

No. 5947
 Sec. 19
 Twp. 27
 Range 2E

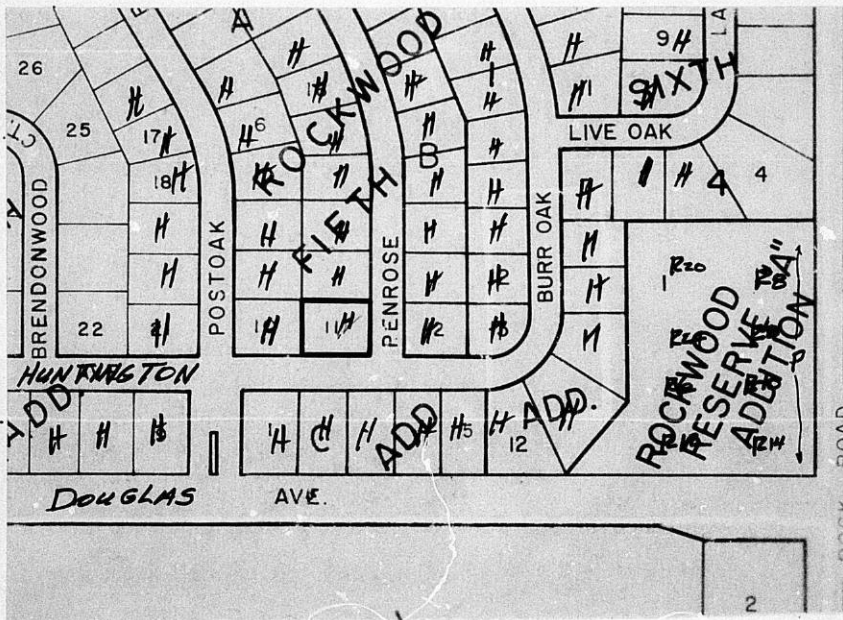
BZA- 42-78
 SCZ- _____
 CU- _____
 Filed _____

AREA DATA:

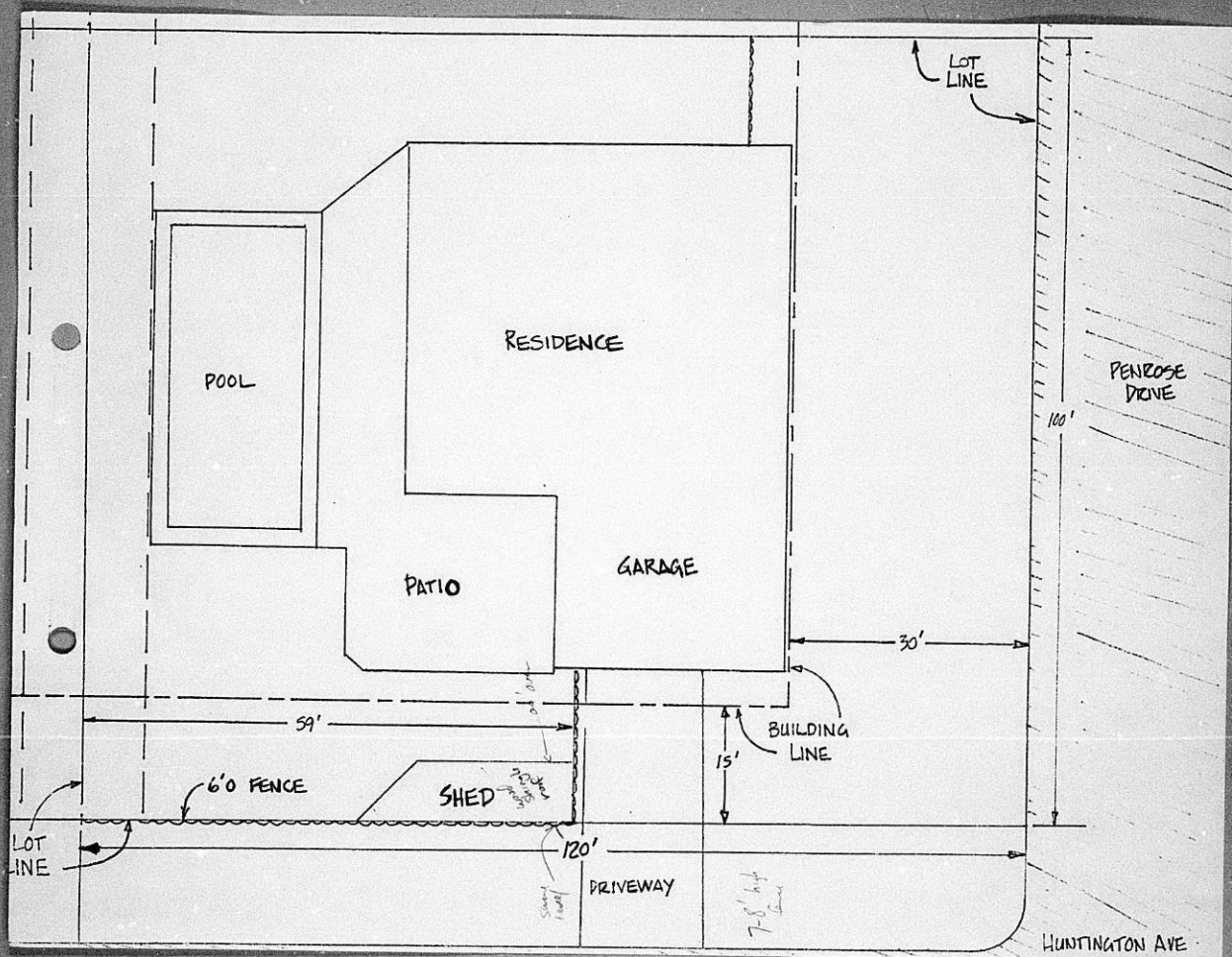
1. Acres: 0.27 (100 ft. by 120 ft.)
2. Adjoining Zoning: E _____ S _____ W _____ N _____
3. Land Use: East SINGLE FAM South SINGLE FAM
West SINGLE FAM North SINGLE FAM
4. Sketch Plan Land Use is for: _____
5. Present Land Use if for: _____
6. Area (is) (is not) platted.

PHOTO DATA:

Taken by _____ Date _____ Time _____



Smead & Co.
 No. 2-153C
 HASTING, MINN. LOS ANGELES
 LOGAN OH - MEMPHIS, TX U. S. A.



December 12, 1978

Thomas F. Garretson
320 Page Court
220 W. Douglas
Wichita, Kansas 67202

Re: Case No. BEA 42-78
Request for Variance

Dear Mr. Garretson:

Enclosed is a signed copy of the Resolution adopted by the Board of Zoning Appeals on November 28, 1978, in connection with your request for a variance to reduce the required side yard setback adjacent to the south property line from 6 feet to 0 feet on property zoned the "AA" Single Family Dwelling District, and generally located at the northwest corner of Penrose Drive and Huntington Avenue (101 Penrose Drive).

This Resolution reflects the official action of the Board to approve the request and sets out the conditions of approval. It is forwarded to you for your information and files.

If you have questions concerning this matter, please call our office.

Sincerely,

Larry Dohsen
Assistant Secretary

LD:bbc
Enclosure

cc: Francis Fredrick & Dorothy Ann Lynch, 101 Penrose Drive, 67206
Robert Feldner, Superintendent of Central Inspection
Joe Donnelly, Housing and Zoning Administrator
Don Gisick, City Clerk

RESOLUTION NO. BZA 42-78

WHEREAS, Francis Fredrick and Dorothy Ann Lynch, 101 Penrose Drive, Wichita, Kansas, request a variance as provided in Section 2.12.590.B, Code of the City of Wichita, to reduce the required side yard setback adjacent to the south property line from 6 feet to 0 feet on property zoned the "AA" Single Family Dwelling District, and legally described as:

Lot 11, Block 1, Rockwood Fifth Addition, Sedgwick County, Kansas. Generally located at the northwest corner of Penrose Drive and Huntington Avenue (101 Penrose Drive).

WHEREAS, proper notice as required by ordinance and by the rules of the Board of Zoning Appeals has been given; and

WHEREAS, the Board of Zoning Appeals did, at the meeting of November 28, 1978, consider said application; and

WHEREAS, the Board of Zoning Appeals has proper jurisdiction to consider said request for a variance under the provisions of Section 2.12.590.B, Code of the City of Wichita; and

WHEREAS, the Board of Zoning Appeals has found that the variance arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant inasmuch as the building is virtually obscured from public view by an approximate 7 foot high solid fence; and

WHEREAS, the Board of Zoning Appeals has found that the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents inasmuch as this side yard is adjacent to a street and again the building is almost completely hidden from view by a solid fence; and

WHEREAS, the Board of Zoning Appeals has found that the strict application of the provisions of Title 28 (Zoning Ordinance) of which variance is requested will constitute unnecessary hardship upon the property owners represented in the application inasmuch as the structure is of substantial construction which would be expensive and difficult to relocate and the present location is the most functional location for the building; and

WHEREAS, the Board of Zoning Appeals has found that the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare due to the fact that this corner lot provides for adequate access to the property for police and fire protection and for the maintenance of utilities; and the structure is far enough back on the lot to not create any sight obstruction problems at the intersection; and

WHEREAS, the Board of Zoning Appeals has found that the granting of the variance desired will not be opposed to the general spirit and intent of Title 28 (Zoning Ordinance) inasmuch as the previous four conditions have been found to exist; and

WHEREAS, each of the five conditions required by Section 2.12.590.B, Code of the City of Wichita, to be present before a variance can be granted has been found to exist.

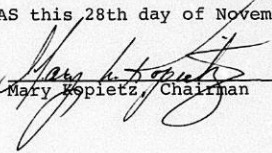
NOW, THEREFORE, BE IT RESOLVED by the Board of Zoning Appeals of the City of Wichita that this request for a variance to reduce the required side yard setback adjacent to the south property line from 6 feet to 0 feet on property zoned the "AA" Single Family Dwelling District, and legally described as:

Lot 11, Block 1, Rockwood Fifth Addition,
Sedgwick County, Kansas. Generally located
at the northwest corner of Penrose Drive and
Huntington Avenue (101 Penrose Drive).

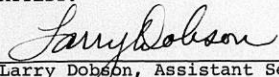
be approved subject to the following conditions:

1. The applicants shall obtain a proper building permit for the accessory building from the Office of Central Inspection.
2. The variance shall apply to only that portion of the south side yard presently occupied by the accessory building.

ADOPTED AT WICHITA, KANSAS this 28th day of November, 1978.


Mary Kopietz, Chairman

ATTEST:


Larry Dobson, Assistant Secretary

THE CITY OF WICHITA

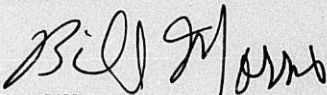
OFFICE OF CITIZEN PARTICIPATION ORGANIZATION DATE November 27, 1978

TO Larry Dobson, Junior Planner

FROM Bill Morris, Administrative Aide

SUBJECT BZA 42-78 (Northwest Corner of
Penrose and Huntington)

On November 20, 1978, CPO Council "H" voted 6 - 0 to recommend approval of the captioned case. The Council acknowledged that the accessory building which prompted the request for a variance is well hidden by a fence and does not adversely affect the surrounding properties.



Bill Morris
Administrative Aide

Approved:



David Furnas
Citizen Participation Coordinator

BM/sw

November 30, 1978

Francis Fredrick and Dorothy Ann Lynch
101 Penrose Drive
Wichita, Kansas 67206

Re: Case No. BEA 42-78
Request for Variance

Dear Mr. and Mrs. Lynch:

At the regular meeting of the Board of Zoning Appeals on Tuesday, November 28, 1978, your request for a variance to reduce the required side yard setback adjacent to the south property line from 6 feet to 0 feet on property zoned the "AA" Single Family Dwelling District, and generally located on the northwest corner of Penrose Drive and Huntington Avenue (101 Penrose Drive), was considered.

It was the action of the Board to approve the request subject to the following conditions:

1. The applicants shall obtain a proper building permit for the accessory building from the Office of Central Inspection.
2. The variance shall apply to only that portion of the south side yard presently occupied by the accessory building.

A Resolution setting forth the official action of the Board is being prepared and you will be mailed a copy as soon as the signatures of the Chairman and Secretary have been obtained.

If you have any questions, please call our office.

Sincerely yours,

Larry Dobson
Assistant Secretary

LD:bbs

November 30, 1978
Re: BIA 42-78

cc: Thomas P. Garretson, 320 Page Court, 220 W. Douglas, 67202
Robert Feldner, Superintendent of Central Inspection
Joe Donnelly, Housing and Zoning Administrator
Don Gisick, City Clerk

SECRETARY'S REPORT
CASE NO. BSA 42-78

APPLICANT: Francis Fredrick and Dorothy Ann Lynch,
101 Penrose Drive, Wichita, Kansas

AGENT: Thomas P. Garretson, 320 Page Court,
220 W. Douglas, Wichita, Kansas

REQUEST: Variance pursuant to Section 2.12.590.B, Code
of the City of Wichita, to reduce the required
side yard setback adjacent to the south property
line from 6 feet to 0 feet.

GENERAL
LOCATION: Northwest corner of Penrose Drive and Huntington
Avenue (101 Penrose Drive).

ZONING: Subject property and all surrounding properties
are zoned the "AA" Single Family Dwelling District.

LAND USE: Subject property is developed with a single family
residence as are all surrounding properties.

JURISDICTION:

The Board has jurisdiction to consider the variance request under the provisions outlined in Section 2.12.590.B, Code of the City of Wichita. The Board may grant the request when all five of the following conditions are found to exist:

1. That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant.
2. That the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.
3. That the strict application of the provisions of Title 28 of which variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
4. That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare; and
5. That granting the variance desired will not be opposed to the general spirit and intent of Title 28 (zoning ordinance).

Case No. BZA 42-78
November 28, 1978
Page 2

COMMENTS BY THE SECRETARY:

The applicants are requesting a variance to reduce the required 6 foot side yard setback, adjacent to their south property line, to 0 feet for the purpose of accommodating an accessory storage building.

The accessory building was constructed on the property during a time that extensive remodeling to the applicants' home was being done, although a permit for the accessory building was not obtained. This building replaced an old storage shed which was located further back on the applicants' property. The old building, as is the case with the new one, maintained no setback from the south property line, which is adjacent to Huntington Avenue. The house fronts onto Penrose Drive. During inspection of the applicants' remodeling work it was pointed out that the accessory building could not be placed that close to the side property line.

When the applicant first contacted this office, he was informed that there was a platted 15 foot side yard setback adjacent to Huntington Avenue, as shown on the plat of Rockwood Fifth Addition, which could only be removed by the City Commission through a vacation process. He was further informed that if he was successful in having the 15 foot requirement removed, then the normal zoning setback of 6 feet would apply, which the Board of Zoning Appeals had jurisdiction to vary. The applicant has obtained a vacation of the platted setback and is now requesting a variance of the 6 foot setback to 0 feet.

The statement of justification points out that the accessory building is located behind a 6 foot high cedar fence, with only the top two or three feet of the building visible above the fence. Staff observance of the site would judge the fence to be closer to 7-8 feet high, with one to two feet of the building showing above the fence. The roof of the building is wood shingled and slopes from its highest point downward toward the property line to the same approximate level as the top of the fence. The building is substantially constructed and affixed to the ground by footings.

The driveway to the garage is adjacent to the accessory building and was one of the determining factors in placing the building in this location, because the building is used to store bicycles and other equipment which must be moved in and out frequently. As further explanation of their storage needs the applicants point out that they have thirteen children. They also state that their back yard contains a swimming pool, large patio areas and extensive landscaping which makes the present location of the building the most logical site from both aesthetic and functional standpoints.

UNIQUENESS:

It is the opinion of the Secretary that if uniqueness can be found to exist in this instance it may be due to the fact that the building is virtually obscured from public view by an approximate 7 foot high solid fence.

ADJACENT PROPERTY:

It is the opinion of the Secretary that the granting of the variance desired may not adversely affect the rights of adjacent property owners inasmuch as this side yard is adjacent to a street and again the building is almost completely hidden from view by a solid fence.

HARDSHIP:

It is the opinion of the Secretary that the strict application of the provisions of the zoning ordinance may constitute an unnecessary hardship upon the applicants inasmuch as the structure is of substantial construction which would be expensive and difficult to relocate and the present location is the most functional location for the building.

PUBLIC INTEREST:

It is the opinion of the Secretary that the variance desired will not adversely affect the public interest inasmuch as this corner lot provides for adequate access to the property for police and fire protection and for maintenance of utilities; and the structure is far enough back on the lot to not create any sight obstruction problems at the intersection.

SPIRIT AND INTENT:

It is the opinion of the Secretary that the granting of the variance desired may not be opposed to the general spirit and intent of the zoning ordinance if the previous four conditions can be found to exist.

RECOMMENDATION:

If the Board determines that the five conditions necessary to the granting of a variance can be found to exist it is recommended that the variance be approved subject to the following conditions:

1. The applicants shall obtain a proper building permit for the accessory building from the Office of Central Inspection.
2. The variance shall apply to only that portion of the south side yard presently occupied by the accessory building.

BOARD OF ZONING APPEALS
Tenth Floor - City Hall
455 North Main, Wichita, Kansas 67202

November 3, 1978

NOTICE TO ADJOINING PROPERTY OWNERS:

Case No. BZA 42-78

An application has been filed by Francis Fredrick and Dorothy Ann Lynch, 101 Penrose Drive, Wichita, Kansas, pursuant to Section 2.12.590.B, Code of the City of Wichita, requesting a variance to reduce the required sideyard setback adjacent to the south property line from 6 feet to 0 feet on property zoned the "AA" Single Family Dwelling District, and legally described as:

Lot 11, Block 1, Rockwood Fifth Addition,
Sedgwick County, Kansas. Generally located
at the northwest corner of Penrose Drive and
Huntington Avenue (101 Penrose Drive).

This application has been assigned case No. BZA 42-78 and will be considered by the Board of Zoning Appeals at its meeting on Tuesday, November 28, 1978, at 1:30 p.m., in the Board Room, First Floor, City Hall, 455 North Main, Wichita, Kansas, at which time you may appear if you so desire, either in person or by agent or attorney.

It should be noted that the Citizen Participation Organization Area Council may consider this case at its next meeting. Additional information about such a meeting may be obtained by calling the CPO Office, 263-4516.

Jack H. Galbraith
Secretary

Case No. BZA 42-78

2 notices to applicant and agent
10 notices to MAPC
1 notice to CPO
19 notices to adjoining property owners

32 total notices mailed 11-3-78

BOARD OF ZONING APPEALS

CASE NO. 42-78

CITY OF WICHITA, KANSAS

FILED _____

APPLICATION FOR VARIANCE

I. Name of Applicant Francis Fredrick & Dorothy Ann Lynch, H/W

Mailing Address 101 Penrose Drive Phone 683-1677

Name of Authorized Agent Thomas P. Garretson

Mailing Address 320 Page Court, 220 W. Douglas Phone 265-9311

Relationship of applicant to property is that of owner
(Owner, Tenant, Lessee, Other)

II. The variance requested is (to reduce 6' side yard to 0')
for location of a storage shed on

applicants lot line, within the six foot wide setback area

required under 28.04.040-C2.2

for property located at 101 Penrose Drive, Wichita, Kansas

67206

and legally described as: Lot II, Block 1, Rockwood Fifth

Addition

in the City of Wichita; and which is presently zoned AA

III. The applicant herein, or his authorized agent, acknowledges:

- a. That he has received an instruction sheet concerning the filing and hearing of this matter;
- b. That he has been advised of the fee requirements established by Section 2.12.580 of the Code of the City of Wichita (Ordinance No. 24-606); and that the appropriate fee is herewith tendered;
- c. That he has been advised of his right to bring action in the District Court of Sedgwick County to appeal the decision of the Board.
- d. That all documents are attached hereto as noted in paragraphs 2, 3, 4, and 5 of the instructions.

Francis Fredrick & Dorothy Ann Lynch
Applicant

Thomas P. Garretson
Authorized Agent

OFFICE USE ONLY: Received in office of Secretary, Board of Zoning Appeals 1:40 (a.m. - P.M.), 10/10 1978 together with appropriate fee of \$50.00.

N/W corner Penrose and Drive and Huntington Ave.

T9-402

Larry Dobson
Signed

BOARD OF ZONING APPEALS

Application for Zoning Variance

F. F. (Mike) and Dorothy Lynch
Rockwood Fifth Addition
Lot 11, Block 1

Applicants are owners of a lot and residence located on the northwest corner of the intersection of Huntington Avenue and Penrose Drive in Wichita. Applicants have, existing on their property, a bicycle and lawn equipment storage shed. The shed is located on the south exterior lot line behind a cedar fence on the yard's perimeter (see diagram). The shed is situated in an area that was part of a fifteen foot building setback. Pursuant to Ordinance No. 35-578 adopted by the City of Wichita, this building setback has been vacated.

Applicants' property is located in an "AA" one-family dwelling district. Section 28.04.040-C-2.2 of the Code of the City of Wichita provides for a six foot setback for main structures in "AA" districts. Under Section 28.04.040-C-2.4, the six foot main structure setback provision is also made applicable to accessory structures, such as applicants' storage shed. The shed, as located on the property line, appears to be in violation of the six-foot minimum side yard with provision of 28.04.040-C-2.2. Applicants seek a variance from the terms of this provision.

Applicants constructed their storage shed at its present location for two principal reasons. First, applicants have little other space in their yard in which such a storage shed could be located. Their rear yard contains a swimming pool, large patio areas and extensive landscaping. Second, the most logical location for the shed is immediately adjacent to the driveway, because the space is used to store bicycles and other equipment that must be moved in and out frequently. To understand the necessity of applicants' storage shed, the fact that they have thirteen children should be considered. Storage space for bicycles, toys and equipment is essential to prevent their being abandoned in the yard after use, creating both a safety hazard and a neighborhood eyesore. To store these articles in the garage would necessitate applicants parking their cars outdoors, crowding their driveway and streets in the neighborhood. Given the applicants' yard, as existing at the time they constructed their storage shed, the choice made for the shed's location was clearly the most logical one.

Applicants' storage shed is a substantial structure. Its construction cost was approximately \$2,000. The materials used to build it included concrete for footings, 2 x 4 framing timbers and 1 x 12 rough cedar siding. To force applicants to remove such a solid, well constructed structure would cause them an undue hardship.

The design of and materials used in construction of applicants' shed are in harmony with other structures in the neighborhood. The shed is located behind a six foot tall rough cedar fence. Only the top two to three feet of the shed are visible from outside the yard. The rough cedar and cedar shake materials used blend well with other residences in the area. Since the time applicants constructed their residence, there had existed on the same location a sheet metal storage shed. Replacement of the metal shed with a more permanent wooden structure improved upon the visual attractiveness of the storage building. In terms of visual aesthetics, nearby property owners were not harmed but rather were benefited by construction of applicants' storage shed.

The location of applicants' storage shed does not substantially obstruct vision around the corner intersection on which applicants' property is located. The structure is situated behind a six foot tall, legally permitted fence, and extends only two to three feet above it. The structure is located approximately sixty feet behind applicants' front lot line, and approximately twenty feet behind the front of applicants' two-story residence. Any limitation upon vision around the corner intersection is imposed by the residence itself and not by applicants' storage structure. The location of the shed, thus, does not appear to obstruct vision or adversely affect public safety.

The City Code itself seems to anticipate the need for flexibility in the location of accessory structures, such as applicants' storage shed. Describing accessory structures as a permitted use, Section 28.04.040-A-9 provides that

"The Board of Zoning Appeals may grant exceptions to the height, area, setback, and location provisions for accessory structures...provided that: Adequate access to the land is maintained for fire and police protection, and adequate access is maintained for the service of utilities."

Firemen and policemen seeking access to applicants' yard have a choice of two sides on which to enter, since applicants' lot is a corner lot. The plat of Rockwood Fifth Addition provides access for maintenance of utilities through specification of a sixteen foot wide utility easement at the rear of each lot. The variance that applicants' request is within the conditions stated by the City Code for an exception to location provisions for accessory structures. Applicants' storage shed, as located, does not appear to violate the spirit of Wichita zoning ordinances.

Construction of applicants' shed was essential for the storage of the belongings of thirteen youngsters. Its location was most logical, considering the need to move bicycles in and out of the shed. Movement of the substantial structure would require great effort, cost, and would impose an undue hardship upon applicants. In constructing this shed, applicants brought about visual improvement over pre-existing structures. The shed creates no visual obstruction or safety hazard and is within the spirit of the ordinance, as regards accessory structures. For these reasons, applicants respectfully request that their application for a zoning variance be granted.

<u>Lot</u>	<u>Block</u>	<u>Addition</u>	<u>Property Owner</u>
3	3	Rockwood Fifth Addition	✓ Thomas J. & Elsie Jean Curry, h/w, 7623 Huntington Avenue. 06
4	"	"	✓ Milton J. & Jeanne M. Nyberg h/w, 5102 Kim ^{Kin} strow Street 08 ⁰⁸
5	"	"	✓ John Hale Jr. & Margaret, h/w, 7711 Huntington Ave. 06
20	2	Rockwood Fourth Addition	✓ John H. & Georgia R. Haeberle h/w, (address unknown) 125 Post Oak ⁰⁶
21	"	"	✓ <i>Patricia Elnor 7334 St</i> Gerald R. & Betty J. Hinrichs, h/w, 109 Postoak Street 06
12	1	Rockwood Sixth Addition	✓ W. Gary & Joan M. Poss, h/w (address unknown) 111 Burr Oak Rd ⁰⁶
13	"	"	✓ Earl W. Johnson & Kathryn M., 7722 Huntington Ave. 06

The Columbian Title and Trust Company hereby certifies the foregoing to be a true and correct list of property owners of all lots within a 200 foot radius of Lot 11, Block 1, Rockwood 5th Addition, Wichita, Sedgwick County, Kansas, as shown by the last deeds of record in the Office of the Register of Deeds of Sedgwick County, Kansas, on this 31st day of March, 1978 at 7:00 A.M.

THE COLUMBIAN TITLE AND TRUST COMPANY

By

Edward J. Plank

OWNERSHIP LIST

<u>Lot</u>	<u>Block</u>	<u>Addition</u>	<u>Property Owner</u>
7	1	Rockwood Fifth Addition	✓ A.R. Loomis 07 20 Lakeside Blvd.
8	"	"	✓ Russell W. Campbell & Elizabeth Ann, h/w 06 116 Post oak Street
9	"	"	✓ John E. Smith & Margie E., h/w, 110 Post oak St. 06
10	"	"	✓ Louise L. Yost 06 104 Post oak Street.
11	"	"	(D) Francis Fredrick Lynch & Dorothy Ann h/w 06 101 Penrose Drive
12	"	"	✓ Ronald L. Ferguson & Carol Ann, h/w 109 Penrose Drive 06
13	"	"	✓ James H. Reeder & Joann G., h/w, 117 Penrose Drive 06
14	"	"	✓ Cletus T. Burgardt & Viola M. h/w (address unknown) 125 Penrose 06
10	2	"	✓ Perry T. Fleagle & Marcia M.h/w, 118 Penrose Drive 06
11	"	"	✓ Lawrence A. Gittrick & Annabelle H. h/w 06 110 Penrose Drive
12	"	"	✓ Thomas R. & Melinda M. Lentz, h/w, 6602 E. Harry Apt. #1207 07
1	3	"	✓ Hilaire J. Lavigne, Jr. & Charlotte B., h/w 06 7601 Huntington Ave.
2	"	"	✓ Roy K. & Donna C. Steeby, h/w, 7615 Huntington Ave. 06

ADDENDUM
TO
ABSTRACTOR'S OWNERSHIP LIST

Pursuant to Instruction 2, Application for Zoning Variance,
the following information is submitted regarding owners of
property within 200 feet of Lot 11, Block 1 , Rockwood Fifth
Addition.

1. Unless otherwise indicated, the zip code for property
owners listed is 67206. Other addresses and zip codes:

A. R. Loomis
20 Lakeside Boulevard
Wichita, Kansas 67207

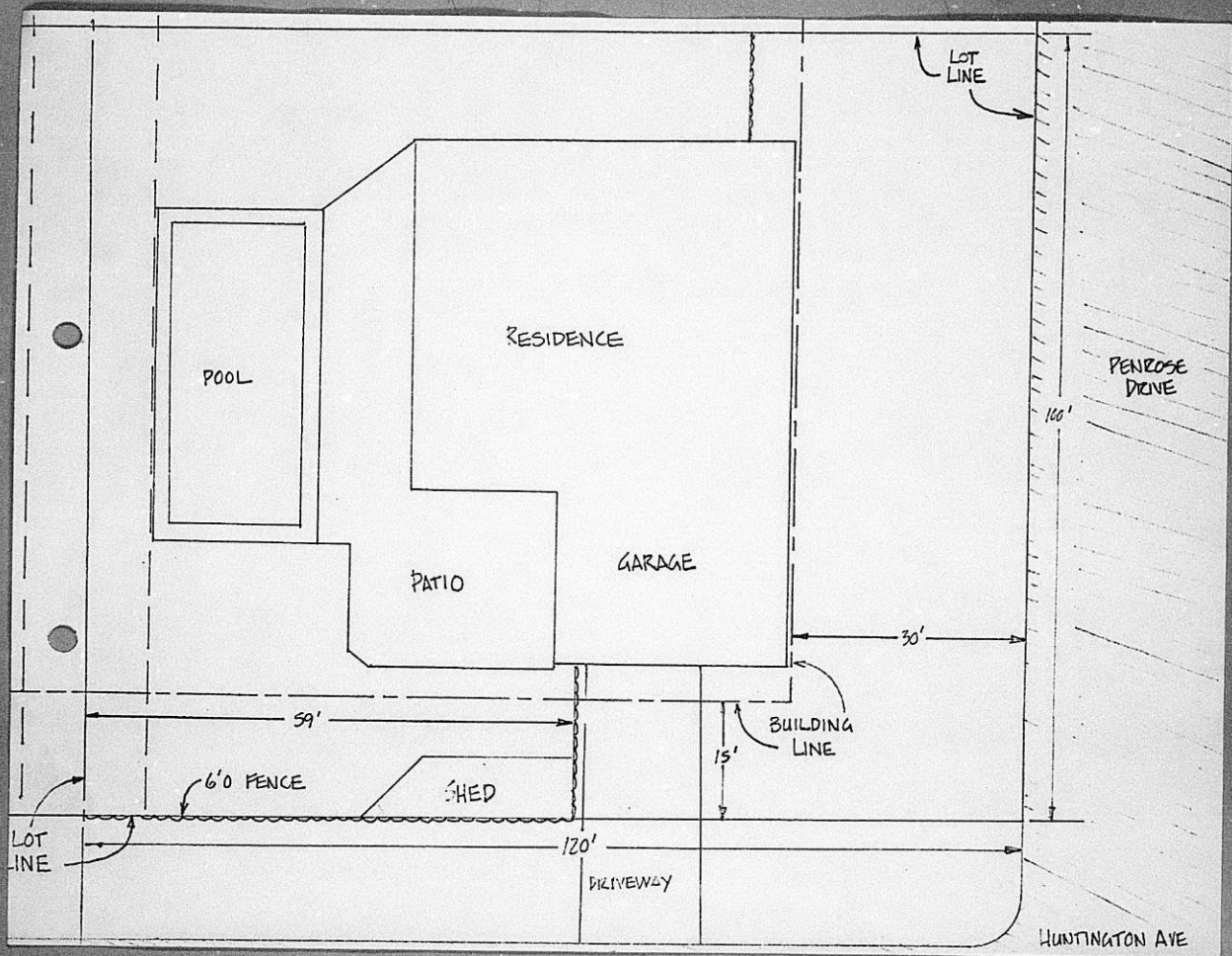
Milton J. Nyberg
5102 Kings Row
Wichita, Kansas 67208

Cletus T. Burgardt
125 Penrose
Wichita, Kansas 67206

John H. Haeberle
125 Post Oak
Wichita, Kansas 67206

Thomas R. Lentz
6602 East Harry, Apt. 1207
Wichita, Kansas 67207

W. Gary Poss
111 Burr Oak
Wichita, Kansas 67206



Zip
City
State
Country
Post Office
Post Office
Post Office

WICHITA - SEDGWICK COUNTY



METROPOLITAN AREA PLANNING DEPARTMENT

CITY HALL - TENTH FLOOR
433 NORTH MAIN STREET
WICHITA, KANSAS 67202

ADDRESSEE UNKNOWN
RETURN TO SENDER

Important! Notice of Meeting Enclosed

Ber

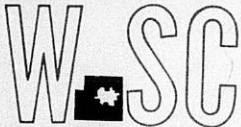
42-78



Jerald R. & Betty J. Hinrichs
109 Post Oak Rd.
Wichita, Kansas 67206

7334 Elm Ct

WICHITA - SEDGWICK COUNTY



METROPOLITAN AREA PLANNING DEPARTMENT

CITY HALL - TENTH FLOOR
466 NORTH MAIN STREET
WICHITA, KANSAS 67202

ADDRESSEE UNKNOWN
RETURN TO SENDER



Ber

Jerald R. & Betty J. Hinrichs
109 Post Oak Rd.
Wichita, Kansas 67206

42-78

7334 Elm Ct

FORM 223-

PAYMENT NOTICE
City of Wichita

Bldg.	Use of Str.	Code Bks	Copies
Elec	Elev. Insp.	Hse Moving	Lic.
Mech	Boiler Insp.	Pav. Cuts	Cert.
Plbg	Exam Fees	Sewer	Elev.
Signs	Plan Rev.	Cement	M.S.P.

DESCRIPTION	AMOUNT

NAME

ADDRESS

FUND

DUE DATE

COMMENTS

DATE

BY