

## COMMON INTEREST COMMUNITY BOARD

### MINUTES OF MEETING

The Common Interest Community Board (Board) met on November 30, 2017, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Lucia Anna Trigiani, Chair  
Maureen A. Baker  
Paul Orlando  
Lori Overholt  
John Rhodes  
Scott Sterling  
Katherine E. Waddell  
David Watts

Board members Mary Elizabeth Johnson, Kimberly Kacani, and Eugenia Lockett Reese were not in attendance at the meeting.

DPOR staff present for all or part of the meeting included:

Jay W. DeBoer, Director  
Trisha L. Henshaw, Executive Director  
Heather Gillespie, Ombudsman  
Joseph C. Haughwout, Jr., Board and Regulatory Administrator  
Tanya M. Pettus, Administrative Assistant

Joshua Laws, Assistant Attorney General with the Office of the Attorney General, was present.

Finding a quorum of the Board present, Ms. Trigiani, Chair, called the **Call to Order** meeting to order at 9:43 a.m.

Ms. Trigiani advised the Board of the emergency evacuation **Emergency Evacuation Procedures** procedures.

Ms. Trigiani introduced to the Board newly appointed Board member Maureen A. Baker, who will serve in a Community Manager seat. **Introduction of New Board Members**

Board members and staff then each introduced themselves.

Mr. Laws introduced Biniam Tesfamariam, from the Office of the

Attorney General, who was present to observe the meeting.

Ms. Henshaw advised the Board of amendments to the agenda. Mr. Sterling moved to approve the agenda as amended. Mr. Orlando seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

Approval of Agenda

Mr. Orlando moved to approve the minutes of the August 11, 2017, Board meeting. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

Approval of Minutes

Chris Nolen with McGuire Woods Consulting, LLC, representing the American Resort Development Association, was present to address the Board. Mr. Nolen asked the Board to consider allowing input from members of the time-share industry before adopting a guidance document regarding the distribution of the public offering statement in a time-share purchase transaction as required by the Code of Virginia. Mr. Nolen expressed his concerns regarding the efficiency of instituting a universal Alternative Media Disclosure for all transactions, and asked that the Board consider allowing leeway for adjustments to the Alternative Media Disclosure as needed.

Public Comment Period

Ms. Trigiani introduced Heather Gillespie, Common Interest Community Ombudsman.

Introduction of Staff

Mr. Haughwout provided the Board with an update of temporary cease and desist actions from June 8, 2017.

Follow-up Report from Temporary Cease and Desist Actions from June 8, 2017 Meeting

Mr. Sterling recused himself from the meeting for discussion and deliberation of File Number 2018-00840.

Recusal of Board Member

In the matter of **File Number 2018-00840, Colonial Crossing, a Condominium**, the Board members reviewed the Consent Order, which imposed Board costs of \$2,500.00. In addition, Colonial Crossing, a Condominium agrees to provide acceptable evidence of an amended public offering statement to contain full disclosure of the action taken by the Board against Colonial Crossing, a Condominium in this matter. After discussion, Mr. Orlando moved to accept the terms of the Consent Order as presented. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Trigiani,

File Number 2018-00840, Colonial Crossing, a Condominium

Waddell, and Watts.

Discussion was held on the parameters of the Board's ability to fine and sanction. Mr. Laws advised the Board he would gather further information on the subject to provide at the next Board meeting.

Mr. Sterling returned to the meeting.

**Return of Board Member**

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of ARC 3409 Condominium, for failure of the declarant, Wilson Condo LLC, to submit a complete annual report with evidence of a bond or letter of credit from a financial institution as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Watts moved to authorize staff to continue efforts to obtain compliance and defer this matter until the next Board meeting. Ms. Overholt seconded the motion. After further discussion, Mr. Watts amended the motion, and moved to issue a temporary cease and desist order against the project registration of ARC 3409 Condominium, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. Further, the issuance of the order will be held for fifteen days, in order to allow ARC 3409 Condominium to come in to compliance. Ms. Overholt seconded the amended motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

**Consider  
Temporary Cease  
and Desist Orders  
Regarding  
Condominium  
Registrations**

Mr. Rhodes recused himself from the meeting for discussion and deliberations of matters involving Regency at Ashburn Greenbriar Condominium.

**Recusal of Board Member**

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of Regency at Ashburn Greenbriar Condominium, for failure of the declarant, Toll VA IV, L.P., to submit an annual report as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Sterling moved to issue a temporary cease and desist order against the project registration of Regency at Ashburn, a Condominium, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Sterling, Trigiani, Waddell, and Watts.

**Consider  
Temporary Cease  
and Desist Orders  
Regarding  
Condominium  
Registrations,  
Continued**

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of Riverviews Artspace Condominium, for failure of the declarant, Riverviews, to submit an annual report as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Watts moved to issue a temporary cease and desist order against the project registration of Riverviews Artspace Condominium, a Condominium, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. Mr. Orlando seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Sterling, Trigiani, Waddell, and Watts.

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of Shamrock Garden Villas Condominium, for failure of the declarant, Ocean Pines, LLC, to submit an annual report as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Orlando moved to issue a temporary cease and desist order against the project registration of Shamrock Garden Villas Condominium, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. In addition, Ocean Pines, LLC must provide a bond or letter of credit, or acceptable proof that a bond or letter of credit is no longer required, within 30 days of temporary cease and desist order's effective date. Ms. Waddell seconded the motion which was approved by: Baker, Orlando, Overholt, Sterling, Trigiani, Waddell, and Watts. Mr. Rhodes abstained.

Mr. Rhodes returned to the meeting during discussion of Shamrock Garden Villas Condominium.

**Return of Board Member**

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of Vineyard Terraces, A Condominium at the Virginian, for failure of the declarant, The Virginian Golf Club, L.C., to submit an annual report as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Sterling moved to issue a temporary cease and desist order against the project registration of Vineyard Terraces, A Condominium at the Virginian, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Orlando,

**Consider Temporary Cease and Desist Orders Regarding Condominium Registrations, Continued**

Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

Mr. Haughwout asked the Board to consider issuance of a temporary cease and desist order against the project registration of Waterhouse Condominium, for failure of the declarant, Waterhouse, LLC., to submit an annual report as required by § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540. After discussion, Mr. Watts moved to issue a temporary cease and desist order against the project registration of Waterhouse Condominium, as violation of § 55-79.93 of the Code of Virginia, and Board Regulation 18 VAC 48-30-540 would cause irreparable harm to the public. Mr. Orlando seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

The Board recessed from 11:03 a.m. to 11:27 a.m.

**Recess**

Mr. Haughwout provided an update on the current status of the regulatory review processes for the Board's regulatory packages:

**Update on  
Regulatory Review  
Process**

Final amendments to the training program provisions of the Common Interest Community Manager Regulations became effective on July 1, 2017.

A 30-day public comment on the notice of intended regulatory amendment (NOIRA) for a general review of the CIC Management Information fund ended on July 12, 2017. After review of the public comments received and adoption by the Board, the proposed amendments will be submitted for Executive Branch review.

Mr. Haughwout presented to the Board for review two comments received from two members of the public. Mr. Haughwout advised that because the two public comments were not germane to the CIC Management Information Fund regulations, Board staff responded to the public commenters and thanked them for their participation.

**Review NOIRA  
Public Comments  
Received for CIC  
Management  
Information Fund  
Regulations**

The Board then reviewed comments submitted by Board members. Mr. Watts provided the Board with a handout outlining future fee structure possibilities. Mr. Watts asked the Board to consider amending the fee structure so that all common interest communities are subject to the same annual registration fees regardless of the number of units in a community. Mr. Haughwout presented the Board with a fee trend analysis provided by the finance department. Ms. Henshaw then advised the Board of the processes for annual budgeting and financial projections.

Discussion was held on the current fee structure and fee schedule and the statutory requirements of the Callahan Act. After discussion, Mr. Watts moved to withdraw the current NOIRA and file a new NOIRA, in order to allow for additional opportunity for public participation through formation of a stakeholder committee and to authorize Board staff to work in conjunction with the Board Chair in selecting stakeholders for the Committee. Ms. Waddell seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

**Consider Draft  
Proposed CIC  
Management  
Information Fund  
Regulations**

Mr. Haughwout presented for Board review a proposed guidance document for time-share public offering statements and offering statements delivered via alternative media. Discussion was held on types of formats in which public offering statements may be sent and/or received, and acknowledgement of receipt of the public offering statement. After discussion, the Board agreed by consensus to authorize staff to work with Ms. Overholt and other stakeholders, revise the guidance document accordingly, and make the completed draft guidance document available for public comment.

**Proposed Guidance  
Document for Time-  
Share Public  
Offering Statements  
and Offering  
Statements  
Delivered by  
Alternative Media**

Mr. Haughwout asked the Board to consider authorizing a revision of disclosure packet fees in order to comply with adjustments to the Consumer Price Index (CPI) as required by statute, and to authorize staff to delay the publication of the revised disclosure packet fees until the CPI confirms its December 2017 adjustments in January 2018. After discussion, Mr. Sterling moved to authorize staff to revise disclosure packet fees in order to comply with adjustments to the Consumer Price Index (CPI) as required by statute, and to authorize staff to delay the publication of the revised disclosure packet fees until the CPI confirms its adjustments in 2018. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts.

**Consider Adjusted  
Disclosure Packet  
Fees per the  
Consumer Price  
Index**

Ms. Henshaw provided a copy of the most recent financial statements and advised the Board that there have been no claims from the Recovery Fund.

**Board Financial  
Statements**

Ms. Gillespie provided the Board with a summary of the annual report on the Office of the Common Interest Community Ombudsman. The report contained statistics on complaints received by the Ombudsman's office, as well as compliance and enforcement statistics, and case law decisions from 2017. Ms. Gillespie advised the Board the full report would be available to them on the DPOR and General Assembly

**Ombudsman Report**

websites upon final approval.

Ms. Trigiani advised the Board that Mr. Rhodes would be retiring from the Board at the conclusion of this meeting as he will be moving out of state. Board members considered the following resolution for John Rhodes: **Consideration of Resolutions for Service**

**John A. Rhodes**

WHEREAS, **John Rhodes**, did faithfully and diligently serve the Common Interest Community Board from 2016 to 2017;

WHEREAS, **John Rhodes**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **John Rhodes**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this thirtieth day of November 2017, that **John Rhodes** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

In addition, the Board considered resolutions as follows:

**Nick Christner**

WHEREAS, **Nick Christner**, did faithfully and diligently serve the Common Interest Community Board as Deputy Director from 2004 to 2017;

WHEREAS, **Nick Christner**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Nick Christner**, did endeavor at all times to render

decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this thirtieth day of November 2017, that **Nick Christner** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

**Kristie Helmick Proctor**

WHEREAS, **Kristie Helmick Proctor**, did faithfully and diligently serve the Common Interest Community Board from 2013 to 2017;

WHEREAS, **Kristie Helmick Proctor**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Kristie Helmick Proctor**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this thirtieth day of November 2017, that **Kristie Helmick Proctor** be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

**Thomas A. Mazzei**



WHEREAS, **Thomas Mazzei**, did faithfully and diligently serve the Common Interest Community Board from 2013 to 2017;

WHEREAS, **Thomas Mazzei**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Thomas Mazzei**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Common Interest Community Board wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Common Interest Community Board this thirtieth day of November 2017, that **Thomas Mazzei** be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Orlando moved to adopt the resolutions as presented. Ms. Waddell seconded the motion which was approved by: Baker, Orlando, Overholt, Sterling, Trigiani, Waddell, and Watts. Mr. Rhodes abstained.

At the request of Mr. Watts at the August 11, 2017 special Board meeting, Ms. Henshaw provided the Board with information on the guidelines for remotely attending Board meetings held on short notice. Ms. Henshaw provided the Board with statutes and regulations governing the attendance of Board meetings.

**Discuss Scheduling and Attendance of Board Meetings Held on Short Notice**

Ms. Henshaw reminded the Board that staff actively monitors legislation throughout General Assembly session and provides data and information regarding the Board and Department relevant to legislative proposals affecting the Board.

**Other Business**

Ms. Trigiani reminded the Board members to complete their conflict of interest forms and Travel vouchers.

**Complete Conflict of Interest Forms and Travel Vouchers**

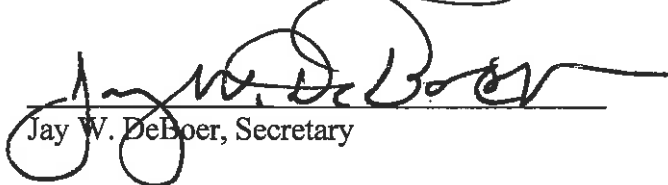
Ms. Henshaw opened the floor for annual nominations of the Board Chair. Mr. Orlando nominated Ms. Trigiani. Mr. Sterling seconded the nomination. Mr. Orlando then moved to close the nominations. Mr. Sterling seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhodes, Sterling, Trigiani, Waddell, and Watts. By acclamation, Ms. Trigiani was named Board Chair.

**Election of Officers**

Ms. Trigiani opened the floor for annual nominations of Board Vice-Chair. Mr. Rhodes nominated Mr. Orlando. Ms. Waddell seconded the motion. Mr. Sterling moved to close the nominations. Ms. Overholt seconded the motion which was unanimously approved by: Baker, Orlando, Overholt, Rhode, Sterling, Trigiani, Waddell, and Watts. By acclamation, Mr. Orlando was named Board Vice-Chair.

There being no further business, the meeting was adjourned at 1:04 p.m. **Adjourn**

  
Lucia Anna Trigiani, Chair

  
Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Lucia Anna Trigiani  
2. Title: Board Member  
3. Agency: Common Interest Community Board  
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

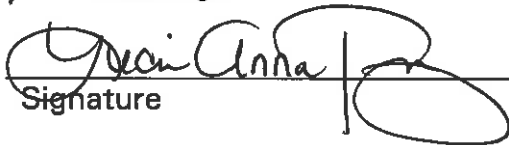
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature 

Date 11/30/2017

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Maureen A. Baker
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction: *N/A*

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Nature of Personal Interest Affected by Transaction: *N/A*

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction: *N/A*

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

*Maureen A Baker*  
\_\_\_\_\_  
Signature

*11/30/17*  
\_\_\_\_\_  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Paul Orlando
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

P. Orlando  
Signature

11-30-17  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Lori Overholt
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Lori J Overholt  
Signature

11/30/17  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: John Rhodes
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

None

Nature of Personal Interest Affected by Transaction:

N/A

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

None

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

11-30-17  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Scott E. Sterling
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature

Scott E. Sterling

Date

30 Nov. 2017.



**CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1. Name: Katherine E. Waddell
- 2. Title: Board Member
- 3. Agency: Common Interest Community Board
- 4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

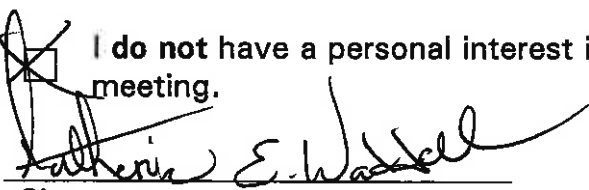
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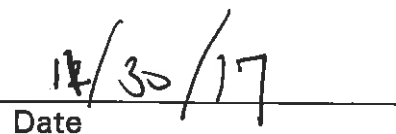
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: David Watts
2. Title: Board Member
3. Agency: Common Interest Community Board
4. Meeting/IFF Date: Board Meeting November 30, 2017

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession,  
occupation or group, the members of which are affected by the transaction:

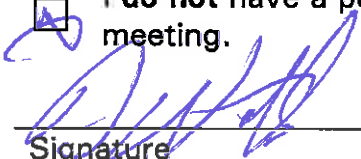
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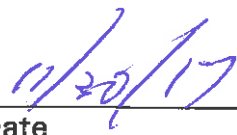
I am able to participate in this transaction fairly, objectively, and in the  
public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this  
meeting.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date