

Highlands Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

www.highlandscdd.com

The following is the preliminary agenda for the Board of Supervisors meeting for the Highlands Community Development District, scheduled to be held **Wednesday, August 9, 2017 at 8:00 a.m. at the Ayersworth Glen Clubhouse, located at 11102 Ayersworth Glen Blvd. in Wimauma, Florida 33598.** As always, the personal attendance of three Board Members will be required to constitute a quorum.

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Dial-In: 1-877- 864-6450; Code: 345750

PROPOSED BOARD OF SUPERVISOR'S MEETING AGENDA

Administrative Matters

- Call to Order and Roll Call
- Public Comment Period [*for any members of the public desiring to speak on any proposition before the Board*]
- 1. **Consideration of the Minutes of the July 12, 2017 Board of Supervisors' Meeting**

Business Matters

2. **Consideration of Revised Amenity Facilities Policies** (*provided under separate cover*)

Other Business

3. **Staff Reports**
Developer Report

Supervisor Requests and Audience Comments

Adjournment

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING AGENDA
AUGUST 9, 2017

AYERSWORTH GLEN CLUBHOUSE, 11102 AYERSWORTH GLEN BLVD., Wimauma, Florida 33598

BOARD OF SUPERVISORS

DISTRICT STAFF

Evelyn Blue	Chair Person	District Manager	Joe MacLaren	Fishkind & Associates
Jeff Jones	Assistant Secretary	District Counsel	Roy Van Wyk	Hopping Green & Sams
Justin Fuller	Assistant Secretary	District Engineer	Todd Amaden	Landmark Engineering
Elizabeth Brown	Assistant Secretary	Joe MacLaren	Secretary	
Albert Thomka	Vice Chairman	Hank Fishkind	Treasurer	

Enclosed is the agenda of the Highlands Community Development District Board of Supervisors ("Board"). Meetings of the Board are open to the public in accordance with Florida law. Agendas can be reviewed by contacting the District Manager's office at (407) 382-3256 at least seven days in advance of the scheduled meeting. Requests for the Board to consider items that are not on this agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Upon establishing a quorum, meetings of the Board are anticipated to begin promptly at 8:00 a.m. at the address listed above, unless proper notice states otherwise. Each meeting will begin by inviting comments from members of the public in attendance, if any. Public comments may address any matter of interest or concern to the District, regardless whether listed for consideration on the meeting's agenda, and will be received by the Board in accordance with the District's Public Comment Policy. Generally, each individual speaker is limited to three (3) minutes of public comment. The Board or District staff is not obligated to respond immediately to comments or concerns expressed during the public comment period.

Following the public comment period, the Board will proceed to address agenda items that require the review and approval of the Board as a normal course of business. As necessary, other business items may appear on the agenda for the Board's discussion and further action by motion or vote of the Supervisors. If the Board elects to consider any business item not previously published on the meeting agenda, the Board will invite public comment regarding the item prior to taking official action.

As a routine matter, the Board will consider financial status updates and may approve financial reports, payment, work authorizations, and other financial business items as appropriate. Staff, including the District Manager, District Counsel, and District Engineer, will report to the Board regarding any pending issues that may be of interest to the District or the Board on a case-by-case basis. Time is reserved at the conclusion of each meeting for the Board Supervisors to express comments or concerns regarding items to be researched, considered or addressed by the Board or Staff. The Board may elect to receive Public Comment prior to adjournment of the meeting at the discretion of the Board Chairman.

Occasionally, certain items for decision by the Board are required by Florida law to be held as a Public Hearing, which will be indicated by a notice published in the local newspaper or mailed directly to impacted persons as the circumstances require. The Board will announce the opening of the Public Hearing on these agenda items and invite public comment on the specific item being considered under the notice of the Public Hearing. Public comment received during the Public Hearing must conform to the District's Public Comment Policy. If needed, the Board may hold an advertised public workshop session to consider a policy or business matter informally with staff or consultants prior to scheduling the item for action on an agenda.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a meeting/hearing/workshop of the Board is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 382-3256. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770, which will assist you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

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**Highlands
Community Development District**

Minutes

MINUTES OF MEETING

HIGHLANDS COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING

Wednesday, July 12, 2017 at 8:00 a.m.

Ayersworth Glen Clubhouse

11102 Ayersworth Glen Blvd.

Wimauma, Florida 33598

Board Members present at roll call:

Al Thomka	Board Member
Jeff Jones	Board Member
Elizabeth Brown	Board Member
Justin Fuller	Board Member
Evelyn Blue	Board Member

Also Present:

Sarah Warren	Hopping Green & Sams
Jane Gaarlandt	Fishkind & Associates, Inc.
Joe MacLaren	Fishkind & Associates, Inc.
William Viasalyers	Fishkind & Associates. Inc.
Laura Muckefuse	Field Manager
Ted Swanson	Swanson & Son
Meghan Gondelman	Resident
Kangelia Baxter	Resident
Connie Prendimano	Resident
Mary Minnoe	Resident
Patricia LaBella	Resident
Joe LaBella	Resident
Barry Jones	Resident
Crystal Jones	Resident
Ms. Krasnansky	Resident (via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order at 8:00 a.m. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Gaarlandt explained that this public comment period is for any public comment related to the specific agenda items; there is another public comment period after the regular

agenda for anything else. She requested that the residents, who wish to speak, state their name, and limit their time to three minutes. There were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
June 14, 2017 Board of
Supervisors' Meeting**

Ms. Gaarlandt asked if there were any comments or edits.

On MOTION by Ms. Blue, seconded by Mr. Jones, with all in favor, the Board approved the minutes of the June 14, 2017 Board of Supervisors Meeting, as presented.

FOURTH ORDER OF BUSINESS

**Review of Common Area
Landscape Maintenance
a) Irrigation System Report**

Mr. Swanson explained that of the remaining brown hedges, 30% will be removed over the next few days and the brown parts of the recovering plants will be removed. The weeds have grown a lot on some of the beds because the hedges were overfed and an extra crew will be put out to get the weeds under control. He noted that the water available from the District's Well system was cut to less than half, making it impossible to keep everything sufficiently irrigated through the dry period but when the Well goes back on line the District will be watering up to 90%. Mr. Swanson said that he will use dye/paint chemical used for golf courses in order to color the brown spots to make it look more presentable. Ms. Blue asked how much turf the District has lost and Mr. Swanson said that the initial measurement was 42,000 square feet and he has not remeasured but thinks that when the District lost the Wells it lost an additional 15,000-20,000 square feet. Mr. Swanson explained that to replace an area of turf that big he would seek out competitive bids with turf companies and over the next couple of weeks he will measure the turf loss to get a more accurate figure and make some phone calls to get some pricing. Mr. Thomka mentioned that .60 cents per square foot for 60,000 square feet is \$36,000.00 just for the sod. The District is looking at approximately \$60,000.00 to get the Well replaced, the sod, and the hedges redone.

FIFTH ORDER OF BUSINESS

**Review of Common Area
Maintenance
a) Aquatic Systems
b) KBR Pool**

Ms. Gaarlandt noted that the Leak Detection Company came out to address the pool leak and noticed that the water level of the pool had dropped to half of what it should be which

made it difficult for them to do the complete test. They believe that the declining water level in the pool created a secondary leak in the system which was discovered in the main drain and the company put in a PVC plug. The cost was \$1,200 for the inspection and \$300 for the repair work. Ms. Gaarlandt answered Board questions about the cost and hours of KBR Pools. There were questions raised about the debris in the pool during the storm season and a suggestion made to get KBR pools out every day instead of three times per week at \$75.00 per visit. Ms. Brown asked the District Manager to get a quote. Those calling in to the meeting are having a difficult time hearing the conversations at the meeting and asked for the comments to be repeated so that they can hear. Mr. Fuller said that they are going to try to move the Board Members from two tables to one table and the District will research better conference equipment and revisit the budget to see if it can be approved. Ms. Blue said that District staff did consider a new phone system but it is \$500.00 and the District does not have the funds right now. Mr. MacLaren noted that he will get a quote from the pool maintenance company to come in 5 days per week and asked for the Board to authorize a Board Member to approve that on the Board's behalf. Board Members Discussed which additional days KBR Pools should come out.

On Motion by Ms. Blue, seconded by Mr. Jones, with all in favor, the Board approved the Pool Maintenance Company to come every day except Tuesday and Thursday and have the District Manager work it out with a Board Member and the Pool Service Company.

SIXTH ORDER OF BUSINESS

2017/2018 Budget Discussion

Mr. MacLaren explained that this is the same budget that was included in the last agenda package but it was not discussed in detail at the time. The proposed budget is \$919,700.00, which includes increases in Miscellaneous Expenses, Signage, Amenity Upgrades, Irrigation, Management Fee, Landscaping Maintenance, and Streetlighting. It would result in an increase in O&M expenses and it will be the first increase in 10 years. The assessments are currently \$555.00 per lot on a gross basis before the 4% discount and this would increase it by \$49.00 to \$604.00 per lot in O&M assessments. That would result in the District having \$220,000.00 more in assessment revenues coming in. The District Manager must mail notice to all of the Property owners of the proposed increase and invite them to a Board Meeting to discuss the assessment increase and Mr. MacLaren proposed that that would take place at a special meeting in August. The District would be able to take resident and Landowner input at that Board meeting and make adjustments at that time. Mr. Thomka is opposed to the assessment increase because of how many homes the District will be adding and he thinks that the District will have enough money added to the tax roll to cover everything. Ms. Blue suggested that the Board consider the fact that the Phase 1 residents recently had a rate adjustment with the refinancing and that would show the decrease of Phase 1 assessments. Mr. MacLaren noted that it was at least \$127.00 per lot and if this increase was approved it would be a \$49.00 increase versus a \$127.00 decrease. Even if the increase was approved, all of the Phase 1 residents would see a lower total assessment. A debate took place among the Board Members about the increase in O

&M Assessments. Mr. MacLaren said that if the Board approves moving forward with notice of the \$49.00 increase he can prepare alternative budgets that would outline a lesser increase or a full increase or no increase so that the Board has options to look at and review in advance of the next budget meeting. Ms. Warren cautioned the Board against not raising the assessments to avoid upsetting residents because what has happened at other Districts is that when they have not raised the assessments they end up doing Band-Aid fixes and then a big problem presents itself and they end up doing a huge O&M levy one year to make up for lost ground and asked the Board to consider that consequence. Ms. Gaarlandt previously spoke to Vendors who informed her that based on the age of the amenities and the equipment the District is looking at resurfacing of the pool and replacing pool equipment within the next two years. Mr. Jones directed the District Manager to prepare alternative budgets with increases of \$25.00 and \$49.00, respectively. Mr. Maclaren recommended that the Board authorize District staff to mail out notices with the \$49.00 increase to notify residents of the August 16 Special Board Meeting and next week Mr. Maclaren will distribute the alternative budgets with no increase, a \$25.00 increase, and a \$49.00 increase to show what the budget would look like for each of those. The Board can then decide at the August 16, 2017 meeting which one they wanted to select. Ms. Blue requested an amount of how much it will cost to redo the pool completely and Ms. Gaarlandt said that they are getting proposals. Ms. Muckefuse said one vendor already came and is sending the quote over today. A discussion took place about various issues that need to be fixed and safety issues that needs to be addressed. Ms. Blue requested a list of things that the District must get done, in order to show the residents where their money is going, Ms. Gaarlandt said that she will write it up in a more formal manner and also clarified that the public hearing for the budget is set for August 23, 2017. Ms. Blue suggested telling the residents that if there is no increase then the Wishlist items cannot be done and be completely transparent with the residents. Ms. Warren suggested the Board authorize Ms. Blue to work with District staff to prepare the additional documents to accompany the notice.

On Motion by Mr. Fuller, seconded by Mr. Jones, with all in favor, the Board Authorized Ms. Blue to work with District Staff to create the letter and any additional documents to go out to the residents.

SEVENTH ORDER OF BUSINESS

Consideration of Fiscal Year 2015-2016 Audited Financial Report.

Mr. Maclaren explained that this is the District's audit for the year that ended September 30, 2016. The Auditors found that the District's financial statements were an accurate reflection of its financial position and they did not identify any deficiencies in internal controls over accounting. Mr. McLaren requested that the Board accept the audit by motion.

On Motion by Mr. Thomka, seconded by Mr. Fuller, with all in favor, the Board accepted the Fiscal Year 2015-2016 Audited Financial Report.

EIGHTH ORDER OF BUSINESS

Ratification of Payment Authorizations Numbers 408R-411

The Board reviewed Payment Authorizations 408 (Revised)-411. Those have previously been approved. Mr. Fuller noted that there was a \$2,500.00 charge to Horner Environmental and assumed it is related to the pool. Mr. Viasalyers clarified that it is the wetland conservation area behind the Clubhouse. There were no other questions.

On Motion by Mr. Thomka, seconded by Mr. Fuller, with all in favor, the Board approved ratification of Payment Authorization Numbers 4408R-411.

NINTH ORDER OF BUSINESS

Review of Monthly Financials

Ms. Blue noticed that the fitness equipment in the gym is squeaking loudly and asked Ms. Muckefuse to get someone to come out and check the equipment.

The Board reviewed the monthly financial statements. Mr. Fuller asked about the feedback from the community related to the increase of the Security Guards. Ms. Gaarlandt asked to discuss with the Board changing the hours when security is present because the feedback from the Security Company is that it would be beneficial to have more hours during the day when there are more residents at the pool. Ms. Muckefuse said that she is not in on the weekend a lot of issues are happening during the peak pool hours. Mr. Thomka is in favor of keeping their hours per week and day but changing the times they come in to more daylight hours in order to cover more of the peak hours. The Board discussed that the Security Guards should be patrolling and not sitting inside the Clubhouse and noted that Hector does an amazing job at being seen patrolling when he is working Security. Ms. Muckefuse explained that there has been a change in Security to include Hector and Adam. Adam is fulltime and Hector is part-time. Security covers 7 days per week during Clubhouse Hours. Ms. Brown is concerned that there are issues happening at night, however, the Security guards said that they have had no issues passed 8:00 p.m. Ms. Muckefuse added that the District has been telling the residents that they are going to be checking IDs but there is no security guard on the weekend until 2:00 p.m.

On Motion by Mr. Thomka, seconded by Ms. Blue, with 4 in favor and 1 opposed, the Board approved the same amount of Security Hours, granting authority to Ms. Muckefuse to revise the hours to cover more day time hours.

Ms. Blue said that at any point the Board can adjust the hours and Ms. Gaarlandt noted that the District has the opportunity to contact the on-call service to come in outside of their scheduled hours. This does not take away from night surveillance but will give Ms. Muckefuse the flexibility to adjust the times when security is on site. Mr. Viasalyers noted that the bathrooms are locked passed 8:00 p.m. as well.

Mr. Fuller commented on the false alarm charges and asked what the District can do. Ms. Blue requested a new alarm company and explained why. Ms. Muckefuse noted that the District is at its 10th violation now and will soon be charged \$500.00 for each false alarm. Ms. Blue indicated that it doesn't matter whether they answer the phone or not, the alarm company is dispatching the Sherriff regardless and the District is being charged. Ms. Blue wants a new alarm company and Ms. Muckefuse agrees and that the alarm company is vague about what activity is taking place and would not tell her if someone entered the building or broke in.

On Motion by Mr. Thomka, seconded by Mr. Jones, with 3 in favor and 1 opposed, the Board authorized the District manager to solicit bids from Alarm Companies by the August 23, 2017 Board of Supervisors' Meeting.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Engineer – The District Manager received a couple of updates from the District Engineer who could not be here today. He reported that he is currently coordinating directly with TECO to get hand holes installed at the 2A and 2B entrances so that lights can be installed. Mr. Thomka requested that from now on the builders know that every time they put a monument wall up it must be wired for lighting. Ms. Gaarlandt noted that the District engineer had been directed accordingly as well as requested to split the irrigation so they can handle annuals. Mr. MacLaren will remind the District Engineer. Ms. Gaarlandt mentioned that a few meetings ago there was a request to get a Master Plot Map made available to the District and post it on the website. The District Engineer is working on

creating a map which is readable and understandable. Ms. Gaarlandt noted that Phase 3C is substantially complete and should be accepted by the County by the end of this month.

District Manager – Ms. Gaarlandt explained that Ms. Muckefuse contacted the County about the rat problem and was informed that it is no longer a free service and unless it is an issue with cats and dogs they do not deal with it. The District did receive proposals for the rat control issue and it is expensive. The cheaper company said they can set up bait stations and sent a list of things for the neighbors to remind them not to leave out pet food, and to clean and cover their BBQ grills. Ms. Muckefuse will send out some basic information for the residents about preventative measures that they can take. The conservation area is the rats' habitat. Ms. Muckefuse indicated that there were residents who did not want to see harm come to the rats and noted that the bait stations have rat poison and will kill the rats. Ms. Warren asked Ms. Gaarlandt to contact Mr. Amaden to make sure that the District has an easement access to the residents' backyards depending on where the bait stations are being placed. All Pro Wildlife told Ms. Muckefuse that it is a sticky situation to put bait stations out in conservation areas because it is a legal issue and those animals are protected. If the District does not have easement access, the District must get authorization from the residents. Ms. Gaarlandt requested the addresses of the residents who live around the conservation area. Mr. Thomka brought up a concern that other animals besides rats could be killed by the traps including pets. All ProWildlife said that they did not want to put the traps out there because anything that was small enough to get its head in there could eat the poison and die. Their cost was much higher because it is not humane to have wildlife stuck in the traps and they would have to come out every day and check it. Mr. Jones suggested authorizing Ms. Muckefuse to get the proposal from the cheaper company and figure out if there is an easement in place. Ms. Blue does not want the District to be in violation of anything and asked Ms. Muckefuse to work with legal. It is a concern because one female rat can have as many as 200 babies in 1 year and the District might be wasting resources trying to control the population this way. Ms. Warren requested that the Board authorize District staff to work with a member of the Board to gather more information. The District is only financially able to do 5 traps and no more.

On Motion by Ms. Blue, seconded by Mr. Thomka, with all in favor, the Board authorized Mr. Thomka to work with District staff and Legal to deal with the Rat Issue in the Conservation Area not to exceed a budget of \$200.00.

Ms. Gaarlandt updated the Board and residents on the key cards and how the District is easing the process and the waiting time. Ms. Muckefuse will be sending out an email about a software program that will allow the residents to schedule their appointments. The District can continue to use it for scheduling events and classes in the future. Ms. Gaarlandt noted that the switch over date is August 7, 2017 for the key cards, however, is a flexible date and the District Manager will move it back a few weeks if warranted. Ms. Brown suggested having a set cutoff date and tell the residents what they need to do to set an appointment.

The District is required to have a fence for the pool equipment and the chemicals. Ms. Muckefuse noted that Bravo is coming out on July 18, 2017 at 10:00 and USA Fence is going to come on July 13, 2017, and Family Fence Company is going to come Friday July 14, 2017 at 11:00 a.m. Ms. Gaarlandt noted that the proposal will be for finishing off the white fencing and to close it in with a gate and a lock. Ms. Muckefuse mentioned that the District will need to re-key the front door due to keys not being returned after renting the clubhouse. Ms. Gaarlandt directed the Board's attention to the Field Manager Status Report and the Resident Request/Concern Log. There were no questions.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no additional comments from the Board Members

Ms. Gaarlandt opened the floor for public comments. She asked the residents to come as close as possible to the microphone, state their name and limit their time to 3-minutes.

Ms. Gondelman requested a printed copy of the budget. She recommended that the District get a phone system and a microphone for the meetings. She recommended replacing the pool. She thinks the signs were a waste of money; she suggested removing a tree if its dead and using the money to make sure the children have activities in the Community, she does not agree with the splash pad and, she is concerned about the rats on her property. Mr. MacLaren will get her a copy of the budget, which is also posted on the District's website.

Ms. Baxter asked where a meeting will be held if the Clubhouse is at capacity. Ms. Warren answered that the District would rent a space to hold the meeting. Ms. Baxter suggested an email blast for the residents to explain the improvements that have been done this year. Ms. Blue asked Ms. Gaarlandt to start working on that now and recommended that the end of year recap should include all the improvements that were made this year including the budget, the Wishlist, and the required projects with all the costs outlined. Ms. Gaarlandt responded that the District Manager can upgrade the Wishlist and Completed Project lists with everything discussed today. A Discussion took place among Board Members and Ms. Blue mentioned that a resident at the last meeting brought up a suggestion to have a Capital Reserve for major expenses, but even without a capital reserve the District has accomplished a lot.

Ms. Krasnansky explained that she is one of the original residents on the Ayersworth side and noted that besides the location one of the biggest selling points for homeowners 8 years ago was having a children's pool and other amenities. She understands that things deteriorate including the playground and other things and mentioned that the District is now needing to replace the existing pool. She noted that the amenities that were originally advertised are not there. Mr. Thomka corrected her and noted that the District is not replacing the pool. She likes coming home to an inviting entrance, mowed lawns, and noted that it does not feel the same as when she moved in. She reads the emails of the pool closing and feels that it does not pertain to her because she does not like the pool and is not using it. She does not have a problem with the District needing to spend money but wants the money to be spent on something that everyone in the community will use.

Ms. Blue explained that when the Board realized the District did not have enough money for the splash pad, more residents came forward indicating that they did not want one and began to give alternative suggestions. The Board would like to see more residents participate in the surveys to know how to use the gift money from 301 Investors that is in the Escrow Account. Ms. Krasnansky said that she appreciates the signs around the ponds that say no fishing because she enjoys the conservation and the wildlife that she lives around. Ms. Blue noted that she likes having meetings like this because the Board gets to hear the variety of comments and differing opinions of the residents.

Ms. Chu mentioned that she has never received a letter in the mail from the CDD which District staff has mentioned sending. Ms. Warren said that the District staff was referring to the emailed Newsletter and the District does not send out mailed notices unless absolutely required because it is very expensive. Ms. Chu asked if the \$49.00 assessment increase was for the year or each month and if residents got to vote on it. Ms. Warren responded that the increase is for the year and the District is required to give the residents notice and invite them to come to the Board meeting to provide their opinion but they do not get to vote. The Board Members will try to evaluate the best option for the District and the District Manager will be preparing options for the next meeting and suggestions on how to start saving a Capital Reserve. The community will be able to vote on what they want the Capital Reserve to be spent on.

Ms. Brown noted that the letter that Ms. Chu was referring to was from the HOA and not the District.

There were no other questions or comments.

TWELFTH ORDER OF BUSINESS

Adjournment

Ms. Gaarlandt requested a motion to adjourn.

On Motion by Mr. Thomka, seconded by Ms. Blue, with all in favor, the Wednesday July 12, 2017 Board of Supervisors Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

**Highlands
Community Development District**

Revised Policies

(provided under separate cover)

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