

**NOTICE OF TELECONFERENCE MEETING COMMUNITY DEVELOPMENT  
CORPORATION MEETING AND AGENDA  
THE CITY OF PRINCETON, TEXAS  
March 2, 2021**

*A quorum of the City Council or another City Board may be in attendance. It is not a certainty that a quorum or other number of the members of the City Council or another City-affiliated body will attend the meeting. No official action by the City Council or any City Board or commission, other than the Princeton Community Development Corporation, shall be taken.*

The Community Development Corporation of the City of Princeton will meet in Teleconference Meeting Session on March 2, 2021 at 6:00 PM to discuss the following

**Steven Deffibaugh,**  
*President, Place 6*

**Gabriel Rubio,**  
*Vice President, Place 1*

**Kori David,**  
*Director, Place 2*

**Kareem Evans,**  
*Director, Place 3*

**Jaisen Rutledge,**  
*Director, Place 4*

**Kaitlyn Mathews,**  
*Director, Place 5*

**Georgia Casas,**  
*Director, Place 7*

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**CALL TO ORDER**

**ROLL CALL**

Steve Deffibaugh  
Gabriel Rubio  
Kori David  
Jaisen Rutledge  
Kareem Evans  
Kaitlyn Mathews  
Georgia Casas

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CITIZEN APPEARANCE**

Citizens are allowed 3 minutes to speak. The Board is unable to respond to or discuss any issues that are brought up during this section that are not on the agenda, other than to make statement of specific factual information in response to a citizens inquiry or to recite existing policy in response to the inquiry.

**CONSENT AGENDA**

Consent Agenda: All consent agenda items listed are considered to be routine by the Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from

the Consent agenda and considered in its normal sequence on the agenda.

**Minutes**

Discussion and possible action regarding the minutes of the February 1, 2021 Regular Community Development Corporation Meeting.

[CDC Minutes 02-01-21.doc](#)

**REGULAR AGENDA**

**CDC- Financial Report as of January 31, 2021**

**2021-010** Discussion and possible action regarding the January 31, 2021 Community Development Corporation financial statement, sales tax and fund balance.  
[04 - CDC Jan2021.pdf](#)

**CDC- Day One Experts**

**2021-011** Discussion and possible action regarding an update from Dave Quinn, with Day One Experts.

**CDC- J.J. Book Park**

**2021-012** Update, discussion and possible action regarding J.J. Book Park.

**CDC- Community Center**

**2021-013** Discussion and possible action regarding a recommendation on the construction of the Community Center as requested by CDC Director Kaitlyn Mathews.

**CDC- Community Center Committee (CCC)**

**2021-014** Update, discussion and possible action regarding the Community Center Committee meeting activity and naming of the Community Center presented by CDC Director, Kaitlyn Mathews.

**CDC- Business Façade Program Grants**

**2021-015** Discussion and possible action regarding façade grants for businesses to improve their buildings, as requested by CDC Director, Georgia Casas.  
[City of Princeton Façade Incentive Complete Document and Application Draft 1.pdf](#)

**CDC- City Staff**

**2021-016** Discussion and possible action regarding providing and additional \$35,000 toward funding for payroll in order to dedicate part time, a City staff member to assist in the coordination and development of the Community Center and Business Plan.

**CDC- Future Agenda Items**

**2021-017** Possible action to approve request for items to be placed on a future agenda and NOT for discussion of these requests.

**REPORT AGENDA - CITY MANAGER**

- 1) City Council meetings for March 2021: Monday, March 8th and Monday, March 22nd. Both meetings held at 6:30 p.m. via teleconference.
- 2) Next Regular CDC meeting is Tuesday, April 6, 2021 at 6:00 p.m. via teleconference.

**CDC REPORT AGENDA**

CDC Board of Directors report about items of community interest in which no action will be taken.

**ADJOURNMENT**

## **CERTIFICATE**

I hereby certify the above Notice of Meeting was posted at the Princeton City Hall @ \_\_\_\_\_ and copies thereof were delivered to the Community Development Corporation Board of Directors.

\_\_\_\_\_  
Tabatha Monk, City Secretary

## **STATEMENT FOR ADA COMPLIANCE**

The City of Princeton acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Thus, in order to assist individuals with disabilities who require special services (i.e., sign interpretation services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Princeton sponsored public programs, services and/or meetings, the City requests the individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Tabatha Monk, City Secretary, or other designated official at 972-734-2416. The Community Development Corporation reserves the right to consult in executive session with its attorney and to receive legal advice regarding any item listed on this agenda pursuant to Section 551.071(b).

Minutes

The City of Princeton

Regular Community Development Corporation Meeting of February 1,, 2021

The Community Development Corporation (CDC) of the City of Princeton, Texas, met in regular session via teleconference February 1, 2021 at 3:00 p.m.

The following CDC Board of Directors were present: Vice President Gabriel Rubio, Director Kori David (joined the meeting late), Director Jaisen Rutledge, Director Kareem Evans, Director Kaitlyn Mathews and Director Georgia Casas. The following CDC Board of Directors were absent: President Steve Deffibaugh. The following Staff Members were present: City Manager Derek Borg and City Secretary Tabatha Monk.

Vice President **Rubio called the CDC Meeting to order at 3:01 PM.**

Vice President **Rubio** called roll, present were CDC Directors **Jaisen Rutledge, Kareem Evans, Kaitlyn Mathews and Georgia Casas.**

Director **Kaitlyn Mathews** led the invocation.

Director **Kareen Evans** led the Pledge of Allegiance.

Vice President **Rubio** announced Citizens Appearance. Nick Chacon and Stan Dade spoke under Citizens Appearance.

Vice President **Rubio** announced the Consent Agenda: Consent Agenda: All consent agenda items listed are considered to be routine by the Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and considered in its normal sequence on the agenda. Items on the **Consent Agenda** were: Discussion and possible action regarding the minutes of the January 4, 2021 Regular Community Development Corporation meeting. Director **Mathews made a motion to approve the Consent Agenda.**

Director **Evans** seconded the motion to approve. The motion carried **unanimously**.

Vice President **Rubio** then announced the first item under the Regular Agenda: **(CDC-2021-001 Financial Report as of December 31, 2021)**: “Discussion and possible action regarding the December 31, 2020 Community Development Corporation financial statement, sales tax, and fund balance.” No action taken.

Vice President **Rubio** then announced the second item under the Regular Agenda: **(CDC-2021-002 Princeton Chamber of Commerce)**: “Update and discussion regarding the 4th quarter financial report of the Princeton Chamber of Commerce.” The **motion carried unanimously**. No action taken.

Vice President **Rubio** then announced the third item under the Regular Agenda: **(CDC-2021-003 J.M. Caldwell Community Park)**: “Discussion and possible action regarding J.M. Caldwell Sr. Community Park and the design and placement of an additional restroom facility/pavilion as requested by CDC President Steve Deffibaugh and presented by Parks and Recreation Director, Chase Bryant.” No action taken.

Vice President **Rubio** then announced the fourth item under the Regular Agenda: **(CDC-2021-004 Signage for Thoroughfares)**: “Discussion and possible action regarding the signage in the medians on Monte Carlo and other thoroughfares.” No action taken.

Vice President **Rubio** then announced the fifth item under the Regular Agenda: **(CDC-2021-005 Community Center Committee (CCC))**: “Update, discussion and possible action regarding the Community Center Committee, naming of the Community Center and possible appointment of a new committee member to replace Debbie Cooke

presented by CDC Director, Kaitlyn Mathews.” Director **Evans made a motion for the Community Center Committee to hold a Zoom meeting on Thursday, February 11, 2021 @6:00 p.m. that would be open to the public for opinion and feedback.** Director **Casas seconded the motion.** The **motion carried unanimously.** Director **Mathews made a motion for Director Kareem Evans to be a volunteer on the Community Center Committee replacing the vacancy left by Deb Cooke.** Director **Casas seconded the motion.** The **motion carried unanimously.**

Vice President **Rubio** then announced the sixth item under the Regular Agenda: **(CDC-2021-006 Proposed Recreation Center):** “Discussion and possible action regarding the City of Princeton proposed recreation center as requested by President, Steve Deffibaugh.” No action taken.

Vice President **Rubio** then announced the seventh item under the Regular Agenda: **(CDC-2021-007 City Staff):** “Discussion and possible action regarding providing and additional \$35,000 toward funding for payroll in order to dedicate part time, a City staff member to assist in the coordination and development of the Community Center and Business Plan.” Director **Casas made a motion to table this item.** Director **Mathews seconded the motion.** The **motion carried unanimously.**

Vice President **Rubio** then announced the eighth item under the Regular Agenda: **(CDC-2021-008 CDC Meetings):** “Discussion and possible action regarding the regular monthly Community Development Corporation meeting day and time.” Vice President **Rubio request a survey monkey to be put out to the community on what day and time are preferred for the CDC meeting.** Director **Mathews made a motion for the CDC meetings to be temporarily moved to the 1<sup>st</sup> Tuesday of each month at 6:00**







**CITY OF PRINCETON  
BALANCE SHEET  
COMMUNITY DEVELOPMENT CORPORATION  
JANUARY 31, 2021 (unaudited)**

	<u>CDC</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,330,047
A/R - Sales tax	201,148
<b>Total Assets</b>	<u>1,531,195</u>
<b>Liabilities</b>	
Payables	107
<b>Total Liabilities</b>	<u>107</u>
<b>Fund Balances</b>	
Commitment remaining for:	
Debt Service	229,940
Transfers:	
Community Events	12,750
General Fund	59,089
Projects	
Community Center	550,114
Park improvements and equipment	42,000
Caldwell Park	117,000
Landscaping/signage/lights	56,008
Municipal Complex - park	100,000
Unassigned	348,732
<b>Total Fund Balances</b>	<u>1,531,088</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 1,531,195</u>

**CITY OF PRINCETON  
 BUDGETARY COMPARISON SCHEDULE  
 COMMUNITY DEVELOPMENT CORPORATION  
 FOR FOUR MONTHS ENDING JANUARY 31, 2021 (unaudited)**

	<b>Budget</b>	<b>Actual</b>	<b>Variance with Final Budget - Positive (Negative)</b>	<b>Percentage of Budget</b>
<b>REVENUE</b>				
Sales Taxes	\$ 735,000	\$ 375,704	\$ (359,296)	51.12%
Interest Earned	16,000	456	(15,544)	2.85%
<b>Total Revenues</b>	<b>751,000</b>	<b>376,160</b>	<b>(374,840)</b>	<b>50.09%</b>
<b>EXPENDITURES</b>				
Supplies & Maintenance	700	-	700	0.00%
Services - Contract/Legal/Ins	2,970	3,826	(856)	128.82%
Training/Education	2,000	-	2,000	0.00%
Advertising, Dues, Publications	2,300	-	2,300	0.00%
Promotional Services and Marketing	35,000	15,000	20,000	42.86%
Marketing	5,000	6,825	(1,825)	136.50%
Consulting Services	10,000	-	10,000	0.00%
Utilities - Telephone, Electricity, Gas	5,700	-	5,700	0.00%
Audit Expense	3,000	-	3,000	0.00%
Website Maintenance	2,000	-	2,000	0.00%
Market Days	5,000	-	5,000	0.00%
Voucher Stimulus Project	36,680	21,225	15,455	57.87%
Parkview Heights	12,000	-	12,000	0.00%
Caldwell Park - Dog Park	12,000	-	12,000	0.00%
Community Center	622,025	71,911	550,114	11.56%
Park Equipment	30,000	-	30,000	0.00%
Park Master Plan update	78,000	2,620	75,380	3.36%
Municipal Complex - Park	100,000	-	100,000	0.00%
Landscaping/signage/lights	60,000	3,992	56,008	6.65%
Caldwell Park Impr-LED Lightys	105,000	-	105,000	0.00%
Debt Service:				
2019 Tax Note	192,000	-	192,000	0.00%
2011 GO	37,940	-	37,940	0.00%
<b>Total Expenditures</b>	<b>1,359,315</b>	<b>125,399</b>	<b>1,233,916</b>	<b>9.23%</b>
Excess of revenues over expenditures	(608,315)	250,761	(1,608,756)	-41.22%
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer to General Fund	78,785	19,696	59,089	25.00%
Transfer to Community Events	17,000	4,250	12,750	25.00%
<b>Total other financing sources (uses)</b>	<b>95,785</b>	<b>23,946</b>	<b>71,839</b>	<b>25.00%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (704,100)</b>	<b>\$ 226,815</b>	<b>\$ (1,536,917)</b>	<b>-32.21%</b>
<b>Fund Balance, October 1</b>		<u>1,304,273</u>		
<b>Fund Balance, September 30</b>		<u>\$ 1,531,088</u>		

**Community Development Corporation**  
**Sales Tax Comparison**

	<u>FYE 9/30/2021</u>	<u>FYE 9/30/2020</u>	<u>Difference</u>	
October	\$ 85,603	\$ 75,167	\$ 10,436	13.9%
November	88,953	68,793	20,160	29.3%
December	114,648 *	85,373	29,275	34.3%
January	86,500 *	60,780	25,720	42.3%
February	-	63,001	(63,001)	-100.0%
March	-	81,572	(81,572)	-100.0%
April	-	76,068	(76,068)	-100.0%
May	-	84,779	(84,779)	-100.0%
June	-	93,673	(93,673)	-100.0%
July	-	86,642	(86,642)	-100.0%
August	-	87,898	(87,898)	-100.0%
September	-	100,510	(100,510)	-100.0%
	<u>\$ 375,704</u>	<u>\$ 964,256</u>	<u>\$ (588,552)</u>	<u>-61.0%</u>
Budget	\$ 735,000			
Collected to date	51%			

\* *Estimated: Sales tax monies to be received from State Comptroller*  
*These estimates will be updated monthly*

**Community Development Corporation  
Project Detail - FY2021**

Project Description	Budget	Amount Spent to-date	Vendor
Market Days	\$ 5,000		
Voucher Stimulus Project	\$ 36,680	122	D2D Dental
		335	Thirumala Group
		210	Princeton Vet Clinic
		125	Wild Flour Bakery
		12	Puppy Love
		3,625	Artisan Nails
		3,037	Relianse Papa
		50	Supercuts
		1,875	Taco Empire
		38	The Jym
		2,237	Las Roca's
		3,297	Valerie's Taco Stand
		1,450	Rivera's
		2,400	SPS Foods
		775	Radhe Kishan
		1,137	Jocy's
		500	Boba House
Park Equipment-mower	\$ 30,000		
Park Master Plan-update	\$ 78,000	2,620	Kimley Horn
Landscaping/signage/lights	\$ 60,000	3,992	Home Grown Plants
Municipal complex park design	\$ 100,000		
Community Center	\$ 622,025	28,000	DFW Framing & Constr
		38,530	H & H Concrete
		3,478	Home Depot
		1,028	CWD
		364	Texas Johns
		511	Mike Rogers
Caldwell Park - Lights	\$ 105,000		
Caldwell Park - dog park	\$ 12,000	-	
Parkview Heights	\$ 12,000	-	
	\$ 1,060,705	\$ 99,748	

**Community Development Corporation**

Fund Balance Summary

Beginning Fund Balance October 1, 2019 \$ 1,909,762

Project Budget Commitments-FY2020:

Community Events	17,000	
Debt Service	232,756	
Chamber of Commerce-Market Days	5,000	
Voucher Stimilus Project	44,570	
Special projects	63,813	
Monte Carlo - trees and street signs	184,765	
Municipal Center park design	113,618	
Caldwell Park	120,348	
Community Center	622,975	
Veteran's Memorial Park	18,275	(1,423,120)
	<u>                    </u>	

Add:

**Projected Revenues FY 2020** 980,177

Less:

**Projected Operating Expenditures FY 2020** (165,585)

Unassigned Fund Balance, September 30, 2020 \$ 1,301,234

Beginning Fund Balance October 1, 2020 \$ 1,301,234

Project Budget Commitments-FY2021:

Community Events	17,000	
Debt Service	229,940	
Transfer to General Fund	78,785	
Chamber of Commerce-Market Days	5,000	
Voucher Stimilus Project	36,680	
Landscaping/signage/lights	60,000	
Municipal Center park design	100,000	
Park Improvements-(Parkview Heights)	12,000	
Park Equipment-(mower)	30,000	
Caldwell Park	117,000	
Community Center - construction	622,025	(1,308,430)

Add:

**Projected Revenues FY 2021** 751,000

Less:

**Projected Operating Expenditures FY 2021** (68,670)

**Projected Unassigned Fund Balance, September 30, 2021** \$ 675,134

The City of Princeton Economic Development Corporation Facade Improvement Matching Incentive Grant Program provides a dollar-for-dollar match in the form of a reimbursement up to a maximum of ten thousand dollars (\$10,000) for eligible improvements to facades in the City of Princeton. Participants are eligible for up to one (1) incentive per twelve (12) month period from completion of previous project under this program, if applicable. Applicants who meet the ten thousand dollar (\$10,000) match threshold are eligible for waiver of building permit fees. Only building permit fees which are part of the incentive application will be waived. Building permit fees for improvements not related to the incentive application and/or is not visible from the street, parking area, or public park are not eligible for fee waiver.

### **Eligibility:**

- Must be an existing building located in the Princeton Overlay District (see attached map).
- Eligible facade improvements shall not begin before the application is considered by Princeton Economic Development Corporation and the City Council.
- Improvements must comply with all applicable state and local code requirements.
- Improvements must be on the exterior and visible to the public (street, parking area, or public park).
- Buildings with multiple tenants are eligible for one (1) program incentive per tenant, per twelve (12) month period from completion of previous program project.

### **Eligible Improvements Include (but are not limited to):**

- Facade facelift: Painting, trim work, cladding
- Front porch additions and enhancements
- New or enhanced attached signage and/or awnings
- Detached signage
- Exterior lighting
- New storefronts
- Window replacement and window framing
- Hardscape improvements such as sidewalk pavers, concrete off-street parking, fencing visible to the public, and lamp posts.
- Engineering or Architectural costs up to 15% of the project.

### **Ineligible improvements include (but are not limited to):**

- Interior improvements
- Any facades not visible to the public (street, parking area, or park)
- Roof repair



- New buildings or new building additions other than exterior additions such as porches and entry features
- Plantings or landscaping
- Outdoor furnishings unless permanently affixed to the building

### **Application Requirements:**

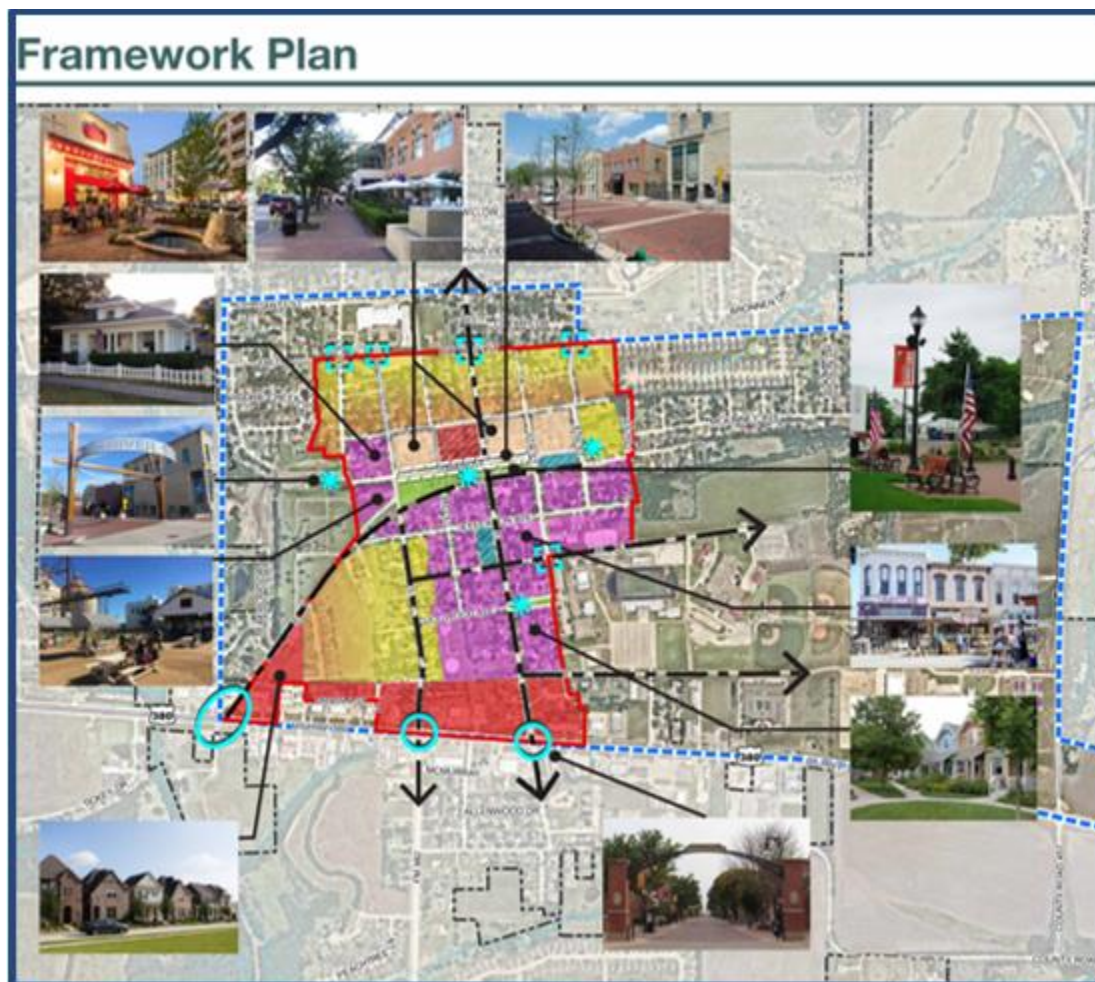
- Drawings or renderings of project proposal.
- Completed incentive program application signed by the applicant and the owner of the property (if different from the applicant).
- Cost Proposals: Two (2) written cost proposals from bona fide tradespeople, contractors, or suppliers. One (1) cost proposal must be from a contractor or supplier whose business is located within the Princeton city limits (where applicable).
- Contractor Qualification: One (1) completed “Statement of Contractor’s Qualifications” form for each cost proposal. Contractors must be registered with the City of Princeton.
- Exterior photo(s) of the existing building.
- Written description of project proposal.

### **Program Guidelines:**

- Projects are subject to Available funding allocated between October 31<sup>st</sup> and September 30<sup>th</sup>.
- Submission of an application does not guarantee approval.
- All eligibility requirements must be met to be considered for the incentive program.
- Only complete applications will be considered by the Princeton EDC and the City Council for approval. Incomplete applications which are missing required application materials will not be considered and shall expire after six (6) months. The six (6) month time period will begin on the date of the most recent staff correspondence with the applicant. A new completed application shall be submitted in order to resume activity on a grant application.
- Applications will be reviewed and considered by the Princeton EDC and the City Council on a first-come, first-served basis until all available program funds have been allocated.
- Appropriate permits must be obtained prior to beginning construction.
- Construction of improvements must commence within ninety (90) days of application approval and must be completed within one (1) year of application approval. The applicant may request a one (1) time thirty (30) day extension for construction commencement and a one (1) time (6) month extension to complete the project from the City Manager.
- Any changes or modifications to the approved application shall be approved by Princeton EDC and the City Council.
- Payment of the matching incentive funds shall be in the form of a reimbursement of fifty percent (50%) of the total cost of the improvements to a maximum of ten thousand dollars (\$10,000).
- Payment will be made after all work is satisfactorily completed according to the terms of the approved program application and all costs are documented with receipts and/or invoices.

Payment will not be made for any work completed before the application is considered by Princeton EDC and the City Council.

- A completed W-9 Form (Request for Taxpayer Identification Number and Certification) provided by the Internal Revenue Service (IRS) will be required by the property owner prior to any payment.
- Improvements completed under the City of Princeton EDC Facade Improvement Matching Incentive Grant Program shall become permanent fixtures of the building and shall not be removed or altered for a period of five (5) years without the express consent of the City of Princeton.
- The City Council may consider in total any proposed project improvements to the Princeton Overlay District.







**City of Princeton Economic Development Corporation  
Facade Improvement Matching  
Incentive Grant Program Application**

**1. Applicant Information**

- A. Applicant Name/Property Owner: \_\_\_\_\_
- B. Business Name: \_\_\_\_\_
- C. Mailing Address: \_\_\_\_\_
- D. Street Address: \_\_\_\_\_
- E. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Property and Project Description**

- A. Address/Location of the property to be considered for the City of Princeton Facade Improvement Matching Incentive Program: \_\_\_\_\_
- B. Reimbursement Request:
  - 1. Total Project Cost: \$ \_\_\_\_\_
  - 2. Eligible Reimbursement Request (50% of the total project cost up to \$10,000)  
\$ \_\_\_\_\_
- C. Project Description: (Describe the improvements that will be made to the existing structure), include pictures of the existing structure.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Project Overview**

As the Applicant, I have completed the following items in order to be considered for the Princeton Facade Improvement Matching Incentive Program. I understand that the reimbursement will not be processed if all items below have not been provided.

- Two cost Proposals for each facade improvement. Example: 2 proposals for painting, 2 proposals for signage, 2 proposals for lighting, etc.
- A statement of the Contractors Qualifications is included with each proposal.
- One of the proposals for each facade improvement is from a business within the city limits of Princeton, when applicable. If a Princeton business is not available, please provide a written statement.



- Exterior photos of the existing building prior to any improvements being made.
- A rendering of the proposed improvements, and a written description of the project including a proposed color palette.
- The proposed project improvements have not been made prior to the submission of this application.

**Disclaimer**

**I acknowledge that I understand the terms of the City of Princeton EDC Façade Improvement Matching Incentive Grant Program, and it is my intent to meet the specified terms of this application if approved up to (50% of the Façade Project Cost at a Maximum of \$5,000). I understand that the project is approved for grant reimbursement only in strict accordance with the approved plans that are attached to this application and that change orders on the work in progress require approval from the Princeton EDC and the City Council. Furthermore, failure to comply with this agreement may jeopardize receipt of reimbursement funds.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owners Signature (If different from Applicant)

\_\_\_\_\_  
Date



This form or a form supplied by the contractor containing the same minimum information must be provided in order to be considered for the Princeton Facade Improvement Matching Grant Program.

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

Fed ID# or SS#: \_\_\_\_\_

1. Name of Business, Mailing Address:

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2. Type of Business:

- Sole Proprietor
- Partnership
- Non Profit
- Corporation
- Other

3. Contact Information for all Company Financial Officers/CEO's/Owners, etc.

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4. How long has your company been in business? \_\_\_\_\_

5. How long has your company been doing business under the current name?

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6. What other name has your company done business under?

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7. Persons in your company authorized to sign bids/offers/contracts?

Name	Position	Phone#
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8. Person to contact for bids and quotes:



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Name	Position	Phone#
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9. Type of Business: \_\_\_\_\_

10. Has your company ever failed to complete an awarded contract? \_\_\_\_\_

If Yes, please explain the circumstances and how the situation was resolved:

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\_\_\_\_\_  
Signature:

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