

**BRISTOL HARBOUR VILLAGE ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 23, 2011**

Board Members Present: Candace Ryan, Jim Mroczek, Melanie Eisenberg, Bob Pierce, Kathy Wydra, Bruce Hunt, and Ellen Monagan

Board Members Excused: Mark Moretti and Dick Scott

Kenrick Corporation: Michelle Alvaro

Others Present: Mattie Bicknell, Bernie Caprini, Gail Hewson, Dave Hewson, Dave Eldon, Karol Mroczek, Fred Sarkis, Barbara Welch-Town of South Bristol, Paul Lamphier, and Sara Goff

Call to Order: Candace Ryan called the meeting to order at 7:00 pm.

Opening Remarks: Candace remarked that this has been a very busy month and that several water issues are being addressed. The ad-hoc committee has obtained bids for contracts for management companies and has begun conducting interviews. The committee has met with representatives from the Condominium Associations. The fireworks schedule has been circulated to the community.

Privilege of the Floor:

There was not any participation at this time.

Approval of May 26, 2011 Board Meeting Minutes:

A motion was made by Kathy Wydra and seconded by Jim Mroczek to approve the May 26, 2011 Board Meeting minutes. Motion approved.

Reports:

A. Bristol Harbour Resorts/Steering Committee-Presented by: Mark Moretti
There was not a report at this time.

B. Bristol Harbour Resorts-Presented by: Greg Mulhern

- Sara Goff attended in Greg Mulhern's absence. Sara expressed a concern over the number of individuals who are attending the firework displays at the Lodge. Many individuals are parking along Seneca Point Road which is making it an unsafe situation for traffic leaving the Lodge. She also indicated that in most cases, the fireworks are a surprise and asks that individuals not inquire about the fireworks at the Lodge. She has asked to be contacted directly. At the direction of the Board, Michelle Alvaro and Sara will work together on drafting a notice to be forwarded to the residents.
- Paul Lamphier provided an update regarding the water leak that has occurred behind the Community Center (the water leak was found by the BHVA staff and reported to Paul Lamphier). At this time, service to 6 Hillside Drive, the tennis courts and the car wash has been interrupted until the location of the leak can be identified. Because of the existing system that ties the Community Center and 6 Hillside Drive together, there is a need to have separate service lines and meters for the Community Center and 6 Hillside Drive. Paul will be providing the Board with proposals for the work to be completed. Paul also reported that there is a water leak on Lower Spyglass Hill that he is addressing.

C. Property Manager's/Site Manager's Report-Presented by: Michelle Alvaro-Verbal report given. Written Report attached.

- Michelle thanked Dan and Andy for all their hard work and for keeping the property in great shape.
- Chet Starowitz has resigned as editor of the Villager. A new editor will be needed.
- The resident directories are available in the site office. There have been some concerns raised about the directories not being mailed and this will have to be addressed by the Board in the future. The staff

will mail copies for those residents who are unable to obtain a copy from the office. If need be, copies can be placed in the Community Center.

- The road repair of the intersection of Upper and Lower Spyglass Hill has been scheduled to begin next week.

Standing Committee Reports:

A. Environmental Committee (EC)-Presented by: Melanie Eisenberg-Verbal report given. Written Report attached.

- Melanie apologized for the EC Meeting being cancelled on Monday, June 20, 2011 and if any future meetings are cancelled, residents will be informed.

A motion was made by Melanie Eisenberg and seconded by Jim Mroczek to approve the Environmental Committee Report. Motion approved.

B. Facilities and Maintenance Committee-Presented by: Bruce Hunt-Verbal report given. Written Report attached.

- The Community Center inspection report has been completed for June.

A motion was made by Bruce Hunt and seconded by Bob Pierce to approve the Facilities and Maintenance Committee Report. Motion approved.

C. Recreation Committee Report-Presented by: Melanie Eisenberg-Verbal report given. Written Report attached.

- The Century Tournament will be held on July 9, 2011.

A motion was made by Melanie Eisenberg and seconded by Ellen Monagan to approve the Recreation Committee Report. Motion approved.

D. Treasurer's Report-Presented by: Jim Mroczek- Verbal report given. Written Report attached.

A motion was made by Jim Mroczek and seconded by Kathy Wydra that the Finance Committee may receive copies of the Reserve Study with the understanding that the report is confidential. Motion approved.

A motion was made by Jim Mroczek and seconded by Bruce Hunt to approve the Treasurer's Report. Motion approved.

Special Committee Reports:

A. Town Board/Planning Board/Zoning Board-Presented by: Ellen Monagan

- Candace has not yet to schedule a meeting with Herman Arndt to obtain a copy of attachments A through G of the financial information provided to BHVA and to ask him the questions that Mr. Sarkis has posed to the Board.

A motion was made by Ellen Monagan and seconded by Melanie Eisenberg to approve the Town Board/Planning Board/Zoning Board Report. Motion approved.

B. Communication Committee-Presented by: Bob Pierce-Verbal Report given.

- Bob is coordinating a meeting with a computer contractor and Wendy Gray to explore the problems with search engines when they are being used to locate the BHVA web site.

A motion was made by Bob Pierce and seconded by Kathy Wydra to approve the Communications Committee Report. Motion approved.

Old Business:

A. Ad-Hoc Committee Update-Verbal report given by Kathy Wydra

- Bid packets were forwarded to perspective companies. Three of four companies responded to request for proposals. Kenrick Corporation, Realty Performance and Crofton Associates responded to the request for proposals. One company withdrew from the bid process. The committee has completed two of the three interviews. The committee is working in coordination with the condominiums and with their bid process. The committee will have a recommendation by the July meeting so that it coordinates with the beginning of the 2012 budget process.

New Business:

A. and B. Nominating Committee and Citizen of the Year Committee: Currently looking for members to serve on the committees. Melanie Eisenberg has agreed to be Chairperson for the Citizen of the Year Committee and to serve on the Nominating Committee. Current Board members have been asked if they would wish to serve again on the Board.

C. Floor opened up for resident questions and comments

1. Dave Eldon: Inquired if the past winners of the Citizen of the Year award have been asked to serve on the committee. Dave also announced that Rich Russ is running for a seat on the Town of South Bristol Board.
2. Fred Sarkis: Complemented the Board for working on many village issues. He also asked that the Board review the financial information provided by the Town of South Bristol and possibly have the BHVA accountant review the information.
3. Mattie Bicknell: Reminded the Board that nominations have to be submitted in time for the annual meeting mailing.
4. Bernie Caprini: Previous practice had the nominations submitted by August 1st. Recruitment is important to the Nominating Committee process. Discussion followed.

Adjournment time: 8:30 pm

A motion was made by Jim Mrozcek and seconded by Ellen Monagan to adjourn the meeting. Motion approved.

The next Board Meeting will be held on July 28, 2011 at 7:00 pm at the Community Center

Minutes approved-July 28, 2011

Michelle Alvaro; Recording Secretary-BHVA Board of Directors

GOALS (from 2011 Management Plan)

<p>Review Bristol Harbour Village Association's repair/maintenance responsibilities and implement preventative measures to maintain the Association's assets as defined by the Declaration and by-laws.</p>	<p>On-Site Manager and Property Manager will review and compile a list of responsibilities as defined in the Declaration and by-laws on a yearly basis and assign maintenance tasks to the Association's maintenance personnel as needed.</p>
<p>Continue to establish a good working relationship between the residents, new residents, construction companies, contractors, the Board of Directors, Kenrick Corporation, Bristol Harbour Resorts ("Developer") and Graywood Properties</p>	<p>The On-Site Manager and/or Property Manager will attend all Board of Director meetings and Homeowner meetings and work in coordination with standing committees to assure that the Association's and resident's needs are met. All formal decisions and approvals that are made by the BHVA Board of Directors at their Board meetings will be documented for public record and Homeowner's review. The Association and the Management Team will continue to meet with a representative of the Developer on a regular basis</p>
<p>Continue to reduce the Association's Insurance "risk" throughout the property to ensure that the Association's policy is with an admitted carrier and to further reduce yearly premiums.</p>	<p>The On-Site Manager, Maintenance Superintendent and Property Manager will inspect the grounds regularly and take measures to keep areas safe as possible. Insurance brokerage firm will conduct annual risk analysis as needed and on-site personnel will implement their recommendations.</p>

PROJECTS (from Board Meetings, Emergencies, or Requests)

<p>Road Repair</p>	<p>Staff met with contractors to obtain bids for repair of the road. Re-surface will be conducting the repairs to the intersection of Upper and Lower Spyglass Hill. The Board was updated on a regular basis in regards to this repair. In the interim, staff did mark the area clearly and filled the hole for safety purposes. E-mails were forwarded to residents informing them of the issue and staff checked on the area on weekends.</p>
<p>Carpet on the marina walkway</p>	<p>The marina walkway to the docks was carpeted.</p>
<p>Notices per request of the Board</p>	<ol style="list-style-type: none"> 1. Forwarded a notice regarding bicyclists in BHVA. 2. Forwarded a notice asking for volunteers for the Nominating Committee and Citizen of the Year Committee. 3. Forwarded a notice in regards to the dumping of debris on empty lots.
<p>Community Center</p>	<p>The staff has been following up with the drainage issue behind the Community Center in response to Mr. and Mrs. Hewson's letter that was forwarded to the Board.</p> <p>Staff did meet with a contractor and Leo Raab in regards to drainage behind the Community Center.</p> <p>Upon review of the area on June 10, 2011, the staff noticed running water and that the area was still saturated even though there had not been any significant rain fall. The staff contacted Paul Lamphier from the Water Department to investigate the area. He identified that there is a water leak. He had previously reviewed the area and due to the excessive rain fall we have had it was hard to identify if there was a water leak.</p>

	The area in question was dug up on Saturday, June 18, 2011 for repairs. Andy Morey was on site during this process. There are some current ongoing issues that Facilities Committee will be following up on. The staff was in contact with Mr. and Mrs. Hewson to keep them updated and informed. Staff will continue working closely with Paul Lamphier.
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OPERATIONS (from Property Calendar and Staff Job Descriptions)

Community Center	Met with Entry Card consultant to change over the doors for the summer season on June 1, 2011.
From Property Schedule	<ol style="list-style-type: none"> 1. Tennis courts were power washed. 2. The Recycling Center and the fence were stained. 3. Nature trails were mowed. 4. Superintendent's Report has more details of work completed this month.
Resident Directory	The resident directory was printed. Residents were notified that they can obtain a copy from the site office.

SITE ADMINISTRATION:

- Completed follow-up with residents who discarded items in the recycling center that cannot be placed there.
- Conducted daily inspections of the Community Center.
- Met and/or corresponded with Board President on a regular basis.
- Continue to update the list of contractors and jobs they perform. This is utilized when residents contact the office.
- Processed entry cards for residents as needed.
- Continue to refer residents regarding their finances to the main office.
- Reviewed all invoices before they are forwarded to the main office for payment.
- Site Manager completed Management Report and Superintendent completed the Superintendent's Report.
- Attended the May 26, 2011 Board Meeting. 2 representatives from the Management Company attended this meeting.
- Recorded and transcribed the minutes of the May 26, 2011 Board Meeting.
- Coordinate all Community Center reservations and assure that paperwork is completed and payments are received.
- Maintain monthly calendar of events and reservations.
- Completed monthly check requests for copier usage payments.
- Continue to assist residents on how to use fitness center equipment. This occurs on an average of 3 times a month.
- Updated equipment inventory as needed.
- Developed notices for the Board meeting.
- Recorded all monies received from pet registrations, brush removal, faxing, copying, entry cards, etc. The money is forwarded to the main office.
- Cleaned the Community Center as needed.
- Continued with follow-up with contractors regarding insurance certificates. Spent approximately 1 hour working on obtaining certificates this month.
- Reviewed and sent updates for BHVA web site as needed. Updated the calendar as needed.
- The BHVA staff stocks the Community Center with supplies every Friday and maintains the office and Community Center inventory.
- Assisted residents with questions/concerns regarding BHVA.
- Continue to update resident information to assure records are current. This includes forwarding updated information to the Kenrick main office.
- Completed multiple correspondences. This included typing, mailing and e-mailing.
- Forwarded notices regarding events within Bristol Harbour.

- Completed copier count for all entities.
- Purchased supplies as needed for the office and the Community Center.
- Forwarded EC applications to the EC committee.
- Completed EC approvals and forwarded them to residents after they were approved by the Environmental Committee.
- Completed follow-up with residents to assure that they met the Environmental Committee conditions on their application approval form.
- Assist residents with Environmental Committee process as needed.
- Assisted residents with concerns and problems with the entry card system.
- Met with maintenance personnel on a daily basis.
- Forwarded 1 new homeowner packet.
- Scheduled committee meetings as requested/needed.
- Responded to 507 phone calls/resident concerns/office visits and e-mails.
- Staff is on call 24 hours a day, 7 days a week for emergencies only.
- Responded to one call from the answering service in regards to a raccoon on a resident's deck.
- We assisted 4 residents with entrance to the Fitness Center d/t the fact they forgot to bring there cards.

MAIN OFFICE ADMINISTRATION:

- Follow-up with residents regarding fees.
- The site office does not have access to resident accounts.
- Collect and process all monthly and special assessments.
- Maintains all receipts of expenditures.
- Completes payroll.
- Prepared the financial statements for May 2011 which shows all expenditures and receipts.
- Bids out for insurance and maintains all records.
- Processes and make payments for all invoices forwarded to the office. The site office does not pay any of the invoices in office.
- Completes all deposits.
- Follow up with past delinquent accounts.
- Works in coordination with the Treasurer on collection process.

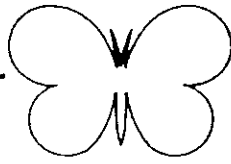
SUPERINTENDENT'S REPORT:

Items listed on report for duties performed by the BHVA maintenance staff.

NEW OWNERS:

James and Patricia Mangin-124 Cliffside Drive

Bristol
Harbour
Village
Association, Inc.



30 Golfside Circle
Bristol Harbour Village
Canandaigua, New York 14424

BHVA SUPERINTENDENT'S REPORT-JUNE 2011

Maintenance Tasks

1. Continue to identify 2011 property projects with Site Manager.
2. Check the operation of elevator, base of elevator; assure the sump pump and elevator phones are in working order on a daily basis.
3. Installed new carpet on the marina walkway.
4. Met with a contractor in regards to the drainage behind the Community Center. As it turns out, there is a water leak. More detail is covered in the Management Report.
5. Staff met with contractors to obtain bids for repair of the road at the intersection of Upper and Lower Spyglass Hill. Re-surface will be conducting the repairs to the intersection of Upper and Lower Spyglass Hill. The staff marked the area and filled the hole with gravel as a safety precaution.
6. The Recycling Center and the fence were stained.
7. Emptied dog stations and trash cans 2 times a week.
8. Checked/cleaned Recycling Center and swept and broke down cardboard as needed daily.
9. Checked street lights, Community Center lighting, beach stair lighting and replaced light bulbs/conducted repairs as needed.
10. Power washed the tennis courts.
11. Assisted with moving flowers/plants in order for repairs to a water leak behind the Community Center to be completed.
12. Installed the steps into the beach area.
13. Cleaned the ladders on the sun dock.
14. Completed clean-up as needed after Memorial Day party.
15. Cleaned and checked road sides, ditches, intersections, parking lots, and drains as needed.
16. Cleaned the barn and shop as needed.
17. Purchased supplies as needed.
18. Posted information on bulletin boards as requested.
19. Conducted maintenance checks on roadside drain covers.
20. Continue to check Harbour Lane drains. No smell detected.
21. Delivered resident correspondence as needed.
22. Conducted maintenance checks, completed washing, completed minor repairs, inspections, oil/fluid changes as needed, and greasing as needed on all vehicles and equipment.
23. Assisted Site Manager with resident requests/concerns as needed and follow up with service requests as required.
24. Cleaned and raked the beach daily and removed debris from sluiceway as needed.
25. Picked up roadside brush as requested by residents.
26. Blow off roads, intersections and parking lots on a weekly basis. Tennis courts will be done as needed.
27. Completed ongoing maintenance which includes lawn mowing, weeding, trimming of bushes and/or trees in the common areas (which include the nature trails), watering of flowers, cleaning of nature trails, and removal of shale as needed.
28. Met with Site Manager on a daily basis.
29. Staff is on call, 24 hours a day, 7 days a week for emergencies only.
30. Responded to one call from the emergency service in regards to a raccoon on a residents deck.
31. Continue to work on projects in coordination with the Property Schedule and Project List.

Environmental Committee Meeting Minutes

June 20, 2011

7:00 p.m.

This meeting was cancelled. The next meeting will be held Monday, July 18, 2011 at 7:00 p.m.

Even though our June meeting was not held, we have been carrying on business by email. Chairman Scott drafted up the letter to be sent to the homeowners' association presidents requesting their individual guidelines so that we have more information when deciding on applications. That letter is being sent out.

We have received the following applications since last month's meeting:

11-17	5539 Jones Way	Tree removal
11-18	19 Andrews Way	Landscaping plan
11-19	30 Golfside Circle	Retaining wall replacement
11-20	7 Harbour Lane	Patio/walkway replacement
11-21	12 Golfside Circle	New roof
11-22	17 Golfside Circle	Roof replacement
11-23	5574 Lakewood Trail	Front doorway sidelight replacement
11-24	11 Andrews Way	Sliding Patio Door replacement w/French door
11-25	18 Golfside Circle	New roof
11-26	5543 Lakewood Trail	Deck staining
11-27	5561 Lakewood Trail	Deck restaining

All of the above applications have been circulated via email so that all EC board members would review the application and give input as to whether or not the job was something that could be approved, could not be approved, or needed additional information. In some instances, the EC gave its opinion, and then returned the matter to the individual street's hoa for its final determination. Holly Elwell, President of Lakewood Trail HOA, signed three letters and then forwarded them on to our on-site manager, approving the work to be done, conditioned on the office receiving proof of insurance coverage by the contractor and stating in each letter that the applicant was current with dues payments, which is an absolute requisite for consideration of the application, and that the work requested and manner in which it would be done was within the scope of the Lakewood Trail guidelines assuring cohesiveness on the street.

Respectfully submitted,



Melanie A. Eisenberg

**BRISTOL HARBOUR VILLAGE ASSOCIATION
FACILITIES COMMITTEE REPORT
6/23/2011**

Submitted By: Bruce H. Hunt, and Facilities Team (Michelle, Dan and Andy)

Just when everything was drying out from the monsoon season, Spyglass decides to sink and a water main breaks in the back yard of the community center.

Community Center

- Property inspection completed in June
- Many spring chores starting such as:
 - Power wash exterior of building
 - Wash windows
 - Clean gutters
 - Water line break – SBR coordinating repairs-waiting on cost estimate

Projects

- Capital Reserve Study – DONE – now we need to review and implement
- Maintenance Facility – Creating team with Condo's and Leo Raab – no response from Condo's
- Dock Carpet – Done
- Sink hole repair on Spyglass – estimate to repair approved by Board to proceed.

Request to home owners – if you notice something not right at the center call Michelle immediately. We can't fix or address what we don't know about.

RECREATION COMMITTEE

Saturday, May 28, Neighbors' Night was very well attended at the Annual Beachfront Memorial Day celebration, complete with bonfire and Meyer and McGuire to entertain. Van Bicknell very kindly lent an enthusiastic hand with the lighting and then later the extinguishing of the huge bonfire on which a record number of s'mores were made. Everyone had a wonderful time - a perfect way to celebrate the arrival of summer and enjoy this beautiful community in which we live. Can't wait until next year!

June 25th brings us back to the Beck Luau. Wear your best luau costume - the Golden Coconut Awards will be handed out. Luau 2010 was a huge success, as I am sure Luau 2011 will be also.

July sees us at the Harbour Lane Hoedown! There will be a country western band providing the music for our dancing enjoyment. Saturday, June 18 at 11:00 a.m. in the Community Center parking lot is the venue for our very first line dancing lesson, given by Karol Mroczek. This is in preparation for the performance routine we plan to give at the Hoedown. Anyone interested, just show up in comfortable shoes - we should be in for great fun - and great exercise, too!

Fritz Fouquet, with the assistance of Barb and Len and Ellyn Cegli, has worked up quite an ambitious schedule for pickleball classes and we now have a number of very talented individuals willing to instruct. Anyone who enjoys the sport of pickleball will have ample opportunity to play this season. And, they will be able to avail themselves of excellent coaching in order to hone their pickleball skills. Open play is available from 9:30 - 11:00 a.m. on Saturdays. At 11:00, the "rookies" are welcome to come in for lessons.

The Century Tournament will be held Saturday, July 9 at the tennis courts. We are looking forward to hosting this event, originally begun 35 years ago, beginning in 1975. We are happy to be able to host the tournament - spectators are welcome. The event will run from 8:00 a.m. to about 3:30 p.m. My Recreation Committee will provide complimentary water and homemade cookies.

I don't believe we have anything planned for a Neighbors' Night in August. If anyone is interested in hosting Neighbors' Night Saturday, August 27, please let me know.

June 23, 2011
BHVA Board of Directors
May, 2011 Finance Report

Current Financial Position:

Many thanks to Dick Aikens and his staff for the greater detail in this months report. The budget comparison comments were especially helpful. Highlights from the statements are:

- Available cash is \$75,100.
- Accounts Receivable are \$11,000
- There are no outstanding Accounts Payable
- Maintenance Reserve is at \$81,000

Operating Financial report:

- Income is over budget by \$1,500
- Administration Expenses are under budget by \$9,500, generally due to timing.
- Utilities are over budget by \$3,000, generally due to energy costs.
- Total Expenses are under budget by \$21,000'
- YTD surplus is \$20,500 over budget. Please note the budget had a negative amount projected.

Finance Committee Meeting:

The BHVA Finance Committee met on Monday, 6/20 at 4:00. Invited guests were Leo Rabb and Bruce Hunt. Bruce gave an update on the water issues in the Village, and there was considerable discussion on how to remedy the situation. There was a general agreement that the water situation and future planning for the Village needed to be coordinated with Bristol Resorts. With that as a recommendation to the Board, the Committee volunteered to meet with Mark, the Board liaison with BHR, and if he agrees, with Greg and Doug at a future meeting.

Bruce led a discussion of the reserve study; general consensus was that the study was boilerplate, and needed to be closely reviewed and modified. The Committee members requested copies of the study. I will ask Michelle to make copies available for pickup at the office.

Bruce shared his experience with HOA's and complimented the Finance Committee for their participation. When asked, Bruce stated that the most important function of a Finance Committee is to closely review and monitor the budget on a line by line basis.

Future agenda items will be the review of the reserve study, review of the 2010 audit, and preparations for the 2012 budget. Proving that no good deed goes unpunished, I asked Leo and Bruce to be standing members of the committee. Next meeting will be mid July.

Respectfully submitted;
Jim Mroczek

Notes on the South Bristol Town Board Meeting
June 13, 2011

The Steep Slopes Law was approved. Dan Marshall thanked everyone involved.

A final version of the Docking and Mooring Law is being put together.

A Bristol Harbour resident brought to the attention of the board the condition of Seneca Point Road. Superintendent Marshall said that the condition of the roads is a concern and that some federal dollars will be coming our way to repair damage from Spring rains.

Superintendent Marshall said that those who are concerned about fireworks will be given the dates permits have been issued. (Michelle has those dates and they have been sent out to the residents.)

A speed reduction resolution was approved for County Road 34.

Ellen Monagan

BHVA Web site Report April 1 - May 31, 2011

Cumulative Summary

Month 2010		Number of visits		Month 2011		Number of visits	
Jan 2010	176	530	1376	Jan 2011	249	585	1275
Feb 2010	124	328	1124	Feb 2011	163	409	884
Mar 2010	175	409	1447	Mar 2011	223	617	1611
Apr 2010	143	428	1602	Apr 2011	236	562	1153
May 2010	154	374	1029	May 2011	231	605	1289
June 2010	157	379	1332				
July 2010	152	319	1032				
August 2010	123	250	897				
Sept. 2010	151	310	863				
Oct. 2010	182	302	932				
Nov. 2010	236	451	1105				
Dec. 2010	148	345	930				

Pages most visited for this time period: Meeting minutes, Calendar, Rules and Regulations, Associations, Board Members, The Villager, Committees, Activities .

Duration of visit:

Number of visits:	Number of visits	Percent
0s-30s	369	65.6%
30s-2mn	23	4%
2mn-5mn	25	4.4 %
5mn-15mn	95	16.9 %
15mn-30mn	32	5.6 %
30mn-1h	17	3%
1h+	1	0.1 %

Number of visits:	Number of visits	Percent
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1h+	1	0.1 %

Method of access: Most users now access the site directly from a direct address (they type it in the address box), an email link or a shortcut (either on their local machine or a Bookmark or Favorite).

Cumulative Analysis and Comparison Chart for 2010 - 2011

