

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL SEVEN**  
**Wednesday April 19, 2017**  
**1:00 p.m.**

1. SHAREHOLDER(S)' COMMENTS
2. CALL TO ORDER / *PLEDGE OF ALLEGIANCE*
3. ROLL CALL
4. INTRODUCTION OF GUESTS AND STAFF:
  - Ms. Rapp, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Hurtado, Building Inspector
  - Ms. Day, Recording Secretary
5. APPROVAL OF MINUTES: **Regular Meeting of March 15, 2017**
6. CORRESPONDENCE Ms. Rettela
7. BUILDING INSPECTOR'S REPORT (**pages 3-4**) Mr. Hurtado
8. Roofing Project – update
9. Asphalt Carports 181, 182, 85, 86, 87, 88, 89
  - a. Trenching at asphalt for future solar
10. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Fellows
  - a. Reserve Study
11. UNFINISHED BUSINESS
  - a. Ratify adopted/posted Policy 7549.07 – Lockout Procedures (**pages 5-6**)
  - b. Ratify adopted/posted Policy 7465.07 – Skylights & Sola Tubes (**pages 7-9**)
  - c. Ratify adopted/posted Policy 7405.07 – Floor and Floor Covering Permits (**pages10**)
  - d. Ratify amended/posted Policy 7499.07 – Air Conditioning/HVAC/ Heat Pump Units (**pages 11-12**)
  - e. Ratify amended/posted Policy 7427.07 – Barbeque, Turkey Fryers – Usage and General Safety Precautions (**pages 13-14**)
12. NEW BUSINESS –
  - a. Independent Living Disclosure / amend or rescind Policy 7020 – Approval of Escrows (**pages 15-17**)
  - b. Resolution – Service Maintenance to upgrade tube lights to LED replacements
  - c. Cancel May 17<sup>th</sup> Regular Board Meeting
  - d. Emergency Information / Mutual Responsibilities Mrs. Rogers
  - e. Policy Update Committee
    1. Park Benches policy

**STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

13. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins
14. GRF REPRESENTATIVE'S REPORT Ms. Rapp
15. DIRECTOR(S') REPORTS
16. SHAREHOLDER(S') COMMENTS
17. ANNOUNCEMENTS
18. ADJOURNMENT
19. EXECUTIVE SESSION – (member issues)

**STAFF WILL LEAVE THE MEETING BY 4:10 P.M.**

**NEXT REGULAR BOARD MEETING: WEDNESDAY, JUNE 21, 2017, at 1:00 p.m.  
ADMINISTRATION BUILDING-CONFERENCE ROOM A**

**ANNUAL SHAREHOLDERS' MEETING  
FRIDAY, MAY 19, 2017  
CLUBHOUSE 4**

cd:4/12/17

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: April 19, 2017

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
161E	carport cabinet	yes	03/17/17	04/30/17	no		Mamusia Construction
162F	cart pad	yes	03/21/17	04/24/17	no		Johns Landscape
146L	fill in deco blocks	yes	04/05/17	06/20/17	no		LW Décor
162D	remodel	yes	12/15/16	03/14/17	no		Los Al Builders
165I	ADA shower	yes	04/06/17	05/26/17	no		Nu Kote
166K	entry door, washer/dryer, cabs	yes	04/07/17	09/15/17	no		ACR Construction
152I	patio tile	yes	04/05/17	05/11/17	no		Kary's Carpet
147G	floor, washer, dryer, counters	yes	02/10/17	04/14/17	no	final 3/30/17	Kang Construction
149E	ADA shower	yes	02/08/17	03/13/17	no	final 3/1/17	Nu Kote

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
156J			03/27/17	03/27/17	04/06/17		
145L		01/24/17	03/15/17	03/23/17	04/14/17		
153K	4/6/2017						
175H			03/21/17	03/24/17	04/05/17		
165L			03/16/17	03/24/17	04/15/17		
160K			03/17/17	03/22/17	04/03/17		
166K			03/22/17	03/22/17	04/03/17		
146G			03/20/17	03/21/17	03/31/17		
160H		03/20/17					

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
 FI = Final Inspection    FCOEI = Final COE Inspection    ROF = Release of Funds

## CONTRACTS

CONTRACTOR	PROJECT
Fenn	termites and pests
Total Landscape	gardening
Empire Pipe	sewer cleaning
Innovative Cleaning Services	laundry rooms / partitions
So Cal Fire Protection	fire extinguishers

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: **April 19, 2017**

## SPECIAL PROJECTS

CONTRACTOR	PROJECT
	roofing - buildings 163,164,165
	carport paving repairs, slurry
	Mutual termite inspection - all buildings

## APARTMENT VISITS

162D checked appliances  
165I checked shower floor  
173H checked for termites in kitchen  
166K checked faucet and shower head  
162A checked window and grab bar  
152F checked cracked sidewalk  
152J checked for termites at patio  
174J checked garden for erosion  
174I met with shareholder - gate  
162F checked kitchen floor  
175H escrow issues  
147G met with contractor  
156G met with contractor  
145L escrow issues  
various roof leaks, repairs

MUTUAL OPERATIONS**DRAFT 2-25-17**RESIDENT REGULATIONSLockout Procedures

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knoblock on the door. If the door cannot accommodate a knoblock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knoblocked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

**MUTUAL OPERATIONS****DRAFT 2-25-17****RESIDENT REGULATIONS****Lockout Procedures****3. Reporting of Death to Mutual President**

Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

**MUTUAL ADOPTION****SEVEN:     date**

**MUTUAL OPERATIONS****ADOPT NEW DRAFT POLICY****PHYSICAL PROPERTY****Skylights & Sola Tubes – Mutual Seven**

Maintenance of the roofs of residential buildings is defined by Article 11 of the Occupancy Agreement which states that maintenance of the roofs is the responsibility of the Mutual. Skylights or sola tubes may be installed through a contract between the shareholder and a licensed contractor under inspection of the Physical Property Department. All necessary permits must be obtained. The responsibility for maintenance of skylight or sola tube installations requires definition and agreement.

The maximum number of skylights and or sola tubes may not exceed four (4) total in any one unit roof.

Sola tubes are acceptable. The maximum diameter of a sola tube is 14”.

A skylight may be placed in any room of the unit when the Mutual Board determines that the attic space, at location of choice, does not inhibit a particular installation. In the kitchen and original bathroom area, a skylight may be 22”x 22” and may have a flared shaft. In other approved locations, the skylight may not exceed 30” x 60”.

The diagram shows a typical skylight installation, consisting of a dome to admit light, a wood shaft that extends from the dome down to the interior ceiling in the room, wood curbing for mounting the dome and steel flashing to make the installation watertight.

Responsibilities are as follows:

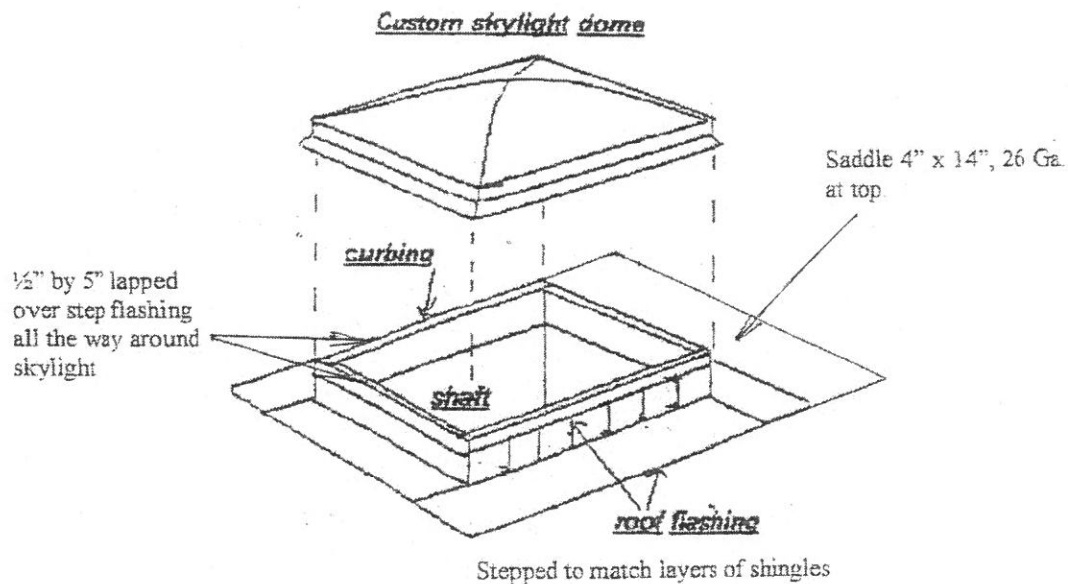
1. During the warranty period, the contractor is responsible for the entire skylight installation.
2. After the warranty period, the entire skylight or sola tube maintenance is the shareholders responsibility. This includes, but is not limited to the curb, flashings, dome, operating mechanism, shaft, including painting, and ceiling grid. (See Diagram 1)
3. Inspections will be done annually by the GRF Physical Property Department. Notices will be sent to shareholders whose skylights or sola tubes need repairs. If repairs are not made by the shareholder within the specified time on the notice, the Mutual retains the right to have the skylight or sola tube repaired at the shareholder’s expense. The shareholder responsibility pertains to all skylights or sola tubes installed regardless of the installation date.

Mutual Seven has defined the following specifications with regard to skylight/sola tubes installations:

MUTUAL OPERATIONS**ADOPT NEW DRAFT POLICY****PHYSICAL PROPERTY****Skylights & Sola Tubes – Mutual Seven**

1. The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above the roof sheathing and flashing. (See Diagram 2)
2. Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.
3. Sola tubes shall be installed in accordance with manufacture specification.

## Diagram 1





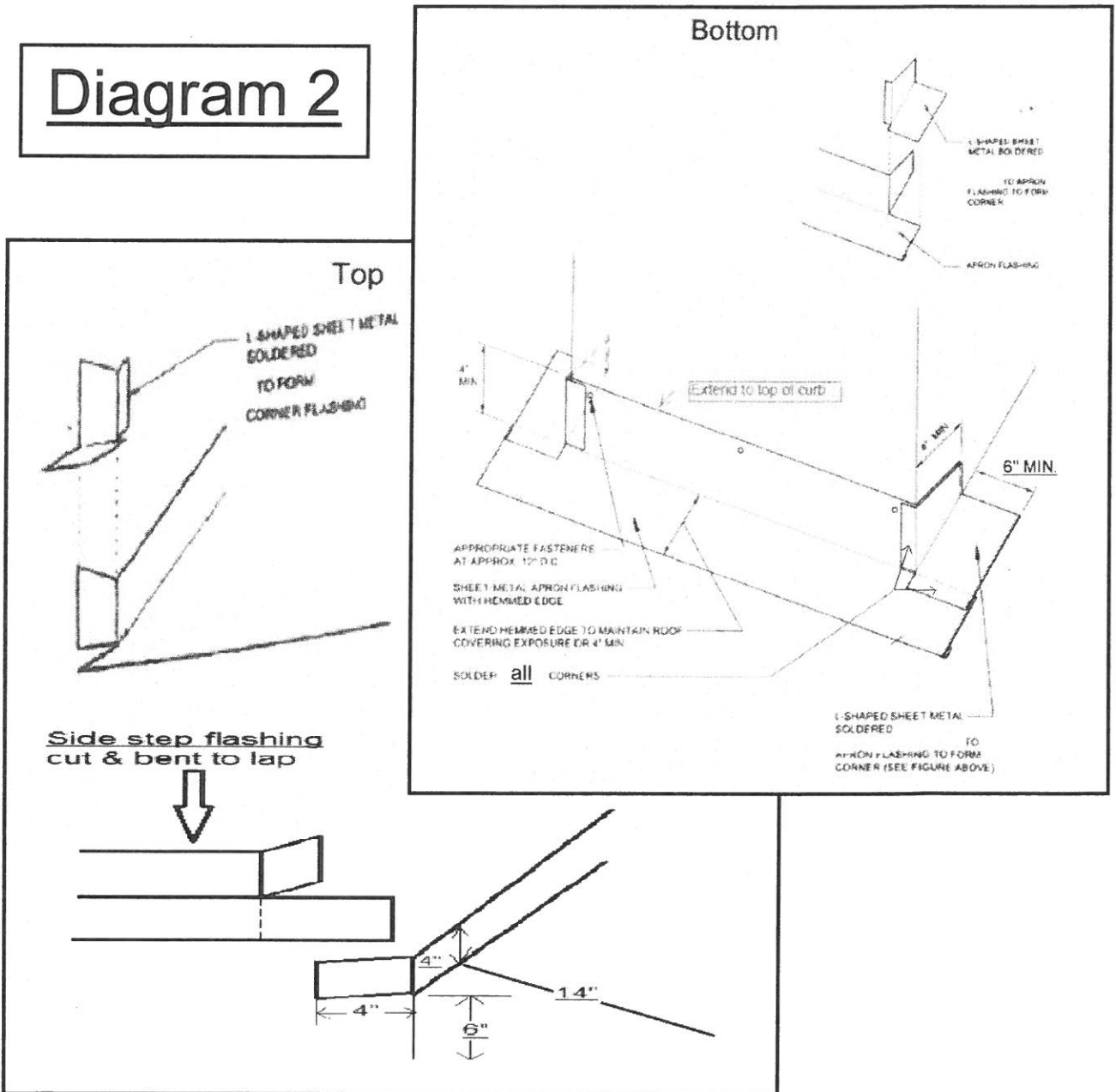
MUTUAL OPERATIONS

**ADOPT NEW DRAFT POLICY**

**PHYSICAL PROPERTY**

Skylights & Sola Tubes – Mutual Seven

**Diagram 2**



MUTUAL ADOPTION

SIX:

(Draft created 03-09-17 cd)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

**ADOPT POLICY DRAFT**

Flooring and Floor Covering Permits – Mutual Seven

Building Permit – to include wood, tile and stone

Effective immediately, Mutual Seven requires a GRF Building Permit for all wood, tile and stone floor installation at Shareholder expense.

If original flooring is disturbed all abatement procedures for asbestos will be required. All testing reports and EPA/AQMD permits will be required as needed. Copies of permits and testing reports shall be filed with GRF flooring permit.

Reason for this requirement includes:

•Assurance that no asbestos contained material is removed or compromised.

•No Mutual property is damaged.

•Interior/exterior patio/porch flooring is appropriate (for example – if tile on patio and interior of the unit – nonskid.

•When any patio flooring is altered the first panel of the entry sidewalk shall be removed and then replaced to the same elevation at new patio floor with appropriate slope to existing remaining entry sidewalk.

•At sale or transfer of the unit when existing patio floor is not same elevation as existing entry sidewalk the first panel of entry sidewalk must be replaced as noted above at the seller's expense.

•Shareholder understands that Mutual Seven is not responsible for damage to, or failure of, flooring purchased and installed by shareholders.

MUTUAL ADOPTION

SEVEN:

(draft created 3-17-17 ka)

MUTUAL OPERATIONS**AMENDED DRAFT POLICY****PHYSICAL PROPERTY****Air Conditioning/HVAC/Heat Pump Units - Mutual Seven Only**

In order to conform to revised requirements of the City of Seal Beach, the Uniform Building Code, and the regulations of the Physical Property Department of Leisure World, and in accordance with the previous practices of this Mutual, the installation of air conditioning units shall be approved and confirmed as follows:

1. Ducted air conditioning/heat pumps shall be placed in front of an apartment as close to the center as feasible on all inside units. Ducted air conditioning/heat pumps shall be placed on the short side of all corner apartments. All new installations and change outs will require a four-inch-thick poured concrete slab with a composite pad. Size shall not exceed 3.5 ton.
2. Ductless air conditioning/heat pumps shall be placed in front of an apartment within the drip line as close to the center of the apartment as feasible. All new installations and change outs will require a four-inch-thick poured concrete base with a composite pad.
3. All HVAC systems shall follow all current state and local codes. Both GRF and City of Seal Beach permits are required.
4. All new installations shall conform to the current local exterior noise ordinance. A noise suppresser blanket must be installed on each ducted installation around the compressor. The noise level of the air handler in the attic shall not exceed 44 DB.
5. All line sets and condensation lines shall be rodent-proofed. Condensation tie-ins at kitchen sink vent shall be: a) If using PVC pipe, use 1 ½" x ¾" PVC tee with 1 ½" no hub bands with ¼" mesh around pipe. b) If using copper pipe use 1 ½" x ¾" PVC tee with 1 ½" no hub bands. If the apartment is a remodel, run condensation line to washer/dryer hookup or a y-branch tail piece at bath sink.
6. Attic Access: Ducted units only. There must be attic access from the inside of ~~resident's~~ **shareholder's** apartment (usually in the kitchen or bathroom), or from the outside (for end apartments only), so the unit may be serviced and maintained. If attic access is required, it shall be a minimum 22" x 30"; and the cover shall be a combination of plywood laminated to a 5/8" Type X drywall, with the drywall facing the attic side.
7. Permits are required for all wall heaters. In all construction work where wall heaters replace the original ceiling heat source, a metal conduit or armored cable shall be used for the last six feet of line running from the breaker box to the wall heater(s).

(Draft created 03-10-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT POLICY**

## PHYSICAL PROPERTY

Air Conditioning/HVAC/Heat Pump Units - Mutual Seven Only

8. On the occasion of change of ownership, and with a charge against the seller's escrow:
- A. Existing ducted air conditioning/heat pumps not currently on a concrete base shall be corrected by installing a four-inch-thick poured concrete slab with a composite pad big enough for the unit.
  - B. Existing ductless air conditioning/heat pumps not currently on a poured concrete base shall be corrected by installing a four-inch-thick poured concrete slab with a composite pad big enough for the unit. The site will be level and compacted.
  - C. Existing heat pumps will be inspected and serviced as needed and condensation drain lines and line sets will be rodent-proofed. **Any ducted air conditioning/heat pumps over fifteen years or any ductless air conditioning/heat pumps over twenty years old will be replaced at the seller's expense.**
  - D. Landscaping or deco block, as per Item 11, will be suggested to the Buyer.**
9. All exposed refrigerant lines on the exterior walls of the building shall be covered by a sheet metal cover. All exposed lines (beginning and end) must be covered with sheet metal and/or expandable foam so they are rot-resistant and flame-, insect-, and vermin-proof. Lines must be installed inside the drip line.
10. If the noise level as cited above in Item 4 exceeds either of the two levels, the resident is responsible for having unit(s) repaired at once. If the unit is not repaired by the resident **shareholder**, the unit may not be used by the resident **shareholder**. If the Mutual repairs the unit, the resident **shareholder** will be billed for all expenses. Repair and maintenance of all units will be the responsibility of the resident **shareholder**.
11. Deco block, landscape shrubbery, or other type of blind, per Board approval, will be suggested for all new or replacement installations of ducted or ductless air conditioning/heat pump units where space permits and for aesthetic purposes only. The "blind" material used must be of a height and width to conceal the unit.

**MUTUAL ADOPTION**  
**SEVEN:** 09-15-06

**AMENDMENTS**  
07-18-08, 08-19-15

(Draft created 03-10-17 cd)

**MUTUAL OPERATIONS****ADOPT NEW POLICY – MUT. SEVEN****PHYSICAL PROPERTY****Barbeque, Turkey Fryers – Usage and General Safety Precautions**Barbeque/Turkey Fryers Usage

- 1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall only be used in a location that is at least 10 feet away from all structures. They are permitted to be used on sidewalks and lawns if it is safe to stand on the lawn when using them. After barbequing, the barbeque may be left in place overnight to allow the appliance, charcoal, or oil to cool down.
- 2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall not be used under a patio roof due to the possibility of large flare-up flames while cooking.
- 3) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall never be used inside an apartment for cooking, heating or storage purposes.

Charcoal Briquettes

If charcoal briquettes are used, a bucket of water must be kept near the barbeque in order to douse the flame if it gets out of control.

In order to prevent possible spontaneous combustion, charcoal briquettes, especially the self-starting type, may not be stored in the sun on the patio.

Charcoal briquettes must be left in the barbecue to cool down before disposing of them. DO NOT place hot charcoal briquettes in trash cans or bins, and ALWAYS make sure that the fire is extinguished before disposing of ashes.

Turkey Fryer Oil

Oil from turkey fryers must be returned to the original oil container, closed and disposed of in trash bins. Oil cannot be poured in ANY drains including sinks, toilets, and storm drains.

Barbeque Storage

- 1) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall be stored on the outside, open patio of apartments, but never stored in an enclosed patio.
- 2) Propane, butane, charcoal barbeques, turkey fryers, or other type barbeques shall not be stored inside an apartment.

MUTUAL OPERATIONS

**ADOPT NEW POLICY – MUT. SEVEN**

PHYSICAL PROPERTY

Barbeque, Turkey Fryers – Usage and General Safety Precautions

- 3) Propane, butane, or other compressed gas shall not be stored on an enclosed patio or inside a unit.

Stand Alone Smokers

Stand Alone smokers are not permitted.

DRAFT

MUTUAL ADOPTION  
SEVEN:

AMENDMENT(S)

(Draft created 03-15-17 ka)

# Seal Beach Leisure World

## An Active Adult Community

To: Prospective Purchasers: ~~Providing Physicians~~

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. This style of active adult housing should not to be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals. ~~A prospective purchaser of a Leisure World Mutual Share of Stock need only determine what their personal needs are.~~

**Assisted Living:** Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These are not services provided at Seal Beach Leisure World. SEAL BEACH LEISURE WORLD IS NOT AN ASSISTED LIVING FACILITY OR RESIDENCE.

**Active Adult Community:** In Seal Beach Leisure World you can be as active as you choose to be. There are many recreational opportunities. Members who purchase the right to reside in a Mutual apartment direct their own lives and are independent and able to handle their own affairs without the assistance of the independent Mutual Corporations and/or Golden Rain Foundation.

~~In accordance with Mutual Policy 7510, Eligibility Requirements, item (3),~~ It is recommended that prospective applicants for ownership and residency should have reasonably good health for a person of his/or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery.

Reasonably good health may be described in part as an applicant's ability to:

- Dress self with weather-appropriate clothing.
- Maintain a clean, safe living environment. a
- \* Able to shop and prepare meals, or eat out.
- Able to medicate self when necessary.
- Able to take care of personal finances.

Choosing an active adult community is a decision which should be made with the assistance of loved ones, professional healthcare physicians, legal advisors and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may contact Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

*Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.*

I have read and understand that Seal Beach Leisure World *is not* an assisted living facility:

Print Patient / Prospective Purchaser's Name:

X ~~Providing Physician's Signature~~  
S:\Forms\FORM Active Living Disclosures.clocx

Date:

**SEAL BEACH LEISURE WORLD**  
**An Active Adult Community**

To: Providing Physician \_\_\_\_\_ Patient: \_\_\_\_\_

Seal Beach Leisure World is an **"Active Adult Community"** offering the best in co-op and condominium housing for persons fifty five years of age or older. Active adult housing should not be confused with an assisted living or a skilled nursing facility.

**Active Adult Community: Persons who purchase the right to reside in a Mutual apartment or condominium: (1) Direct their own lives; 2) Are independent and 3) Must be able to handle their own affairs.**

In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), "prospective applicants for ownership and residency should have reasonably good health for a person of his or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery. (Including National Provider Identification (NPI)).

Reasonably good health may be described in part as an applicant's ability to: (Please check)

Dress self with weather appropriate clothing

Maintain a clean, safe, living environment

Bathe (shower) & maintain personal hygiene

Shop, prepare meals, or eat out.

Medicate self when necessary

Take care of personal finances

***if physician declares patient can comply with each of the above conditions, the Mutual will consider this as part of the qualification for residency in the community.***

If you have any question please call Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

***Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.***

I understand that Seal Beach Leisure World is an **Active Adult Community.**

Providing Physician's Signature \_\_\_\_\_ NPI# \_\_\_\_\_ Date \_\_\_\_\_

Note: Only one patient per page will be accepted

Please Attach Your Patient's Letter of Eligibility on letterhead with NPI.



**MUTUAL OPERATIONS****RESCIND MUTUAL SEVEN****Approval of Escrows – All Mutuals Except Two, Five, Nine, and Ten**

## RESOLUTION:

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

## NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

**MUTUAL ADOPTIONS**

ONE	12-07-72	
TWO		(See Policy 7020.2)
THREE	11-20-72	
FOUR	12-04-72	
FIVE	11-15-72	(See Policy 7020.05) Dec 2016
SIX	12-08-72	
SEVEN	11-17-72	
EIGHT	11-27-72	
NINE		(See Policy 7020.9)
TEN	11-30-72	(See Policy 7020.2)
TWELVE	11-09-72	
ELEVEN	11-16-72	
FOURTEEN	11-10-72	
FIFTEEN	11-20-72	
SIXTEEN	12-14-72	

(Dec 16)