



**CRESTVIEW WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 9, 2023
5:00 P.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

www.crestviewwestcdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING

Miami Executive Airport
Signature Flight Support Building Conference Room
14150 SW 129th Street, Miami, Florida 33186

March 9, 2023

5:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. November 10, 2022 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report, as Required
- H. New Business
 - 1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 6
 - 2. Consider Engineering Updated Rates Request (Alvarez Engineers).....Page 13
 - 3. Consider Adjustment to District Counsel Fee Structure.....Page 15
- I. Administrative & Operational Matters
 - 1. Staff Report, as Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/ a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

09/30/2022

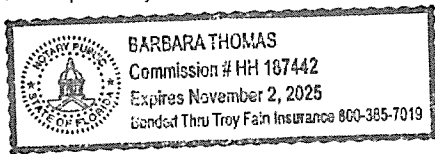
Affiant further says that the newspaper complies with all
legal requirements for publication in chapter 50, Florida
Statutes.



Sworn to and subscribed before me this
30 day of SEPTEMBER, A.D. 2022



(SEAL)
MARIA MESA personally known to me



**CRESTVIEW WEST COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the **Crestview West Community Development District** (the "District") will hold Regular Meetings in the Signature Flight Support 2nd Floor Conference Room at the Miami Executive Airport located at 14150 S.W. 129th Street, Miami, Florida 33186 at 5:00 p.m. on the following dates:

- October 13, 2022
- November 10, 2022
- March 9, 2023
- May 11, 2023
- June 8, 2023
- September 14, 2023

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at nnguyen@sdsinc.org and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at nnguyen@sdsinc.org and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

Crestview WEST community development district

www.crestviewwestcdd.org

9/30

22-13/0000621845M

**CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 10, 2022**

A. CALL TO ORDER

District Manager Nancy Nguyen called the November 10, 2022, Regular Board Meeting of the Crestview West Community Development District (the “District”) to order at 5:16 p.m. in the Signature Flight Support Building Conference Room located at 14150 SW 129th Street, Miami, Florida 33186.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on September 30, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, *as legally required*.

C. SEAT AND WELCOME ELECTED BOARD MEMBERS

Ms. Nguyen seated Jamie Arratia, Jannette Gonzalez, and Ana Ibarra, who were elected at the Landowners’ Election of November 10, 2022.

D. ADMINISTER OATH FO OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Ms. Nguyen, Notary Public in the State of Florida, administered the Oath of Office to Jamie Arratia, Jannette Gonzalez, and Ana Ibarra, and reminded them of their duties and responsibilities, with emphasis on the Sunshine Law, Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairwoman Jamie Arratia, Vice Chairwoman Karen Davila, and Supervisors Eric Polanco, Jannette Gonzalez and Ana Ibarra constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen of Special District Services, Inc.; and District Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

As a result of the changes to the Board of the District, Ms. Nguyen recommended that re-election of the District’s Officers take place. She provided the following slate of names for election:

- Chairperson – Jamie Arratia
- Vice Chairperson – Karen Davila
- Secretary/Treasurer – Nancy Nguyen
- Assistant Secretaries – Eric Polanco, Ana Ibarra, Jannette Gonzalez, Armando Silva and Gloria Perez

A **motion** was made by Ms. Davila, seconded by Ms. Arratia and passed unanimously electing the District's Officers, as listed above.

G. CONFIRMATION OF LANDOWNERS' ELECTION RESULTS

Ms. Nguyen restated the Landowners' Election results of November 10, 2022: Jamie Arratia was elected to a 4-year term in Seat #4; Jannette Gonzalez was elected to a 4-year term in Seat #3; and Ana Ibarra was elected to a 2-year term in Seat #5. Ms. Nguyen then stated that it would be in order for the Board to confirm the results of the November 10, 2022, Landowners' Election. A discussion ensued after which:

A **motion** was made by Ms. Gonzalez, seconded by Mr. Polanco and unanimously passed to confirm the Landowners' Election results of November 10, 2022, *as stated above*.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. July 14, 2022, Special Board Meeting and Public Hearing

Ms. Nguyen presented the July 14, 2022, Special Board Meeting and Public Hearing minutes and asked if there were any comments and/or changes.

There being no changes, a **motion** was made by Ms. Arratia, seconded by Mr. Polanco and unanimously passed approving the July 14, 2022, Special Board Meeting and Public Hearing minutes, *as presented*.

K. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2022-06 – Adopting a Fiscal Year 2021/2022 Amended Budget

Resolution No. 2022-06 was presented, entitled:

RESOLUTION NO. 2022-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO

CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen read the title into the record and provided an explanation for the document. She indicated that there was an operating fund balance of approximately \$20,000 at the end of the fiscal year. A discussion ensued after which:

A **motion** was made by Ms. Arratia, seconded by Ms. Davila and unanimously passed to adopt Resolution No. 2022-06, *as presented*, thereby setting the amended/revised budget for the 2021/2022 fiscal year.

2. Consider Approval of Auditor Removal

Ms. Nguyen explained that at the November 14, 2019, District meeting, the Board of Supervisors (the "Board") selected Grau & Associates to perform the year end audits for the fiscal years ending 2019, 2020, and 2021 with an option to perform the 2022 and 2023 audits.

Ms. Nguyen stated that management was pleased with the services provided by Grau & Associates, and recommended that the Board approve the renewal option. A discussion ensued, after which:

A **motion** was made by Ms. Arratia, seconded by Ms. Davila and unanimously passed approving the renewal option with Grau & Associates to perform the audits for the fiscal years ending in 2022 and 2023 for \$3,800 and \$3,900, respectively.

3. 2022 Legislative Session Update Memo

Ms. Nguyen explained that District Counsel had prepared a memorandum summarizing the legislative acts that had become law during the most recent legislative session. Mr. George provided an explanation of the laws that pertain to the District. Mr. George advised that if the Board had any questions regarding these new laws, they may contact his office or visit <http://laws.flrules.org/>.

M. ADMINISTRATIVE AND OPERATIONAL MATTERS

1. Staff Report, as Required

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until March 9, 2023.

N. BOARD MEMBER AND STAFF CLOSING COMMENTS

There were no Board Member closing comments.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Gonzalez, seconded by Ms. Davila and passed unanimously adjourning the Regular Board Meeting at approximately 5:32 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Crestview West Community Development District (the “District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2023/2024 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for May 11, 2023 at 5:00 p.m. in the Signature Flight Support Building Conference Room located at Miami Executive Airport, 14150 S.W. 129th Street, Miami, Florida 33186, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 9th day of March, 2023.

ATTEST:

**CRESTVIEW WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview West
Community Development District

**Proposed Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- II DETAILED PROPOSED BUDGET**
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2023/2024 BUDGET
REVENUES	
Administrative Assessments	59,164
Maintenance Assessments	2,234
Debt Assessments	168,769
Other Revenues	0
Interest	240
TOTAL REVENUES	\$ 230,407
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Engineering - Annual Report/Inspections	1,000
Special Projects	600
Miscellaneous Maintenance	500
TOTAL MAINTENANCE EXPENDITURES	\$ 2,100
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes	306
Management	20,148
Legal	7,000
Assessment Roll	6,500
Audit Fees	3,900
Insurance	6,600
Legal Advertisements	750
Miscellaneous	650
Postage	200
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	350
Website Management	1,450
Administrative Contingency	450
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 55,854
TOTAL EXPENDITURES	\$ 57,954
REVENUES LESS EXPENDITURES	\$ 172,453
Bond Payments	(158,643)
BALANCE	\$ 13,810
County Appraiser & Tax Collector Fee	(4,603)
Discounts For Early Payments	(9,207)
EXCESS/ (SHORTFALL)	\$ 0
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ 0

DETAILED PROPOSED BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	50,476	59,197	59,164	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	2,234	2,234	2,234	Expenditures/.94
Debt Assessments	168,770	168,769	168,769	Bond Payments/.94
Other Revenues	0	0	0	
Interest	6	60	240	Estimated At \$20 Per Month
TOTAL REVENUES	\$ 221,486	\$ 230,260	\$ 230,407	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Engineering - Annual Report/Inspections	995	1,000	1,000	No Change From 2022/2023 Budget
Special Projects	0	600	600	No Change From 2022/2023 Budget
Miscellaneous Maintenance	0	500	500	No Change From 2022/2023 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 995	\$ 2,100	\$ 2,100	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	1,600	5,000	4,000	Supervisor Fees
Payroll Taxes	122	383	306	Supervisor Fees * 7.65%
Management	19,008	19,572	20,148	CPI Adjustment (Capped at 3%)
Legal	6,634	7,000	7,000	No Change From 2022/2023 Budget
Assessment Roll	6,500	6,500	6,500	As Per Contract
Audit Fees	3,700	3,800	3,900	Accepted Amount For 2022/2023 Audit
Insurance	5,706	6,200	6,600	Fiscal Year 2022/2023 Expenditure Was \$6,134
Legal Advertisements	472	800	750	\$50 Decrease From 2022/2023 Budget
Miscellaneous	623	500	650	\$150 Increase From 2022/2023 Budget
Postage	146	200	200	No Change From 2022/2023 Budget
Office Supplies	349	375	375	No Change From 2022/2023 Budget
Dues & Subscriptions	175	175	175	No Change From 2022/2023 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2022/2023 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2022/2023 Budget
Website Management	1,450	1,450	1,450	No Change From 2022/2023 Budget
Administrative Contingency	0	400	450	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 49,835	\$ 55,705	\$ 55,854	
TOTAL EXPENDITURES	\$ 50,830	\$ 57,805	\$ 57,954	
REVENUES LESS EXPENDITURES	\$ 170,656	\$ 172,455	\$ 172,453	
Bond Payments	(161,060)	(158,643)	(158,643)	2024 P & I Payments Less Interest
BALANCE	\$ 9,596	\$ 13,812	\$ 13,810	
County Appraiser & Tax Collector Fee	(2,135)	(4,604)	(4,603)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(7,969)	(9,208)	(9,207)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (508)	\$ 0	\$ 0	
Carryover From Prior Year	0	0	0	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (508)	\$ 0	\$ 0	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
CRESTVIEW WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	723	25	250	Projected Interest For 2023/2024
NAV Tax Collection	161,060	158,643	158,643	Maximum Debt Service Collection
Total Revenues	\$ 161,783	\$ 158,668	\$ 158,893	
EXPENDITURES				
Principal Payments	52,000	56,000	55,000	Principal Payments Due In 2024
Interest Payments	105,590	102,390	100,150	Interest Payments Due In 2024
Bond Redemption	0	278	3,743	Estimated Excess Debt Collections
Total Expenditures	\$ 157,590	\$ 158,668	\$ 158,893	
Excess/ (Shortfall)	\$ 4,193	\$ -	\$ -	

Series 2014 Bond Information

Original Par Amount =	\$2,462,000	Annual Principal Payments Due =	November 1st
Interest Rate =	4% - 5.00%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	November 2014		
Maturity Date =	November 2044		
Par Amount As Of 1/1/23 =	\$2,082,000		

Crestview West Community Development District Assessment Comparison

	Fiscal Year 2019/2020 <u>Assessment*</u>	Fiscal Year 2020/2021 <u>Assessment*</u>	Fiscal Year 2021/2022 <u>Assessment*</u>	Fiscal Year 2022/2023 <u>Assessment*</u>	Fiscal Year 2023/2024 <u>Projected Assessment*</u>
Administrative	\$ 439.47	\$ 439.37	\$ 439.33	\$ 519.27	\$ 518.99
Maintenance	\$ 19.60	\$ 19.60	\$ 19.60	\$ 19.60	\$ 19.60
<u>Debt</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>	<u>\$ 1,480.43</u>
Total	\$ 1,939.50	\$ 1,939.40	\$ 1,939.36	\$ 2,019.30	\$ 2,019.02

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units 114

February 10, 2023

Board of Supervisors
Crestview West Community Development District
Attn: District Manager Nancy Nguyen
Special District Services, Inc.
2501 Burns Road
Palm Beach Gardens, FL 33410


Reference: Crestview West Community Development District
Alvarez Engineers Personnel Billing Rates
Via: Email Only: nnguyen@sdsinc.org

Dear Board of Supervisors,

In accordance with the terms of the Engineering Agreement, dated April 22, 2015, between Alvarez Engineers, Inc. and the CDD, I would like to respectfully request the Board of Supervisors to consider updating our hourly personnel billing rates and staff classifications to our proposed 2023 rates as shown in the attached table.

Please let me know if you have any questions or if you would like to discuss this further.

Sincerely,

A handwritten signature in blue ink, appearing to read "Juan R. Alvarez", written over a horizontal blue line.

Juan R. Alvarez, President
Alvarez Engineers, Inc.

Crestview West CDD			
Current 2015 Rates		Proposed 2023 Rates	
Principal	\$ 200.00	Principal	\$ 220.00
Chief Engineer			
Senior Engineer	\$ 170.00	Senior Engineer	\$ 185.00
Senior Project Engineer			
Project Manager	\$ 150.00	Engineer 2	\$ 160.00
Project Engineer	\$ 130.00	Engineer 1	\$ 140.00
		Electrical Engineer	\$ 135.00
Engineer	\$ 125.00	Engineer Intern	\$ 130.00
CADD	\$ 95.00	Senior Designer	\$ 110.00
		CADD/Computer Technician	\$ 100.00
		Senior Engineering Technician	\$ 95.00
Engineering Technician	\$ 85.00	Engineering Technician	\$ 90.00
Senior Administrative	\$ 80.00	Senior Administrative	\$ 95.00
Administrative	\$ 50.00	Administrative	\$ 60.00

Principal	Professional Engineer with 20+ years of post registration experience
Senior Engineer	Professional Engineer with 10+ years of post registration experience
Engineer 2	Professional Engineer with 5+ years of post registration experience
Engineer 1	Professional Engineer with 0+ years of post registration experience
Electrical Engineer	Electrical Engineer with 2+ years of post-graduate experience
Engineer Intern	Entry level with engineering degree; Engineering Intern License
Senior Designer	15+ years of design experience, non-registered
CADD/Computer Technician	Design and Drafting with 1+ year of experience
Senior Engineering Technician	5+ years of experience
Engineering Technician	Entry level, with 0-4 years of experience
Senior Administrative	Degreed executive assistant with 8+ years of experience
Administrative	Secretary / Clerical

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

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PLEASE REPLY TO: FORT LAUDERDALE

CHRISTINE A. BROWN
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SUSAN F. DELEGAL
SHIRLEY A. DELUNA
GERALD L. KNIGHT
BRUCE M. RAMSEY

STEVEN F. BILLING (1947-1998)
HAYWARD D. GAY (1943-2007)

February 3, 2023

VIA E-MAIL ONLY-nnguyen@sdsinc.org

Mr. Nancy Nguyen
District Manager
Special District Services, LLC
8785 SW 165th Avenue, Suite 200
Miami, FL 33193

**Re: Adjustment to District Counsel Fee Structure
Crestview West Community Development District
Our File: 921.07495**

Dear Ms. Nguyen:

This firm's current fee structure has been in place since 2008. Although we are certainly mindful of the necessity to keep increases in the District's expenses, including the cost of legal services, to a minimum, it has become necessary for us to adjust our hourly rates effective April 1, 2023, as follows:

- Attorneys/Partners: \$275.00 per hour
- Attorneys/Associates: \$225.00 per hour

This hourly fee structure will be adjusted on a periodic basis in connection with the District's budget process no later than every third Fiscal Year to reflect changes in the Consumer Price Index published by the U. S. Department of Labor. The CPI has reflected a 38.6% increase since the year 2008 and we have not raised our fees during that time.

Ms. Nancy Nguyen
February 3, 2023
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Naturally, should you have any questions or require any further information in support of this adjustment you should feel free to contact me at your convenience. As I think you are aware, we very much appreciate the opportunity to serve as District Counsel as well as your courtesy and cooperation with regard to the necessity of what we believe to be both infrequent and reasonable adjustments to our schedule of professional fees.

Very truly yours,



Ginger E. Wald
For the Firm

GEW/jmp