

UCCRC

Ulster County Capital Resource Corporation
P.O. Box 4265, Kingston, NY 12402-4265

December 16, 2020 - 10:30 AM

via Zoom - <https://us02web.zoom.us/j/81641119687> Meeting ID: 816 4111 9687

One tap mobile - +16465588656, 81641119687# US (New York)

AGENDA

1. Call to Order
2. Roll Call **(page 2)**
3. Mission Statement
4. Approval of the Minutes of the November 18, 2020 Regular Meeting **(page 3)**
5. Financials **(page 8)**
6. Chair's Report
7. Chief Executive Officer's Report
8. Committee Reports
 - Audit
 - Fee Schedule Guidelines **(page 10)**
 - Finance
 - Governance
9. Old Business
10. New Business
11. Public Comment (Agenda Items Only)
12. Adjournment

The mission of the Ulster County Capital Resource Corporation (UCCRC) is to promote community and economic development in Ulster County in ways that complement the work of Ulster County, primarily through issuing and selling bonds for non-profit institutions.

Item 2.

Roll Call

	<u>Present</u>	<u>Absent</u>
James Malcolm, Chair	_____	_____
Faye Storms, Vice Chair/Assistant Treasurer	_____	_____
Diane Eynon, Treasurer	_____	_____
Michael J. Ham, Secretary	_____	_____
Orlando Reece, Assistant Secretary	_____	_____
Daniel Savona, Assistant Secretary	_____	_____
Richard O. Jones, Member	_____	_____

UCCRC

Ulster County Capital Resource Corporation

ULSTER COUNTY CAPITAL RESOURCE CORPORATION MINUTES November 18, 2020

A regular monthly meeting of the Ulster County Capital Resource Corporation was held on Wednesday, November 18, 2020 immediately following the monthly Board meeting of the Ulster County Industrial Development Agency in the Legislative Chambers of the County Office Building, 244 Fair Street, 6th Floor, Kingston, NY and via Zoom.

Roll Call:

The following agency members were present:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Dr. Diane Eynon	Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Member/Chief Financial Officer

Additional Attendees:

Rose Woodworth	Chief Executive Officer
A. Joseph Scott, III, Esq.	Special Counsel

The meeting was called to order at 11:30 A.M. by Chair James Malcolm.

Roll Call

Roll was called, and it was noted that a quorum was present.

READING OF THE UCCRC MISSION STATEMENT

The mission of the Ulster County Capital Resource Corporation (UCCRC) is to promote community and economic development in Ulster County in ways that complement the work of Ulster County, primarily through issuing and selling bonds for non-profit institutions.

MINUTES

Motion: Michael J. Ham, seconded by Diane Eynon, moved to approve the minutes of the October 21, 2020 meeting as presented.

Vote: The motion was unanimously adopted (7-0).

FINANCIALS

Chief Financial Officer Richard O. Jones requested that the Chief Executive Officer present his October 2020 report since he attended via Zoom. The only Expense for the month was Grants. The Interest Income was the only income.

Motion: Diane Eynon, seconded by Daniel Savona, made a motion to accept the October 2020 financial reports as presented.

Vote: The motion was unanimously adopted (7-0).

CHAIR'S REPORT

Same as discussed in the Industrial Development Agency's meeting.

CHIEF EXECUTIVE OFFICER'S REPORT

Rose Woodworth presented the Chief Executive Officer's report. As part of her report, she reported on the following:

- A. Budget Report – The CEO called attention to the budget report in the meeting materials. This was submitted to the ABO and is based on what was approved at the last Board meeting.

Motion: Daniel Savona, seconded by Diane Eynon, made a motion to accept the CEO's Report as presented.

Vote: The motion was unanimously adopted (7-0).

COMMITTEE REPORTS

Audit Committee

- **Independent Auditor** – After reviewing all responses to the RFP, the Audit Committee recommends that the full Board choose the current form UHY, LLP. The CEO had a conversation with UHY, LLP regarding some concerns that she had during the 2019 audit and is satisfied with their response.

Motion: Orlando Reece, seconded by Diane Eynon, made a motion to continue to use UHY, LLP as the Agency's independent auditing firm.

Vote: The motion was unanimously adopted (7-0).

- **Fee Schedule Guidelines** – The Audit Committee reviewed the Agency's current Fee Schedule Guidelines policy. The changes are the same as discussed in the IDA meeting except there is no fee for additional tenants.

Motion: Michael J. Ham, seconded by Diane Eynon, made a motion to approve the Resolution Approving Amended Fee Schedule Guidelines Policy.

Vote: The formal action of roll call vote approving the Property Disposition Policy was inadvertently omitted so the Agency will formally reconsider the matter at the next meeting.

Finance Committee

No report.

Governance Committee

- **Policy for retained Jobs** – Michael J. Ham, Committee Chair, presented the draft Policy for Retained Jobs.

Motion: Diane Eynon, seconded by Daniel Savona, made a motion to approve the Policy for Retained Jobs.

Vote: The Board voted as follows:

James Malcolm	Aye
Faye Storms	Aye
Dr. Diane Eynon	Aye
Michael J. Ham	Aye
Orlando Reece	Aye
Daniel Savona	Aye
Richard O. Jones	Aye

- **Organizational Chart** – The Committee Chair presented the revised Organizational Chart.

Motion: Diane Eynon, seconded by Daniel Savona, made a motion to approve the Organizational Chart.

Vote: The motion was unanimously adopted (7-0).

- **Property Disposition Policy** – The Committee Chair presented the Property Disposition Policy.

Motion: Orlando Reece, seconded by Daniel Savona, made a motion to approve the Property Disposition Policy.

Vote: The motion was unanimously adopted (7-0).

OLD BUSINESS

None.

NEW BUSINESS

PPE Grants for Board Consideration

The Board reviewed the list of applicants. The CEO disclosed that Highland Public Library and Town of Esopus Library are clients of her accounting firm.

Motion: Diane Eynon, seconded by Daniel Savona, made a motion to approve the grants to the applicants on the list presented.

Vote: The motion was unanimously adopted (7-0).

PUBLIC COMMENT

None.

ADJOURNMENT

Motion: Diane Eynon, seconded by Daniel Savona, moved to adjourn the meeting.

Vote: The motion was unanimously adopted (7-0).

The meeting was adjourned at 11:38 A.M.

Respectfully submitted,

Michael Ham, Secretary

Ulster County Capital Resource Corporation
Statement of Activity Budget vs. Actual
 November & January through November 2020

	<u>Nov 20</u>	<u>Jan - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
4000 · Charges for Services					
4025 · Annual Administrative Fees	0.00	3,250.00	3,250.00	0.00	100.0%
4030 · Application Fees	0.00	0.00	0.00	0.00	0.0%
4090 · Project Admin Fees (Pass-Thru)	0.00	0.00	0.00	0.00	0.0%
Total 4000 · Charges for Services	0.00	3,250.00	3,250.00	0.00	100.0%
Total Income	0.00	3,250.00	3,250.00	0.00	100.0%
Expense					
6000 · Professional Fees					
6010 · Administrative Staff Fees	0.00	6,175.00	9,000.00	-2,825.00	68.61%
6030 · Legal Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
6040 · Auditing Fees	0.00	4,000.00	4,000.00	0.00	100.0%
6050 · Website/Marketing	0.00	0.00	0.00	0.00	0.0%
6060 · Contracts for Other Services	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 6000 · Professional Fees	0.00	10,175.00	15,000.00	-4,825.00	67.83%
6100 · Project Admin Fees (Pass-Thru)	0.00	0.00	0.00	0.00	0.0%
6200 · Other Expenses					
6210 · Office Expense & Postage	0.00	7.32	20.00	-12.68	36.6%
6220 · Insurance	0.00	407.19	410.00	-2.81	99.32%
6230 · Travel/Meals	0.00	0.00	50.00	-50.00	0.0%
6240 · PPE Grants	8,050.06	37,149.33	100,000.00	-62,850.67	37.15%
Total 6200 · Other Expenses	8,050.06	37,563.84	100,480.00	-62,916.16	37.38%
Total Expense	8,050.06	47,738.84	115,480.00	-67,741.16	41.34%
Net Ordinary Income	-8,050.06	-44,488.84	-112,230.00	67,741.16	39.64%
Other Income/Expense					
Other Income					
7010 · Interest Income	146.32	4,315.99	4,450.00	-134.01	96.99%
7900 · Net Asset Appropriation	0.00	0.00	107,780.00	-107,780.00	0.0%
Total Other Income	146.32	4,315.99	112,230.00	-107,914.01	3.85%
Net Other Income	146.32	4,315.99	112,230.00	-107,914.01	3.85%
Net Income	-7,903.74	-40,172.85	0.00	-40,172.85	100.0%

Ulster County Capital Resource Corporation

Statement of Financial Position

12/07/20

As of November 30, 2020

Accrual Basis

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash, Checking (BOGC)	6,835.78
1050 · Cash, Savings (BOGC)	399,368.90
1090 · Rhinebeck Savings CD 9000	200,420.60
Total Checking/Savings	<u>606,625.28</u>
Total Current Assets	<u>606,625.28</u>
TOTAL ASSETS	<u>606,625.28</u>
LIABILITIES & EQUITY	
Equity	
3000 · Unrestricted Net Assets	646,798.13
Net Income	-40,172.85
Total Equity	<u>606,625.28</u>
TOTAL LIABILITIES & EQUITY	<u>606,625.28</u>

**ULSTER COUNTY CAPITAL RESOURCE CORPORATION
RESOLUTION APPROVING AMENDED FEE SCHEDULE GUIDELINES POLICY**

A regular meeting of Ulster County Capital Resource Corporation (the “Corporation”) was convened in public session at the Ulster County Office Building, Legislative Chambers, 6th floor located at 244 Fair Street in the City of Kingston, Ulster County, New York and via videoconference as authorized by, and in compliance with, the Executive Order or Orders of the Governor of the State of New York sanctioning and prescribing the format of such meetings, on November 18, 2020 at 10:00 o’clock a.m., local time.

The meeting was called to order by the (Vice) Chair of the Corporation and, upon roll being called, the following members of the Corporation were:

PRESENT:

James Malcolm	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Dr. Diane Eynon	Treasurer
Michael J. Ham	Secretary
Orlando Reece	Assistant Secretary
Daniel Savona	Assistant Secretary
Richard O. Jones	Chief Financial Officer

ABSENT:

CORPORATION STAFF PRESENT INCLUDED THE FOLLOWING:

Rose Woodworth	Chief Executive Officer
Joseph P. Eriole, Esq.	Local Counsel
A. Joseph Scott, III, Esq.	Special Counsel

The following resolution was offered by _____, seconded by _____, to wit:

Resolution No. _____

**RESOLUTION APPROVING CERTAIN AMENDMENTS TO THE FEE SCHEDULE
GUIDELINES POLICY OF THE ULSTER COUNTY CAPITAL RESOURCE
CORPORATION.**

WHEREAS, Ulster County Capital Resource Corporation (the “Corporation”) is authorized and empowered by the provisions of Chapter 1030 of 1969 Laws of New York, constituting Title 1 of Article 18A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the “Enabling Act”) and Chapter 787 of the 1976 Laws of New York, as amended, constituting Section 923 of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research and recreation facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Corporation has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, the Corporation has previously adopted a fee schedule guidelines policy (the “Fee Schedule Guidelines”) which provides guidance to the Corporation regarding the standard fees assessed to applicants, approved projects, and post-closing modifications; and

WHEREAS, as provided in the Corporation’s by-laws and the Audit Committee Charter, the members of the Audit Committee have reviewed the Fee Schedule Guidelines and made certain recommendations to the full board regarding certain amendments to the Fee Schedule Guidelines; and

WHEREAS, the members of the Corporation desire to make the amendments to the Fee Schedule Guidelines as recommended by the Audit Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE ULSTER COUNTY CAPITAL RESOURCE CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby takes the following action: Approves the amendments to the Corporation’s Fee Schedule Guidelines, as described as Schedule A attached.

Section 2. The Corporation hereby authorizes the (Vice) Chair and the Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

James Malcolm	VOTING	_____
Faye Storms	VOTING	_____
Dr. Diane Eynon	VOTING	_____
Michael J. Ham	VOTING	_____
Orlando Reece	VOTING	_____
Daniel Savona	VOTING	_____
Richard O. Jones	VOTING	_____

The resolution was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS.:
COUNTY OF ULSTER)

I, the undersigned (Assistant) Secretary of Ulster County Capital Resource Corporation (the “Corporation”), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Corporation, including the Resolution contained therein, held on August 12, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Corporation had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the “Open Meetings Law”), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed, or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation this ____ day of August, 2020.

(Assistant) Secretary

(SEAL)

SCHEDULE A

Section 2 of the Fee Schedule Guidelines is amended to read as follows:

Section 2. APPLICATION FEES AND DEPOSIT

The Corporation has established a non-refundable application fee of one thousand dollars (\$1,000.00) to cover the anticipated costs of the Corporation in processing each application. Additionally, the Corporation has established a deposit of two thousand dollars (\$2,000) to cover the cost of background checks, public hearings, and any other projected-related expenses incurred by the Corporation. Any deposit balance remaining after accounting for actual cost the projected-related expenses will refunded to the Applicants at closing. A check or money order made payable to the Corporation must accompany each application.

Section 4 of the Fee Schedule Guidelines is amended to read as follows:

Section 4. PROJECT FEES

Unless the Corporation otherwise agrees in writing, the Project Fee is required to be paid by the Applicant at/or prior to the granting of financial assistance by the Corporation.

New Project	The Corporation’s Project Fee is 1 percent of the total Project cost for new Project Applications.
Transfer of Ownership of an existing Project	The Corporation’s Transfer of Project Fee shall be between 0.5 percent and 1 percent of the change in Project value at the Board’s discretion based on details of the transfer of ownership. The "change in Project value" will be the difference between (i) the Total Project Cost as set forth in the original Project approvals or the most recent approval of transfer, and (ii) the price paid by the Applicant/Transferee to the transferor of the Project to acquire the Project or an interest therein.

The Applicant must complete the Post-Closing Affidavit (attached) at the completion of the Project. A post-closing increase in the Project Fee will occur if the final Project cost exceeds the estimated Project cost included in the application by more than 1.5%. The balance on the increased Project Fee will be due within 60 days of submission of the Post-Closing Affidavit.

New York State imposes an additional Bond Issuance Fee for bonds issued by the Corporation. The fee is a percentage of the principal amount of the bonds and is calculated as follows:

- .168% for bonds of \$1,000,000 or less.
- .336% for bonds of \$1,000,001 up to \$5,000,000
- .504% for bonds of \$5,000,001 up to \$10,000,000
- .672% for bonds of \$10,000,001 up to \$20,000,000
- .840% for bonds more than \$20,000,000

Section 6 of the Fee Schedule Guidelines is amended to read as follows:

Section 6. RECURRING ANNUAL FEES

The Corporation will collect a fee from all projects due annually on January 1, to help offset administrative costs associated with compliance as follows:

- \$500 annually – for Projects with Project Cost < \$2 million
- \$1,000 annually – for Projects with Project Cost between \$2 million and less than \$5 million
- \$1,500 annually – for Projects with Project Cost > \$5 million
- \$500 annually – for each additional tenant

Per the Corporation's Enforcement of Corporation Projects Policy, all Projects must reimburse the Corporation for the cost of a certified public accountant (CPA) to verify and certify that the information reported by the Project regarding the number of full-time equivalent (FTE) jobs projected in the application for the year being reported on, the number of FJE jobs currently employed, and the total dollar payroll amount are consistent with the payroll data submitted to the State of New York in the entity's NYS-45s as well as verifying proof of workers' compensation coverage.

FEE SCHEDULE GUIDELINES

Section 1. APPLICABILITY

This policy shall apply to all Applicants of the Ulster County Capital Resource Corporation (the "Corporation").

Section 2. APPLICATION FEES AND DEPOSIT

The Corporation has established a non-refundable application fee of one thousand dollars (\$1,000.00) to cover the anticipated costs of the Corporation in processing each application. Additionally, the Corporation has established a deposit of two thousand dollars (\$2,000) to cover the cost of background checks, public hearings, and any other projected-related expenses incurred by the Corporation. Any deposit balance remaining after accounting for actual cost the projected-related expenses will be refunded to the Applicants at closing. A check or money order made payable to the Corporation must accompany each application.

Section 3. BACKGROUND CHECK

The Corporation has established a Background Check Policy. Applicants are responsible for the actual cost of all background checks.

Section 4. PROJECT FEES

Unless the Corporation otherwise agrees in writing, the Project Fee is required to be paid by the Applicant at/or prior to the granting of financial assistance by the Corporation.

New Project	The Corporation's Project Fee is 1 percent of the total Project cost for new Project applications.
Transfer of Ownership of an existing Project	The Corporation's Transfer of Project Fee shall be between 0.5 percent and 1 percent of the change in Project value at the Board's discretion based on details of the transfer of ownership. The "change in Project value" will be the difference between (i) the Total Project Cost as set forth in the original Project approvals or the most recent approval of transfer, and (ii) the price paid by the

	Applicant/Transferee to the transferor of the Project to acquire the Project or an interest therein.
--	--

The Applicant must complete the Post-Closing Affidavit (attached) at the completion of the Project. A post-closing increase in the Project Fee will occur if the final Project cost exceeds the estimated Project cost included in the application by more than 1.5%. The balance on the increased Project Fee will be due within 60 days of submission of the Post-Closing Affidavit.

New York State imposes an additional Bond Issuance Fee for bonds issued by the Corporation. The fee is a percentage of the principal amount of the bonds and is calculated as follows:

- .168% for bonds of \$1,000,000 or less.
- .336% for bonds of \$1,000,001 up to \$5,000,000
- .504% for bonds of \$5,000,001 up to \$10,000,000
- .672% for bonds of \$10,000,001 up to \$20,000,000
- .840% for bonds more than \$20,000,000

Section 5. ADMINISTRATIVE FEES FOR POST-CLOSING MODIFICATIONS AND AMENDMENT TRANSACTIONS

The Administrative Fee for Post-Closing Modifications and Amendment Transactions shall be determined by the staff of the Corporation, with review and approval of the Corporation. The minimum Administrative Fee for such transactions shall be \$500.00. The Applicant will also be expected to pay all costs incurred by Corporation counsel and special counsel.

Section 6. RECURRING ANNUAL FEES

The Corporation will collect a fee from all projects due annually on January 1, to help offset administrative costs associated with compliance as follows:

- \$500 annually – for Projects with Project Cost < \$2 million
- \$1,000 annually – for Projects with Project Cost between \$2 million and less than \$5 million
- \$1,500 annually – for Projects with Project Cost > \$5 million
- \$500 annually – for each additional tenant

Per the Corporation’s Enforcement of Corporation Projects Policy, all Projects must reimburse the Corporation for the cost of a certified public accountant (CPA) to verify and certify that the information reported by the Project regarding the number of full-time equivalent (FTE) jobs projected in the application for the year being reported on, the number of FJE jobs currently employed, and the total dollar payroll amount are consistent with the payroll data submitted to the State of New York in the entity’s NYS-45s as well as verifying proof of workers’ compensation coverage.

Section 7. LATE FEES FOR THE FILING OF ANNUAL REPORTS BY PROJECTS

If Projects do not file their Annual Report with complete and accurate requested information and documents by January 31, the Corporation will impose late fees as follows:

- Filed after January 31, but on or before February 15 - \$500
- Filed after February 15, but on or before February 28 - \$750
- Filed after February 28 - \$1,000

Section 8. PUBLIC HEARINGS

In all Projects requiring a public hearing(s), Applicants will be responsible for court stenographer fees and any other associated fees required to hold a public hearing.

Section 9. SPECIAL MEETINGS

The Corporation's fee for holding a special meeting outside of the regularly scheduled monthly meeting is \$500 plus all costs incurred per meeting.

Section 10. FOIL REQUESTS

When Freedom of Information Law (FOIL) requests are received, the Corporation fee(s) associated with fulfilling the request(s) are 15¢ per scanned page and/or 25¢ per photocopy. For additional information, see New York State's Freedom of Information Law (<https://www.dos.ny.gov/coog/foil2.html>).

Adopted:

POST-CLOSING AFFIDAVIT

STATE OF NEW YORK)
)ss:
 COUNTY OF ULSTER)

I, the undersigned, an Authorized Officer of _____ (the “Company”), do hereby depose and state as follows:

1. Ulster County Capital Resource Corporation (the “Corporation”) may rely on the contents of this Affidavit in determining the Project Fee of its _____ Project, consisting of: _____ (the “Project”).

2. On or about _____, 20___, the Company delivered an application (the “Application”) to the Corporation for consideration of the Project. The Application included an estimated total cost of the Project.

3. The chart below contains the breakdown of the estimated total Project cost and the final total Project cost:

			Estimated Amount per Application	Final Amount
Land and/or Building Acquisition:	acres	square feet	\$	\$
New Building Construction:		square feet	\$	\$
Building Addition(s):		square feet	\$	\$
Infrastructure Work:			\$	\$
Reconstruction/Renovation:	square feet		\$	\$
Manufacturing Equipment:			\$	\$
Non-Manufacturing Equipment (furniture, fixtures, etc.):			\$	\$
Soft Costs (professional services, labor, etc.):			\$	\$
Other (Specify):			\$	\$
TOTAL:			\$	\$

4. The Company is required to provide a CPA certification that the costs within the above chart are accurate. The Company will also be required to include a depreciation schedule based on the first tax return of the completed Project.

5. The total Project Fee paid to the Corporation by the Company, as of the date of this Affidavit, is \$_____.

6. The Company owes an additional \$_____ to the Corporation due to the increase in the total Project Fee as a result of the increase in the total Project cost of \$_____.

CERTIFICATION

I certify that I have prepared the responses provided in this Questionnaire and that, to the best of my knowledge such responses are true, correct, and complete.

I understand that the foregoing information and attached documentation will be relied upon, and constitute inducement for, the Corporation in providing financial assistance to the Project. I certify that I am familiar with the Project and am authorized by the Company to provide the foregoing information, and such information is true and complete to the best of my knowledge. I further agree that I will advise the Corporation of any changes in such information, and will answer any further questions regarding the Project prior to the closing.

I affirm under penalty of perjury that all statements made on this application are true, accurate and complete to the best of my knowledge.

Date Signed: _____, 20__.	Name of Person Completing the application on behalf of the Company. Name: _____ Title: _____ Phone Number: _____ Address: _____ Signature: _____
----------------------------------	---

IN WITNESS WHEREOF, the undersigned has set forth their hand as of the __ day of _____, 20__.

BY: _____
Authorized Officer

Sworn to before me this __ day of _____, 20__.

Notary Public