaner vehicle from Fleet. They will have access to a used F250 until October 1 when the vehicle will go to auction. It is staff's recommendation that the board consider purchasing a pickup truck. The price of a new truck would be approximately \$40,000.
  - Citrus County Fleet Management trades in every vehicle at 5 years or 150,000 miles. Trading in trucks when these conditions are met makes it possible to nearly break even on purchasing a new truck.
  - Discussion ensued regarding the cost of a new truck vs available budget.
    - Hannah to follow up with more detailed budget information, and the potential cost of a side by side with better tow capacity.
  - Eric stated that he is concerned that \$15 per lot for the MSBU tax may not be enough to sustain projects going forward.
    - Commissioner Barek stated that she is opposed to raising the MSBU tax.

### **GENERAL DISCUSSION:**

- N/A

### **PUBLIC INPUT:**

- River Dyer asked if it would be possible for the County to provide shade structures at the local skate park.
  - Carlton suggested contacting Parks and Recreation.
- River Dyer provided an update on local crime, stating that conditions are improving, and most crimes are domestic violence or drug related.
- Commissioner Barek advised the board to continue to be a good steward of taxpayer dollars. She also advised the board not to compare their budgets to Citrus Springs, as Citrus Springs has a higher yearly tax (\$35) and there are a lot more properties in Citrus Springs than there are in Beverly Hills.

**The Next regular meeting will take place on June 10th, 2026.**

### **ADJOURNMENT:**

- **Bonnie Larsen - Schaefer made a motion to adjourn.**
- **Seconded by Eric Stawicki.**
- **Motion carried.**

The meeting adjourned at 11:17 AM.

Submitted by Hannah Petty  
Public Works Administration, Admin Assistant II  
Beverly Hills Advisory Council Recording Secretary





## AGENDA MEMORANDUM

|                                                                                    |                                               |                   |                     |                                   |
|------------------------------------------------------------------------------------|-----------------------------------------------|-------------------|---------------------|-----------------------------------|
| <b>FROM:</b>                                                                       |                                               |                   |                     |                                   |
| <b>SUBJECT:</b>                                                                    | FY26 Period 8 Financials - Beverly Hills MSBU |                   |                     |                                   |
| <b>AGENDA DATE:</b>                                                                | <b>June 10, 2026</b>                          |                   |                     |                                   |
| <b><u>BRIEF OVERVIEW:</u></b><br>FY26 Period 8 Financials - Beverly Hills MSBU     |                                               |                   |                     |                                   |
| <b><u>STRATEGIC PLANNING ELEMENT:</u></b>                                          |                                               |                   |                     |                                   |
| <b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b>                                        |                                               |                   |                     |                                   |
| Account No.                                                                        | Account Title                                 | Currnet<br>Budget | YTD<br>Expenditures | Encombrances Available<br>Balance |
|                                                                                    |                                               |                   |                     |                                   |
| <b><u>RECOMMENDED ACTION:</u></b><br>FY26 Period 8 Financials - Beverly Hills MSBU |                                               |                   |                     |                                   |
| <b><u>ATTACHMENTS:</u></b><br>1. expstat_3391<br>2. revstat_3482                   |                                               |                   |                     |                                   |

DATE: 06/04/2026  
TIME: 11:51:47

CITRUS COUNTY BOARD  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: exp!edgr.key\_orgn='8300'  
ACCOUNTING PERIOD: 8/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARTMENT,ACCOUNT  
TOTALD ON: FUND,DEPARTMENT  
PAGE BREAKS ON: FUND

FUND-770 BEVERLY HILLS MSBU  
FUNCTION-540 TRANSPORTATION  
ACTIVITY-541 ROAD & STREET FACILITIES  
DEPARTMENT-8300 BEVERLY HILLS MSBU

| ACCOUNT | - - - - TITLE - - - -    | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 51200   | REGULAR SALARIES & WAGES | 46,441.00  | 3,576.48               | .00                         | 28,055.74           | 18,385.26            | 60.41       |
| 52100   | FICA TAXES               | 4,226.00   | 275.05                 | .00                         | 2,157.97            | 2,068.03             | 51.06       |
| 52200   | RETIREMENT CONTRIBUTIONS | 6,402.00   | 501.77                 | .00                         | 3,936.11            | 2,465.89             | 61.48       |
| 52400   | WORKERS' COMPENSATION    | 1,274.00   | 116.96                 | .00                         | 917.48              | 356.52               | 72.02       |
| 53400   | OTHER CONTRACTUAL SERV   | 61,812.00  | .00                    | .00                         | .00                 | 61,812.00            | .00         |
| 53416   | SOFTWARE AS A SERVICE    | .00        | .00                    | .00                         | 1,183.80            | -1,183.80            | .00         |
| 54100   | COMMUNICATIONS SERVICES  | 800.00     | 38.30                  | .00                         | 228.38              | 571.62               | 28.55       |
| 54201   | POSTAGE                  | 500.00     | .00                    | .00                         | .00                 | 500.00               | .00         |
| 54300   | UTILITY SERVICES         | 4,256.00   | 84.28                  | .00                         | 1,020.95            | 3,235.05             | 23.99       |
| 54306   | STREET LIGHTS            | 41,396.00  | 2,000.56               | .00                         | 14,617.22           | 26,778.78            | 35.31       |
| 54400   | RENTALS & LEASES         | .00        | .00                    | .00                         | 655.20              | -655.20              | .00         |
| 54600   | REPAIR & MAINTENANCE     | .00        | 450.00                 | .00                         | 450.00              | -450.00              | .00         |
| 54603   | VEHICLE MAINTENANCE      | 2,350.00   | 385.35                 | .00                         | 1,727.21            | 622.79               | 73.50       |
| 54625   | LANDSCAPING              | 4,000.00   | 875.48                 | .00                         | 1,222.21            | 2,777.79             | 30.56       |
| 54626   | FACILITIES MAINTENANCE   | 2,000.00   | .00                    | .00                         | .00                 | 2,000.00             | .00         |
| 54907   | COMMISSIONS-PROPERTY APP | 2,075.00   | .00                    | .00                         | 2,011.38            | 63.62                | 96.93       |
| 54908   | COMMISSIONS - TAX COLL   | 2,075.00   | .00                    | .00                         | .00                 | 2,075.00             | .00         |
| 54921   | ADVERTISING              | 300.00     | .00                    | .00                         | 127.86              | 172.14               | 42.62       |
| 55100   | OFFICE SUPPLIES          | 150.00     | .00                    | .00                         | .00                 | 150.00               | .00         |
| 55201   | TOOLS IMP. & SPEC. CLOT  | 1,200.00   | 566.66                 | .00                         | 702.98              | 497.02               | 58.58       |
| 55203   | SUPPLIES                 | 2,000.00   | 664.67                 | .00                         | 834.91              | 1,165.09             | 41.75       |
| 55205   | UNIFORMS                 | 600.00     | .00                    | .00                         | 129.36              | 470.64               | 21.56       |
| 55208   | FUEL & LUBES             | 700.00     | 89.80                  | .00                         | 480.32              | 219.68               | 68.62       |
| 55226   | SAFETY SUPPLIES          | 800.00     | 125.00                 | .00                         | 351.19              | 448.81               | 43.90       |
| 56200   | BUILDINGS                | 6,265.00   | 6,265.00               | .00                         | 7,854.14            | -1,589.14            | 125.37      |
| 56300   | IMPROVE OTHER THAN BLDG  | 10,000.00  | .00                    | 5,600.00                    | 4,039.32            | 360.68               | 96.39       |
| 59123   | TRANSFER - INDIRECT COST | 4,253.00   | .00                    | .00                         | 4,253.00            | .00                  | 100.00      |
| 59162   | TRANS-ADMIN SERVICES     | 3,200.00   | .00                    | .00                         | 3,200.00            | .00                  | 100.00      |
| 61000   | RESERVED BUDGET FUND BAL | 60,000.00  | .00                    | .00                         | .00                 | 60,000.00            | .00         |
|         | TOTAL BEVERLY HILLS MSBU | 269,075.00 | 16,015.36              | 5,600.00                    | 80,156.73           | 183,318.27           | 31.87       |
|         | TOTAL BEVERLY HILLS MSBU | 269,075.00 | 16,015.36              | 5,600.00                    | 80,156.73           | 183,318.27           | 31.87       |
|         | TOTAL REPORT             | 269,075.00 | 16,015.36              | 5,600.00                    | 80,156.73           | 183,318.27           | 31.87       |

DATE: 06/04/2026  
TIME: 11:52:16

CITRUS COUNTY BOARD  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='770'  
ACCOUNTING PERIOD: 8/26

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARTMENT,ACCOUNT  
TOTALLED ON: FUND,DEPARTMENT  
PAGE BREAKS ON: FUND

FUND-770 BEVERLY HILLS MSBU  
FUNCTION-130 MSTU  
ACTIVITY- TITLE NOT FOUND  
DEPARTMENT- TITLE NOT FOUND

| ACCOUNT - - - - -        | TITLE - - - - -          | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------------------|--------------------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| 325100                   | SPECIAL ASSESSMENT-CAPIT | 103,000.00 | 1,395.27           | .00         | 92,221.39                | 10,778.61            | 89.54       |
| 361200                   | MONEY MKT & LGIP INTERES | 2,500.00   | 687.80             | .00         | 4,558.73                 | -2,058.73            | 182.35      |
| 381001                   | TRANSFER - GENERAL FUND  | 2,731.00   | .00                | .00         | 2,731.00                 | .00                  | 100.00      |
| 400100                   | 5% RESERVE               | -5,275.00  | .00                | .00         | .00                      | -5,275.00            | .00         |
| 400200                   | CARRY FORWARD            | 166,119.00 | .00                | .00         | .00                      | 166,119.00           | .00         |
| TOTAL TITLE NOT FOUND    |                          | 269,075.00 | 2,083.07           | .00         | 99,511.12                | 169,563.88           | 36.98       |
| TOTAL BEVERLY HILLS MSBU |                          | 269,075.00 | 2,083.07           | .00         | 99,511.12                | 169,563.88           | 36.98       |
| TOTAL REPORT             |                          | 269,075.00 | 2,083.07           | .00         | 99,511.12                | 169,563.88           | 36.98       |



## AGENDA MEMORANDUM

|                                                                                                   |                                                              |                   |                     |                                   |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------|---------------------|-----------------------------------|
| <b>FROM:</b>                                                                                      |                                                              |                   |                     |                                   |
| <b>SUBJECT:</b>                                                                                   | <i>Lieutenant Ray Fischer, Citrus County Sheriffs Office</i> |                   |                     |                                   |
| <b>AGENDA DATE:</b>                                                                               | <b>June 10, 2026</b>                                         |                   |                     |                                   |
| <b><u>BRIEF OVERVIEW:</u></b><br><i>Lieutenant Ray Fischer, Citrus County Sheriffs Office</i>     |                                                              |                   |                     |                                   |
| <b><u>STRATEGIC PLANNING ELEMENT:</u></b>                                                         |                                                              |                   |                     |                                   |
| <b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b>                                                       |                                                              |                   |                     |                                   |
| Account No.                                                                                       | Account Title                                                | Currnet<br>Budget | YTD<br>Expenditures | Encombrances Available<br>Balance |
|                                                                                                   |                                                              |                   |                     |                                   |
| <b><u>RECOMMENDED ACTION:</u></b><br><i>Lieutenant Ray Fischer, Citrus County Sheriffs Office</i> |                                                              |                   |                     |                                   |
| <b><u>ATTACHMENTS:</u></b><br>None                                                                |                                                              |                   |                     |                                   |



G.1.

## AGENDA MEMORANDUM

|                                                               |                          |                   |                     |                                   |
|---------------------------------------------------------------|--------------------------|-------------------|---------------------|-----------------------------------|
| <b>FROM:</b>                                                  |                          |                   |                     |                                   |
| <b>SUBJECT:</b>                                               | Entrances/Signs - Upates |                   |                     |                                   |
| <b>AGENDA DATE:</b>                                           | June 10, 2026            |                   |                     |                                   |
| <b><u>BRIEF OVERVIEW:</u></b><br>Entrances/Signs - Upates     |                          |                   |                     |                                   |
| <b><u>STRATEGIC PLANNING ELEMENT:</u></b>                     |                          |                   |                     |                                   |
| <b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b>                   |                          |                   |                     |                                   |
| Account No.                                                   | Account Title            | Currnet<br>Budget | YTD<br>Expenditures | Encombrances Available<br>Balance |
|                                                               |                          |                   |                     |                                   |
| <b><u>RECOMMENDED ACTION:</u></b><br>Entrances/Signs - Upates |                          |                   |                     |                                   |
| <b><u>ATTACHMENTS:</u></b><br>None                            |                          |                   |                     |                                   |



H.1.

**AGENDA MEMORANDUM**

|                                                       |                  |                |                  |                                |
|-------------------------------------------------------|------------------|----------------|------------------|--------------------------------|
| <b>FROM:</b>                                          |                  |                |                  |                                |
| <b>SUBJECT:</b>                                       | Employee Updates |                |                  |                                |
| <b>AGENDA DATE:</b>                                   | June 10, 2026    |                |                  |                                |
| <b><u>BRIEF OVERVIEW:</u></b><br>Employee Updates     |                  |                |                  |                                |
| <b><u>STRATEGIC PLANNING ELEMENT:</u></b>             |                  |                |                  |                                |
| <b><u>BUDGET IMPACT/FUNDING SOURCE:</u></b>           |                  |                |                  |                                |
| Account No.                                           | Account Title    | Current Budget | YTD Expenditures | Encombrances Available Balance |
|                                                       |                  |                |                  |                                |
| <b><u>RECOMMENDED ACTION:</u></b><br>Employee Updates |                  |                |                  |                                |
| <b><u>ATTACHMENTS:</u></b><br>None                    |                  |                |                  |                                |