

## **LHA Board Minutes January 19, 2022**

President Casey Ramsey called the meeting to order at 7:36 pm.

### **Board Members Present**

Chris Metcalfe, Brian O'Malley, Casey Ramsey, Cassandra Rowe, Miguel Drumond  
Lisa Ray, Administrator

### **Approval of Minutes**

MSC CR/CM to approve December 2021 minutes.

### **President**

The Board roles for 2022 will be:

Casey Ramsey – President

Miguel Drumond – Treasurer

Chris Metcalfe – VP & Parks Chair

Brian O'Malley – VP & Neighborhood Preservation Chair

Cassandra Rowe – VP & Neighbor Network Chair

### **Treasurer's Report**

Total assets are up almost \$35k from 2020, liabilities remain flat year over year. Ended the year under budget for operating expenses and over budget for net income. MSC CM/BOM to approve December 2021 financials.

Miguel provided PG&E wall mural project status update: number of artists reduced from 11 to 4 and now artists will refine their renderings. Committee will continue to work on process for sharing renderings with the LHA community. Funding for the mural will come from a PG&E grant + LHA funds.

### **Neighborhood Preservation:**

MSC CR/CM to approve the following projects:

842 Grosvenor	Tree removal – Coast Live Oak
1044 Hubert	Tree removal – Acacia, other
1044 Hubert	Remodel w/ addition
733 Longridge	Replace fence / gate
883 Longridge	Replace windows/doors
878 Sunnyhills	Replace windows/doors

### **Parks**

Redesigned Plot D pathway – replaced asphalt with railroad tie steps and compacted gravel. Added native plants on the sides. LHA gardener will do routine clearing of gutters above the pathway. Acacia tree fell in Oak Grove – was removed from trail and cut up. Had several Acacia trees removed in Plot C along Carlston.

### **Neighbor Network**

Cassandra will get up to speed and have items to report next month.

**Administrator**

City redistricting process continues. LHA recognized as community of interest and need to reconfirm with committee that all LHA streets are included. LHA committee being formed to consider efforts to remove the 580 truck ban. No news yet on future of the B line. AC Transit still has staffing shortages and not returning routes to full service yet. Parking citations were issued on Underhills, though cars were parked according to the 2004 parking agreement. CM Bas assisted in getting citations dismissed.

Meeting was adjourned at 8:43pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Brian O'Malley, Secretary

\_\_\_\_\_  
Date

## **LHA Board Minutes February 16, 2022**

President Casey Ramsey called the meeting to order at 7:35 pm.

### **Board Members Present**

Chris Metcalfe, Brian O'Malley, Casey Ramsey, Cassandra Rowe, Miguel Drumond  
Lisa Ray, Administrator

### **Members Present**

Jennifer Taylor, Cecelia Conlon, Adam DeYoung

### **Approval of Minutes**

MSC CR/BOM to approve January 2022 minutes.

### **Neighborhood Preservation:**

MSC CR/CM to approve the following projects:

689 Carlston	Solar install
748 Grosvenor	Reface front stairs
959 Grosvenor	Window replacement
911 Longridge	Fence replacement
801 Mandana	Solar install
854 Northvale	Tree removal (2)
867 Sunnyhills	Solar install
1356 Trestle Glen	Deck replacement
1007 Underhills	Fence replacement
1015 Underhills	Deck replacement

Projects not approved:

818 Creed – 2<sup>nd</sup> floor addition: too early in design process, more detail needed.

748 Grosvenor – ADU: design was not approved by NP.

865 Northvale – window design detail was not decided

### **Parks**

Water drainage issue in Oak Grove is being checked out, may have been caused by neighbor watering trees using irrigation system. No watering should be occurring in Oak Grove – Chris removed all of the garden hoses. Neighbor will be made aware that damage to our Parks is subject to fines. Neighbor has agreed to water plants in Plot D.

### **Treasurer's Report**

Annual financial review was completed – no anomalies noted in the review MSC CR/CM

Total assets are up almost \$30k, p&l are in line with budget, net income is down as we wait for remainder of dues payments. MSC CR/CM to approve January financials

### **Neighbor Network**

Plant Exchange planned for 4/23, Ice Cream Social 7/16, Outdoor Movie Night 10/15 & the Annual Meeting 11/16. Also exploring a new homeowner event and will promote National Night Out. Looking into printing an event postcard to send to all members.

**Open Session**

Neighbor raising issue of noise nuisance from HVAC added next door without their agreement. Does LHA have oversight on these units? The owner obtained city permit but installed while neighbor was away. Neighbor requests that LHA require approval for installation of HVAC units.

**Administrator**

First 580 Truck Ban meeting was held last week attended by 8 people. Neighbor Matt Davies agreed to chair the committee. Status of the AC Transit B has not changed. It remains near the bottom of the list for routes returning to service. Status of Underhills Road parking agreement has not changed. CP Bas is reaching out to DOT to push for neighbor inclusion in discussion about future of agreement. Discussion of posting the parking agreement on LHA website – this option will be considered by the Board.

Meeting was adjourned at 8:50pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## LHA Board Minutes March 16, 2022

President Casey Ramsey called the meeting to order at 7:35pm.

### **Board Members Present**

Chris Metcalfe, Casey Ramsey, Cassandra Rowe, Miguel Drumond  
Lisa Ray, Administrator

### **Members Present**

Alex Russo, Karen Russo, Ted Greenbaum, Juliette Linzer, Lucille Serwa

### **Approval of Minutes**

MSC CR/CM to approve February 2022 minutes.

### **Treasurer's Report**

Year over year, total assets up 11k from same time last year. P&L vs. budget, we are a touch under budget from last year. On the expense side, we are a touch under budget. Net income we are running \$11k above expected. From year over year comparison, running about 4% over last year and net income is lower due to expenditure for relandscaping work in Plot D.

MSC CR/MD

### **Neighborhood Preservation:**

MSC CR/CM to approve the following projects:

946 Alma	Replace garage door
1240 Bates	Replace deck
1159 Holman	Tree removal
966 Larkspur	Increase height of backyard wall
809 Mandana	Window replacement
865 Northvale	Window replacement
653 Paloma	Tree removal
831 Paramount	Tree removal
962 Sunnyhills	Fence/gate replacement
1318 Trestle Glen	Tree removal
912 Underhills	Add front walkway gate

Projects not approved:

748 Grosvenor – ADU construction without prior LHA approval

656 Trestle Glen – need additional info on window design

Discussion of backyard dry stack wall at 966 Larkspur regarding reinforcement and engineering requirements. Property owner clarified that foundation is 8" wide and is retaining the grade of the backyard and that he will apply for city permit after receiving LHA approval.

### **Parks**

We had an irrigation leak in Oak Grove, which has already been repaired by our gardener.

**Neighbor Network**

4 events – one each season. Mailing a postcard to all members with dates of events. 4/23 plant and flowerpot exchange.

**Administrator**

580 truck ban meeting will be next week, chaired by Matt Davies. Fielding a lot of calls from members paying dues and verifying they've paid dues. Researching ownership of public stairway from Alma to Brookwood.

Meeting was adjourned at 8:40pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## **LHA Board Minutes April 20, 2022**

Vice-President Miguel Drumond called the meeting to order at 7:40pm.

### **Board Members Present**

Miguel Drumond, Chris Metcalfe, Brian O'Malley, Cassandra Rowe  
Lisa Ray, Administrator

### **Members Present**

Shel Symonds

### **Open Session**

Discussion of the LHA fine schedule and whether the Board has considered updating the fines. Current fine levels may not be high enough to deter members from violating the CCRs. There are also newer community issues not included on the fine schedule. Current fine amounts may not be large enough to encourage members to apply for prior approval on changes to their property. BOM to research process for updating fine amounts.

Board has received the ADU Guidelines document created by Neighborhood Preservation committee – LR to determine if Board voted to adopt guidelines.

### **Approval of Minutes**

MSC CM/MD to approve March 2022 minutes.

### **Treasurer's Report**

P&L vs. Actual, we are right on target. General expenses are low due to delayed purchase of new office computers. Parks is on track with expenditures – question about electric expense for 3 parks. LR to get confirmation about these charges. Net income is above expected as expenses are lower than planned. Gross profit is just under 4%, net income is slightly down compared to last year.

MSC MD/BOM

### **Neighborhood Preservation:**

MSC BOM/CM to approve the following projects:

1240 Bates	Deck replacement
835 Grosvenor	Replacing windows/doors
931 Hillcroft	HVAC addition (exterior)
1280 Holman	Fence replacement
966 Larkspur	Window awning addition (3)
799 Mandana	Fence replacement
801 Mandana	Fence replacement
646 Trestle Glen	Window replacement
1463 Trestle Glen	Tree removal

Projects not approved:

838 Paramount, 850 Paramount

**Parks**

CM reviewing park history, design and improvements. CM updating the paper-based binders and will move into a shared folder to simplify research for future committee members. Zelcova trees in Plum Patch were pruned.

**Neighbor Network**

An LHA events postcard was mailed out to all members. First event is this Saturday – Plant and flower pot exchange. Next event will be the Ice Cream social in July.

**Administrator**

Several stairways in LHA do not have ADA work completed – repairing steps and adding handrails. City engineer wants LHA to reapply for capital improvement funds, a 2 year process. Waiting for response from title company on ownership of Alma/Brookwood stairway – there is no parcel number for the stairway. CM Bas hosted a Hot Topics meeting and provided updates on rollout of the MACRO program, adding lighting to public parking lots for safety. Update that DOT is working to revise the Underhills parking agreement to comply with new ADA laws that were not in place when the original agreement was reached. The AC Transit B is still on hold – we continue contact AC Transit Board for plans to increase transbay service.

Meeting was adjourned at 8:45pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date



# LHA Board Minutes

## May 18, 2022

President Casey Ramsey called the meeting to order at 7:38pm.

### Board Members Present

Miguel Drumond, Chris Metcalfe, Brian O'Malley, Casey Ramsey, Cassandra Rowe

### Members Present

Cecelia MacDonald

### Open Session

ADU Guidelines developed by the Neighborhood Preservation Committee have been reviewed by the Board. The guidelines establish aesthetic elements to be considered and incorporated by property owners when designing / building an ADU. MSC CR/CM to approve adoption of the guidelines.

### Approval of Minutes

MSC CR/MD to approve April 2022 minutes.

### Treasurer's Report

Assets up about \$25k, liabilities are flat. P&L vs. Actual is on target. Operating expenses are below budget, resulting in a net income \$22k higher at this time. We are about 3.5% higher than last year on total income. MSC MD/BOM to approve the May 2022 financials.

### Neighborhood Preservation:

MSC BOM/CM to approve the following projects:

836 Alma	New deck/ back door
818 Creed	2 <sup>nd</sup> floor addition
959 Grosvenor	Solar installation
979 Grosvenor	Window/door installation
971 Hillcroft	Window/door replacement
733 Longridge	Solar installation
1400 Trestle Glen	Window/door replacement

733 Longridge will have battery wall installed behind side yard fence, not visible from street. Board discussed installation of solar battery walls when installed on the exterior of the home. Board will consider adding direction on the NP application regarding visibility of battery walls to neighboring properties. MSC MD/CR to approve the Consent Calendar.

### Parks

This month's focus is addressing removal of foxtails in Oak Grove.

### Neighbor Network

Getting ready for the July Ice Cream Social. Also looking at rebranding and updating our website and newsletters.

**Administrator**

Local title company helped with research and there are no parcel numbers associated with the Alma /Brookwood pathway. They suggested contacting the city Planning Department. Public stairway maintenance is not being completed at this time due to low staff numbers and no available funds. Future stairway updates will need to apply for a Capital Improvement Project which is a 2 year process.

Meeting was adjourned at 8:25pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## LHA Board Minutes June 15, 2022

President Casey Ramsey called the meeting to order at 7:31pm.

### **Board Members Present**

Chris Metcalfe, Brian O'Malley, Casey Ramsey, Cassandra Rowe  
Lisa Ray, Administrator

### **Approval of Minutes**

MSC CR/CM to approve May 2022 minutes.

### **Treasurer's Report**

Heading into portion of the year with greater parks expenses. Late notices are being sent to overdue accounts, including lien notices to 5 members.

MSC to CR/BOM to approve May financials

### **Neighborhood Preservation:**

MSC BOM/CR to approve the following projects:

0 Trestle Glen	Revision to garage doors
1008 Trestle Glen	New skylights
1242 Trestle Glen	Garage remodel door and window
1401 Trestle Glen	Replace windows (5)
924 Underhills	Replace basement door

### **Parks**

Big tree work last week in Oak Grove and Plot C, removed a few problem trees and dead trees/wood. Remnants of a homeless dwelling found and removed. Tree crew may come back another day in August if needed. A little more work needed on new plantings in Plot D.

### **Neighbor Network**

Finalizing plans for Ice Cream Social on July 16<sup>th</sup>.

### **Administrator**

Lots of calls about overgrown hedges, both into the street and sidewalks.

Meeting was adjourned at 8:02pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## **LHA Board Minutes July 20, 2022**

President Casey Ramsey called the meeting to order at 7:41pm.

### **Board Members Present**

Chris Metcalfe, Brian O'Malley, Casey Ramsey  
Lisa Ray, Administrator

### **Approval of Minutes**

MSC CR/BOM to approve June 2022 minutes.

### **Treasurer's Report**

BOM reviewed June financial documents. Budget line-item Miscellaneous Income – what is the source of this income?

MSC to BOM/CR to approve June financials

### **Neighborhood Preservation:**

Additional design work needed for 807 Longridge and will not be approved this month.

MSC BOM/CM to approve 1386 Trestle Glen.

807 Longridge	Exterior remodel
1386 Trestle Glen	New skylights (2)

### **Parks**

Trees trimmed in Rosemount – looking really nice. No other major work coming up, other than small clearing work of dead wood in Plot C. Neighbor bordering Plot C will also be contacted to clear dead wood from backyard area at their home. We will continue to water the 2 lawns – Warren Hook & Plum Patch – these park lawns are heavily used by kids & families. Neighbor on Paloma would like equipment access from Oak Grove trail to their backyard to do landscaping work. CM talking with landscaper to get more details.

### **Neighbor Network**

Ice Cream Social was a nice turnout. Maybe add something to the event for next year? Next LHA event is mid-October Outdoor Movie Night.

### **Administrator**

Traffic calming on Trestle Glen – can speedbumps be added? Councilmember's office looking into the service requests that have been submitted over the last few years. Neighbor contacted us about state law allowing removal of discriminatory language from title documents. Alameda County is taking requests on this. Notice of potential lien letters have been sent to owners with overdue accounts. Project at the intersection of Grosvenor/Park was funded by a grant for safe routes to school. One Sycamore tree was nearly removed, but the tree remains. Deadline for Board nominations is 9/15/22.

Meeting was adjourned at 8:33pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## LHA Board Minutes August 17, 2022

President Casey Ramsey called the meeting to order at 7:36pm.

### Board Members Present

Brian O'Malley, Casey Ramsey, Cassandra Rowe, Miguel Drumond  
Lisa Ray, Administrator

### Approval of Minutes

MSC CR/CR to approve July 2022 minutes.

### Open Session

Recent criminal activity & carjacking on Alma. Concerned neighbors want to improve security on LHA streets. Safer Crocker patrol was formed by neighbors and funded by donation. The patrol hours fluctuate based on amount of donations received. Alma Place has license plate reader cameras funded by residents, which did capture the carjacker's license plate. LHA has not funded any security measures to date, largely because the CCRs do not specify that funds can be allocated for this purpose. Prior efforts to gather LHA member input has received mixed responses on adding cameras to LHA streets. Cassandra and Miguel will look into options for developing survey. Member asking about LHA attendance at upcoming Oakland Bicyclist & Pedestrian Advisory Committee. Presentation at the meeting will focus on the city's desire to find alternatives for partial parking on sidewalks on narrow streets. LHA administrator and members plan to attend.

### Treasurer's Report

We are as expected on income, \$32k higher this year than last. Assets are up year over year and liabilities on track with last year. Question from last month about Miscellaneous income line item – these are proceeds from title transfers as properties are sold within LHA.  
MSC to CR/BOM to approve July financials

### Neighborhood Preservation:

MSC BOM/CR to approve July projects:

947 Hillcroft	Replace windows & door
919 Larkspur	Replace windows
671 Longridge	Add retaining wall + remove trees (2)
801 Mandana	Replace windows on shed
653 Paloma	Replace retaining wall, fence

### Parks

Continued work in Oak Grove and Plot C, removing dead wood from trees and ground clearing.

### Neighbor Network

October 15<sup>th</sup> movie night planning and also gathering ideas for guest speakers for the Annual Meeting. Any suggestions can be forwarded to Cassandra.

**Administrator**

Sidewalk repairs not being addressed by the city. Lisa looked into concrete repair companies to shave sections of concrete to remove tripping hazards. Downside is that they will only issue one invoice for repairs done at multiple homes. Board does not want LHA to manage this process.

Meeting was adjourned at 8:44pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date

## **LHA Board Minutes September 21, 2022**

President Casey Ramsey called the meeting to order at 7:37pm.

### **Board Members Present**

Chris Metcalfe, Casey Ramsey, Miguel Drumond  
Lisa Ray, Administrator

### **LHA Members Present**

James Breeden, Nitin Gupta

### **Approval of Minutes**

MSC CR/CM to approve August 2022 minutes.

### **Treasurer's Report**

Review of proposed 2023 Reserve Study and Budget. Reserve study maps out increases and expenses over the next 30 years, and MD feels that LHA has a healthy financial outlook. The proposed 2023 budget has reductions in expenses for legal fees and Parks will have fewer large tree removals. Also, some parks updates will take place before the end of this year, rather than on 2023 budget. Board would like to carryover budget for mural and Alma/Brookwood stairway improvement into 2023. For August financials, we are on track with both income and expenditures. Parks shows \$9k remaining in the budget but expect this will even out over the rest of 2023.

MSC CM/MD to approve August financials.

MSC CR/CM to approve Resolution to remove previous LHA Finance Manager from Wells Fargo accounts.

### **Neighborhood Preservation:**

Updates requested for 807 Longridge & 1367 Barrows – these projects will not be approved this month.

MSC CR/CM to approve the following applications:

800 Grosvenor	Addition / remodel
1000 Longridge	Replace garage door
1207 Trestle Glen	Stucco wall to replace wood fence
1297 Bates	Solar installation

### **Parks**

Neighbor encouraged planting a butterfly garden in Oak Grove, behind Longridge homes. Gardener has provided estimate, plants will be donated, and neighbor will water from his property. Looking at options for a retaining wall along lower edge of Plot C on Carlston.

### **Neighbor Network**

Two remaining events for this year are Outdoor Movie Night on 10/15 and Annual Meeting (over Zoom) on Wednesday, 11/16.

### **Administrator**

The Board election for 2023 is an election by acclimation, with 5 candidates filling the 5 seats. Board members will decide their roles at the first meeting in 2023. Discussion of member survey for neighborhood security and PG&E wall mural and also for continuing the work of the mural committee.



Meeting was adjourned at 8:33pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

\_\_\_\_\_  
Date

## **LHA Board Minutes October 19, 2022**

President Casey Ramsey called the meeting to order at 7:35pm.

### **Board Members Present**

Chris Metcalfe, Casey Ramsey, Miguel Drumond, Cassandra Rowe, Brian O'Malley  
Lisa Ray, Administrator  
Briana Levey, Finance Manager

### **LHA Members Present**

John Brewer, Kathy Rueger, Jane Tishkoff, James Breeden

### **Approval of Minutes**

MSC CM/BOM to approve September 2022 minutes.

### **Treasurer's Report**

Briana led review of the 2023 budget & reserve study. Small increases this year for insurance, water, & garbage. The 2023 budgeted amount for Parks is similar to this year's budget. Funds for Alma/Brookwood stairway repair and mural on PG&E wall will be carried over to next year. The reserve study takes next year's and distributes it over a 30-year projection for capital improvements. The board agreed to adjust salaries to match this year's 8.2% social security increase.

MSC CR/MD to approve the 2023 Budget and Reserve Study.

Monthly financial reporting: gross profit up 9.9%, operating expenses below expected for this time of year. Park maintenance operating expenses will be on track through end of the year.

MSC MD/CR to approve September financials.

### **Neighborhood Preservation:**

Discussion of applications that include retaining or adding period detail to homes being remodeled. Several applications this month were not recommended for approval by NP. Board agreed to wait and see if updates recommended by the committee will be incorporated.

MSC BOM/CR to approve the following applications:

633 Carlston	Tree removal
921 Grosvenor	Window replacement
658 Paloma	Replace fence
627 Longridge	Deck replacement
857 Sunnyhills	Window replacement

### **Parks**

Rebuilt the Mandana stairs into Oak Grove. Contractor did a very nice job and also rebuilt top portion of stairs to Longridge. Also was able to line the border of the path with railroad ties. Had trees pruned in Carlston Triangle – Oak pruned and Sequoias flagged, diseased branches removed. More tree work / pruning in Oak Grove in January.

### **Neighbor Network**

Movie night had to be rescheduled due to PG&E power outage. New date is 10/29, movie is Coco. Last event of the year is the Annual Meeting on 11/16 – speakers to be confirmed post-election.

## **LHA Board Minutes November 16, 2022**

President Casey Ramsey called the meeting to order at 7:36pm.

### **Board Members Present**

Chris Metcalfe, Casey Ramsey, Cassandra Rowe, Brian O'Malley  
Lisa Ray, Administrator

### **LHA Members Present**

James Breeden

### **Approval of Minutes**

MSC CR/CM to approve October 2022 minutes.

### **Treasurer's Report**

Expenses remain under budget through October 2022. MSC CM/CR to approve October financials. Discussion of updates to the 2023 Reserve Study. An error (double entry) in the previous version resulted in underfunding for several years. Double entry removed and pollarding dates adjusted to correct negative balances. MSC CR/BOM to approve revised Reserve Study

### **Neighborhood Preservation:**

MSC BOM/CR to approve the following applications:

929 Alma	Window replacement (4)
1400 Barrows	Window replacement (12)
915 Grosvenor	Adding retaining walls
1029 Hubert	Install skylights
807 Longridge	Remodel
820 Longridge	Solar install
860 Northvale	New driveway gate / fence

### **Parks**

Pretty much wrapped up for the year. Updated the Mandana stairs, still working on adding water/irrigation to Plot D. Things are pretty quiet – not much rain yet. Finishing the irrigation slots in trail of Oak Grove to disperse water along upper portion of the trail. No more tree removals this year – adding native plants to Oak Grove.

### **Neighbor Network**

Very successful movie night Halloween weekend. New vendor with huge screen, we watched the movie Coco with about 40 people attending. Challenges getting speaker for the Annual Meeting being so close to the election. Targeting December 6<sup>th</sup> or 8<sup>th</sup>.

### **Administrator**

Thanks to Chris from neighbors for the work on the Sequoias in Carlston Triangle. Vacant lot on Underhills has sidewalk issues – city coming out to inspect. Increase in the number of ADU applications – may need to update our NP application to remind members to review the ADU guidelines before applying. Update from Lakeshore BID – looking for suggestions and more involvement from LHA neighbors and/or realtors. Discussion of street/traffic changes on Park Blvd.

Meeting was adjourned at 8:53pm.

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

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Brian O'Malley, Secretary

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Date