



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, February 25, 2026, at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

### **Agenda**

1. Call to Order
2. Attendance
  - a. Roll Call: M. Baratta, H. Murray, J. Case, L. Pelotte, J. Whitmore, R. Bunce
  - b. Invited Guests: S. Zubalsky-Peer, T. Patton, L. Williams
3. Old Business
  - a. Approval of Minutes from Regular Board Meeting January 28, 2026.
  - b. Approval of Minutes from Annual Board Meeting January 28, 2026.
  - c. Project Updates
    - i. 121 Providence
    - ii. 247 Main
    - iii. 62-64 North
4. Approval of committee members
5. New Business
  - a. Update on NYLBA Legislative Priorities & Budget
  - b. Approval of Property Management TenantCloud Subscription (Growth-\$350/year)
  - c. Approval of lease amendment for Simple Form Pilates LLC
    - i. 3-year term, 1% rent increase
  - d. Approval of storage agreement for 48-50 Lake St.
6. Executive Session- Contract Negotiations
7. Chairman's Remarks
8. Adjournment+

**A PARTNER OF**

**TEAM TIOGA**





# TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

## DRAFT

**Tioga County Property Development Corporation**  
**Wednesday, January 28, 2026, at 4:00 p.m.**  
**Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**  
**Economic Development Conference Room #109**

### **Annual Board of Directors Meeting Minutes**

1. Call to Order at 4:04PM
2. Attendance
  - a. Present: M. Baratta, H. Murray, L. Pelotte, J. Whitmore, R. Bunce
  - b. Absent: J. Case
  - c. Invited Guests: S. Zubalsky-Peer, B. Woodburn
3. New Business
  - a. Monthly 2026 regular meeting designation: Set monthly meetings for the last Wednesday of each month at 4:00 p.m. in the Economic Development Conference Room #109 \*November & December meetings scheduled for 3<sup>rd</sup> Wednesday due to holidays
    - January 28, 2026
    - February 25, 2026
    - March 25, 2026
    - April 22, 2026
    - May 27, 2026
    - June 24, 2026
    - July 22, 2026
    - August 26, 2026
    - September 23, 2026
    - October 28, 2026
    - November 18, 2026\*
    - December 16, 2026\*

**Motion to approve regular meeting schedule for 2026 as presented**

**1<sup>st</sup>: L. Pelotte**

**2<sup>nd</sup>: J. Whitmore**

**In Favor: All**

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- b. Governance Committee recommended Slate of Officers.  
S. Zubalsky-Peer went over their discussion about recommended Officers, S. Zubalsky-Peer stated again that she recommends M. Baratta as Chair; but also noted that J. Whitmore and H. Murray are recommending H. Murray as Chair, M. Baratta as Vice Chair, J. Whitmore as Treasurer, L. Pelotte as Secretary. S. Zubalsky-Peer suggested the board have a discussion and talk through the decision. H. Murray stated she was comfortable either way. J. Whitmore stated that M. Baratta has plenty on his plate already, which is why he pushed to for H. Murray. S. Zubalsky-Peer went over why she thought M. Baratta was the better option for the position. M. Baratta stated that he has been around since the beginning, a lot of the projects the Land Bank does is in the Village of Owego, he is an elected official, which is one of the Land Bank's requirements to be on the Board. M. Baratta stated he has a lot of experience dealing with all sorts of people and handling the negative as well as the positive. J. Whitmore asked the Board if there were any thoughts/inputs. L. Pelotte stated no, she thinks both would be a great fit. R. Bunce did not have any input due to being new.

**Motion to nominate Slate of Officers as presented**

**1<sup>st</sup>: L. Pelotte**  
**2<sup>nd</sup>: J. Whitmore**  
**In Favor: All**

- i. Slate of Officers 2026
1. H. Murray
  2. M. Baratta
  3. J. Whitmore
  4. L. Pelotte

- c. Committee Appointments
- i. Governance
  - ii. Audit
  - iii. Finance

**Motion to table Committee Appointments**

**1<sup>st</sup>: L. Pelotte**  
**2<sup>nd</sup>: M. Baratta**  
**In Favor: All**

- d. Other Appointments
- i. Freedom of Information Officer – S. Zubalsky-Peer
  - ii. Code of Ethics Officer – J. Meagher
  - iii. Internal Controls Officer – Bowers & Company.

**Motion to accept other appointments as presented**

**1<sup>st</sup>: L. Pelotte**  
**2<sup>nd</sup>: J. Whitmore**  
**In Favor: All**

- e. Annual Policy and Guidelines Review
- i. Annual Renewal of TCPDC Mission Statement
  - ii. Governance, Finance and Audit Charters
  - iii. Affirm the TCPDC follows the Tioga County Code of Ethics

**Motion to reaffirm Annual Policy and Guidelines**

**1<sup>st</sup>: J. Whitmore**  
**2<sup>nd</sup>: M. Baratta**  
**In Favor: All**

- f. TCPDC Board of Directors are up to date with mandatory NYS Authorities Budget Office Board Member Training, Annual Tioga County Sexual Harassment Training, Policy Review and Attestation and Oaths of Office. They have also submitted Annual Statement of Financial Disclosures. S. Zubalsky-Peer will be handing out new Oaths of Office to everyone before end of meeting for 2026.

- i. The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2025.

- g. Professional Service Appointments

- i. Audit Firm

- ii. Accounting services & Preparation of 990

- iii. Legal Services

- iv. Administrative

**Motion to reaffirm professional service appointments as presented**

**1<sup>st</sup>: J. Whitmore**  
**2<sup>nd</sup>: R. Bunce**  
**In Favor: All**

- h. Finance Committee Recommendations

- i. Official Depositories

- 1. Tioga State Bank, including ZRent & ZDeposit

- 2. Annual Designation of Signors on Bank Accounts – Board designated M. Baratta, R. Bunce, S. Zubalsky-Peer, and J. Whitmore.

**Motion to approve designation of signors**

**1<sup>st</sup>: L. Pelotte**  
**2<sup>nd</sup>: R. Bunce**  
**In Favor: All**

- i. Annual Evaluation of Board Performance – Completed 2025

S. Zubalsky-Peer discussed setting goals for the year, or three year goal, and encouraged everyone to feel free to speak up when they have thoughts, one of the scores we had was somewhat disagree that they didn't feel they had the ability to speak up during the meeting and table something if they felt the need.

- j. TCPDC Goals

H. Murray suggested a couple goals, getting the 103 Liberty property completed, Inventory and plan for properties. She also suggested a 3-year goal of completing at least 10 units in that time frame. L. Pelotte and J. Whitmore supported the goals she suggested. L. Pelotte suggested outreach to communities to speak about the Land Bank, helping get our mission across. B. Woodburn suggested the Board to create policies and procedures to allow quick decisions when necessary, which would be successful in upcoming projects to streamline the process. H. Murray would like to revisit next meeting.

- k. Miscellaneous

- i. Contact information 2026 TCPDC Board of Directors and Staff

- 4. Motion to Adjourn at 4:35PM

**1<sup>st</sup>: R. Bunce**  
**2<sup>nd</sup>: J. Whitmore**



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**Tioga County Property Development Corporation**

**Regular Board of Directors**

**Wednesday, January 28, 2026 at 4:30 PM**

**Ronald E. Dougherty County Office Building**

**56 Main Street, Owego, NY 13827**

**Economic Development Conference Room #109**

**DRAFT**

**Meeting Minutes**

- 1. Call to Order 4:38PM
- 2. Attendance
  - a. Present: M. Baratta, H. Murray, L. Pelotte, J. Whitmore, R. Bunce
  - b. Absent: J. Case
  - c. Invited Guests: S. Zubalsky-Peer, B. Woodburn
  - d. Matthew Freeze
- 3. Old Business
  - a. Approval of Minutes from Regular Board Meeting December 17, 2025.

**Motion to approve minutes from Regular Board Meeting December 2025.**

**1<sup>st</sup>: L. Pelotte  
2<sup>nd</sup>: R. Bunce  
In Favor: All**

Acknowledgement of Financial Reports through November 30, 2025.

**Motion to acknowledgement of financial reports November 2025.**

**1<sup>st</sup>: R. Bunce  
2<sup>nd</sup>: J. Whitmore  
In Favor: All**

i. Grant Spreadsheet Update

S. Zubalsky-Peer brought up the grant spreadsheet to go over with the Board. Briefly went over the amounts, and current closeouts with LBI funds. L. Pelotte asked if there was a deadline for ARPA funds. S. Zubalsky-Peer explained that this was given to the Land Bank by the county so the deadline would not apply to us. S. Zubalsky-Peer reminded the Board that the LBI Phase II Capital must be spent by October of this year.

b. Project Updates

i. 81 North

S. Zubalsky-Peer stated the project is officially completed. NYSEG installed their permanent electric, and we received the Certificate of Occupancy from the Village Code

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Enforcement. S. Zubalsky-Peer reached out to R. Pedro about how the building will be reassessed.

ii. 121 Providence

S. Zubalsky-Peer brought up progress photos to show the Board. Electric, water, and gas hookups are completed.

iii. 247 Main

S. Zubalsky-Peer spoke about the meeting she had with L2 on Tuesday regarding 247 Main. L2 will put together a package which will be sent out when received, reformatting the first floor including an utility room and powder room, second floor has four bedrooms and two bathrooms. S. Zubalsky-Peer has started the application for OHPC, L2 will submit and will attend the meeting with S. Zubalsky-Peer. Schematic design by next week.

iv. 62-64 North

S. Zubalsky-Peer informed the Board that the owner A. Duda had a few correction requests, RFP has been corrected and will be resent to him for approval before sending out to bid.

v. Women's Home Repair Course

S. Zubalsky-Peer stated the first class was held two Saturdays ago, nine women showed up, others were sick. We set up different stations to go over different items. All positive feedback. Participants were very happy and were able to take home a Lowe's Bucket of supplies. We have budgeted at least one more class, but hopefully two. Additional classes will be scheduled for the spring.

4. New Business

a. Property Management Proposal – TCPDC – 81 North

S. Zubalsky-Peer proposed to complete the property management in house, will put together a proposal with all items, software, and answering service for the board to review.

b. Adobe Subscription

S. Zubalsky-Peer stated Adobe Professional would be better suited for the work we do, IT approved the installation if the Land Bank would purchase the licenses.

**Motion to approve purchase of Adobe Teams Subscription**

**1<sup>st</sup>: J. Whitmore**

**2<sup>nd</sup>: H. Murray**

**In Favor: All**

5. Executive Session- Contract Negotiations

**Motion to move into Executive Session to discuss property acquisitions and contract negotiations**

**1<sup>st</sup>: R. Bunce**

**2<sup>nd</sup>: J. Whitmore**

**In Favor: All**

6. Chairman's Remarks

Thank you to Ralph Kelsey for many years of service

7. Adjournment at 5:49PM

**1<sup>st</sup>: J. Whitmore**

**2<sup>nd</sup>: M. Baratta**

**In Favor: All**

## **Proposed Committee Members**

### **Governance**

Lesley- Chair

Mike

Hannah

### **Finance**

Hannah- Chair

Josh

Joan

### **Audit**

Josh- Chair

Hannah

Mike



## **New York Land Bank Association 2025 Legislative Priorities**

Since the Land Bank Act's inception in 2011, the New York Land Bank Association has championed practical legislative amendments to enhance land bank efficiency. As the number and capacity of land banks has expanded (there are now 31 across the state) and the last of the mortgage settlement funds allocated to land banks by the Office of the Attorney General were spent down, the need for state funding to stabilize neighborhoods through the revitalization of blighted and abandoned properties became evident. New York State's financial support for land banks has been critical to our success over the past three years. The following items outline our priorities for the 2025 legislative session.

### **Renew Funding for NY Land Banks**

To sustain the progress made by New York's land banks in addressing the vacant property and affordable housing crises, the New York Land Bank Association requests a \$25 million allocation for FY26 in the Aid to Localities budget. This request builds upon the state's significant investments over the past three years, which have empowered communities to tackle these pressing issues.

While prior years' allocations are still being spent down and the Governor's budget reappropriates these funds, land banks are lining up ~\$25 million in new projects annually. Sustained state funding is vital to maintain momentum and ensure a lasting impact on New York's communities.

Land banks across New York State vary in capacity, programs, and projects based on specific community needs. LBI Phase I funding for administration and operations has been critical to building and sustaining land banks' capacity. LBI Phase II has been instrumental in funding property acquisition, demolitions, stabilizations, full rehabilitations, and new construction.

**The NYLBA respectfully requests an additional \$25 million in funding in the Aid to Localities budget for the ongoing NYSHCR Land Bank Initiative. This funding will support the crucial work of land banks and allow us to continue delivering significant benefits to both state and local governments.**

In addition, the following are legislative priorities for the NY Land Bank Association in the 2025 session.

### **Revise RPTL 1196(2)**

The language in this law adopted last year is causing confusion among foreclosing governmental units ("FGU"), some of which are taking the position that the non-public sale of tax foreclosed real property to a land bank is prohibited unless and until the property has failed to sell at two public auctions in accordance with RPTL Section 1196(2). This section states if an FGU complies with RPTL Section 1196(2) prior to completing a non-public sale to a land bank then "no surplus shall be payable." This does not mean, however, that this is the only method by which an FGU can convey property to a land bank. This needs to be clarified in the law.

**Zombie Law Amendment**

S925 (Kavanagh) / A1608 (Rosenthal) was introduced but not passed in 2024. Relates to penalties for failure to comply with maintenance and reporting of vacant and abandoned properties, and reporting and release of information; provides for the sharing of information between municipalities; provides for enforcement for failure to report on abandoned and vacant properties.

**Modifications to the NYS Rehabilitation Tax Credit for Commercial Properties and the Historic Homeownership Rehabilitation Credit**

We strongly support Governor Hochul’s proposal to bifurcate the state and federal historic rehabilitation tax credits. In addition, we are concerned about these credits being limited to census tracts with median income at or below 100% of AMI and encourage the increase of this cap to 120% to sustain positive momentum revitalizing downtowns and main streets.

**Base property taxes on owner-occupied low-income housing on the actual sales price**

We strongly support Governor Hochul’s proposal to create the 457-a property tax exemption that local governments can opt into, reducing the ongoing property tax burden on low-income homebuyers, which will help developers of affordable housing to stretch affordable housing subsidies further.

**Authorizes cities and towns to establish community housing funds via a real estate transfer tax**

A331 (Barrett) / S0572 (Ryan). Authorizes cities and towns, except a city with a population of one million or more, to establish community housing funds; authorizes such cities and towns to impose a real estate transfer tax with revenues to be deposited in such funds; makes related provisions.

**Amend the NY Land Bank Act to give land banks the option to participate in the New York State and Local Retirement System (NYSLRS)**

To enhance the recruitment and retention of experienced civil servants, land banks should be explicitly authorized to participate in the NYSLRS. Amending current legislation to clarify land bank eligibility for this retirement system would address this issue. See proposed legislation attached.

Furthermore, the NY Land Bank Association supports the 2025 legislative agendas of both the Rural Housing Coalition and NYCOM as they pertain to issues related to vacant and abandoned properties.

**PROPOSED AMENDMENT TO LAND BANK ACT**  
**ALLOWING PARTICIPATION IN THE**  
**NEW YORK STATE AND LOCAL RETIREMENT SYSTEM**

§ 1603. Creation and existence

(a) Any foreclosing governmental unit may create a land bank by the adoption of a local law, ordinance, or resolution as appropriate to such foreclosing governmental unit which action specifies the following:

- (1) the name of the land bank;
- (2) the number of members of the board of directors, which shall consist of an odd number of members, and shall be not less than five members nor more than fifteen members;
- (3) the initial individuals to serve as members of the board of directors, and the length of terms for which they are to serve;
- (4) the qualifications, manner of selection or appointment, and terms of office of members of the board; and
- (5) the articles of incorporation for the land bank, which shall be filed with the secretary of state in accordance with the procedures set forth in this chapter.

(b) Two or more foreclosing governmental units may enter into an intergovernmental cooperation agreement which creates a single land bank to act on behalf of such foreclosing governmental units, which agreement shall be authorized by and be in accordance with the provisions of paragraph (a) of this section. Such intergovernmental agreement shall include provisions for dissolution of such land bank.

(c) Any foreclosing governmental units and any municipality may enter into an intergovernmental cooperation agreement which creates a single land bank to act on behalf of such foreclosing governmental unit or units and municipality, which agreement shall be authorized by and be in accordance with the provisions of paragraph (a) of this section. Such intergovernmental agreement shall include provisions for dissolution of such land bank.

(d) Except when a land bank is created pursuant to paragraph (b) or (c) of this section, in the event a county creates a land bank, such land bank shall have the power to acquire real property only in those portions of such county located outside of the geographical boundaries of any other land bank created by any other foreclosing governmental unit located partially or entirely within such county.

(e) A school district may participate in a land bank pursuant to an intergovernmental cooperation agreement with the foreclosing governmental unit or units that create the land bank, which agreement shall specify the membership, if any, of such school district on the board of directors of the land bank, or the actions of the land bank which are subject to approval by the school district.

**PROPOSED AMENDMENT TO LAND BANK ACT ALLOWING PARTICIPATION IN THE NEW YORK STATE AND LOCAL RETIREMENT SYSTEM**

(f) Each land bank created pursuant to this act shall be a charitable corporation, and shall have permanent and perpetual duration until terminated and dissolved in accordance with the provisions of section sixteen hundred thirteen of this article.

(g) Nothing in this article shall be construed to authorize the existence of more than thirty-five land banks located in the state at one time, provided further that each foreclosing governmental unit or units proposing to create a land bank shall submit such local law, ordinance or resolution as required by paragraph (a) of this section, to the urban development corporation, for its review and approval. The creation of a land bank shall be conditioned upon approval of the urban development corporation.

(h) The office of the state comptroller shall have the authority to audit any land bank pursuant to this article.

*(i) Each land bank created pursuant to this act shall be a public organization engaged in public service deriving its power from the New York State Legislature and, upon a resolution duly adopted by its board of directors, may elect to have its officers and employees participate in the New York State and Local Retirement System.*

DRAFT

NEW YORK  
LAND BANK  
ASSOCIATION

January 30, 2025

Hon. Liz Krueger, Chair  
New York State Senate Finance Committee  
416 Capitol  
Albany, NY 12247

Hon. J. Gary Pretlow, Chair  
New York State Assembly Ways and Means Committee  
LOB 711-A  
Albany, NY 12248

*Sent electronically via [financechair@nysenate.gov](mailto:financechair@nysenate.gov) and [wamchair@nyassembly.gov](mailto:wamchair@nyassembly.gov)*

**RE: Written testimony for the 2025 joint legislative budget hearing on housing**

Dear Chairperson Krueger and Chairperson Pretlow,

On behalf of the New York Land Bank Association, I respectfully submit the enclosed written testimony regarding the FY26 New York State budget.

From Buffalo to Long Island, New York's 31 land banks serve an area that includes 68% of the state's population outside of New York City and consists of over 846 local governments and nearly all of New York's urban centers. ESD recently approved the creation of New York's 31<sup>st</sup> land bank in Monroe County and the number of land banks in New York is expected to increase as more communities turn to these proven organizations to combat the vacant property and affordable housing crises.

New York's land banks utilize grant funding to support property demolitions, acquisitions, stabilizations, lot improvements, and rehabilitation projects and work in partnership with state and local government, non-profits, residents, community groups, and responsible developers and investors to return abandoned properties to productive use and support community development.

**As communities throughout New York grapple with an increasingly acute housing crisis and persistent concentrations of vacant properties, New York's land banks have emerged as an invaluable resource. Land banks are a powerful tool to assemble the shovel-ready sites needed to meet our state's housing demand. As NYSHCR funds numerous new programs to support new construction of single- and two-family homes across the state, land banks are the logical partner to provide a pipeline of sites, mostly in areas with existing infrastructure to support new homes.**

Land banks are New York's most effective tool for reclaiming vacant properties and revitalizing both urban and rural communities. New York's land banks provide extra capacity for small municipalities and bring additional tools to the toolbox of local governments working to fight blight and increase

the supply of affordable housing. NY land banks have the state-wide presence and on-the-ground infrastructure to help address the state's severe shortage of quality affordable housing.

**Over the past 13 years New York's land banks have generated over \$500 million in new investment in historically underserved urban neighborhoods, village centers, rural main streets, and formerly contaminated industrial sites across the state.** New York has become a national leader in this movement, building one of the most effective networks of land banks in the United States. The progress our land banks have achieved over the past decade is remarkable:

- ✓ **Acquiring over 5,000 problem properties**
- ✓ **Demolishing 1,567 vacant structures**
- ✓ **Returning 3,231 properties to productive use**
- ✓ **Generating more than \$300 million in private investment**
- ✓ **Returning \$135 million in assessed value to local tax rolls**

To build upon the tremendous success that New York's land banks have achieved over the past decade and equip our communities with the tools they need to combat New York's vacant property and affordable housing crises, the New York Land Bank Association requests a budget allocation of \$25 million. Grant funds deployed to land banks across the state ensure our communities remain equipped with the tools they need to combat New York's vacant property and affordable housing crises. While not all these funds have been spent yet, to skip a year would mean that no new funding would come online until April 2026, and we anticipate all the existing funds will be fully allocated by 12/31/25, creating a gap in the flow of funding. The need to keep up the pipeline of sites for new housing remains great as local governments throughout New York are still working to catch up on a backlog of tax-foreclosures resulting from the COVID pandemic and the pause resulting from Tyler v. Hennepin County.

**To support the important work of our land banks the New York Land Bank Association respectfully requests an additional \$25 million of funding be allocated in the Aid to Localities budget to NYSHCR's Land Bank Initiative so we can collectively continue to realize the tremendous and transformative return on the investment that New York's land banks have, and continue to, provide our state and local governments.**

We appreciate your time and consideration and look forward to discussing how we can work together to transform vacant and abandoned problem properties from harmful liabilities into opportunities to build more affordable housing and create more equitable, inclusive, healthy, and resilient communities.

Sincerely,



Jocelyn Gordon, President  
NY Land Bank Association

Contact: [info@nylba.org](mailto:info@nylba.org)  
716-713-1251

Monthly



Yearly

Two months free

### Starter

Designed for DIY landlords looking to automate tasks and simplify their portfolios.

**\$15.00/m**

\$180.00 if billed annually

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**Includes:**

- ✓ Online Rent Payments
- ✓ Maintenance Management
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### Growth

Designed for mid-to-large landlords looking for additional organization and tenant tools.

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**Everything in Starter, plus:**

- ✓ Enhanced Reporting
- ✓ Move In/Out Inspections
- ✓ Property Message Board

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Designed for mid-to-large landlords looking for premium features and efficiency.

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- ✓ Tax Reports
- ✓ Bank Reconciliation
- ✓ Separate Owner Portal

### Business

Designed for large companies looking for advanced features tailored to their needs.

### Custom

Starting at \$100.00/mo

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**Everything in Pro, plus:**

- ✓ Team Management & Tools
- ✓ Task Management
- ✓ User-Interface Customization

## **STORAGE AGREEMENT - 48–50 Lake Street Owego NY**

This Storage Agreement is made and entered into as of February 12th, 2026, by and between:

**New Owner/Current Buyer:** Tioga County Property Development Corporation and  
**J3-48-50, LLC / John J. Maczko**

1. This Agreement pertains to the property located at **48–50 Lake Street in Owego NY.**
2. Tioga County Property Development Corporation grants John J Maczko / J3-48-50 LLC temporary ability to store personal property and materials within the first floor of the Property till end of April 2026 or early May 2026.
3. John J Maczko shall have reasonable access to the Property during mutually agreed upon times for purposes of organizing, removing, or auctioning stored items. John J Maczko agrees to coordinate access with new Owner.
4. This Agreement represents the full understanding between the parties and may only be modified in writing signed by both parties.

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**Signatures:**