ROSEVILLE VETERANS MEMORIAL HALL
Meeting Agenda
July 1, 2019 at 10:00 AM
110 Park Drive, Roseville, CA

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
   a. Minutes from May 6, 2019. (Attachment)
5. Public Comment
   a. Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under Public comment. Agenda Items should be submitted at least 2 weeks in advance for consideration. Please contact the Hall Coordinator at 11476 C Avenue, Auburn, CA. (530) 886-4958.
6. Information / Non Action Items
   a. Review Work Order / Custodial Hours Report. (Attachment)
   b. Annual Application Packets due July 26th.
   c. Custodial Maintenance Days.
   d. City of Roseville Parking Lot Reconstruction.
7. Action Items
   a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
   b. Consider Change to Rules and Regulations. (Attachments)
   c. Consider Regular-User Application. (Attachments)
   d. Consider Mounting a "Crisis Line" Banner on Building.
   e. Consider Adding Trustee Phone Numbers on Agenda Left-Side Margin.
   f. Consider VFW’s Request to Add a Refrigerator in the Basement.
   g. Consider SERVE Day Proposed Projects. (Attachment)
8. Reports
   a. Late-arriving correspondence.
   b. Veterans Reports.
   c. Hall Use Report.

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact Facilities via the below methods. Requests should be made three (3) working days in advance whenever possible. Agenda and Attachments for the above referenced meeting can be viewed at the following link: http://www.placer.ca.gov/halls.

Facilities Management • Building Maintenance Division • 11476 C Ave • Auburn, CA 95603
(530) 886-4958 office • (530) 889-6859 fax • RosevilleHall@placer.ca.gov
9. **Announcements**
   a. Next regularly scheduled meeting date: September 9, 2019.

10. **Adjournment**
Roseville Veterans Memorial Hall  
Board of Trustees Meeting  
110 Park Drive  
Roseville, Ca 95678

Minutes of Meeting for: 6 May 2019

1. Call Meeting to Order: Meeting called to order by Trustee Bob Lightfield at 10 AM.


3. Roll Call: Roll call of officers was taken and the following trustees were present for the meeting. Bob Lightfield, FRA 230; Philip Jordan, American Legion Post 169; Roy Leon-Guerrero, VFW 1487; and Charles Peterson, for Placer County Supervisor Bonnie Gore. Guests present were Brad Boulais, Placer County; Betty Lightfield, LAFRA 230; Dick Howard, American Legion Post 169; Harold Hayak, Over-Alls Square Dance Group; Kristie Cantrell, Placer County Facilities Management; Duane Espinoza, Placer County Facilities Management, Landon Wolf, Field Rep for Placer County Supervisor Bonnie Gore. Absent was Raquel Mangone, VFW-1487.

4. Approval of Minutes: Minutes of 4 March 2019 meeting approved as read.

5. Public Comment: None presented.

6. Information / Non-Action Items:
   a. Review and discussion on work order / Custodial Hours; request for new door stops on interior doors. Rubber tips need repair or replacing, to allow the door to remain propped open.
   b. Review and discussion on Trustee Recommendations / Applications are due by 3 JUN 2019.
   c. Review and discussion on Placer County Code Non-Compliance (2.82.020.Ci); Roseville Veterans Hall Board is required to seat at least five (5) members of the hall board. To stay in compliance, at least one additional trustee must be appointed from one of the existing veterans organizations. Application can be submitted to the board of supervisors for review and action.
   d. Review and discussion on Annual Report from the hall board trustees is due by 15 JUL 2019.
   e. Presentation and discussion by Brad Boulais, Placer County Building Maintenance Superintendent, on the financial health of the county budget, as it pertains to the veterans halls. Funding sources were presented that are designed to help each veterans hall with service requests and maintenance issues.

7. Action Items:
   a. Review and discussion on Project List.
   b. Review and discussion on adjusting Reservation Fee and Time Frame Schedule structure. Proposed changes include adjusting the reservation times for the Main Hall and Service Office to 8 am - 5 pm and 5 pm - 1 am; change the reservation fee section and remove from public reservation the Fireplace Room and
the Auxiliary Lodge Room. Motion Jordan / Leon-Guerrero to amend the Reservation Fee and Time Frame Schedule as proposed above. Motion passed.

c. Review and discussion on request for fee waiver / reduction: Roseville Quilters Guild requesting fee waiver for a Day Camp event, with use of hall basement / kitchen, for making quilts and pillows cases, for donation to a variety of community organizations, including, but not limited to veterans, hospitals, and children's groups. Request made under Section 2.82.120 B., Placer County Code, Chapter 2. Event to take place on October 10-13, 2019. Motion Jordan / Leon-Guerrero to grant wavier. Motion passed.

8. Reports:
   a. Late-arriving correspondence: None presented.
   b. Veterans Reports: American Legion Post 169 will be a sponsor for the Maidu Little League organization; Post 169 will be posting the colors for the opening of the Placer Stand Down event at The Grounds, 14 May 2019, and will have an information table during the event.
      VFW 1487 will host the 2019 Memorial Day service at the Roseville Cemetery on Monday, 27 May 2019.
      FRA Branch 230 reported that Roseville Branch 230 and Placerville Branch 275 are the only remaining units in the region and are looking for new members.
   c. Hall Use Report: Review and discussion to regular users to prepare their list for the 2020 calendar schedule for the Roseville Veterans Memorial Hall.

9. Announcements:
   a. Final regularly scheduled meeting of the board, for the 2018-2019 year, will be held on 1 July 2019.

10. Adjournment: Meeting was adjourned at 10:50 AM.

Respectfully recorded and submitted,

Philip Jordan, Board Secretary

Minutes approved: As submitted _____ : As corrected _____ ; Date: ________________.
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/30/2019</td>
<td>39624</td>
<td>ACCO to repair bad float on swamp cooler.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/16/2019</td>
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<tr>
<td>2</td>
<td>12/3/2018</td>
<td>14678</td>
<td>Perform preventive maintenance as per procedure details (LOCK)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/28/2019</td>
<td></td>
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<tr>
<td>3</td>
<td>4/1/2019</td>
<td>2683</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE</td>
<td>Closed</td>
<td>Continuing</td>
<td>5/1/2019</td>
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<tr>
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<td>4/1/2019</td>
<td>7623</td>
<td>CUSTODIAL ROSEVILLE MEMORIAL HALL</td>
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<td>5/1/2019</td>
<td>56</td>
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<td>2684</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE</td>
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<td>Continuing</td>
<td>6/3/2019</td>
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<td>5/1/2019</td>
<td>7624</td>
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<td>7</td>
<td>5/1/2019</td>
<td>17684</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
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<td>Low 1-10 Days</td>
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<td>5/1/2019</td>
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<td>5/1/2019</td>
<td>35588</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
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<td>Low 1-10 Days</td>
<td>5/10/2019</td>
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<tr>
<td>10</td>
<td>5/1/2019</td>
<td>37649</td>
<td>Perform preventive maintenance as per procedure details (FLAG)</td>
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<td>Low 1-10 Days</td>
<td>5/28/2019</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>5/1/2019</td>
<td>37726</td>
<td>Perform preventive maintenance as per procedure details (GATE)</td>
<td>Closed</td>
<td>Medium 1-3 Days</td>
<td>5/6/2019</td>
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<tr>
<td>12</td>
<td>5/1/2019</td>
<td>37727</td>
<td>Perform preventive maintenance as per procedure details (GATE)</td>
<td>Closed</td>
<td>Medium 1-3 Days</td>
<td>5/6/2019</td>
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<tr>
<td>13</td>
<td>5/8/2019</td>
<td>40933</td>
<td>Update and replace Reservation Information signs.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/30/2019</td>
<td></td>
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<tr>
<td>14</td>
<td>5/9/2019</td>
<td>40956</td>
<td>Inspect door stops, take photos, and provide to Duane. Then, Install doorstop replacement pads when they are received.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/28/2019</td>
<td></td>
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<tr>
<td>15</td>
<td>5/9/2019</td>
<td>37787</td>
<td>Perform preventive maintenance as per procedure details (ROOF)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/11/2019</td>
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<tr>
<td>16</td>
<td>6/3/2019</td>
<td>17685</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/3/2019</td>
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**Date Printed:** 6/24/2019  
**Form Revision:** 5/23/18
# ROSEVILLE VETERANS MEMORIAL HALL
## Work Order and Custodial Hours Report

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>KEY for Status Column:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Open</strong> - work order issued, supervisor to review and assign.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>In Progress</strong> - work order assigned to an employee &amp; in their queue to begin.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Closed</strong> - work requested is complete.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td><strong>Date</strong></td>
<td><strong>Request ID</strong></td>
<td><strong>Original Message</strong></td>
<td><strong>Status</strong></td>
<td><strong>Priority</strong></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>6/7/2019</td>
<td>42051</td>
<td>Update FRA information on the lobby information board.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/11/2019</td>
</tr>
<tr>
<td>19</td>
<td>5/7/2019</td>
<td>40912</td>
<td>Replace Auditorium light out in Main Hall.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>6/21/2019</td>
<td>37789</td>
<td>Perform preventive maintenance as per procedure details (ROOF)</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td>6/11/2019</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>6/1/2019</td>
<td>2685</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
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<tr>
<td>22</td>
<td>6/1/2019</td>
<td>7625</td>
<td>CUSTODIAL ROSEVILLE MEMORIAL HALL</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>6/24/2019</td>
<td>42430</td>
<td>Add switches for the swamp coolers and auditorium lights, so that users are not in the panel to turn this equipment on and off.</td>
<td>Open</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Building Maintenance Project List

**FY 2019-2020**

<table>
<thead>
<tr>
<th>Date / Completed</th>
<th>Project / Description / Notes</th>
<th>Priority</th>
<th>Status</th>
<th>Cost Est.</th>
<th>Actual Expenditure</th>
<th>Deferred Costs</th>
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<tbody>
<tr>
<td></td>
<td>ROSEVILLE MEMORIAL HALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Painting - Exterior</td>
<td>1</td>
<td>Deferred</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$76,184.00</td>
</tr>
<tr>
<td></td>
<td>Roseville Hall Board Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical Upgrade and HVAC Upgrade (Entire Bldg)</td>
<td>1</td>
<td>Deferred</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$540,000.00</td>
</tr>
<tr>
<td></td>
<td>Ceiling Fans in Service Office and Veterans Rooms</td>
<td>2</td>
<td>Deferred</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10,362.00</td>
</tr>
<tr>
<td></td>
<td>12/12/18 DE 3% No NTP/ECD: Board agrees that surface conduit applied on architectural surfaces is not preferred. BM will make a new quote for wall mounted fans in Veterans rooms, and ceiling fans in Veterans offices. Project remains deferred.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Outlets (Veteran offices)</td>
<td></td>
<td>Deferred</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>3/18/19 DE 1% No NTP No ECD: Hall board added project to list on 3-4-19 through board action. WO created to have in-house estimate prepared to add outlets.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Roseville Hall Total Estimate</td>
<td></td>
<td></td>
<td>$0.00</td>
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Date Printed: 6/24/2019

Form Revision: 5/14/18
PLACER COUNTY VETERANS MEMORIAL HALL
APPLICATION TO BE A REGULAR USER GROUP

Hall Location: ROSEVILLE VETERANS MEMORIAL HALL
Name of User Group: LUCKY FIND MARKET

Main Contact Name and Title: Johnita Wemken - President
Mailing Address: 
City, State Zip: 
Email Address: 

Alternate Contact Name and Title: Charles Hendricks - Market Manager
Mailing Address: 
City, State Zip: 
Email Address: 

I have read and understand the attached documents governing the use of this facility and agree to hold harmless and indemnify the County for any approved use of the Veterans Memorial Hall, to abide by the Rules and Regulations, and to provide insurance pursuant to County requirements.

Head of Organization (Full Name): Johnita Wemken - President
Head of Organization's Signature: 
Date: 6/11/19
# VETERANS MEMORIAL HALL REQUESTED DATES – 2019

Times must include set-up and clean-up.

**Name of County Facility:** ROSEVILLE VETERANS MEMORIAL HALL  
**Name of Organization:** LUCKY FIND MARKET

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Date</th>
<th>Hours In the Hall AM/PM</th>
<th>Type of Event</th>
<th>Areas Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>11/2/19</td>
<td>8am-5pm</td>
<td>Craft Fair</td>
<td>Outside of Building</td>
</tr>
<tr>
<td>Saturday</td>
<td>12/14/19</td>
<td>8am-5pm</td>
<td>Craft Fair</td>
<td>Outside of Building</td>
</tr>
</tbody>
</table>

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## PREVIOUS SINGLE-USER EVENTS

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Date</th>
<th>Hours In the Hall AM/PM</th>
<th>Event</th>
<th>Areas Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>11/10/18</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Saturday</td>
<td>12/8/18</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Saturday</td>
<td>1/19/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Saturday</td>
<td>4/20/19</td>
<td>8:00am - 4:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
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<tr>
<td>Saturday</td>
<td>5/18/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
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<tr>
<td>Saturday</td>
<td>6/29/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
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## UPCOMING SINGLE-USER EVENTS

<table>
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<th>Day of the Week</th>
<th>Date</th>
<th>Hours In the Hall AM/PM</th>
<th>Event</th>
<th>Areas Requested</th>
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<td>8/17/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
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<tr>
<td>Saturday</td>
<td>9/14/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
</tr>
<tr>
<td>Saturday</td>
<td>12/7/19</td>
<td>8:00am - 5:00pm</td>
<td>Craft Fair</td>
<td>Auditorium</td>
</tr>
</tbody>
</table>
SD 2019 | PROJECT APPLICATION

APP STATUS
APPROVED (Shaun)

REWRITE STATUS

PROJECT NUMBER

Your Name *
Philip Jordan

Your Title *
Post Adjutant

Email *
philiphjordan@aol.com

Phone Number *
(916) 764-9171

Organization Name *
The American Legion, Post 169

Organization Website *
rosevilleamericanlegion.com

SHORT Description of Organization *
We are chartered by congress as a veterans service organization. Helping veterans, active military and families of both and support the needs of the Roseville community.

What is the name of your insurer? *
TBD

Which best describes your organization? *
County, City or Parks Program

Project Name *
Roseville Veterans Memorial Hall

BLURB

Project Type
Flooring, Cleaning, Painting, Electrical

Campus

Site Address *
110 Park Drive
Roseville, Ca 95678
United States

Site Contact Name
(If different than submitter)
Philip Jordan

Site Contact Email
(If different than submitter)
philiphjordan@aol.com

Site Contact Phone
(If different than submitter)
(916) 764-9171
PROJECT DESCRIPTION/DETAILS
Be detailed as possible, including as much information as you can with best estimates and/or dimensions.*

1. 10 Gallons of White Paint for three offices. $140.00
2. Remove cabinets and Replace with New $700.00
3. New Floor Peel and Stick Tile $700.
4. 4 New Ceiling Fans $240
5. Two high retaining wall around front $600.00

SERVE REWRITE #1

Will your organization have all the supplies to complete this project on site?
* No

SUPPLY NEEDS
We may a have a SMALL budget available. If you're in need of supplies and cannot afford them, give us a detailed list of your needs. Include quantity, size and price for each item. You can list items here or upload a spreadsheet below.

Upload Estimates

TOTAL FUNDS YOU'RE REQUESTING 2400

FRIDAY 1:00pm – 5:00pm 10
SATURDAY 8:30am-12:30pm 25
SATURDAY 1:00pm-5:00pm 25
Other Total 2

OTHER SHIFT INFO
Any special skilled volunteers needed? • Cabinetry
• Electrical
• Flooring
• Landscaping
• Painting

SPECIAL REQUIREMENTS/VOLUNTEERS TO BRING Water

IS YOUR PROJECT KID FRIENDLY/SAFE * Yes
If "Kid Friendly" what is the minimum age for a child to be onsite. 10

OTHER INFORMATION WE SHOULD KNOW
Approved Budget 2400

SERVE TEAM NOTES

Team Captain Tim McClain
TC Email mcclaintpcso@yahoo.com
TC Phone (916) 595-5248
Project Manager Matt Scott
PM Email matt2c8@yahoo.com
PM Phone (916) 660-2464

Co-Manager

Co-Manager Email

Co-Manager Phone

<table>
<thead>
<tr>
<th>PAINT - HOW MANY GALLONS</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAINT - COLOR</td>
<td>White Interior</td>
</tr>
<tr>
<td>PAINT - BRAND/STORE</td>
<td>any</td>
</tr>
<tr>
<td>PAINT BRUSH - 1 INCH</td>
<td>5</td>
</tr>
<tr>
<td>PAINT BRUSH - 3 INCH</td>
<td>5</td>
</tr>
<tr>
<td>PAINT - ROLLER FRAME</td>
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<tr>
<td>PAINT - ROLLER PADS</td>
<td>10</td>
</tr>
<tr>
<td>PAINT - ROLLER TRAYS</td>
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<td>PAINT - ROLLER TRAY LINERS</td>
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<td>PAINT - TAPE ROLLS</td>
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</tr>
</tbody>
</table>
409/ALL PURPOSE CLEANER/COMET

WINDOW CLEANER

RUBBER GLOVES

PAPER TOWELS

RAGS/SPONGES

TRASH BAGS

BARK - BY THE YARD

TYPE OF BARK

LUMBER NEEDS

OTHER LANDSCAPE MATERIAL

RENTAL EQUIPMENT

DUMPSTER

OTHER SUPPLY INFORMATION

Created
19 Jun 2019
7:48:52 PM

SHAUN SANASSARIAN (SERVE)

207.183.224.67
IP Address

Updated
22 Jun 2019
11:04:13 AM

SHAUN SANASSARIAN (SERVE)