

MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, January 8th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:04pm
- b) Present: Ardan, Brandon, Dan, Sasiri, Michal, Raheel, Alex, Oscar
- c) Regrets: Abhinav

2) Review and Confirmation of Agenda

Motioned, seconded, carried.

3) Approval of Minutes

Motioned, seconded, carried.

4) Old Business

- a) Raheel tasks
Will send email for meeting

- b) Light for entrance sign

5) New Business:

- a) Quote for ice rink
City charges, \$90/year for hydrant permit, \$50/month for hydrant access (hydrant wrench/meter/hoses), water cost based on usage
Hire labour to help if there are no volunteers

Motion to approve up to \$7000 for building ice rink.

Motioned, seconded, carried.

Insurance for ice rink: approx. \$1000 for the time period of the rink

- b) Progress on banking information with TD

Alex to issue a cheque for summer maintenance invoice from the City

- c) GST challenge update

Raheel spoke with Carla. MLC failed to take GST. GST has to be remitted.
“No GST on this money”

Currently, fees and interest have been paid to stop accrual of additional interest.

No GST was remitted on amount transferred to HOA at time of handoff.

Invoice will be issued from Y&A for the work they've done to deal with the GST issue.
Ardan to forward to Alex once received.

- d) Late/overdue accounts
Need to generate list of delinquent accounts (2 years) and pass off to collections agency. Will talk to Alex on getting the list generated. Need to have bookkeeping up to date.

Ardan to contact a collections agency

- e) Summer maintenance
RFP package compiled by Dan and has been issued to 3 contractors. Looking for an additional one, preferably a smaller one.
Looking for recommendations.

Spraying the green space a couple years ago helped a lot with controlling the weeds. Looking to include this with the quotes.

6) Next Meeting:
Feb 5, 2025 @ 8PM

7) Adjournment:
8:58PM

Date Approved: 01/08/2025
(MM/DD/YYYY)

Signature: 

Signature: ABurton

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, January 28th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:01
- b) Present: Raheel, Alex, Dan, Oscar, Michal, Brandon, Sasiri, Ardan
- c) Regrets: Abhinav

2) Review and Confirmation of Agenda

3) New Business:

- **MOTION 2025-01-29 #1**

Moved to authorize the Treasurer - Alex Pike to change the configuration of the Graydon Hill Homeowners Association TD Bank signing restrictions from the current **any 2-to-sign** to be **any one to sign** for any of the current signing authorities on record with TD: Treasurer - Alex Pike, President - Ardan Burton, Vice-President - Brandon Liedke.

Moved, seconded, carried

This will allow us to fully configure the Treasurer's access to the online banking system and ease the integration with QuickBooks.

- **MOTION 2025-01-29 #2**

Move to accept the proposal from AKCS Software Pro - **Ann Kurlovich** to provide QuickBooks and general bookkeeping consulting services at a rate of \$80/hour plus GST according to the presented email proposal. Consulting services will be limited to 40 hours (\$3200 plus GST) per calendar year unless otherwise authorized by the board.

Moved, seconded, carried

- Board recommended producing operating handbook for standard operating procedures.

- **MOTION 2025-01-029 #3**

Move to grant Ann Kurlovich accountant level access to QuickBooks Online.

Moved , seconded, carried

4) Next Meeting: Feb 5th 2025 8pm

5) Adjournment: 8:22pm

Signature:



Signature:



AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, February 5, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:01pm
- b) Present: Alex, Raheel, Dan, Michal, Brandon, Ardan, Sasiri, Oscar
- c) Regrets: Abhinav

2) Review and Confirmation of Agenda

3) Old Business

- a) Ardan to send invoice to Alex
 - A. Sent Jan 10th, 2025
- b) Alex to issue cheque to city for 2024 summer maintenance: done. Ardan to sign as well.
- c) Ardan to contact collections agencies to begin talks:
 - i) MetCredit, deals with smaller amounts no fee
 - ii) Optimum Credit Recovery, carries a fee if needed
 - iii) Commercial Credit Adjusters, locally owned, fee structure, sometimes uses third party collectors(hires it out)
 - iv) Vanguard Collection Agencies, charges fee upon collection, can be passed onto payee
 - v) Priority Credit Management Corp (Lien-Pro & Priority Credit), deals with lien issues primarily
 - vi) Field Law – Have contacted in the past

All are good, similar requirements, need list, amount, address, proof of debt.

Motion_20250205-1: Move to engage Field Law on delinquent accounts

Moved by Dan Nordin
Seconded by Sasiri Bandara
Carried.

ACTION: Alex to reach out to Field Law to provide a proposal/service agreement for review by Feb. 7, 2025.

4) New Business:

a) Ice rink: update?

No changes. Application was submitted to City. Currently waiting on hydrant permit.
HOA account creation with EPCOR in progress.

b) Update on banking issues

ACTION: Latest meeting minutes (Jan. 29, 2025) require signatures so that they can be provided to the bank. -Oscar and Ardan

ACTION: Finalize agreement with Anne and provide her with QBO access. Pay deposit per service agreement (\$500). – Alex

ACTION: Enact one to sign changes at the bank. – Alex

ACTION: Setup meeting with Anne and other Board members once she is provided with QBO access to review desired actions and recurring issues the Board is looking to resolve. – Alex

c) Summer maintenance 2025 update

Reviewed quotes from 4 vendors.

Motion_20250205-2: Motion to approve agreement for landscaping services with VP Planters and Design, and the agreement for spraying services with the City of Edmonton.

Moved by Dan Nordin
Seconded by Ardan Burton
Carried

5) Approval of Minutes

Move to approve the minutes of this meeting

Moved by Dan Nordin

Seconded by Raheel Virani

Carried

6) Next Meeting:

March 5th, 8PM

7) Adjournment:

9:08PM

Date Approved: 02/05/2025
(MM/DD/YYYY)

Signature: 

Signature: A Burton

MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, March 5th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:07PM
- b) Present: Alex, Raheel, Dan, Michal, Brandon, Ardan, Sasiri, Oscar
- c) Regrets: Abhi

2) Old Business

- a) Summer Maint. Contract

Approved via email - finalized City of Edmonton for herbicide, VP Custom Planters for landscape services

3) New Business:

- a) QBO

- i) Addresses mismatch

Missing addresses in QBO and these addresses have not been invoiced for the last few years. Raheel to investigate further.

- ii) Land titles not updated

- Raheel to work with Michal and Alex to update everything prior to invoices being issued.
 - Invoices to address “current home owner”. Retain owner names in “notes”

- iii) Old addresses not invoiced/invoiced/not paid

Homes under builders were invoiced, but payment was never received.

Payments received not coded/matched with QBO due to lack of bank history.

Reconciled payments received with addresses in QBO.

- b) Letter to community

- i) Sasiri to update letter from last year’s template

- ii) Ardan to send last year’s template to Sasiri

- iii) AGM on Sunday, July 27th

Action – Dan to check with Beulah South Campus to see if there is a room available to rent out

- c) Next round of invoicing plan backwards from AGM date

Target week of Apr 28th (90 days prior to AGM) – start from fiscal year 2025-26 – dated as May 1st.

4) Approval of Minutes

Motioned, seconded, carried

5) Next Meeting:

March 19th 8PM

6) Adjournment:

9:27PM

Date Approved: 03/05/2025
(MM/DD/YYYY)

Signature: 

Signature: 

MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, March 19th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:05PM
- b) Present: Ardan, Alex, Dan, Brandon, Sasiri, Oscar
- c) Regrets: Raheel, Michal, Abhinav

2) New Business:

- a) QBO
 - i) Accounts up to date?
 - Still in-progress. Currently down to 71 transactions remaining to reconcile.
 - ii) Invoices printed
 - Invoices submitted to printer by week of April 21st
 - Target week of Apr 28th (90 days prior to AGM) for mail out
 - iii) Provide financial information to Y&A for review
 - Action: Alex to look up information for GST filing for CRA
- b) Mailing service for invoice
 - Invoices need to be formatted such that addresses appear in the envelop windows.

Action: Alex to ask Anne if QBO has the ability to export all the invoice/financial information for each address into one master Excel file such that it can be used for mail merging in a Word template by the Board.

3) Approval of Minutes

Motioned, seconded, carried

4) Next Meeting:

April 2nd, 8PM

5) Adjournment:

8:43PM

Date Approved: 03/19/2025
(MM/DD/YYYY)

Signature: 

Signature: 

MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the "HOA")

Date: Wednesday, April 3rd, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:22PM
- b) Present: Ardan, Brandon, Raheel, Sasiri, Michal, Oscar
- c) Regrets: Dan, Alex, Abhinav

2) New Business:

- a) QBO
 - i) Transactions left to be reconciled
 - ii) Update from meeting with Ann on quick books.
 - Some progress was made. Additional testing to be done. Discussion deferred until next meeting upon Dan/Alex's return
- b) GST information for filing with CRA
Action: Ardan to remind Alex to contact Y&A regarding GST/accounts information that they would require to file a GST return with CRA from May 1st.
- c) Mailout for review
Action: Oscar to share header/footer template with Sasiri
- d) Delinquent Accounts Collections
 - Delinquent accounts (first 2 years or more unpaid) to be sent to collections with Field Law
 - Deferred discussion to next meeting.Action: Inquire with Field Law regarding potential errors and cost impacts to GH HOA if incorrect accounts are sent to collections and are needed to be withdrawn.
ie. If new owners are sent to collections due to unpaid HOA fees incurred by previous owners

3) Approval of Minutes

Motioned, seconded, carried.

4) Next Meeting:

May 7th, 2025

5) Adjournment:

8:47PM

Date Approved: 04/03/2025
(MM/DD/YYYY)

Signature: 

Signature: 

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, May 7th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 7:37pm
- B. Present: Ardan, Dan, Raheel, Alex, Michal, Oscar, Sasiri
- C. Regrets: Abinav

2) New Business:

- A. Website updates-see email with suggestions
 - Document to be uploaded to onedrive to have questions answered, all to contribute to the document
- B. Financial transparency – please read section 10.1 of bylaws prior
 - Expenses by category can gathered from QBO
 - Expenses by payee can gathered from QBO
- C. Secretary role transition
 - Oscar Lam is resigning his position (moved to different neighbourhood)
 - Alex to take over Contact email account and others to help in responses.
 - Contact community members to join as interim board members
 - Ardan to take meeting minutes
- D. External communication
 - The signature on emails to not contain the name of person responding
 - Action: Ardan to draft letter to concerned resident
- E. Vice president Role transition
 - Brandon will be resigning by June 11th 2025
 - Replacement will be voted elected following Brandon’s leave
 - Action item: Alex to submit minutes to bank for removal of officers.
- F. Landscaping insurance (required by city for third party)
 - Dan acquired quotes for insurance CGL and DNO.
 - Deadline for city is before 3rd party starts work. Intending to start week of may 12th
- G. Board code of conduct
 - Action: Ardan Burton to send commitment letter to members who have not attended consecutive meetings with intent to continue as board member.
- H. Motion 20250507-1: to have Oscar Lam and Brandon Liedke removed as signing authorities at TD Bank.
Moved, seconded, carried

3) Approval of Minutes

Motion 20250507-2: move to accept minutes
Moved, seconded, carried

4) Next Meeting: June 4th 2025 8pm

5) Adjournment: 9:03 pm

Date approved: __May 7, 2025__

Signature: *A Burton*

Signature: 

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, June 4th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 8:00pm
- B. Present: Dan, Raheel, Alex, Ardan, Michal
- C. Regrets: Abinav, Sasiri

2) New Business:

- A. Election of Vice President
 - Nominated Dan Nordin, no others
 - Dan Elected
- B. Mailouts
 - Invoices to be due 60 days from creation
 - Ardan to create draft for mailout
- C. Tax Filing
 - Financial review to be initiated after last items completed
- D. Past due Accounts
 - More than 2 years in arrears will be sent to collections.
 - Go through list of accounts to make sure that proper addresses are sent to collections
- E. Summer maintenance insurance contract
 - Insurance, has it been paid? Alex confirmed that it has been paid
- F. Title pulls
 - Last round completed
 - Master list updated, 502 addresses
 - Dan to send Michal remaining questionable addresses
- G. Financial updates
 - Quick books cleanup, address as customer, issues rectified,
 - Alex to get printout of cheque from Jan 8th 2025 to verify address
 - Dan to review 25 outstanding accounts where payments have been received but out of order in payment date.
 - Three \$75 dollar accounts were marked paid had no physical cheques, will remove “payment” will be processed as outstanding for next round of invoicing.

3) Approval of Minutes

Motion 20250604-1 motion to approve minutes

Moved, seconded, carried

4) Next Meeting: Tuesday June 17th 2025

5) Adjournment: 9:09pm

Date approved: ___ June 4th 2025 ___

Signature: *A Burton*

Signature: *[Signature]*

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, June 16th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 8:01pm
- B. Present:
- C. Regrets: Abhinav

2) New Business:

A. Mailouts

- a. Statement, AGM letter Sasiri to update letter to one page and provide link to website highlights.
- b. AGM Date Sept 28th 2025.
- c. Action Item: Dan to ask printing service about second page, stuff stamp and mail.

B. Invoice Creation

- Formatted for envelop window
- Accounts as up-to-date as possible, waiting for information on missing cheque
- Interest on out of date but paid up fees. To be recorded as bad debt.
- Akash Invoices-current homeowners to be billed for years that wasn't paid.
- Three accounts listed as paid, but cheque was never cashed, accounts still have amount owing.
- Custom invoice template to be fixed by Quickbooks, should be fixed later this week.
- Action Item: Alex to complete year-end documents for Y&A and financials for AGM.

3) Approval of Minutes

Motion 20250616-01: move to accept minutes
Moved, seconded, carried

4) Next Meeting: July 2nd 2025 8PM

5) Adjournment: 8:51

Date approved: ___ June 16, 2025 ___

Signature: *A Burton*

Signature: 

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the "HOA")

Date: Wednesday, July 2nd, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 8:06PM
- B. Present: Ardan, Raheel, Sasiri, Michal
- C. Regrets: Abhinav, Alex, Dan

2) New Business:

- A. Mailouts
 - a. Statements/invoices and letter to printer
 - b. Day for envelope stuffing: July 9th location Ardan's backyard or inside if raining
- B. Website updates to reflect current knowledge.
 - c. Ardan to send information to Sasiri for website.
- C. Naturalization of green space letter to be uploaded to the website.

3) Approval of Minutes:

Motion 20250702-01: move to accept minutes
Moved, seconded, carried

4) Next Meeting: August 6th

5) Adjournment: 8:29pm

Date approved: _July 2nd 2025_____

Signature: Aburton

Signature: [Signature]

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, August 6, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 8:04
- B. Present: Ardan, Michal, Raheel, Alex
- C. Regrets: Sasiri, Abhinav, Dan,

2) Old Business:

- A. Mailouts
 - [Competed and mailed](#)
- B. Website updates to reflect current knowledge.
 - [Ardan to send information to Sasiri for website. Ongoing](#)
- C. Naturalization of green space letter to be uploaded to the website.
 - [has been updated](#)

3) New Business:

- A. Financials to be approved
 - [Action: Alex to get clarification from Y&A on breakdown of categories.](#)
- B. Payments to be updated as they are received to keep QB as up-to-date as possible.
-157 accounts paid so far.
- C. GST submitted
- D. Spot Spraying, there are a few strips that were missed, we have additional hours left to use.
- E. Non-Profit Organization (NPO) Information Return, needs to be approved.
Motion 20250806-01: move to approve Non-Profit Organization (NPO) Information Return
Moved, Seconded, Carried
- F. Creation of delinquent accounts list for collections:
 - To be discussed at the next meeting

4) Approval of Minutes: Motion 20250806-02 Move to accept minutes
Moved, Seconded, carried.

5) Next Meeting: September 3rd

6) Adjournment: 8:49

Date approved: _____ August 6, 2025 _____

Signature: _____ *A Burton* _____

Signature: _____ *[Signature]* _____

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, September 3rd, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- A. Time: 8:08 pm
- B. Present: Alex, Raheel, Michal, Dan, Sasiri, Ardan
- C. Regrets: Abhinav

2) Old Business:

- A. Website updates to reflect current knowledge.
 - Updates sent, formatting/location on website up to Sasiri
 - Action item, Ardan to send FAQ to board for feedback
 - Action item, Ardan to send more detailed map for website

3) New Business:

- A. Financials to be approved
 - Clarification has been received
 - Motion 20250903-01 Motion to accept to the financial review and breakdown of accounts by Y&A Moved, seconded, carried
 - Final financials to be posted on website
- B. Creation of presentation for AGM
 - Ardan to create and send out for updates/feedback
 - Maps and locations to be added
- C. Creation of delinquent accounts list for collections
 - Report can be generated from QBO
 - Action item, Alex to contact field law about:
 - collections process
 - decline payments from delinquent accounts
 - information needed from HOA
 - known uncollectable situations that can be mitigated ahead of time
- D. Removal of invoices from builders who built, then sold the property
 - Invoices were transferred to homeowner and some have been paid

4) Approval of Minutes: Motion 20250903-02 Motion to accept meeting minutes
Moved, seconded, carried

5) Next Meeting: September 28th 2025

6) Adjournment: 9:04pm

Date approved: __ Sept 3rd 2025 _____

Signature: Ardan Burton

Signature: 

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, October 1st, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:02
- b) Present: Raheel, Ardan, Sheralee, Sasiri, Alex
- c) Regrets: none

2) Board Introductions

- a) Introduce yourself (less than 2 minutes)

3) Election of Board Positions

- a) President: Nominations: Ardan Burton, no others
- b) Vice President: Nominations: Raheel Virani, no others
- c) Treasurer: Nominations: Alex Pike, no others
- d) Secretary: Vacant

Please remove all others from signing authority that are not listed above

4) Past due accounts:

- a) Generate list of accounts in arrears 2 years or more
Alex to start compile list
- b) Contact Field law to start collections process
Once list is made contact Field Law

5) Tasks of Hoa/Board throughout the year:

- a) Landscaping city/private
Action item: Ardan to reach out to Dan for city and VP customs contact
- b) Invoices
Primarily done by the treasurer and aided by the others
- c) Agm
Board helps out all together for the agm
- d) Maintaining current names
Done by treasurer
- e) QB subscription level
Alex and Sheralee to look into subscription levels and make recommendations

6) Approval of AGM Minutes:

Motion 20251001-01: Move to accept minutes
Moved, Seconded, Carried

7) Approval of meeting Minutes:

Motion 20251001-02: Move to accept minutes
Moved, Seconded, Carried

8) Next Meeting: November 5th 2025 8pm

9) Adjournment:9:26pm

Date approved: __ Oct 1st 2025 __

Signature: *A Burton*

Signature: 

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, November 5, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:10pm
- b) Present: Alex, Sheralee, Sasiri, Ardan
- c) Regrets: Raheel

2) New Business

- a) Society annual return
 - Name and address of every board member
- b) List of past due accounts compiled by Alex
 - Ongoing
- c) Landscaping contact
 - obtained and received quotes for next year
 - To be decided at a later date
- d) Winter items
 - Lights on sign
 - Snow bank Skating rink possibility- grant has been applied for, hydrant permit will be applied for in coming days.
- e) Summer items
 - Spring flowers
 - Mowing to be discussed with entire board
 - Additional garbage cans for along the pathway.
 - More benches/picnic tables for 2026

3) Approval of meeting Minutes:

Motion 20251105 to approve meeting minutes:
Moved, seconded, carried

4) Next Meeting: December 3th 2025 8pm

5) Adjournment: 8:41pm

Date approved: _____ Nov 5th 2025 _____

Signature: _____ *A Burton* _____

Signature: _____ *[Handwritten Signature]* _____

AGENDA
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Wednesday, December 10th, 2025 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:02pm
- b) Present: Sasiri, Alex Sheralee, Raheel, Ardan
- c) Regrets: none

2) New Business

a) New Board Member

- Denise McNeill has expressed interest to become a board member and is in good standing.
- Motion 2025121001: Move to appoint Denise as a board member for the 2025/2026 period

Moved, seconded, carried

b) List of past due accounts compiled by Alex

- Acton item: Alex to make list
- Sheralee to aid Alex in generating list
- Needs to be sent to Field Law

Action item: Ardan to draft notice to be put on website for overdue and current cycle accounts

c) Landscaping contract

- Motion 2025121002: move to accept VP Customs Planters planters and turf Landscaping quotes for 2026 summer maintenance

Moved, seconded, carried

d) Banking Issues.

- Have been rectified. Need to update the website

e) Skating rink

- Need to reach out for current quotes from multiple vendors for services to create and maintain the snowbank rink. Sheralee and Alex to coordinate

f) Quickbooks Downgrade

- Look into differences of levels and capabilities
- Action item: Alex to contact QB to see what level is needed

g) Credit card increase:

- For paying invoices
- Decided to use cheques

- 3) **Approval of meeting Minutes: Motion 2025121003, Move to accept the minutes:**
Moved, seconded, carried
- 4) **Next Meeting: Jan 7th 8:00pm 2026**
- 5) **Adjournment: 8:57**

Date approved: ___ Dec 10th 2025 ___

Signature: *A Burton*

Signature: 