Special Assessments
Whitnall Edge II Condominium Association

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ATTENTION WHITNALL EDGE II HOMEOWNERS:

This is a reminder that if you have not paid your special assessment if full that your next payment is due July 1st , 2020 in the amount of $840.

If you change your mind during the next three years and decide to pay off the special assessment in full either for your own peace of mind or because you are selling your unit, please follow the payment schedule below to determine your payoff amount.

****Keep in mind the **Total of all Payments** is that total minus any payments you have made prior to that date.

New payoff policy for special assessment:

After: and Before: **Total of all Payments.:**

March 1, 2020 July 1, 2020: $6,400

July 1, 2020 through March 1, 2021 $6,455

March 1, 2021 through July 01, 2021 $6,510

July 01, 2021 through March 01, 2022 $6,565

March 01, 2022 through July 01, 2022 $6,620

July 01, 2022 through March 01, 2023 $6,675

Mar. 01, 2023 through July 01, 2023 $6,720

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WHITNALL EDGE II CONDOMINIUM ASSOCIATION

Roof Replacement Project

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WHITNALL EDGE II CONDOMINIUM ASSOCIATION

Roof Replacement Project

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Roof Replacement Project

The purpose of this document is to provide the history of the roof replacement project from 2014 through December 2018. It also lays the foundation for the project moving forward.

Why Roofs? Why Now?

Most of the units in our association were built between 1993 and 1996. This puts our buildings and possible our roofs at an age of 26 – 23 years old. The average useful life of a roof constructed at that time is approximately 25 years. Various websites indicate the average useful life of asphalt composite roofing material is between 15 and 18 years. The climate you live in is a big determinate of useful life.

Roofs also have various penetration points used for ventilation; attic ventilation, bathroom exhaust vents, dryer vents, and furnace supply and exhaust vents. All these also affect the waterproof conditions of a roof. And the materials used to seal these locations are also problematic.

The association has a choice:

1. We can wait until each roof fails (reactive maintenance) and replace them as they fail.
2. Or we can replace them before unit owners begin to experience water penetration into their units (preventive maintenance).

If we choose to be reactive, the individual unit owners may experience damage to the interior of the living space. This will surely result in damage to drywall surfaces requiring replacement, possible damage to furniture and other personal property covered by their individual insurance policies. The association will be responsible for repairing and or replacing the exterior surface. The cost of emergency repairs is difficult to predict, and we have no way to control the costs. Lastly, if we have several failures in the same year, we may not have sufficient funds to repair all of the roofs.

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Preamble

Whitnall Edge II Condominium Association is a non-stock corporation organized and registered in the State of Wisconsin. As a non-stock corporation and Condo association, it is regulated by two different sets of Wisconsin Statutes; Wisconsin Statute Chapter 181 as a non-stock corporation and Wisconsin Statute Chapter 703 for Condominiums.

The directors of the association have a fiduciary duty to act in the best interests of its unit owners. This obligation is not limited to its current unit owners, but to future unit owners. Unit owners will move in and move out; however, the corporation will continue to exist and operate.

> ***"It is not fair for early homeowners to enjoy years of maintenance-free roofs without setting aside funds to cover the ongoing deterioration of that roof. Future owners should not get stuck with an expensive roof replacement because past owners neglected to set aside adequate reserves"*** [1]

The above quotation describes exactly the situation we are now faced with in our association.

1 "Reasons to Contribute to A Reserve Fund, published September 28, 2018. Capital Reserve Analysts.

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About the Author

Information in this document has been assembled by Michael Aschberger; current president of the Whitnall Edge II Condominium Association (WEII) Board of Directors. Michael is a Financial Advisor, providing financial, budget and retirement planning advice to families and small businesses. He has a degree in Mechanical Engineering and has experience in project management.

In a previous condo association Michael served on the board of directors and held the positions of President, Vice President and Treasurer. For those who attend the monthly meetings, Michael is a familiar face as he has been in attendance at almost every board meeting in the last six years.

Michael moved into WE ll in May 2003 and owns two units. Shortly after moving in he began to experience issues with water penetration into his unit (through both his living room ceiling and the ceiling in his garage). Over several years, he had repeated battles with the board and the roof on his building was replaced in 2011.

The following year, Michael became a regular attendee of the monthly association meetings to familiarize himself with the business of the association. In 2014 he began questioning the long-term plan to replace the roofs, as they were approaching 20 years of age. There did not seem to be any urgency to develop a plan. However, the directors employed a firm to conduct a roof condition survey in 2015.

Because of his experience with a roofing project in his former association, Michael drafted a funding plan based on the plan that the directors decided on. Michael's plan also included the estimated amount that the monthly condo fees would need to increase to accommodate the board's plan. Michael shared research and collaborated with the former board of directors, David Cameron and the roofing consultant as an interested and concerned unit owner since the beginning of the WEII roofing project. At first, there was a cordial working arrangement between the board and Michael. But even the best plans struggle when unforeseen events occur.

In the end, this encouraged Mike to seek a seat on the board. As a unit owner attending the meetings, he could provide insight but had no direct influence on the actions taken. When the opportunity arose in December 2018, he sought to fill a position and was elected to the association board. His peers nominated and voted him to be president of the association.

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Project Summary

In 2014, the Whitnall Edge Condominium Association Directors began discussing a project to replace the roofs of 14 buildings (of 16 total) within the association.

April 2015: Directors requested engineering study of roofs. Two buildings were excluded 10018 and 10020; no reason was provided for this exclusion.

May 2015: Engineering firm delivered results suggested the replacement of 7 roofs in 2016 and the remaining 7 roofs in 2017

June 2016: Directors modified replacement schedule to complete 2 buildings per year over the next 7 years.

Feb. 2017: Contract awarded to Paradise Builders to replace the roofs at 10380 & 10320.

March 2018: Contract awarded to Big Fish Contractors to replace the roof at 10264, with the possibility of completing 10210. Due to financial constraints, 10210 was not completed. As a result, 2024 is anticipated to be the last year of construction (7-years beyond engineering firm recommendation)

Dec. 2018: Based on the recommendation of Ogden & Company (new property management firm hired effective September 1, 2018), no roofs will be replaced in 2019. As a result, 2025 is anticipated to be the last year of construction (8-years beyond engineering firm recommendation).

During the annual meeting (December 2018), responding to questions from those in attendance, board President Rod Roberts suggested one building per year for the next eleven years.

New directors elected.

Jan. 2019: New Board began to research methods to complete the replacement of roofs of the last eleven (11) buildings reviewed in the study.

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Detailed History of Roof Replacement Project

October 2014
Discussions regarding roof replacement project began.

March 2015
An engineering firm was contacted and contracted to evaluate the roof conditions for all roofs except buildings 10018 and 10020.

May 2015
WE II hired a roofing consulting firm to evaluate conditions of 14 (of 16) roofs. I was not on the board and do not know why 10018 and 10020 were excluded from the study.

Results of study:

1. Attic ventilation is inadequate
2. All of the roofs can continue to perform for a short period of time. However, it should be understood that intermittent leaks have been reported and will likely increase. Numerous repairs have been performed. More are required based on this investigation. Future repairs can be anticipated.
3. Long Range Roof Replacement Program
    a. 2016: 10380, 10320, 10264, 10210,10180, 10209, 10050
    b. 2017: 10081, 10027, 10150, 10096, 10152, 10154, 10153

November 2015
Engineering firm provided specifications for roof replacement project, including instructions for bidders. Project was broken out into 5 phases:

Phase I:	10380, 10320, 10264
Phase II:	10210, 10180, 10209
Phase III:	10050, 10027, 10150
Phase IV:	10152, 10154, 10096
Phase V:	10181, 10153

December 2015
First set of proposals were received from 4 contractors. Two firms were proposed by the engineering firm, two were suggested by the directors.

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Detailed History of Roof Replacement Project (Cont'd)

January 2016
Bid summaries and recommendations from engineering firm received.

Low Bid:	$650,362	Paradise Builders
High Bid:	$1,048,414	Paul Crandell & Associates

Bids included fascia vent, baffles and soffit vents.

Monthly assessments increased to $225 per unit per month. (Matches projection by Michael Aschberger)

March 2016
Due to some confusion by the contractors regarding the job specification, a revised set of bids were requested and received.

April 2016
Revised bids were received from all four bidders. Scope was limited to the three buildings included in Phase I.

July 2016
Michael Aschberger was supplied copies of bids to complete two buildings per year (10380 & 10320). The analysis consisted of five different methods for the 4 bidders.
All five analyses were emailed to Rod Roberts on July 9, 2016.

1. Building Type: 6, 7, 8 or 9-unit building
2. Cost comparison according the schedule as outlined by building contractor
3. Cost comparison according to schedule specified by directors (2 buildings per year)
4. Required changes in monthly association fees if work begins in 2016 and finishes in 2022. Association fees would need to increase from $205 per month in 2015 to $285 per month in 2019. This method would also require a $76,000 draw down of reserve funds.
5. Required changes in monthly association fees if work begins in 2017 and finishes in 2023. The same increase in monthly association fees was required. The draw down on reserves would be limited to $15,000.

Note: *The $20 increase for four consecutive years was required for the roof project only. It did not consider the increasing cost of normal operations of the association. Here's the schedule: $205 (2015), $225 (2016), $245 (2017), $265 (2018) and $285 (2019).*

August 2016
The directors announce that no work will be completed in 2016.

September 2016
On September 1st, Michael Aschberger sent letter (via e-mail) to Rod Roberts expressing concern about delays in the roofing project. Copied on the document was David Cameron (Camco), Mary Pepke, Bernie Ziemba and Judith White. The letter included a timeline up to this time, a suggested schedule of activity, and a Gantt chart (project schedule) showing the time for each required activity through project completion.

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Detailed History of Roof Replacement Project (Cont'd)

October 2016
New request for revised bids was sent to contractors. The scope was two buildings to be completed in 2017.

November 2016
Revised bids were received for work to be completed at 10380 & 10320
Michael Aschberger prepared and supplied to David Cameron (Camco) and Rod Roberts (WE II) an estimate of project cost based on the bids received. Projection was to complete two buildings per year with the last two buildings completed in 2023.

Low Bid:	$103,306	Paradise Builders
High Bid:	$130,688	Paul Crandall & Associates

Bids submitted included fascia vent and baffles, excluded soffit vent. Prices also exclude contingency funds.

Based on the bid suggested by the roofing consultant, Michael Aschberger recalculated the expected project costs, impact on monthly association fees and capital reserves. Information provided to David Cameron before the annual budget meeting showed no changes to assessment projection but showed an increase of reserve drawdown to $97,000.

January 2017
Monthly association fees increased to $245 per month. (Matches projection by Michael Aschberger.)

Michael Aschberger contacted roofing consultant to discuss the scope of the roof project. Once the answers were received, an email was sent to all five directors and David Cameron from Camco Management.

Letter received from consultant indicated Paradise Builders cannot obtain a performance bond. Consultant encouraged board to select a different contractor for the work.

February 2017
Contract issued to Paradise Builders, LLC (low bid) to replace roofs on 10380 & 10320. The approved contract value was $103,306 + contingency (if required).

April 2017
Timeline of work received from Paradise Builders. Work at 10380 will take 4 persons and will be completed in 1 week beginning May 8, 2017. Work at 10320 will also require 4 persons and will be completed by May 19. Gutters will be installed at 10320 the week of May 22.

May 2017
Work begins at 10380. Roofing consultant provided site visit summaries for 10380. The first visit was May 16. The fourth visit was May 30. Work was not completed on first building.

June 2017
Work began at 10320.

September 2017
Paradise Builders disagreed with full payment of $103,306.

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Detailed History of Roof Replacement Project (Cont'd)

November 2017
Michael recalculated project cost to minimize drawdown of association reserves. The projected monthly assessment schedule changes slightly: $245 (2017), $265 (2018). $285 (2019), $295 (2020). This information was not shared with anyone.

January 2018
Monthly assessment increased to $255 per month ($10 less per month than projection by Michael Aschberger.)

Based on the lower than expected increase, Michael recalculated necessary assessment changes to reduce impact to reserves. The new schedule was $255 (2018), $275 (2019), $295 (2020) and $300 (2021). This information was not shared.

March 2018
Rod Roberts indicated that 10264 will be completed in 2018. The contract was awarded to Big Fish Contractors for a cost of $65,689. This does not include the engineering firm costs. He also indicated that due to the sewer work scheduled at 10096, a second building was doubtful. But, if it would be completed, it would be for the same price.

September 2018
A second building will not be completed this year. Change of management companies occurs. The new company is Ogden & Co.

December 2018
New management company indicated there is a moratorium on capital spending. No major projects will be completed in 2019. When asked about the schedule for the roof project, Rod Roberts stated the association plan is to complete one building per year starting in 2020. The last building will be completed in 2030.

Three new directors are elected.

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Where Are We Now (Mid 2019)?

The roof replacement project has stalled. While we completed two buildings in 2017 and one in 2018, no buildings are scheduled for roof replacement in 2019.

At the end of 2018, the Capital Reserves of the association dropped to $71,700. In 2019, we plan to add approximately $108,000. However, this assumes we do not need to complete any emergency repairs or have any issues throughout the year.

We hired a new management company (Ogden & Company) starting September 1, 2018. During the annual budget meeting held in November 2018, it was their recommendation that no capital work be done in 2019 and the monthly unit owner assessment remain at $255 for another year.

These factors have hindered the original plan to replace the roofs of 2 buildings per year for 7 years with an anticipated completion of the project in 2023.

The Way Forward

The association has a total of 16 buildings. Two buildings were excluded from the study; 10018 was replaced in 2011 and 10020 was excluded for an undisclosed reason. Three of the 14 buildings reviewed in the 2015 engineering study have been completed. There are still 11 buildings that need roof replacements.

Here is a quick table of the buildings completed:

Table 1: Completed Roof Replacements:

Building:	Replaced:
10020	N/A
10018	2011
10380	2017
10320	2017
10264	2018

The directors believe it is in the best interest of the association to move forward and implement a roof replacement project. We believe we should not delay this project and it should be completed in a relatively quick time frame. In 2019, the association incurred costs exceeding $12,000 to repair two units with roof defects causing damage to both common (association) property as well as personal (owner) property. This cost does not include damage to the individual's personal property.

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The Way Forward (cont'd)

The directors evaluated five different options for moving forward.

Option 1: Plan suggested by former association president at the 2018 annual meeting was to complete 1 building per year starting in 2020 and finishing in 2030.

Option 2: Restart initial plan of replacing 2 buildings per year starting in 2020 with the last building replaced in 2025

Option 3: Replace 2 buildings in 2020 and 3 buildings per year in 2021 – 2023. The cost of this option would be financed via special assessment. The last building would be complete in 2023

Option 4: Replace 2 buildings in 2020 and 3 buildings per year in 2021 – 2023. The project would be financed through an association lending company and an additional monthly adjustment would be applied for the term of the loan.

Option 5: Replace 3 buildings in 2020 and 4 buildings per year in 2021 – 2022. The project would be financed through an association lending company and an additional monthly adjustment would be applied for the term of the loan.

Each of these options has various advantages and disadvantages. Table 2 (2018 Costs) on the next page, demonstrates the additional funding required, in addition to normal operations, to complete the roof replacement of the last eleven buildings. The cost used in Table 2 assumes similar costs to those experienced in 2018. Table 3 (Worst Case) assumes a 40% increase in costs of materials to complete the last eleven (11) buildings.

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Table 2 (based on 2018 cost, best guess scenario)

Comparison of the 5 options. Since we do not know how much monthly association fees will need to increase due to operations, this table shows the incremental cost for **roofing only**.

Year:	Option 1	Option 2	Option 3	Option 4	Option 5
2020	$56.00	$75.00	$137.50	$15.00	$27.00
2021	$56.00	$87.00	$137.50	$34.00	$62.00
2022	$56.00	$99.00	$137.50	$53.00	$70.00
2023	$56.00	$106.00	$137.50	$73.00	$70.00
2024	$56.00	$106.00		$73.00	$70.00
2025	$56.00	$106.00		$73.00	$70.00
2026	$56.00			$73.00	$70.00
2027	$56.00			$73.00	$70.00
2028	$56.00			$73.00	$70.00
2029	$56.00			$73.00	$70.00
2030	$56.00			$73.00	$70.00
2031				$73.00	$70.00
2032				$73.00	
Work Complete:	2030	2025	2023	2023	2022
Payment Complete:	2030	2025	2023	2032	2031
Per unit Expense:	**$7,392**	**$6,948**	**$6,600**	**$9,948**	**$9,456**

Note 1: *Assessment numbers for options 4 and 5 are based on lending rates received in February 2019. The actual numbers may be higher based on lending rates at the time of application.*

Note 2: *According to the Whitnall Edge II Condominium Association documents, the association must receive a 2/3 vote in the affirmative to borrow money. Options 4 & 5 require the association to borrow money.*

Note 3: Due to unknown variables, t*he future monthly association fees cannot be determined at this time. The dollar amounts listed above are the required payment in addition to the monthly association fees.*

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Table 3 (worst case scenario)

Comparison of the 5 options. Since we do not know how much monthly assessments will need to increase due to operations, this table shows the monthly incremental cost for **roofing only** (after a 40% increase in material costs due to the cost of oil and its by-products used in roofing materials).

Year:	Option 1	Option 2	Option 3	Option 4	Option 5
2020	$67.00	$78.00	$163.75	$17.25	$26.50
2021	$67.00	$104.00	$163.75	$40.75	$56.75
2022	$67.00	$119.00	$163.75	$64.25	$89.25
2023	$67.00	$127.00	$163.75	$80.35	$75.00
2024	$67.00	$127.00		$80.35	$80.00
2025	$67.00	$127.00		$80.35	$80.00
2026	$67.00			$80.35	$80.00
2027	$67.00			$80.35	$80.00
2028	$67.00			$80.35	$80.00
2029	$67.00			$80.35	$80.00
2030	$67.00			$80.35	$80.00
2031				$80.35	$80.00
2032				$80.35	
Work Complete:	2030	2025	2023	2023	2022
Payment Complete:	2030	2025	2023	2032	2031
Per unit Expense:	**$8,844**	**$8,184**	**$7,860**	**$11,109**	**$10,710**

***Note 1**: Assessment numbers for options 4 and 5 are based on lending rates received in February 2019. The actual numbers may be higher based on lending rates at the time of application.*

***Note 2**: According to the Whitnall Edge II Condominium Association documents, the association must receive a 2/3 vote in the affirmative to borrow money. Options 4 & 5 require the association to borrow money.*

Note 3: Due to unknown variables, t*he future monthly association fees cannot be determined at this time. The dollar amounts listed above are the required payment in addition to the monthly association fees.*

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WHITNALL EDGE II CONDOMINIUM ASSOCIATION

Roof Replacement Project

Board Recommendations

The Whitnall Edge II directors believe it is in the best interest of the association to choose either option 3, 4, or 5. We recognize this will be a significant burden on many of our members. But we believe it is in the best interest of the association.

Questions regarding this project will not be addressed during the regular monthly meetings. Three question and answer sessions have been scheduled at the clubhouse for the following dates:

August:	6 p.m. Tuesday August 13	
September	6 p.m. Thursday September19	
October	6 p.m. Wednesday October 9:	This will be a **Special Owners Meeting** for the purpose of voting on these Roof Replacement options.

At the October meeting a vote will be conducted with the unit owners to select one of the options. This vote must occur in October so that a proper budget can be prepared for the 2020 association fiscal year. The vote must be recorded, so each unit owner will be required to sign their ballot with their unit address. **All unit owners are required to vote on this initiative. If you cannot attend the October meeting in person, you must fill out and return the enclosed proxy with your ballot in order for your vote to be counted. Otherwise, please bring your ballot with you to the October meeting.**

Options 4 and 5 will authorize the association to obtain project financing from a lending institution.

If the combined vote totals for options 4 and 5 do not reach 84 total votes (2/3 of all owners per the association bylaws), the default position of the directors is option 3.

If you cannot attend the October meeting but still wish to have your vote counted, please mail your ballot and proxy to the following address:

Whitnall Edge II Condominium Association
5300 S. 108th Street
Suite 15, #239
Hales Corners, WI 53130

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Roof Replacement Project

Whitnall Edge Condominium Roofing Project Ballot

Owner Names: _____

Property Address: _____ Unit #: ____

_____

As the owner at the above listed address, I select the following option for the Whitnall Edge II Condominium Roofing Project.

_____ Option 3: Replace 2 buildings in 2020 and 3 buildings per year in 2021 – 2023. The cost of this option would be financed via special assessment (spread over 4-years). The last building would be completed in 2023. By selecting this option, I understand there will be a mandatory adjustment to my monthly association dues for the next 4-years (2020-2023). This increase is in addition to any required adjustments to the current monthly dues for regular operations. This option is the default position if we do not receive a combined vote total of 84 for options 4 and 5.

_____ Option 4: Replace 2 buildings in 2020 and 3 buildings per year in 2021 – 2023. The project would be financed through an association lending company and an additional monthly adjustment would be applied for the term of the loan. By selecting this option, I agree to let the association obtain a loan to finance the project. I understand there will be a mandatory adjustment to my monthly association dues for the next 13-years (2020-2032). This increase is in addition to any required adjustments to the current monthly dues for regular operations.

_____ Option 5: Replace 3 buildings in 2020 and 4 buildings per year in 2021 – 2022. The project would be financed through an association lending company and an additional monthly adjustment would be applied for the term of the loan. By selecting this option, I agree to let the association obtain a loan to finance the project. I understand there will be a mandatory adjustment to my monthly association dues for the next 13-years (2020-2031). This increase is in addition to any required adjustments to the current monthly dues for regular operations.

Signed by: _____ Date: _____

Signed by: _____ Date: _____

If you are unable to attend the final Question and Answer session on **October 09, 2019**, please fill out this proxy form and mail it with your completed ballot to the following address:

Whitnall Edge II Condominium Association
5300 S. 108th Street
Suite 15, #239
Hales Corners, WI 53130

Proxies and Ballots must be returned and postmarked by October 10, 2019 to ensure it is delivered on-time.

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Proxy

Be it known that I, the undersigned, the owner of Building address # _____ Unit # _____ at Whitnall Edge II Condominium Association, Inc. ("Association") do hereby make, constitute, and appoint, _____, or if not filled in then the current president of the Association, as my true and lawful agent and attorney in fact at the October 9, 2019 meeting and for any vote of the Association taken thereat.

This proxy shall be effective for a period of 180 days following its issuance. I hereby grant my attorney in fact and agent full power and authority to act for me, and in my name, place and stead at said meeting or meetings, in the transaction of any business that may come before the meeting, as fully as I could do, if personally present, all in accordance with Wisconsin Statute 703.15 (4) (d) (1) and the by-laws of the Association.

I direct my proxy, relative to the vote on the Roof Replacement Project, to vote as directed on the Ballot I have completed and attached to this Proxy.

Dated this _____ day of _____, 2019.

Unit Owner Print Name(s) _____

Unit Address _____

_____

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Whitnall Edge II Condominium Homeowners Association

Suite 15, Box 239
Hales Corners, WI 53130

October 25, 2019

Subject: Whitnall Edge II Condominium Homeowners
Special Assessment Intention Letter

Dear Unit Owner,

On October 9, 2019 a vote by the unit owners **did not** approve borrowing authority for our association. The purpose of this letter is to explain the process for the completion of the roof replacement project and the payment options available to each unit owner,

In 2019, we will be completing two emergency roof replacements. We will then begin the process of replacing 10 more roofs over the next four (4) years.

As disclosed during the Roofing Project Q&A meeting and the Special Meeting on October 9, 2019, the amount of the special assessment was stated. Every unit owner will have a special assessment in the amount of $6,720 assigned to their unit. As a unit owner, you will have two options to pay this roofing assessment.

1. You have the option to make a single payment in the amount of **$6,400**. This payment will be **due by March 1, 2020**.
2. If you do not select the first option indicated above, you will be required to pay **$6,720** spread out **over four years**. . The yearly amount is $1,680
   Each year you will be required to pay **$840 due March 1** and **$840 due July 1**.
   These payments will be required for **every year 2020 through 2023**.

Please fill out the following page by marking the box of the option that you are intending to pay in 2020.

Regards,

Whitnall Edge II Directors

Bernadine Ziemba
Judith White
Liz Diggins
Michael Aschberger
Patricia Carson

Order: JZPVG6SVK
Address: 10180 W Whitnall Edge Cir Unit C
Order Date: 09-24-2026
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Whitnall Edge II
Roof Project
Payment Plan

There are two payments options for the special assessment.

☐ $6,400 due March 1, 2020

-or-

☐ Multi-year payment option ($1,680 per year)

1. $840 due March 1 for the years 2020, 2021, 2022, and 2023
2. $840 due July 1 for the years 2020, 2021, 2022, and 2023

Name _____

Address _____

Signature _____

Please return in the postage paid stamped envelope provided

NO LATER THAN NOVEMBER 15th 2019.

If we do not receive a reply

You will automatically be placed on the
Bi- Annual Payment plan of $840
Due in March 1st and July 1st 2020 through 2023

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