

DRAFT # 1

**MONTANA ESTATES
COMMUNITY ASSOCIATION, INC.
(MECA)**

**AMENDED AND RESTATED
BYLAWS**

(revised January 1, 2019)

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MONTANA ESTATES COMMUNITY ASSOCIATION, INC. (MECA)

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AMENDED AND RESTATED BYLAWS OF MONTANA ESTATES COMMUNITY ASSOCIATION, INC.

Article I GENERAL PROVISIONS

Section 1.0 **Name**-The name of this corporation is Montana Estates Community Association, Inc. (the ASSOCIATION or MECA).

Section 1.1 **Principal Office**-The principal office of this corporation shall be located at 1498 Creek Trail, Prescott, AZ 86305, but meetings of members and directors may be held at such other place within the State of Arizona as may be designated by the Board of Directors.

Section 1.2 **Defined Terms**-Terms in all capital letters, used in these Bylaws, without definition shall have the meanings specified for such terms in the Declaration of Covenants, Conditions, and Restrictions for Montana Estates, as said Declaration may from time to time be amended.

Section 1.3 **Conflicting Provisions**-In the case of any conflict between the ARTICLES OF INCORPORATION and these BYLAWS, the ARTICLES shall control; and in the case of any conflict between the DECLARATION and these BYLAWS, the DECLARATION shall control.

Section 1.4 **Designation of Fiscal Year**-The fiscal year of the ASSOCIATION shall begin on the 1st day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

Section 1.5 **Books and Records**-The books, records and papers of the ASSOCIATION shall be available for inspection by any MEMBER during reasonable business hours. The PROJECT DOCUMENTS shall be available for inspection by any MEMBER during reasonable business hours at the Property Manager's office, where copies may be purchased at reasonable cost.

Section 1.6 **Amendment**-These BYLAWS may be amended, at a regular or special meeting of the MEMBERS, by a vote of the MEMBERS having more than fifty percent (50%) of the total votes entitled to be cast by the MEMBERS present in person or by absentee ballot.

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Article II MEETINGS OF MEMBERS

Section 2.0 Annual Meeting-The annual meeting of the MEMBERS shall be held during the first quarter of each year or at such time as the BOARD shall designate each year.

Section 2.1 Special Meetings-Special meetings of the MEMBERS may be called at any time by the BOARD of Directors or upon a written request signed by at least 25 MEMBERS from the total authorized votes.

Section 2.2 Notice of Meetings-Written notice of each meeting of the MEMBERS shall be given by, or at the direction of, the secretary or person authorized to call the meeting by mailing a copy of such notice, postage prepaid, at least ten (10) days, and no more than fifty (50) days, before such meeting to each MEMBER entitled to vote thereat, addressed to the MEMBER'S address last appearing on the books of the ASSOCIATION, or supplied by such MEMBER to the ASSOCIATION for the purpose of notice. Such notice shall specify the location, day and hour of the meeting, and in the case of a special meeting, the purpose of the meeting. Notice may also be given by any other lawful means. By attending a meeting, a MEMBER waives any right he may have had to object to the meeting on the basis that the proper notice of the meeting was not given in accordance with these BYLAWS or the statutes of the State of Arizona.

Section 2.3 Quorum-Except as otherwise provided in the ARTICLES, the DECLARATION or these BYLAWS, the presence in person or by absentee ballot, of MEMBERS entitled to cast one-tenth (1/10th) of the total authorized votes in the ASSOCIATION shall constitute a quorum at all meetings of the MEMBERS. If a quorum shall not be present at any meeting, the Board of Directors has the power to adjourn the meeting , without notice. If any meeting of MEMBERS cannot be organized because a quorum has not attended, the MEMBERS who are present may adjourn the meeting to a date and time not more than 30 days from the date and time the original meeting was called.

ARTICLE III BOARD OF DIRECTORS

Section 3.0 Number-The affairs of this ASSOCIATION shall be managed by a board of not less than 3 nor more than 7 directors. All directors must be MEMBERS of the ASSOCIATION. The number of directors may be altered from time to time by resolution of a majority vote of the BOARD, but must be an odd number of directors.

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Any MEMBER who is delinquent in the payment of any assessment or other charge due the ASSOCIATION, or who is otherwise deemed by the BOARD to be in violation of the PROJECT DOCUMENTS, shall not be eligible to serve on the BOARD.

Section 3.1 Term of Office-The MEMBERS shall elect one director for a term of 3 years; two directors for a term of 2 years and two directors for a term of one year. At each Annual Meeting the MEMBERS shall elect directors to replace those directors whose terms have expired. Terms of directorship will be determined by the number of votes cast for each director with the highest number of votes determining the longest term of office.

Section 3.2 Removal- Subject to the requirements of A.R.S. §33-1813, at any annual or special meeting of the MEMBERS duly called, any one or more of the members of the Board of Directors may be removed from the BOARD with or without cause by MEMBERS having more than fifty percent (50%) of the votes entitled to be cast by the MEMBERS present in person or by absentee ballot at the meeting, and a successor may then and there be elected to fill the vacancy thereby created. Any director who has three consecutive unexcused absences from BOARD meetings, who is more than 60 days delinquent in the payment of any assessment or other charge due the ASSOCIATION, or who is otherwise deemed by the BOARD to be in violation of the PROJECT DOCUMENTS, may be removed by a majority of the directors present at a regular or special meeting at which a quorum is present, and the BOARD may appoint a successor to fill the vacancy for the remainder of the term.

Section 3.3 Compensation-No director shall receive compensation for any service he may render to the ASSOCIATION. However, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 3.4 Action Taken Without a Meeting- The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

Section 3.5 Vacancies-Vacancies on the BOARD caused by any reason other than the removal of a director in accordance with the provisions of Section 3.2 of these BYLAWS may be filled by a majority vote of the remaining directors at the first regular or special meeting of the BOARD held after the occurrence of such vacancy, even though the directors present at such meeting may constitute less than a quorum. Each person so elected shall serve the unexpired portion of the prior director's term.

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Section 3.6 Regular Meetings-Regular meetings of the BOARD may be held at such a time and place that shall be determined from time to time by the BOARD.

Section 3.7 Special Meetings-Special meetings of the BOARD may be called by the President on three business days notice to each director, given personally or by mail, telephone or email, which notice shall state the time, place and purpose of the meeting. Special meetings of the BOARD shall be called by the President or Secretary in like manner and on like notice on the written request of at least two directors.

Section 3.8 Quorum-A majority of the directors shall constitute a quorum for the transaction of business. Every action or decision made by the majority of the directors present at a duly-held meeting at which a quorum is present shall be regarded as the act of the BOARD.

Section 3.9 Powers and Duties-The BOARD shall have all of the powers and duties necessary for the administration of the affairs of the ASSOCIATION and may do all such acts and things as are not, by the PROJECT DOCUMENTS required to be exercised or done by the MEMBERS. In addition to the duties imposed by these BYLAWS or by any resolution of the MEMBERS that may hereafter be adopted, the BOARD shall have the following powers and duties:

- a) Open bank accounts on behalf of ASSOCIATION and designate the signatories thereon;
- b) Make, or contract for the making, of repairs, additions to, improvements to or alterations of the COMMON AREA, in accordance with the PROJECT DOCUMENTS, after damage or destruction by fire or other casualty, or as a result of condemnation or eminent domain proceedings;
- c) In the exercise of its discretion, enforce by legal means the provisions of the PROJECT DOCUMENTS;
- d) Designate, hire and dismiss the personnel necessary for the maintenance, operation, repair, replacement of the COMMON AREA and provide services for the MEMBERS, and, where appropriate, provide for the compensation of such personnel and for the purchase of equipment, supplies and material to be used by such personnel in the performance of their duties;
- e) Provide for the operation, care, upkeep and maintenance of all of the COMMON AREA and borrow money on behalf of the ASSOCIATION when required in

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connection with any one instance relating to the operation, upkeep and maintenance for the COMMON AREA; provided however, the consent of MEMBERS having at least two-thirds (2/3) of the total votes in the ASSOCIATION shall be obtained either in writing or at a meeting called and held for such purpose in accordance with the provisions of these BYLAWS in order for the ASSOCIATION to borrow in excess of \$20,000;

f) Prepare and adopt an annual budget for the ASSOCIATION prior to the commencement of each fiscal year;

g) Adopt and publish Rules and Regulations governing the use of the COMMON AREA and facilities and the personal conduct of the MEMBERS and their family member, guests, lessees and invitees thereon and establish penalties for the infraction thereof;

h) Suspend the voting rights and the right to use of the COMMON AREA of a MEMBER during any period in which such MEMBER shall be in default in the payment of any assessment or other amount due under the terms of the PROJECT DOCUMENTS for a period of fifteen (15) days and for a period not to exceed sixty (60) days for any infraction of the PROJECT DOCUMENTS;

i) Exercise for the ASSOCIATION all powers, duties, and authority vested in or delegated to the ASSOCIATION and not reserved to the membership by other provisions of the PROJECT DOCUMENTS;

j) Declare the office of a member of the BOARD to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the BOARD without prior notification.

k) Employ, hire and dismiss such employees as they deem necessary and to prescribe their duties and their compensation;

l) Hire or employ and dismiss a manager, whether as an independent contractor or as an employee, to perform such services and duties as the BOARD may direct including, but without limitation, any of the duties granted to the officers of the ASSOCIATION in these BYLAWS or any duties of the BOARD set forth in this Section;

m) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the MEMBERS at the annual meeting of the MEMBERS, or at any special meeting when such statement is requested in writing by any MEMBER entitled to vote;

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n) Supervise all officers, agents and employees of the ASSOCIATION and see that their duties are properly performed;

o) As more fully provided in the DECLARATION to: (i) fix the amount of the annual assessment against each LOT at least thirty (30) days in advance of each fiscal year, (ii) send written notice of each assessment to every OWNER subject thereto, (iii) record within a reasonable time, a notice and claim of lien against any LOT for which assessments are not paid, and foreclose the same within a reasonable time or, at the discretion of the BOARD, bring an action at law against the OWNER personally obligated to pay the same;

(p) Procure and maintain adequate property, liability and other insurance as required by the DECLARATION;

(q) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

(r) Cause the COMMON AREA to be maintained, as more fully set forth in the DECLARATION.

ARTICLE IV OFFICERS AND THEIR DUTIES

Section 4.0 Enumeration of Officers-The principal officers of the ASSOCIATION shall be the president, the vice-president, the secretary, and the treasurer all of whom shall be elected by the BOARD. Officers must be members of the BOARD.

Section 4.1 Election of Officers-The election of officers shall take place at the first meeting of the BOARD following each annual meeting of the MEMBERS.

Section 4.2 Term-The officers of the ASSOCIATION shall be elected annually by the BOARD and shall hold office unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4.3 Special Appointments-The BOARD may elect such other officers as the affairs of the ASSOCIATION may require, each of whom shall hold office for a period, have authority, and perform duties for such a period of time as determined by the BOARD.

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Section 4.4 Resignation and Removal-Any officer may be removed from office with or without cause by the BOARD. Any officer may resign at any time by giving written notice to the BOARD, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4.5 Vacancies-A vacancy in any office may be filled by appointment by the BOARD. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 4.6 Multiple Offices-The offices of treasurer and secretary may be held simultaneously by the same person. One person may not simultaneously hold more than one of any of the other offices, including special offices created pursuant to Section 4.3 of these BYLAWS.

Section 4.7 Powers and Duties-To the extent such powers and duties are not assigned or delegated to a manager pursuant to Section 3.9 of these BYLAWS the powers and duties of the officers shall be as follows:

(a) President- The president shall be the chief executive officer of the ASSOCIATION; shall preside at all meetings of the BOARD or the MEMBERS; shall see that orders and resolutions of the BOARD are carried into effect; and have general and active management of the business of the ASSOCIATION;

(b) Vice-President- The vice-president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the BOARD;

(c) Secretary- The secretary shall record the votes and keep the minutes of all meetings and proceedings of the BOARD and of the MEMBERS; serve notice of meetings of the BOARD and of the MEMBERS; keep appropriate current records showing the MEMBERS of the ASSOCIATION together with their addresses, and shall perform such other duties as required by the BOARD;

(d) Treasurer- The treasurer shall have primary responsibility for preparation of the budget as provided for in the DECLARATION and may delegate all or part of the preparation and notification duties to a finance committee, management agent, or both.

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ARTICLE V INDEMNIFICATION

Section 5.0 Directors and Officer: Third Party Actions-The ASSOCIATION shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the ASSOCIATION, by reason of the fact that he is or was a MEMBER, director, officer, employee or agent of the ASSOCIATION or is or was serving at the request of the ASSOCIATION as a MEMBER, director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorney fees, and against judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted or failed to act, in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the ASSOCIATION and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent shall not of itself create a presumption that the person acted or failed to act other than in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the ASSOCIATION and, with not respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was lawful.

Section 5.1 Directors and Officers: Derivative Actions-The ASSOCIATION shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the ASSOCIATION to procure a judgment in its favor by reason of the fact that he is or was a MEMBER, director, officer, employee or agent of the ASSOCIATION or is or was serving at the request of the ASSOCIATION as a member, director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses, including attorney fees, but excluding judgments and fines, and, except as hereinafter set forth, amounts paid in settlement, actually and reasonably incurred by him in connection with the defense or settlement of such action or suit, if he acted, or failed to act, in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the ASSOCIATION and except that no indemnification may be made in respect of any claim, issue or matter as to which such person shall have been adjudicated to be liable for negligence or misconduct in the performance of his duty to the ASSOCIATION unless and only to the extent that the court in which such action or suit was brought shall determine upon application that,

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despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper. The court in which any such action or suit was brought may determine upon application that, in view of all circumstances of the case, indemnity for the amounts so paid in settlement and for the expenses, including attorney fees, actually and reasonably paid in connection with such application, to the extent the court deems proper.

Section 5.2 Employees and Agents-To the extent that a MEMBER, director, officer, employee or agent of the ASSOCIATION has been successful on the merits or otherwise is defense of any action, suit, or proceeding referred to in Sections 5.1 and 5.2 of these BYLAWS or in defense of any claim, issue, or matter therein, he shall be indemnified against expenses, including attorney fees, actually and reasonably incurred by him in connection therewith.

Section 5.3 Procedure for Effecting Indemnification- Any indemnification under Sections 5.1 or 5.2 of these BYLAWS, unless ordered by a court, shall be made by the ASSOCIATION only as authorized in the specific case upon a determination that indemnification of a MEMBER, director, officer, employee or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 5.1 or 5.2 of these BYLAWS. Such determination shall be made by any of the following:

- (a) By the BOARD by a majority vote of a quorum consisting of directors who were not parties to the action, suit, or proceeding;
- (b) If such a quorum is not obtainable, in a written opinion of independent legal counsel appointed by a majority of the disinterested directors for that purpose;
- (c) If there are no disinterested directors, by the court or other body before which the action, suit, or proceeding was brought or any court of competent jurisdiction upon the approval of or application by any person seeking indemnification, in which case indemnification may include the expenses, including attorney fees, actually and reasonably paid in connection with such application;
- (d) By act of the MEMBERS.

Section 5.4 Advancing Expenses-Expenses, including attorney fees, incurred in defending a civil or criminal action, suit or proceeding may be paid by the ASSOCIATION in advance of the final disposition of the action, suit or proceeding as authorized in the

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manner provided in Section 5.4 of these BYLAWS upon receipt of an undertaking by or on behalf of the MEMBER, director, officer, employee or agent to repay the amount unless it is ultimately determined that he is entitled to be indemnified by the ASSOCIATION as authorized in this Article.

Section 5.5 Scope of Article-The indemnification provided by this Article is not exclusive of any other rights to which those indemnified may be entitled under any agreement, vote of MEMBERS or disinterested directors or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office and shall continue as to a person who has ceased to be a MEMBER, director, officer, employee or agent of the ASSOCIATION and shall inure to the benefit of the heirs, executors and administrators of such a person.

ARTICLE VI ARCHITECTURAL REVIEW COMMITTEE

Section 6.0 Committee Composition-The ARCHITECTURAL REVIEW COMMITTEE (ARC) shall consist of at least three (3) members. None of such members shall be required to be an architect or to meet any other particular qualifications for membership. A member of the ARC need not be, but may be, a member of the BOARD or an officer of the ASSOCIATION. Notwithstanding, membership on the ARC shall include at least one director who shall serve as chairperson of the ARC. The BOARD may increase or decrease the size of the ARC.

Section 6.1 Terms of Office-The term of office for members of the ARC shall be a period of one year, or until the appointment of a successor. Any new member appointed to replace a member who has resigned or been removed shall serve such member's unexpired term. Members may be reappointed.

Section 6.2 Appointment and Removal-The right to appoint and remove all members of the ARC at any time, shall be and is hereby vested solely in the BOARD; provided, however, that no member may be removed from the ARC by the BOARD except by the vote or written consent of fifty-one (51%) percent of all of the members of the BOARD.

Section 6.3 Resignations-Any member of the ARC may at any time resign from the ARC by giving written notice thereof to the BOARD.

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Section 6.4 **Vacancies**-Vacancies on the ARC, however caused, shall be filled by the BOARD. A vacancy or vacancies on the ARC shall be deemed to exist in case of the death, resignation or removal of any member.

Section 6.5 **Duties**-It shall be the duty of the ARC to consider and act upon any and all proposals or plans submitted to it pursuant to the terms of the DECLARATION, to adopt ARC Rules, to perform other duties delegated to it by the BOARD, and to carry out all other duties imposed upon it by the DECLARATION.

Section 6.6 **Meetings and Compensation**-The ARC shall meet from time to time as necessary to perform its duties. The vote or written consent of a majority of the members of the Committee, at a meeting, or otherwise, shall constitute the act of the Committee unless the unanimous decision of the Committee is required by any other provision of the DECLARATION. The Committee shall keep and maintain a written record of all actions taken by it at such meeting or otherwise. Members of the ARC shall not be entitled to compensation for their services.

Section 6.7 **Architectural Review Committee Rules**-The BOARD may adopt, amend and repeal ARCHITECTURAL COMMITTEE RULES. Said ARCHITECTURAL COMMITTEE RULES shall interpret and implement the DECLARATION by setting forth the standards and procedures for ARC review and the guidelines for architectural design, placement of buildings, landscaping, color schemes, exterior finishes and materials and similar features which are recommended for use within the PROPERTY.

Section 6.8 **Waiver**-The approval by the ARC of any plans, drawings or specifications for any work to be done or proposed, or for any other matter requiring the approval of the ARC under the DECLARATION, shall not be deemed to constitute a waiver of any right to withhold approval of any similar plan, drawing specification or matter subsequently submitted for approval.

Section 6.9 **Completion of Work**-Upon receipt of approval from the ARC for any application, the MEMBER who requested such approval shall proceed to perform, construct or complete the work approved by the ARC as soon as practicable and shall diligently pursue such work so that it is completed as soon as reasonably practicable and within such time as may be prescribed by the ARC.

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Section 6.10 Fees and Deposits. The ARC shall have the right to charge a fee for reviewing applications, which fee shall be payable at the time the application for approval is submitted to the ARC. The ARC may also require a deposit payable at the time the application for approval is submitted to the ARC in an amount determined by the ARC to be used by the ASSOCIATION to assure prompt completion of the work, to repair any damage to COMMON AREAS, or to otherwise enforce compliance with the PROJECT DOCUMENTS.

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CERTIFICATION

I hereby certify that the foregoing AMENDED AND RESTATED BYLAWS were duly adopted by the Board of Directors of the ASSOCIATION on the _____ day of _____, 2018 .

President of the MECA Board

ATTEST:

Secretary

State of Arizona)
) ss.
County of Yavapai)

On this the _____ day of _____, 2018, before me, the undersigned officer, personally appeared _____, who acknowledged him(herself) to be the President of _____, an _____ corporation, and that he, as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

In WITNESS WHEREOF, I hereunto set my hand and official seal,

Notary Public

My commission expires:

Revised June 2018