



Kingston Chase Crier

Vol. 21: Issue No: 12

www.KCHOA.org

December 2021

A Year End Message from the Kingston Chase Board of Directors President

As 2021 draws to a close I want to thank all the volunteers who continue to make Kingston Chase a neighborhood we can all be proud to call home. It is clear we have one of the best neighborhoods in the area and that would not be possible without the hard work and dedication of our volunteers. Those who volunteer with the management of the pool, tennis court, common grounds, neighborhood watch, clubhouse maintenance, social events, welcoming new neighbors, and many other jobs, make our neighborhood really shine.

There is a lot of press about people having bad experiences with their homeowners' association. There are good and bad HOAs and the difference is usually the management and how residents feel they are being treated. I would like to also extend a great deal of thanks to our Board of Directors and Architecture Review Committee who are also entirely resident volunteers. I have been serving on the Board of Directors since 2010 and in the past 11 years all except two Board votes have been unanimous. I think that shows great cohesion between the Board and the residents, and our diligence in making sure we are making sound decisions with lots of discussion, resident input, and approval. I have personally observed lots of dedication and service by the ARC and the Board of Directors to our community that is both remarkably generous and commendable.

From a financial perspective the HOA's finances are strong with adequate capital reserves. We continue to be one of the few HOAs who believe in total transparency and publish our budget and financials publicly on our website and in our newsletter. We continue to run our neighborhood frugally and make sure we are seeing effective use of our money.

“Ask not what the HOA can do for you...”
—JFK (probably)

Kingston Chase is still in need of additional volunteers on the Architecture Review Committee to keep our neighborhood looking great. Additionally, Kingston Chase needs volunteers to help set up and run social events for adults and children to keep our community spirit alive. We aim to make KCHOA more attractive, and the safest and most welcoming neighborhood in Northern Virginia for all people.

If you are interested in paid, part-time opportunities, there are three positions now available handling our e-mail communications and management in service of the community, and bookkeeping duties. More information about the positions will be posted in the *Crier* and sent out via e-mail and Facebook.

On behalf of the Board, thank you for your continued trust. We look forward to what all of us can do in 2022 to make KCHOA even better. Please reach out if you are interested in volunteering or have any feedback regarding the HOA.

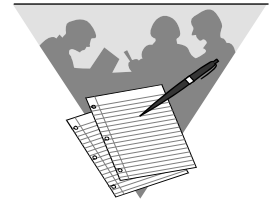
Sincerely,
Andy Cassell
President KCHOA Board of Directors



Santa Claus will visit Kingston Chase by truck on Sunday, December 12, beginning at noon. If you live on a smaller street, you may have to travel to a main road in the neighborhood. A route tracker will be available online at <https://www.kchoa.org/santa-tracker/>. Visit www.kchoa.org for any updates or changes to Santa's schedule.

Merry Christmas!

**Kingston Chase Home Owners Association
Board Meeting
Minutes of November 8, 2021**

**Call to Order**

- Board president Andrew Cassell called the meeting to order at 7:38 p.m.
- Board members present via Zoom conference: Jen Baez, Chris Buley, Rosemary Buley, Kerry Buss, Steve Kapushoc, Mike Klinker, Deke Smith, and Todd Waldrop.
- Others present: Marsha Cassell, Administrative Assistant; and Natalia Speer, homeowner.

Secretary's Report – October Minutes to be approved at the December Board Meeting.

Treasurer's Report – There is \$127,340 in checking and \$261,657 in CDs.

Member Business – None

Committee Reports

ARC – The current Architectural Review Committee (ARC) lacks participation and follow-through. The ARC is looking for new members to help shore up the committee.

Buildings and Maintenance – Smoke alarms were stolen from the clubhouse and need to be replaced.

Landscape – A tree was removed from the common grounds on Permit Court.

Conservation Corps – No report.

Neighborhood Watch – No report.

Newsletter – No report.

Playgroup – No report.

Pool – No report.

Social – Halloween Magic Show was a hit. Kingston Chase will not hold a Holiday Decorating Contest, but still encourages homeowners and resident to decorate for the holidays and winter break. Brew Fest is planned for the spring (date TBD).

Swim Team – Winter swim is very successful. The team needs more adult volunteers in the water.

Tennis – No report.

Welcome – No report.

Old Business

- 300 of 537 (56%) lots have voted in favor of the Declaration Revision. 403 votes (75%) are needed to pass.
- Looking into using a key fob system to re-key the clubhouse.
- Electronic voting on HOA business is now allowed in the state of Virginia. The Board is working with KCHOA lawyers to create written procedures for electronic participation.

New Business

- The proposed 2022 budget was discussed and will be published in the December *Crier*. It will be voted on at the meeting on December 13.
- The Board of Directors appreciates input and leadership from the community in order to keep dues low by managing the HOA by community members. Board members are a requirement to self-govern. Please vote in the upcoming election.
- The KCHOA Administrative Assistant part-time paid position remains open. Or responsibilities could be split into two positions: one for the ARC and one for the HOA, or three positions: ARC, HOA, and bookkeeper.
- The marquee sign by the pool entrance needs to be replaced. It will not be electronic.

There was no Executive Session.

Meeting adjourned at 8:11 p.m.

Submitted by Kerry Buss, Secretary

The Board of Directors meet the second Monday of every month at 7:30 p.m. All homeowners and residents are invited to participate. Please e-mail items for the agenda to info@kchoa.org a week prior to the scheduled meeting. The Board is currently conducting meetings online due to the pandemic. Zoom information is e-mailed to those who are signed up to receive announcements from the HOA. To join that mailing list, please send an e-mail to info@kchoa.org.

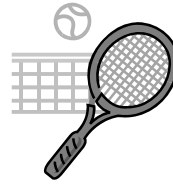


Kingston Chase Meetings

Architectural Review Committee
Tuesday, December 7, 7:30 p.m.

Board of Directors
Monday, December 13, 7:30 p.m.

Annual Meeting of the Home Owners
Monday, December 13, 7:30 p.m.



Tennis/Pickleball Court

To obtain the combination for the lock to the court, please text or e-mail Alex Fletcher at 703-582-8382 or kchoa.tennis@gmail.com, respectively.

No bicycles, skateboards, rollerblades, or wheels of any kind – and no dogs – are allowed on the court surface inside the enclosed fence. Please remove trash and lock the gate when finished.



Architectural Review Committee

The Architectural Review Committee (ARC) met on November 2 to review the following applications:

<u>Lot</u>	<u>Approved</u>
010	Addition.
224	New fence
530	Roof replacement.



The next ARC meeting will be **Tuesday, December 7**. ARC Guidelines, the application form and what to submit can be found at www.kchoa.org/architectural-review-committee. Applications can be submitted by e-mail to kchoa.arc@gmail.com (preferred) or by mail to KCHOA ARC, P.O. Box 332, Herndon, VA 20172. Applications are reviewed at the monthly meeting.

Neighborhood Watch

Neighborhood Watch is a Kingston Chase committee of residents that monitors reports of vandalism, theft, or criminal activity in the neighborhood and surrounding communities. All are asked to serve as the eyes and ears of the neighborhood, keeping a lookout for unusual or suspicious activity. When in doubt, please e-mail Neighborhood Watch and, if appropriate, call the Fairfax Police non-emergency number at **703-691-2131** or **911** in the case of an emergency. Contact **Pete Banks**, Neighborhood Watch Chairman, via e-mail at kchoa.watch@gmail.com or call 703-209-3004 to report any incidents. Please be vigilant regarding locking doors, windows, garage doors, and outdoor vehicles as a precaution against vandalism and unlawful entry.



Calling All Dog Owners:

The Architectural Review Committee (ARC) has received several complaints from homeowners regarding dog waste being left behind in their yards. Please show respect for your neighbors by picking up after your dog(s). If weather forecasters have it right this year, we can expect a considerable amount of snow this winter. That means romping, stomping, and playing in the snow. Let's not ruin anyone's snow fun by letting them find a "present" in the snow. Additionally, please be advised that dog waste should NOT be placed in trash receptacles at the curb unless the receptacle is your own. There have been several instances where homeowners have placed their trash receptacles in their garage only to find a very foul smell the next day.

The next ARC meeting will be **Tuesday, December 7**. The ARC hopes to be able to hold the meeting in the clubhouse (with the option to join via Zoom). ARC Guidelines, application form, and information that must be included in the application is found at www.kchoa.org/architectural-review-committee. Applications can be submitted by e-mail to kchoa.arc@gmail.com (preferred) or by mail to KCHOA ARC, P.O. Box 332, Herndon, VA 20172. Applications will be reviewed at the monthly meeting and must be approved before work begins. If you have any questions, please e-mail kchoa.arc@gmail.com.

***Annual Meeting of the Home Owners
Will be Held via Zoom on December 13 at 7:30 p.m.***

The annual Meeting of the Home Owners will take place Monday, December 13, at 7:30 p.m. and will be held in conjunction with the monthly Board Meeting. Due to restrictions still in place to protect the population from spreading Covid-19 and its variants, there will also be an option to join the meeting via Zoom. If you would like to attend, please use the conference/dial-in information listed below.

Topic: KCHOA December Board Meeting (Annual Meeting of the Homeowners)

Time: December 13, 2021, 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86997891955?pwd=bndwVzVxYldWbjdCQXVpamdVNXRKUT09>

Meeting ID: 869 9789 1955

Passcode: 20170

One tap mobile

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 869 9789 1955

Passcode: 20170

Find your local number: <https://us02web.zoom.us/j/86997891955>

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The annual election of KCHOA Board of Directors will also take place. Brief bios of candidates that are included on the ballot can be found on page 5. Page 6 includes the ballot for Board candidates and also a section to vote in the affirmative on the proposed Kingston chase Amendment of Declaration of Covenants, Conditions and Restrictions.

The meeting will also include a discussion and voting by the Board on the proposed 2022 HOA Budget that is included on page 7.

Please mail your ballot to KCHOA, P.O. Box 332, Herndon, VA 20172. Also, there will be a drop box on Board President Andrew Cassell's front porch at 1630 Sadlers Wells Drive (between Society Drive and Nureyev Lane). Ballots can be dropped off there on Monday, December 13, until 7:30 p.m. Please e-mail info@kchoa.org with any questions.

thank you

Thank you to Kerry Buss for her participation on the Kingston Chase Board of Directors since being elected in December 2015 and immediately stepping in to serve as the HOA Secretary. Kerry also previously spent four years chairing the Architectural Review Committee (ARC) and she and her family have spent the last six years hosting Kingston Chase Movie Nights in the common grounds area behind their home.

Kerry has been an invaluable asset to the Board of Directors and our neighborhood.

Thank you for your service, Kerry!

(continued from page 1)

Please use the ballot below to cast your vote in the December Board of Directors election. Brief candidate bios are as follows:

Andrew Cassell has served on the KCHOA Board for the past 11 years and is currently its President. He enjoys living in Kingston Chase with his wife Marsha, daughters Carrie, Penny and Julie, and their black lab Sunny. Andrew is committed to continue serving the community on the Board by being fiscally conservative, fully transparent on finances and decisions, and work to improve and sustain our beautiful and family-friendly neighborhood. He believes that neighborhood social events are important to having an inclusive and tight-knit community and has volunteered his time to organize the annual Adult Pool Party and Spring Brew-Fest. The entire Cassell family is active in the KCHOA swim team. Andrew graduated from Penn State with a degree in Computer Engineering and works at the documentary and factual entertainment video streaming service Curiosity Stream.

Philip Hadwin, his wife Chelsey, and two dogs, Goddard and Bellini, are new residents to Kingston Chase, having bought their first house at the onset of the pandemic. As a new resident, Philip will bring a new energy and fresh perspective to the Board of Directors. Professionally, Philip is an analyst who excels at solving problems by identifying the core issue and engineering a careful measured solution. Additionally, he believes that the best way to cultivate a strong and compassionate community starts by being inclusive, honest, and welcoming to our neighbors.

Kelly Herb and her husband Ryan have lived in Kingston Chase since 2013 with their daughters Samantha and Maggie, as well as their pets Gunner, Izzy, and Coco. Samantha has been a member of the Kingston Chase Swim Team for multiple years and both Kelly and Ryan have been active volunteers throughout swim seasons. Kelly believes in the sense of community that Kingston Chase provides with the many opportunities for neighbors to gather at events such as pool parties, holiday gatherings, and even just in passing on walks, or enjoying wintertime at the sledding hill. If elected to the Board, Kelly will work to help keep Kingston Chase a neighborhood residents are proud to call home.

Joe Seeger and his wife Mary have lived in Kingston Chase since moving to Herndon in 1993, and Joe has served on the KCHOA Board for 7 of the past 8 years. As Joe and Mary raised their children here, they were able to participate in many of the activities sponsored and supported by the Board, including playgroup, swim team, pool parties for all ages, holiday events, and others. Joe recognizes that those groups and activities are a big part of what makes our neighborhood a community and not just a subdivision. As a practicing systems engineer, Joe is accustomed to looking at issues from a cost versus benefit perspective. If reelected to the Board, Joe will work to ensure our dues are spent in such a way to maximize the benefits to all homeowners.



The Board of Directors extends its best wishes to the Kingston Chase community for an enjoyable holiday season and very Happy New Year!

HOA Administrative Assistant and Architectural Review Committee Part-Time Paid Positions Need Filling

Kingston Chase is soliciting resumes to fill its HOA Administrative Assistant (AA) and Architectural Review Committee AA part-time paid positions. These positions can be filled separately or combined, depending on the time commitment an applicant is seeking. If you have questions about the time commitment, job duties, or would like to submit your application, please e-mail info@kchoa.org.

General administrative duties of the Architectural Review Committee include: 1) compile ARC applications for Committee review at monthly meetings, 2) attend monthly ARC meetings to take notes and assist as needed, 3) communicate with applicants 4) on the status of applications, 5) type application approval letters, 6) oversee sales inspections, 7) manage the annual spring walk-through with the ARC chair including compiling results and mailing letters/follow-up letters, and 8) submit ARC Minutes/ARC Corner to the *Crier* each month.

HOA and Board administrative duties are more detailed and extensive. Please e-mail info@kchoa.org for additional information on this position.

Proposed 2022 Kingston Chase HOA Budget

The Kingston Chase Board of Directors will review and vote on the following proposed 2022 HOA budget at the Annual Meeting of the Homeowners scheduled for Monday, December 13, at 7:30 p.m. The meeting will be held virtually via Zoom conferencing. Please see page 4 for information about how to access the Zoom meeting. All homeowners are invited to present their comments and/or questions regarding the proposed budget and its line items. Please e-mail info@kchoa.org with any questions.

Kingston Chase HOA 2022 PROPOSED Budget

INCOME		Item	Amount	EXPENSES, cont.		Item	Amount
Homeowner (KC 537 @ \$381) ¹		Disclosure Packets	\$1,740.00	Pool Operations		Electricity	\$6,000.00
		Homeowners Dues	\$204,597.00			Extra Open Hours	\$600.00
		Interest Earned	\$500.00			Management	\$91,000.00
		Late Payments/Liens	\$0.00			Chemicals	\$300.00
Total Homeowner			\$206,837.00		Permit Fees	\$300.00	
Pool (7 @ \$381)		Hemdon Crossing	\$2,667.00		Supplies & Maintenance	\$12,000.00	
		Visitors	\$1,333.00		Toys	\$100.00	
Total Pool Membership and Guest Fees			\$4,000.00	Total Pool Operations		\$113,300.00	
Publication		Crier Ads	\$1,500.00	Publications		Labels/Supplies	\$100.00
						Postage/Fees	\$2,700.00
Social		Adult Pool Party	\$1,600.00			Printing	\$6,600.00
		Teen Pool Party	\$60.00			Layout/Editing	\$3,300.00
Total Social			\$1,660.00	Total Publications		\$12,700.00	
TOTAL INCOME			\$213,997.00				
EXPENSES		ARC		Social		Adult Pool Party	\$4,700.00
		Administrative Services	\$2,400.00			Easter Egg Hunt	\$300.00
		Meeting Expenses	\$250.00			Halloween	\$350.00
Total Architectural Review Committee			\$2,650.00		Oktoberfest	\$900.00	
BG&M		Clubhouse HVAC Maintenance	\$500.00		Brew Fest	\$650.00	
		Building Repairs	\$300.00		Teen Pool Party	\$400.00	
		Tennis Court	\$250.00		Opening Day of Pool	\$225.00	
		Pest Control	\$765.00		Last Day of School	\$220.00	
Total Buildings, Grounds & Maintenance			\$1,815.00		Santa Drive-Thru	\$75.00	
Landscape		Grass Mowing	\$7,000.00		Movie Nights	\$200.00	
		Planting/Removals	\$7,000.00		Equipment & Supplies	\$200.00	
		Snow Removal	\$400.00	Total Social		\$8,220.00	
		Seed/Fertilizer/Mulch	\$3,500.00	TOTAL EXPENSES		\$206,068.00	
Total Landscape			\$17,900.00	Budget Surplus Before Cap Ex		\$7,929.00	
Management		Tax & Accounting Services	\$2,500.00	CAPITAL EXPENDITURES			Amount
		Administrative Services	\$13,000.00	Pool Re-Web Chairs		\$1,120.08	
		President's Disc Fund	\$700.00	Signs & Monuments		\$6,000.00	
		Clubhouse Cleaning	\$2,400.00	Pool Pavillion Repairs		\$3,200.00	
		Neighborhood Watch	\$100.00	Parking Lot Overlay (full amount only if both lots)		\$27,560.00	
		Playgroup	\$300.00	New Pavillion (early planning)		\$90,000.00	
		Swim Team	\$2,900.00	Playground (within a few years)		\$45,000.00	
		Conservation Corps	\$0.00				
		Electricity and Water	\$1,200.00				
		Insurance	\$6,054.00				
		Legal Services	\$6,000.00				
		Mailbox Rental	\$246.00				
		Mileage Reimbursement	\$100.00				
		Board Mtg Expenses	\$400.00				
		Postage	\$1,200.00				
		Supplies	\$1,000.00				
		Taxes/Registration	\$2,500.00				
		Welcome Supplies	\$200.00				
		Bank Service Charges	\$20.00				
		Website Hosting (Online Payments)	\$525.00				
		Wi-Fi & Pool Phone	\$2,832.00				
	Software and File Mgmt	\$500.00					
	Grill	\$300.00					
	Trash Service	\$4,400.00					
	Camera Monitoring	\$106.00					
			\$49,483.00	Total Capital Expenditures		\$172,880.08	
				Budget Deficit to Draw from Capital Reserve		(\$164,951.08)	
				Current Assets as of 10/31/2021		\$388,135.13	
				of which part of Capital Reserve Account		\$257,871.29	

¹ Estimated based on CPI 4.5% increase over the year

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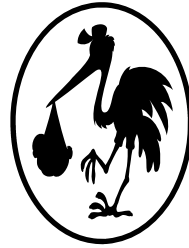
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Stork Report



Ana and David Ballesteros want to introduce Stella Grace Ballesteros, a new addition to their family. Stella Grace was born at 7:57 a.m. on September 2, weighing 5 lbs, 11 oz. Congratulations!



Please send an e-mail to crier@kchoa.org with any lost and found items.

Also, please check the Kingston Chase website at www.kchoa.org for various HOA news and alerts.

Thinking of Buying or Selling?

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Eric Sonnhalter
Realtor
703-598-1743

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Kingston Chase Homeowners Association
 Architectural Review Committee
 P.O. Box 332
 Herndon, VA 20172
 Application Form

Name:		Date:	
Address:		Lot No.:	
Phone:	Cell:	E-mail:	
Subject of Request:			
Details of Request:			
Estimated Start Date:		Completion Date:	
If project has not started within in twelve (12) months after date of ARC approval, this application becomes void and a new application must be submitted for ARC approval.			
Permission is hereby granted for members of the Architectural Review Committee (ARC) or KCHOA Board Members to enter onto my property to make reasonable inspection of proposed construction locations and inspect again after project has been completed.			
Owner's Signature: _____			
Note – If the request involves changes to outside property, i.e., fences, storage sheds, patios, decks, etc., a copy of the surveyed house plat must be included showing location of request drawn to scale. If there is no plat, the request will be returned. See ARC Guidelines for details.			

Welcome to the Neighborhood!



Nathanael Jansen
12818 Fantasia Drive

Sean Mullan and Naomi Hartman
12801 Fantasia Drive

Michael Rudy and Brittney Douress
12839 Fantasia Drive

Margaret Schoff
12701 Flagship Court

Robert Meers and SinHa Katie Keung
1605 Permit Court

If you are new to Kingston Chase and have not yet received a welcome packet, please send an e-mail to info@kchoa.org and someone will see that you get one. Please fill out and return the database sheet in order to receive KCHOA correspondence.

Seller's Packet

When selling your Kingston Chase home, you or your real estate agent must purchase a Seller's Packet for closing. For more information or to obtain a copy, send an e-mail to info@kchoa.org. The packet costs \$145 and is required at closing.

Advertising Disclaimer

The Kingston Chase Home Owners Association does not endorse any of the advertisements or services included in the *Crier*. Residents are encouraged to check references and take precautions to ensure that expectations are met.



New Baby? Is there a new addition to your family? If so, the Welcome Committee has a special gift for you. Please e-mail info@kchoa.org with your stork information and an HOA representative will deliver your gift and announce the happy news in the *Crier*.

Kingston Chase Home Owners Association

Board of Directors*

'21 President	Andrew Cassell	703-468-1782	me@andrewcassell.com
'23 Vice President	Jack McDonald	703-834-0717	jhmcdonald1@verizon.net
'21 Secretary	Kerry Buss		kerrybuss@gmail.com
'22 Treasurer	Todd Waldrop	571-217-3627	toddwaldrop78@gmail.com
'21	Joe Seeger	703-318-3287	joe.seeger.kc@gmail.com
'22	Rosemary Buley	703-304-5021	rosemary2271@hotmail.com
'22	Steve Kapushoc	703-668-0484	kapushoc@gmail.com
'22	Deke Smith	703-481-9573	deke@dksic.com
'23	Jen Baez	703-709-1326	jenbaez@verizon.net
'23	Chris Buley	703-796-0841	cbuley@yahoo.com
'23	Mike Klinker	703-435-2337	mmklinker@yahoo.com

* Board terms are for three consecutive years and expire on December 31st of the year noted.

Committee Chairpersons

Admin. Assistant	Marsha Cassell		info@kchoa.org
ARC	Scott Mabry		kchoa.arc@gmail.com
Buildings/Landscape	Mike Klinker	703-435-2337	mmklinker@yahoo.com
Neighborhood Watch	Pete Banks	703-209-3004	kchoa.watch@gmail.com
Newsletter Editor	Ruthie Rosati	703-481-4347	crier@kchoa.org
Pool	Deke Smith	703-481-9573	deke@dksic.com
Social	Heather Kapushoc	703-668-0484	hkapushoc@gmail.com
Tennis/Pickleball	Alex Fletcher	703-582-8382	kchoa.tennis@gmail.com
Welcome	Kerry Edwards		kerryeedwards@icloud.com

Club Chairpersons

Book Club	Betsy Kiker	703-787-0128	ekiker@verizon.net
Children's Corner	Kristine Covey	813-325-9996	kingstonchaseplaygroup@gmail.com
Conservation Corp	Betsy Kiker		conservation@kchoa.org
Swim Team	Jeanette Murphy	703-282-9611	ekiker@verizon.net
	Shannon McClain	703-787-8635	netterm1@aol.com
			sfmcshannon@gmail.com

To discuss any questions or concerns, please contact the relevant Club or Committee Chairperson. Homeowners are welcome at the monthly Board meetings held the second Monday of every month.

The deadline for the January 2022 issue of the Kingston Chase Crier is December 15, 2021.

Crier Advertisement Rates:

\$5.00 for 20 words
\$10.00 for a business card scan
\$25.00 for a quarter of a page
\$45.00 for half a page
\$75.00 for a full page

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Please contact Ruthie Rosati, newsletter editor, at 703-481-4347 or by e-mail at crier@kchoa.org with news, announcements, photographs, or advertisements. Payment for advertisements can be mailed to: KCHOA, P.O. Box 332, Herndon, VA 20172

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PERMIT NO 238



December 2021

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
			1	2	3	4
5	6	7 ARC Meeting 7:30 p.m.	8	9	10	11
12 Santa Claus to visit Kingston Chase - noon	13 Annual Meeting of the Home Owners and Board Meeting 7:30 p.m. (Zoom info on page 4)	14	15 Deadline - Jan. <i>Crier</i>	16	17	18
19	20	21	22	23	24	25 Christmas
26	27	28	29	30	31	ARC application submissions are requested by the Friday prior to the monthly meeting.

The Kingston Chase calendar can be viewed online at the following link: <https://teamup.com/ks33de6e4f1115101c>