



# *Pleasant Hill Lakes*

## ***JANUARY/FEBRUARY 2021 NEWSLETTER***

### ***Annual Assessment Reminder***

**Please remember that your annual assessment of \$202.50 was due on January 1<sup>st</sup>.** If you have not already paid your annual assessment, you must do so by **January 31, 2021 in order to avoid the application of the late fee in the amount of \$25.00.** All homeowners receive a 30-day grace period for your assessment. However, all payments **are due on the 1<sup>st</sup> day** of the year.

If you have any questions regarding your assessment or your account balance, please contact the management office at your earliest convenience.

### ***Holiday Decorations***

Sadly, the holiday season is now over and it is time to remove all holiday lights and decorations.

Please be aware that holiday lights must be removed at the end of the Christmas Season. The Board has determined this to be the weekend after Epiphany, or Three Kings Day (January 6<sup>th</sup>). Therefore, please remove your lights and holiday decorations if you have not done so already. Thank you.

### ***Holiday Lights Contest - Winners***

The Board of Directors would like to announce the winners of the 2020 Holiday Lights contest. The Board awarded the 1<sup>st</sup> place prize – a \$50.00 gift card – to the residents of 1841 Pine Needle Trail and the 2<sup>nd</sup> place prize - a \$25.00 gift card – to the residents of 2835 Woodsmere Court.

Congratulations to our winners! Thank you to everyone who participated.

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.pleasanthilllakes.com](http://www.pleasanthilllakes.com). Click on "Resident Services" then "Online Forms." Fill out and submit the form prior to making any exterior modifications to your home.

### **COMMUNITY MANAGER**

William Carey Webb, LCAM

[info@dwdpm.com](mailto:info@dwdpm.com)

407.251.2200 phone

800.759.1820 fax

DWD Professional Management, LLC

9419 Tradeport Drive

Orlando, FL 32827

### **Board of Directors**

**President:** Ed Siegenthaler

**Vice President:** Jeffrey Miller

**Secretary:** Joseph Wright

**Treasurer:** Robert Wroten

**Directors:** John Hartley, John Allen

### **Board of Directors' Meeting: Architectural Review Committee (ARC) Meeting:**

Board Meetings are held on the second Wednesday of every month at **7:00 PM**. The Architectural Review Committee will meet on the same date at **6:30 PM**. The February Board meeting will be held via teleconference. See page 2 for details.

## *New Board of Directors*

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On January 13, 2021, new Board members were appointed to the Board of Directors. We would like to welcome Joseph Wright, John Hartley, and John Allen to the Board.

We would also like to extend our sincerest thanks to two Board members that recently resigned, Marco Erazo and Peggy Wright. Thank you both for your many years of service to the Association and to our community. You will be greatly missed.

## *Architectural Review Committee (ARC)*

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On December 9, 2020, the Board of Directors appointed three members to the Architectural Review Committee (ARC) to review all Architectural Review applications for the community. The ARC will meet on the 2<sup>nd</sup> Wednesday of each month at 6:30 PM before each normally scheduled Board of Directors' meeting.

Therefore, if you would like to submit an Architectural Review application, please do so before the 2<sup>nd</sup> Wednesday of each month so the Committee may review your request. If your application is received after this date, the application will be reviewed at the next regularly scheduled meeting the following month.

## *Board of Directors Meeting and ARC Meeting- Wednesday, February 10, 2021*

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The Board or Directors' meeting and the ARC meeting scheduled for **Wednesday, February 10, 2021** will be held via teleconference using [FreeConferenceCall.com](https://www.freeconferencecall.com). Please use the following phone number and access code to join the meeting if you would like to attend.

**Telephone Number:**  
(605) 475-4825

**Access Code:**  
296294

Teleconferencing will enable the Board and ARC and to continue conducting the business of the Association while practicing safe social distancing practices.

The ARC will meet at 6:30 PM and the Board of Directors will meet at 7:00 PM.

## *Corona Virus (COVID-19) Update*

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The state of Florida is now in the third phase of reopening. Per the advice of the Association's attorney, the Association is still required to follow CDC guidelines and Orange County ordinances in Phase 3. Based on the attorney's advice and the need to follow these guidelines and ordinances, the Board has decided to continue with the following

safety procedures as outlined below:

**1) Office Visits – By Appointment Only:** **If you must stop by the management office in person, you will be required to make an appointment first so the staff can ensure proper social distancing.** We will also require that you wear a mask or covering over your nose and mouth while visiting the office. Please contact the office at 407-251-2200 to make an appointment if needed. We encourage all residents to use the online portal or to conduct business via phone or email when possible.

**2) Board Meetings:** The Board will continue to conduct all business via telephone or video-conference.

**3) Common Areas:** The tennis courts and playground area will remain closed for the health and safety of the community.

We appreciate your cooperation and understanding in this matter. We will continue to monitor the situation at the local, state, and federal level and will provide updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health.

**Center for Disease Control:**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Florida Department of Health:**

<http://www.floridahealth.gov/> or call the COVID-19 Hotline if you have questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at [info@dwdpm.com](mailto:info@dwdpm.com).

We wish all of our residents well during this difficult time. Take care, and stay safe.

## *Front Entrance and Wall Repairs*

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The Association will be working to repair the front entrance and wall of the community during the next several months. Please be aware that you will see various vendors inspecting and working on the wall during this time. This work will sometimes require that the vendors enter your backyard to gain access to the wall.

If you are unsure if the person near the wall is working for the Association, please contact the management office to verify the work that is being done. Please do not interfere with these vendors as they complete their work for the community.

Please be advised that the vendors will need access to the Association's easement to complete the wall repairs. If you have fencing or plantings in this easement area, the vendor may

need these items removed in order to work on the wall. You will be notified if this is required.

If you have any questions or concerns, please contact the management company at 407-251-2200.

## *New ARC Guidelines*

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On January 13, 2021 the Board approved new ARC Guidelines for the community. These guidelines will be recorded with the County in the next couple of weeks. Once recorded, the Association will mail the new ARC guidelines to each household and the guidelines will be posted on the community website at the following link:

<http://www.pleasanthilllakes.com/governing-documents.html>.

If you have any questions or concerns, please feel free to contact the management office.

## *Project Ideas - Input Requested*

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The Board of Directors is requesting that members provide input on any project suggestions that you may have for the community. Once the wall project is completed, the Board would like to begin budgeting for other areas of improvement.

If you would like to submit a project idea, please email the management company at [info@dwdpm.com](mailto:info@dwdpm.com).

## *Owner Access Platform*

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Please be advised that you may utilize an online owner access portal where you may login to manage your account and access community documents. With your Internet-enabled device, you are able to view your current account balance, check your payment history, view your open records and more!

We encourage everyone to utilize the new on-line access platform at <https://owner.topssoft.com/DWDProfessionalManagement/Account/Login>.

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. **If you have not already provided your email, please email your information to [info@dwdpm.com](mailto:info@dwdpm.com)** and include your community name, address within the community, and the email address you want on file. This extra step is designed for the safety of your personal information because it allows us to verify each homeowner. Once your email address has been opted into the system, you will receive an email to register. For security purposes, a return email will be sent to confirm you are the owner of that email account.

If you received the registration email but the time has expired and you are in need of a new registration email, please contact our office by email at

[info@dwdpm.com](mailto:info@dwdpm.com) with your request. Please make sure to include the email address you want us to use and we process a new registration email for you.

Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email you can create your password and your account will be registered. You will then be able to log into your account using your email address and the password you created when you registered. Please make sure to use Google Chrome which is the preferred web browser for the platform.

## *Garbage Collection Guidelines*

October 1<sup>st</sup>, 2019 marked the beginning of the new collection procedures for our community. Please remember to use your new garbage and recycling bins on the following days:

**Recycling and Yard Waste: Tuesday**

**Garbage and Bulk Items: Wednesday**

**BELOW PLEASE FIND THE GUIDELINES FOR GARBAGE PICK-UP TAKEN FROM THE OSCEOLA COUNTY WEBSITE:**

Per County Ordinance, please DO NOT place your garbage curbside earlier than 6:00 p.m. the night before scheduled pick-up. Please remove promptly after collection. Garbage should be placed within 3 feet of your curb by 6:00 a.m. on

your scheduled collection day. This will ensure timely service.

### HOUSEHOLD GARBAGE COLLECTION

All residents in unincorporated Osceola County will receive a once-a-week garbage collection. This does not include yard waste, hazardous waste, or construction and demolition materials.

- Garbage containers should be used for household garbage only, be no larger than 45 gallons with detachable lids, have two handles and not exceed 50 pounds.
- Should not be commingled with yard waste or recyclables.
- Place your container curbside, within three-feet from the curb.
- Container should be on the opposite side of the driveway from your mailbox to avoid any damage.

### WHITE GOODS

- Items include refrigerators, washing machines, hot water heaters, stoves and dishwashers.
- White goods must be Freon free prior to collection.
- Remove doors from appliances.

Contact Waste Management's Customer Service Department to schedule a collection.

### CONSTRUCTION & DEMOLITION MATERIALS

(lumber, bricks, glass, concrete etc.)

Collection of this material is not part of the Universal Solid Waste

Program. For more information on C&D disposal, please contact the Solid Waste Department.

### SOLID WASTE HOLIDAY SCHEDULE

Holidays may cause a change in your collection schedule. If your garbage is scheduled for collection on any of the following holidays, your collection will be rescheduled for the Saturday closest to the holiday.

- **New Year's Day**
- **Thanksgiving Day**
- **Christmas Day**

### YARD WASTE COLLECTION

Yard waste is collected every Tuesday. This includes grass clippings, tree branches, palm fronds, etc. (tied and bundled).

- We recommend using a garbage container for yard waste, no larger than 45 gallons.
- Place leaves, pine needles and yard clippings in bags/bundles/containers.
- Cut branches to four-foot lengths, no wider than four-inches in diameter and not over 50 pounds.
- Collection is limited to 10 bags/bundles/containers per yard waste collection day.

### BULK ITEMS

- Items include discarded furniture and household junk.
- Collection of these items will be on your regularly scheduled garbage collection day.



- ***Large items are limited to three cubic yards. Additional charges may apply if three cubic yards is exceeded*** [bold, underline and italics added for emphasis].
- **These items must be bundled (maximum of 10) or the items will not be picked up.**

**SINGLE STREAM RECYCLING TIPS**

All your recyclables (paper, plastic, metal, and cardboard) go into your recycling cart.

- DO NOT mix garbage with recyclables.
- Place your cart curbside with the opening facing the street, within three-feet from the curb.
- Cart should be on the opposite side of the driveway from your mailbox to avoid any damage.
- Per County Ordinance, please DO NOT place your recycle cart curbside earlier than 6 P.M. the night before your scheduled collection.

**ACCEPTED RECYCLING MATERIALS**

**What You CAN Recycle:**



**Paper**

Newspapers, junk mail, magazines, telephone books, catalogues, office paper and brown paper bags.

**Plastic**

Bleach, detergent, shampoo bottles and bottles with necks #1-7 (number is located on the base of a container).

PLEASE RINSE.

**Metal**

Aluminum and aerosol cans, pie pans and steel food containers.

PLEASE RINSE.

**Cardboard**

Food boxes, milk and juice containers and cardboard boxes. PLEASE FLATTEN CARDBOARD BOXES.

**PLEASE DO NOT INCLUDE:**

- Glass
- Recyclables in bags
- Plastic shopping bags
- Garbage and food waste
- Yard Waste grass clippings, branches & brush
- Clothes and linens
- Unnumbered plastics toothbrushes, toys, hoses,
- Plastic or metal clothes hangers
- Disposable cups or flatware
- Construction debris bricks, wood, cement
- Paint or Spray paint
- Hard, reusable plastic bottles
- Polystyrene cups, food trays and packing materials
- Needles or medical waste
- Garden hoses
- Glass mirrors, windows, broken glass, etc.

- Shredded papers
- Propane tanks, helium tanks, portable gas tanks
- Chemical/combustible and corrosive containers
- Cable wires, steel cables, chains, barb-wires
- Ropes

If you have any questions or concerns regarding the new company or the new collection procedures, please contact Advanced Disposal at [www.AdvancedDisposal.com/OscolaCounty](http://www.AdvancedDisposal.com/OscolaCounty).

***Monthly Property Inspections***

The community management company is tasked by the Board of Directors each month to complete an inspection of all properties within the community. Below is a list of some of the violations that they will be on the look-out for during these inspections:

- 1) Lawns that need maintenance or full replacement (weeds, dead spots, irrigation issues, etc.).
- 2) Houses that may need pressure washing or painting. Please be aware if the paint looks faded over 50% of the visible structure, if the concrete blocks are showing through the paint over 10% of the visible structure, or if there are settling cracks throughout the home that require

- caulking, then we will ask for the homeowner to re-paint the house.
- 3) Roofs that need pressure washing, repair, or replacement
  - 4) Fences in need of cleaning and/or repair.
  - 5) Driveways that may need repairs or pressure washing
  - 6) Commercial vehicles, recreational vehicles, boats, or trailers in driveways
  - 7) Vehicles parked on the grass

The community management company's staff members will inspect each property from the road in a vehicle, and they will take pictures of any violations. They will not go onto your property to complete their inspection. Please be kind to the inspectors when they are completing their monthly inspections. The staff members will always identify themselves when approached if you have questions. **However, please do not approach them in a hostile or negative manner.** They are there to complete a job as directed by the Board of Directors and to help the community.

If the inspectors find any problems with the exterior of your home, the management company will send you a letter notifying you of the violation along with a picture from the inspection of your property. If you receive a violation letter, please feel free to contact the management

company via email or by phone if you have any questions or if you need more time to correct the area of concern. The management company will work with you to make the needed improvements. Communication is very important so we can work together to maintain and improve our property values. Please be aware that after three violation letters, the Board has the option to send the file to the Association's attorney for further action. Once the file is at the attorney, this may lead to attorney's fees and costs. Therefore, please address any violation concerns as soon as possible in order to avoid legal action. Thank you for your cooperation in this matter.

### ***Tree and Stump Removal***

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The Board would like to remind residents who remove trees from their property that the tree stumps must also be removed.

### ***Please Park in the Driveway***

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It has been noticed that many guests and residents have been parking their cars on the roadway or on the grass. This is not allowed per the Governing Documents. Please park all vehicles in your driveway. Thank you.

### ***You Have Access***

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The Deed of Restrictions for Pleasant Hill Lakes is available to all homeowners through the Internet. Please sign into:  
[www.pleasanthilllakes.com](http://www.pleasanthilllakes.com).

There you will find documents for the Pleasant Hill Lakes Homeowners' Association. These documents are used by the Board of Directors to govern the Association.

- Welcome letter from our Management Company – DWD Professional Management
- Declarations of Covenants, Conditions and Restrictions
- By-Laws of Pleasant Hill Lakes
- Architectural Review Committee

### ***Drainage Swales and Flooding Issues***

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If the drainage swale in front of your home is not draining properly, or if the swale is full of dirt and/or weeds, please call Osceola County's Road and Bridge Department at 407-742-7500 to report the issue. We have contacted the County already for several drainage problems in the community. The Road and Bridge Department has been working on the problem for the last couple of weeks. If you are experiencing a similar problem with drainage, please feel free to contact the management office for additional information.

### ***House Numbers***

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Please be aware that the Architectural Review Guidelines, Section 5.11 states that, "House numbers not less than 4" high with contrasting colors be affixed to the residential unit in full view from the street."

There are some homes in the community that do not have house numbers. In the event there is an emergency where first responders must find your home quickly, these

numbers may save your life. Thank you for your cooperation with this very important matter.

## *Architectural Changes (Exterior Modifications)*

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It has come to our attention that some homeowners are not familiar with the steps of the Architectural Review process. That is quite understandable. We would like to take this opportunity to help anyone in our community better understand this process.

If you are going to make any changes to the front of your property, including landscaping changes, or if you intend to make any structural changes to your property (i.e., room additions, pools, screen enclosures), then you will need to fill out the Architectural Review Committee (ARC) application.

These applications will always be available on your community's website and they are included in the monthly newsletter (please see the form below). Please follow the instructions on the form and submit all of the required documents for your requested change. When you are submitting an application to the ARC remember to include:

1. Two (2) copies of the property survey that show the location of the proposed changed, alteration, renovation or addition.
2. Two (2) drawings of your plan(s).

3. Two (2) copies of color samples, if applicable.

If information is emailed, then one (1) copy of the information is enough, but it needs to be **legible** or it will be rejected.

Please note that applications submitted by fax or without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it will not be processed and will be returned to you.

If you have any questions, please call us at 407-251-2200, and we will be happy to assist you. Also note that management does NOT approve or deny any of these requests. We collect the applications and then submit them to the community's Architectural Review Committee (ARC). The ARC is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria (the architectural guidelines). Per Florida Statutes, this process may take up to 30 days.

As soon as the Committee makes a decision, we will mail you the letter of approval or denial. Please make sure you do not proceed with any improvements until you have heard from the Committee. If you make any improvements without the approval of the Committee, you may need to remove and re-install these improvements. I hope this helps everyone understand the Architectural Review process a little better. If this still leaves you with any questions, please feel free to contact our office.

## *Septic Tanks*

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Please be aware that septic tanks may not be emptied in to the drainage swales or drainage ditches of the community. If your septic tank is not working properly, you must contact a septic service company to help with your issues. Anyone seen emptying their tanks in to a drainage structure will be reported to the Osceola County Environmental Protection Services. Finally, if you need to replace your septic tank, please complete an Architectural Review Change application before you proceed with this project. In addition, once you replace your septic tank/drain field area, you will need to add new sod to the area per your architectural guidelines. Please see the application below for your convenience. Thank you for your cooperation with this matter. If you have any questions or concerns, please contact the management office.

## *Dogs Must Be Leashed*

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Per Section 7.16 of the Community's governing documents, animals are not allowed to roam free at any time. There are several dogs that have been observed running freely through the community. Please be aware that this is also not allowed per Osceola County Ordinances. Please keep your pets on a leash while walking them through the neighborhood. If you see a pet in the community without a leash, please contact Animal Control at 407-742-8000. Thank you.

# Community Services

## Phone Numbers

### Emergency:

Fire, Police, Medical Emergency:	<b>911</b>
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### Law Enforcement:

Kissimmee Police (Non- Emergency):	407-847-0176
St. Cloud Police (Non- Emergency):	407-891-6700
Osceola County Sheriff's Dept. (Non- Emergency):	407-348-2222

### Utilities:

Kissimmee:	407-933-7777
Toho Water:	407-944-5000

### Chamber of Commerce:

Kissimmee:	407-847-3174
St. Cloud:	407-892-3671

### Miscellaneous:

Disaster Services Agency:	407-742-9000
Osceola County Health Department:	407-343-2000
Florida Poison Information Center:	800-222-1222
Osceola County Library:	407-742-8888
Social Security Administration:	800-772-1213
Voters' Registration:	407-742-6000
Osceola County Animal Services	407-742-8000



PLEASANT HILL LAKES HOMEOWNERS' ASSOCIATION, INC.

MAIL OR EMAIL FORM TO: 9419 Tradeport Drive, Orlando, FL 32827

PHONE: 407-251-2200 FAX: 800-759-1820 EMAIL: info@dwdpm.com

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

Owner Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s) Home: \_\_\_\_\_ Work \_\_\_\_\_ E-mail: \_\_\_\_\_

In Accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rule and Regulations, installation must conform to this approval and the Association's guidelines.

I hereby request consent to make the following changes, alteration, renovations and /or additions to my property.

( ) Fence ( ) Swimming Pool ( ) Lawn Ornament ( ) Screen Enclosure ( ) Landscaping

( ) Patio ( ) Exterior Color ( ) Lawn Replacement ( ) Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition.

Attach two (2) drawings of your plan(s). Attach two (2) color samples, if applicable.

NOTE: Applications submitted by fax or without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it will not be processed and will be returned to you. I hereby understand and agree to the following conditions.

- 1. No work will begin until written approval is received from the Association. You have 6 months from the approval date to complete the work. If not, then you must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt DWD Professional Management, LLC will forward the ARB Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

DO Not Write Below This Line

This Application is hereby: ( ) Approved ( ) Denied

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Received \_\_\_\_\_ Mailed to Assoc. \_\_\_\_\_ Mailed to Owner \_\_\_\_\_

# SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

# January and February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>January</i>					1 <b>Annual Assessment Due.</b>	2
3	4	5 Trash Pick-Up	6 Three Kings Day Recyclables/ Yard Waste/Bulk Items Pick-Up	7	8	9
10	11	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Items Pick-Up <b>Board Meeting and ARC Meeting</b>	14	15	16
17	18 Martin Luther King, Jr. Day	19 Trash Pick-Up	20 <b>Inauguration</b> Recyclables/ Yard Waste/Bulk Items Pick-Up	21	22	23
24	25	26 Trash Pick-Up	27 <b>International Holocaust Remembrance Day</b> Recyclables/ Yard Waste/Bulk Items Pick-Up	28	29	30
31 <b>Grace period ends for Annual Asses.</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>February</i>	1	2 Trash Pick-Up 	3 Recyclables/ Yard Waste/Bulk Items Pick-Up	4 <b>World Cancer Day</b>	5	6
7	8	9 Trash Pick-Up	10 Recyclables/ Yard Waste/Bulk Items Pick-Up <b>Board Meeting and ARC Meeting</b>	11	12  <b>Chinese New Year</b>	13
14  <b>Valentine's Day</b>	15 Presidents Day	16 Trash Pick-Up	17 Recyclables/ Yard Waste/Bulk Items Pick-Up	18	19	20
21	22	23 Trash Pick-Up	24 Recyclables/ Yard Waste/Bulk Items Pick-Up	25	26	27
28						