Opil A. or with

<u>City of Key West</u> <u>Special Event Permit Application</u>

For assistance in filling out this application, please contact the City at (305)809-3881 or via email at: event_request@cityofkeywest-fl.com

Event Name: Casa Marina Resort Renovation / Casa Maring Owner LLC		
Location: Casa Marina Resort, 1500 Reynolds Street		
Date(s): May 15 - December 1, 2023 Hours of Operation: See below		
Break Down Date: Number of Expected Attendees:		
Is the Event open to the Public? Yes No X		
Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.		
Renovation of Casa Marina Resort including interior/exterior work and SunSun reconstruction. Requesting a Noise and Construction Exemption to proceed with: Interior work: Monday - Sunday, 24 hours per day Exterior non-noise producing work: Monday - Sunday, 24 hours per day Exterior demolition & construction: Monday - Saturday, 8:00am to 7:00pm Sunday - 9:00am to 5:00pm		
EVENT ORGANIZER INFORMATION		
Company or Organization Name Digney York Associates		
Name John Osborne Phone number (352) 516-7826		
Mailing Address1919 Gallows Road, Suite 500		
City <u>Vienna</u> State VA Zip 22182 Email josborne@digneyyork.com		
Tax ID / EIN#		
SECONDARY CONTACT INFORMATION		
Name Heather Carruthers Phone number (305) 509 -2122		
Company or Organization NameK2M Design, Inc		
hcarruthers@k2mdesign.com Email		
SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)		
Noise Exemption Required: Yes X Complete Supplement A No		
Non-Profit Applicant or Benefit: Yes Complete Supplement B No X		
Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No X Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.		

INITIALS REQUIRED

Event Name	e: Casa Marina Resort Renovation Event Date: May 15 - Dec. 1, 2023
1.	Application Form: All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.
	Applicant Printed Name: John Osborne Signature: John Osborna
2.	Liability Insurance: Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.
	Commercial General Liability with minimum limits of \$1,000,000 Business Automobile Liability with minimum limits of \$1,000,000 Statutory Workers' Compensation Coverage Employers Liability with minimum limits: - \$1,000,000 injury by accident - \$1,000,000 injury by disease - \$1,000,000 Policy Limits – Each Employee
	If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met. The City of Key West shall be named as an "Additional Insured" on the permittees commercial
	general liability policy.
	Applicant Printed Name: John Osborne Signature: John Osborne
	Indemnification: The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
	Applicant Printed Name: John Osborne Signature: John Osborna

4.	ADA: All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.
	Applicant Printed Name: John Osborne Signature: John Osborns
5.	Notifying: Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.
	Applicant Printed Name: John Osborne Signature: John Osborne
6.	City Services Pricing: The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.
	Applicant Printed Name: John Osborne Signature: John Osborne
7∙	Payment Terms: The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.
	Applicant Printed Name: John Osborne Signature: John Osborns

Event Screening Questionnaire

·				
Event Name: Casa Marina Resort Renovation	Event Date: May 15 - Dec.	1, 2023		
The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.				
VENDOR SALES				
Will ANY alcoholic beverage be sold or served?	Yes Needs City Commission Approval	No X		
2. Will ANY food be prepared or served?	Yes Complete Supplement C	No X		
SAFETY IF YES,	, COMPLETE REQUIRED FORMS			
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes Complete Supplement C	No X		
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes Complete Supplement D	No X		
STREETS & SIDEWALKS IF Y	YES, COMPLETE REQUIRED FORMS			
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes Complete Supplement E	No X		
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes Complete Supplement E	No X		
Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes Complete Supplement E	No X		
CITY PROPERTY IF YE	ES, COMPLETE REQUIRED FORMS			
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes Complete Supplement F	No X		
The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.				
event and its operation irrespective of negligence, actual or claimed	, upon the part of the City their agents or employees. March, 9, 2023			

Required - Recycling Plan

Event Name:	Casa Marina Resort Renovation	Event Date: May 15 - Dec. 1, 2023

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCL	.ING	POINT OF CONTACT	
Name			Phone Number
Email			Number of people dedicated to recycling
INITIALS	S RE	QUIRED	
	1.	NON- ACCEPTABLE WASTE: No Plastic Bapolystyrene are allowed at events.	gs, plastic cutlery, plastic straws, plastic cups, or
	2.	RECYCLING FEE: The Fee (see Fee Schedu earn all or part of this fee back by participation	le) must be submitted prior to the event. You can ng in the City Recycling Program.
	3.		ritems will be Aluminum Cans, Plastic Bottles, al items can include Food and Beverage Cartons, adouts.
	4.	CONTAMINATION: I understand that recycnot being able to earn back all or part of the	cle bins with contamination above 15% will result in Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)

BEFORE EVENT:

- 1. Arrange Trash/Recycling through Community Services (305-809-3759).
- 2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov

DAY OF EVENT:

Due Date (Self filling)

- 1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
- 2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
- 3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date (Self filling)

TRASH/RECYCLING REPORT:

- 1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
- 2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name:	Casa Marina Resort Renovation	Event Date: May 15 - Dec. 1, 2023
planners in traffi	c reduction as well as management. For more info	Vest residents. It is the City's goal to involve all event ormation consult the Special Events Guide.
INITIALS REC		
transportation or utilize transit friendly alternatives. Check opportunities you will explor		natives. Check opportunities you will explore.
	Encourage Walking	Partner with Transit System/Buses
	Encourage Biking	Partner with Transit Friendly Hotels
	Providing Bike Security with Valet	Partner with Restaurants/Bars
	Include Ride Service with VIP Passes	Partner with Rideshare/Taxi Companies
	Provide Pre-Sale parking only	Implement Shuttles
	Premium parking prices	Other:
lf Event Organi	zers or Vendors desire to utilize metered park	ing spaces or lots, payment will need to be made

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and	No. of Parking	No. of Days	Total Parking
	Rules*	Spots Requested	Needed	Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
*Modification of rates or parking wai	vers can only be approv	ved by City Commission.	Total	

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: Casa Marina Resort Renovation Event Date: May 15 - Dec. 1, 2023

Using the legend below, please illustrate your event to the best of your ability.

If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

___ Attach Site Map Layout _____ Attach Impacted Streets Map

Event Site Map Layout Legend:

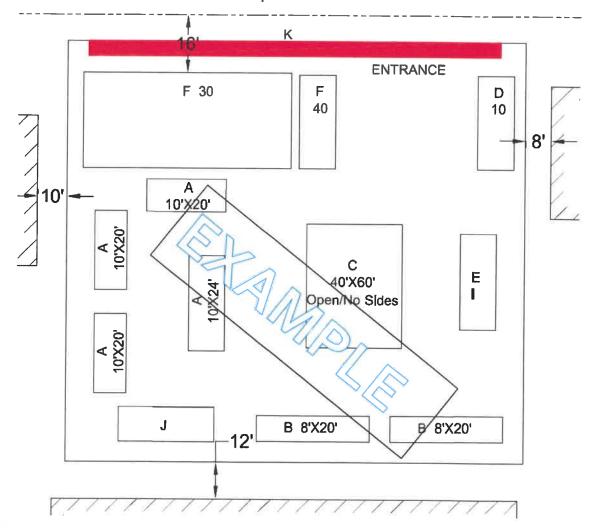
- A. Food/Bev. Vendor Tents*
- B. Merchandise Vendor Tents*
- C. Seating Tents*
- D. Toilets **
- E. Amplified Music

- F. Car Parking**
- G. Bike Parking**
- H. Roads Closed
- Stage Area
- J. Bounce House

- K. Podiums
- L. Fire Lane (RED LINE)
- M. Label Street(s)
- N. Other: __
- O. Other:

- * Indicate Tent sizes
- ** Indicate Quantity

Maple Street



Special Event Permit Application

Supplement A - Noise

Event Name:	Casa Marina Resort Renovation	Event Date: May 15 - Dec. 1, 2023

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

<u>Noise limitations</u> - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m. b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: <u>Demoli</u>	ition and construction during renovation	
Do you wish to apply for a Noise Exemption?	Yes X Need City Commission Approval	

INITIALS REQUIRED



 Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event



2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.



3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the <u>City</u> <u>Code Section 26-192</u>

Maria Ratcliff

From: Heather Carruthers <hcarruthers@k2mdesign.com>

Sent: Wednesday, March 15, 2023 3:00 PM

To: Maria Ratcliff

Subject: [EXTERNAL] RE: [EXTERNAL] Casa Marina Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Maria -

The official owner is Casa Marina Owner, LLC. Let me know if you have any other questions. Thanks!

Best, Heather

HEATHER CARRUTHERS

Director of Business Development, Southeast Region

D: 305.307.5841 | M: 305.509.2122 | k2mdesign.com

From: Maria Ratcliff < mratcliff@cityofkeywest-fl.gov>

Sent: Tuesday, March 14, 2023 8:55 AM

To: Heather Carruthers < hcarruthers@k2mdesign.com>

Subject: RE: [EXTERNAL] Casa Marina Request

EXTERNAL MESSAGE: Don't click links or attachments until you VERIFY sender.

Good morning, Heather!

I will get this started. I am not sure if it will make it on our April 4th Commission meeting, however, for sure on the April 18th meeting. Let me know if you have any questions. There is a charge for the mail outs and the advertisement. The amount for the mailing is \$85.16. That is on page 8 of the application. The advertisement in the paper will come later when they give me an amount. It is usually around 50 or 60 dollars. Thanks!

Maria

From: Heather Carruthers < hcarruthers@k2mdesign.com>

Sent: Monday, March 13, 2023 5:22 PM

To: Event Request Email < event request@cityofkeywest-fl.gov>; Maria Ratcliff < mratcliff@cityofkeywest-fl.gov>

Cc: Mary Lou Hoover <mlhoover@cityofkeywest-fl.gov>

Subject: [EXTERNAL] Casa Marina Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Maria!

Attached is a completed Special Event Request for the Casa Marina. It's not really a special event — they are asking for permission to extend construction hours within their property as they undertake a major renovation project. I work with the architecture firm on the project, and the contractor is filing the request. Please let me know the next steps for approval. Thank you!

Best, Heather



HEATHER CARRUTHERS

Director of Business Development, Southeast Region

D: 305.307.5841 | **M:** 305.509.2122 | **k2mdesign.com**

CAMPBELL KATHLEEN M 901 Flagler Ave Key West, FL 33040

CANNON ROGER F TRUST AGREEMENT 3240 Havenwood Ct Palatine, IL 60067

CASA MARINA EQUITY HOLDINGS LLC C/O HILTON WORLDWIDE INC 7930 JONES BRANCH DR MCLEAN, VA 22102

CASA MARINA EQUITY HOLDINGS LLC C/O HILTON WORLDWIDE LLC 7930 JONES BRANCH DR MCLEAN, VA 22102

CITY OF KEY WEST PO Box 1409 Key West, FL 33041

CLEGHORN HOMES LLC 500 S Australian Ave West Palm Beach, FL 33401

COCONUT BEACH DEVELOPMENT CORF COCONUT BEACH RESORT OWNERS AS COLVIN KAREN R 500 FLEMING ST KEY WEST, FL 33040

500 Fleming St Key West, FL 33040 801 Waddell Ave Key West, FL 33040

COOPER J DAVID TRUST 09/26/2018 902 Von Phister St Key West, FL 33040

GOODMAN JANETS 809 Waddell Ave Key West, FL 33040

HEATH BRENDA K 6637 Peden Rd Ft Worth, TX76179

HUDSON JOHN M 4393 Whippoorwill Dr Hermitage, PA 16148

KAUFELT LYNN H 900 Flagler Ave Key West, FL 33040 MAGGIO FREDERICK 813 Waddell Ave Key West, FL 33040

MALLORY JAMES EDWARD REV TRUST MONROE COUNTY FLORIDA 9992 Revolutionary PI Mechanicsville, VA 23116

500 Whitehead St Key West, FL 33040 NEEDLEMAN DIANE M 1320 Royal St Key West, FL 33040

ROUNDS CHRISTOPHER J 900 Johnson St Key West, FL 33040

RYAN TIMOTHY J 1007 Simonton St Key West, FL 33040

SHUMAKER GRANT HARPER 921 Spyglass Cir North Sioux City, SD 57049

SPOTTSWOOD PARTNERS II LTD 500 Fleming St Key West, FL 33040

TRAMMELL JANE W TRUST 7/15/1992 901 Johnson St Key West, FL 33040

VANDERVORT COLLEEN M 801 Waddeli Ave Key West, FL 33040



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Foreign Limited Liability Company DIGNEY YORK ASSOCIATES, LLC

Filing Information

Document Number

M02000002910

FEI/EIN Number

75-2956466

Date Filed

11/04/2002

State

DE

Status

ACTIVE

Last Event

LC AMENDMENT

Event Date Filed

06/28/2010

Event Effective Date

NONE

Principal Address

1919 GALLOWS ROAD, SUITE 950

VIENNA, VA 22182

Changed: 10/29/2003

Mailing Address

1919 GALLOWS ROAD, SUITE 950

VIENNA, VA 22182

Changed: 10/29/2003

Registered Agent Name & Address

COGENCY GLOBAL INC.

115 North Calhoun St.

Suite 4

Tallahassee, FL 32301

Name Changed: 05/17/2010

Address Changed: 07/07/2015

Authorized Person(s) Detail

Name & Address

Title Manager

LUTZ, ANTHONY G 1919 GALLOWS ROAD, SUITE 950 **VIENNA, VA 22182**

Title General Manager

KELLEY, TOM 1919 GALLOWS ROAD, SUITE 950 **VIENNA, VA 22182**

Title Secretary

Nicolaisen, Mia 1919 GALLOWS ROAD, SUITE 950 **VIENNA, VA 22182**

Title Manager

Nicolaisen, Mia 1919 GALLOWS ROAD, SUITE 950 **VIENNA, VA 22182**

Annual Reports

Report Year	Filed Date
2021	02/03/2021
2022	01/31/2022
2023	01/26/2023

Document Images

01/26/2023 ANNUAL REPORT	View image in PDF format
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02/03/2021 ANNUAL REPORT	View image in PDF format
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01/14/2014 - ANNUAL REPORT	View image in PDF format
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05/07/2008 ANNUAL REPORT	View image in PDF format
<u>03/02/2007 – ANNUAL REPORT</u>	View image in PDF format

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04/19/2004 ANNUAL REPORT	View image in PDF format
10/29/2003 REINSTATEMENT	View image in PDF format
01/22/2003 Name Change	View image in PDF format
11/04/2002 Foreign Limited	View image in PDF format



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Foreign Limited Liability Company CASA MARINA OWNER, LLC

Filing Information

 Document Number
 M05000002214

 FEI/EIN Number
 20-2722607

 Date Filed
 04/28/2005

State DE

Status ACTIVE

Last Event LC AMENDMENT

Event Date Filed 11/14/2017

Event Effective Date NONE

Principal Address

1775 TYSONS BOULEVARD

7TH FLOOR

TYSONS, VA 22102

Changed: 01/04/2019

Mailing Address

1775 TYSONS BOULEVARD

7TH FLOOR

TYSONS, VA 22102

Changed: 01/04/2019

Registered Agent Name & Address

CORPORATION SERVICE COMPANY

1201 HAYS STREET

TALLAHASSEE, FL 32301-2525

<u>Authorized Person(s) Detail</u>

Name & Address

Title Member

CASA MARINA EQUITY HOLDINGS LLC

1775 TYSONS BOULEVARD 7TH FLOOR **TYSONS, VA 22102**

Annual Reports

Report Year	Filed Date
2020	04/13/2020
2021	04/21/2021
2022	04/19/2022

Document Images

Document images	
04/19/2022 - ANNUAL REPORT	View image in PDF format
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04/13/2020 - ANNUAL REPORT	View image in PDF format
01/04/2019 ANNUAL REPORT	View image in PDF format
02/26/2018 - ANNUAL REPORT	View image in PDF format
11/14/2017 LC Amendment	View image in PDF format
05/01/2017 - ANNUAL REPORT	View image in PDF format
08/19/2016 CORLCSTCOR	View image in PDF format
04/20/2016 ANNUAL REPORT	View image in PDF format
05/01/2015 – AMENDED ANNUAL REPORT	View image in PDF format
04/10/2015 ANNUAL REPORT	View image in PDF format
03/26/2015 LC Amendment	View image in PDF format
04/18/2014 ANNUAL REPORT	View image in PDF format
04/02/2013 ANNUAL REPORT	View image in PDF format
01/28/2013 - LC Amendment	View image in PDF format
04/13/2012 - ANNUAL REPORT	View image in PDF format
04/13/2011 ANNUAL REPORT	View image in PDF format
03/18/2010 ANNUAL REPORT	View image in PDF format
03/20/2009 ANNUAL REPORT	View image in PDF format
04/28/2008 ANNUAL REPORT	View image in PDF format
04/30/2007 ANNUAL REPORT	View image in PDF format
10/03/2006 REINSTATEMENT	View image in PDF format
08/14/2006 - LC Amendment	View image in PDF format
04/28/2005 - Foreign Limited	View image in PDF format