

STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES

RECEIVED

APR 10 2023

WATER RESOURCES
WESTERN REGION

NOTICE OF CHANGE IN WATER RIGHT OWNERSHIP

1. List the numbers of all water rights and/or adjudication claim records to be changed. If you only acquired a portion of the water right or adjudication claim, check "Yes" in the "Split?" column. If the water right is leased to the Water Supply Bank, check "Yes". If you are not sure if the water right is leased to the Water Supply Bank, [see #7](#) of the instructions.

Water Right/Claim No.	Split?	Leased to Water Supply Bank?	Water Right/Claim No.	Split?	Leased to Water Supply Bank?
63-23406	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐
	Yes ☐	Yes ☐		Yes ☐	Yes ☐

2. Previous Owner's Name: DOROTHY FILLMORE (DECEASED), HOWARD GARWICK (DECEASED), GAIL GARWICK
Name of current water right holder/claimant

3. New Owner(s)/Claimant(s): STEVE WENSEL + ANGIE WENSEL
New owner(s) as listed on the conveyance document

Mailing address: 7886 JOPUN ROAD City: NAMPA State: ID Zip: 83687
Telephone: 208-249-1199 Email: WENSEL53@GMAIL.COM

4. If the water rights and/or adjudication claims were split, how did the division occur?
☐ The water rights or claims were divided as specifically identified in a deed, contract, or other conveyance document.
☐ The water rights or claims were divided proportionately based on the portion of their place(s) of use acquired by the new owner.
5. Date you acquired the water rights and/or claims listed above: 10-23-19

6. Do you own the land identified as the water right place of use? Yes ☒ No ☐
 o If no, attach evidence that written notice of the change of water right ownership has been delivered to the landowner of record.

7. This form must be signed and submitted with the following **REQUIRED** items:

- ☒ A copy of the conveyance document – warranty deed, quitclaim deed, court decree, contract of sale, etc. The conveyance document must include a legal description of the property or description of the water right(s) if no land is conveyed.
- ☒ Plat map, survey map or aerial photograph which clearly shows the place of use and point of diversion for each water right and/or claim listed above (if necessary to clarify division of water rights or complex property descriptions).
- ☒ Filing fee (see instructions for further explanation):
 • \$25 per *undivided* water right.
 • \$100 per *split* water right.
 • No fee is required for pending adjudication claims.
- ☐ If water right(s) are leased to the Water Supply Bank AND there are multiple owners, a Lessor Designation form is required.
- ☐ If water right(s) are leased to the Water Supply Bank, the individual owner or designated lessor must complete, sign and submit an IRS Form W-9.

8. Signature: [Signature] Title, if applicable: _____ Date: 4/5/23
 Signature of new owner/claimant
STEVE WENSEL
 Print name
- Signature: [Signature] Title, if applicable: _____ Date: 4/5/23
 Signature of new owner/claimant
Angie Wensel
 Print name

For IDWR Office Use Only:

Received by DM Date 4-10-23 Receipt No. W051142 Receipt Amt. 25.00
 Active in the Water Supply Bank? Yes ☐ No ☒ If yes, forward to the State Office for processing W-9 received? Yes ☐ No ☐
 Name on W-9 _____ Approved by DM Processed by DM Date 4-21-23



Pioneer Title Co.
GOING BEYOND

100 10th Avenue South
Nampa, ID 83651

ELECTRONICALLY RECORDED-DO NOT
REMOVE THE COUNTY STAMPED FIRST
PAGE AS IT IS NOW INCORPORATED AS
PART OF THE ORIGINAL DOCUMENT

2019-050852

RECORDED

10/23/2019 01:57 PM

CHRIS YAMAMOTO

CANYON COUNTY RECORDER

Pgs=2 PBRIDGES

\$15.00

TYPE: DEED

DATA SERVICES, INC.

ELECTRONICALLY RECORDED

File No. 700146 CH/JT

WARRANTY DEED

For Value Received **Howard R. Garwick and Gail E. Garwick, husband and wife**
hereinafter referred to as Grantors, do hereby grant, bargain, sell, warrant and convey unto

Steve Wensel and Angie Wensel, husband and wife
hereinafter referred to as Grantee, whose current address is 7886 Joplin Rd., Nampa, ID 83687

The following described premises, to-wit:

See Exhibit A attached hereto and made a part hereof.

To HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee(s), and Grantees(s) heirs and assigns forever. And the said Grantor(s) does (do) hereby covenant to and with the said Grantee(s), the Grantor(s) is/are the owner(s) in fee simple of said premises; that said premises are free from all encumbrances EXCEPT those to which this conveyance is expressly made subject and those made, suffered or done by the Grantee(s); and subject to U.S. Patent reservations, restrictions, dedications, easements, rights of way and agreements, (if any) of record, and current years taxes, levies, and assessments, includes irrigation and utility assessments, (if any) which are not yet due and payable, and that Grantor(s) will warrant and defend the same from all lawful claims whatsoever.

Dated: October 23, 2019

Howard R. Garwick
Howard R. Garwick

Gail E. Garwick
Gail E. Garwick

State of IDAHO, County of CANYON

This record was acknowledged before me on October 23, 2019 by Howard R. Garwick and Gail E. Garwick

Chris Wick
Signature of notary public
Commission Expires: 11/2/2019

CARI HECK
COMMISSION #37142
NOTARY PUBLIC
STATE OF IDAHO

SCANNED

APR 21 2023

EXHIBIT A

A part of the Southwest Quarter of the Northwest Quarter of Section 23, Township 4 North, Range 2 West of the Boise Meridian, Canyon County, Idaho, more particularly described to-wit:

COMMENCING at the Southwest Quarter of the Northwest Quarter of Section 23, Township 4 North, Range 2 West, Boise Meridian, the INITIAL POINT; thence
North $0^{\circ} 12'$ West, 340 feet along the West line of the said Northwest Quarter; thence
South $80^{\circ} 22'$ East, 279.51 feet; thence
South $0^{\circ} 12'$ East, 293.47 feet, parallel to the said West line, to a point of the South line of the said Northwest Quarter; thence
North $89^{\circ} 57'$ West, 275.4 feet along the said South line, to the INITIAL POINT.

Handwritten signature
123

Handwritten signature

SCANNED

APR 21 2013

COPY
SCANNED
APR 21 2023

RECORD OF SURVEY FOR STEVE WENSEL

A PORTION OF THE SOUTHWEST 1/4, OF THE NORTHWEST 1/4,
OF SECTION 23, TOWNSHIP 4 NORTH, RANGE 2 WEST, B.M.,
CANYON COUNTY, IDAHO
-2020-

2020-034448
RECORDED
06/25/2020 02:22 PM

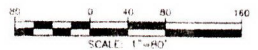


CHRIS YAMAMOTO
CANYON COUNTY RECORDER
441 W. 2nd Street, S.
PO BOX 1000
IDAHO FALLS, ID 83401

NE CORNER
CALCULATED POINT
PER RDS No. 2015039598

14 13
23 24

WITNESS CORNER
ALUMINUM CAP
CP&F #6403482



C 1/4
5/8" REBAR
NO CAP
CP&F #2000019483

23 24

E 1/4
ALUMINUM CAP
PLS 130345
CP&F #2008032612

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	BEARING
C1	231.51	450.00	29°40'55"	110.34	229.26	N67°17'45"E
C2	394.42	3,259.00	7°02'44"	107.46	384.17	S67°00'02"W
C3	83.78	450.00	10°47'32"	42.51	83.86	S89°20'09"E
C4	148.00	450.00	16°50'00"	71.68	147.37	N85°15'34"E

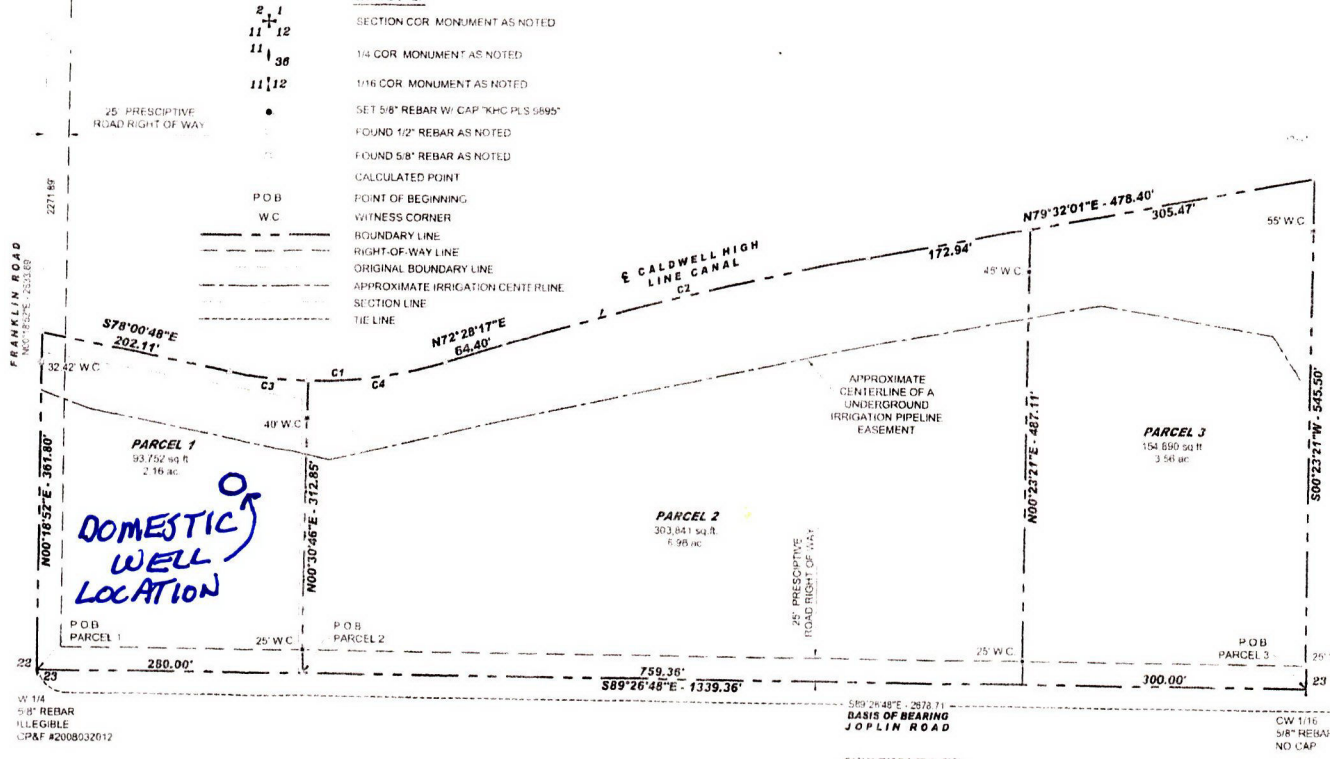
LEGEND

- SECTION COR. MONUMENT AS NOTED
- 1/4 COR. MONUMENT AS NOTED
- 1/16 COR. MONUMENT AS NOTED
- SET 5/8" REBAR W/ CAP "KHC PLS 9895"
- FOUND 1/2" REBAR AS NOTED
- FOUND 5/8" REBAR AS NOTED
- CALCULATED POINT
- POINT OF BEGINNING
- WITNESS CORNER
- BOUNDARY LINE
- RIGHT-OF-WAY LINE
- ORIGINAL BOUNDARY LINE
- APPROXIMATE IRRIGATION CENTER LINE
- SECTION LINE
- THE LINE

NW CORNER
ALUMINUM CAP
PLS 13034
CP&F #2015026047

15 14
22 23

S89°33'01"E - 5371.14



RECORD DATA

RDS INST No 200021672
RDS INST No 200026000
RDS INST No 200033451
RDS INST No 2015019608
RDS INST No 2016013740
WARRANTY DEED INST No 8600771
WARRANTY DEED INST No 2019020892

NARRATIVE

THIS SURVEY WAS MADE AT THE REQUEST OF STEVE WENSEL TO ESTABLISH THE BOUNDARY AS SHOWN. BOUNDARY WAS DEFINED FROM FOUND MONUMENTS OF RECORD.

BASIS OF BEARING

THE SOUTH LINE OF THE NORTHWEST 1/4 OF SECTION 23, TOWNSHIP 4 NORTH, RANGE 2 WEST, BOISE MERIDIAN, TAKEN AS SOUTH 89°20'48" EAST AND DISTANCE BETWEEN MONUMENTS FOUND TO BE 2678.11 FEET.

CERTIFICATE

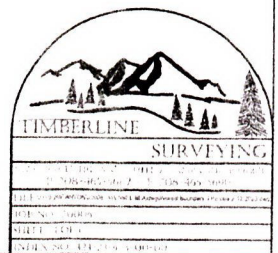
I, KENNETH H. COOK, A PROFESSIONAL LAND SURVEYOR LICENSED BY THE STATE OF IDAHO, CERTIFY THAT:

- THIS PLAT REPRESENTS THE RESULTS OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF STEVE WENSEL.
- THE LANDS SURVEYED LIE WITHIN SECTION 23, TOWNSHIP 4 NORTH, RANGE 2 WEST, BOISE MERIDIAN, AND THE SURVEY WAS COMPLETED ON JANUARY 13, 2020.
- THE MONUMENTS DEPICTED ON THE PLAT ARE OF THE CHARACTER SHOWN, AND OCCUPY THE POSITIONS INDICATED AND ARE OF SUFFICIENT NUMBER AND DURABILITY, AND IS IN CONFORMITY WITH THE CORNER PERPETUATION AND FILING ACT, STATE OF IDAHO CODE SS. 1601 THROUGH 1612.

KENNETH H. COOK

PLS 9895

Disclaimer: Surveyor assumes no responsibility for present or future compliance or noncompliance of any ordinance to include building permits or the issuance thereof.



LEGAL DESCRIPTION FOR
STEVE WENSEL
PARCEL 1

LEGAL FOR LOT LINE
ADJUSTMENT OF NORTH
PROPERTY LINE -
RECORDED
6-25-2020
Steve Wensel
4/5/23

A parcel of land located in the Southwest 1/4 of the Northwest 1/4 of Section 23, Township 4 North, Range 2 West, Boise Meridian, Canyon County, Idaho. Being further described as follows:

BASIS OF BEARING:

The South line of the Northwest 1/4 of Section 23, Township 4 North, Range 2 West, Boise Meridian, derived from found monuments and taken as South 89°26'48" East with the distance between monuments found to be 2678.71 feet

BEGINNING at a West 1/4 Corner of said Section 23, Township 4 North, Range 2 West, Boise Meridian;

Thence along the West line of the Southwest 1/4 of the Northwest 1/4 of said Section 23, North 00°18'52" East, to a point on the Centerline of the Caldwell High Line Canal, a distance of 361.80 feet;

Thence along said Centerline of the Caldwell High Line Canal the following two (2) Courses

South 78°00'48" East, a distance of 202.11 feet;

Along a curve to the left, with a radius of 450.00 feet and a central angle of 10°40'02" an arc length of 83.78 feet with a chord bearing of South 83°20'49" East and a chord distance of 83.66 feet;

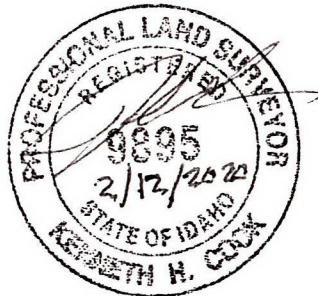
Thence leaving said Centerline of the Caldwell High Line Canal South 00°30'46" West, to a point on the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 23, a distance of 312.85 feet;

Thence along said South line, North 89°26'48" West, a distance of 280.00 feet to the **POINT OF BEGINNING**.

Said Parcel containing 93,751 square feet or 2.15 acres, more or less and is subject to all existing easements and rights-of-ways of record or implied.

END OF DESCRIPTION.

Kenneth H. Cook, P.L.S. 9895
Timberline Surveying
8 47 Park Centre Way, Suite 3
Nampa, Idaho 83651
(208) 465-5687



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APR 21 2023



Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

April 21, 2023

STEVE WENSEL & ANGIE WENSEL
7886 JOPLIN RD
NAMPA ID 83687-8114

Re: Change in Ownership for Water Right No(s): **63-23406**

Dear Water Right Holder(s):

The Department of Water Resources (Department) acknowledges the receipt of correspondence changing ownership of the above referenced water right(s) to you. The Department has modified its records and has enclosed a computer-generated report for you.

~On April 10, 2023 the Department issued a letter requesting more information and fees to complete our Notice of Change in Water Right Ownership for Water Right 63-23406. Please disregard that letter, there is no further action required.

Updating the ownership record for a water right does not reconfirm the validity of the right. When processing a Notice of Change in Water Right Ownership, the Department does not review the history of water use to determine if the right has been forfeited or deliberately abandoned through five years or more of non-use. To read more about water right forfeiture, including how to protect a water right from forfeiture, please see Idaho Code §§ 42-222 and 42-223.

Please note, water right owners are required to report any change of water right ownership and any change of mailing address to the Department within 120 days of the change. Reporting forms are available from any office of the Department, or from the Department's website.

If you have any questions concerning the enclosed information, please contact me at (208)605-4620.

Sincerely,

Debra Mansfield
Office Specialist II

Enclosure(s)

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IDAHO DEPARTMENT OF WATER RESOURCES
Proof Report

4/21/2023

Water Right 63-23406

<u>Owner Type</u>	<u>Name and Address</u>
Current Owner	STEVE WENSEL 7886 JOPLIN RD NAMPA, ID 83687-8114 (208) 249-1179
Current Owner	ANGIE WENSEL 7886 JOPLIN RD NAMPA, ID 83687-8114 (208) 249-1179
Original Owner	DOROTHY FILLMORE 7984 JOPLIN RD NAMPA, ID 83687 (208) 466-2896

Priority Date: 1/1/1971

Basis: Decreed

Status: Active

<u>Source</u>	<u>Tributary</u>
GROUND WATER	

<u>Beneficial Use</u>	<u>From</u>	<u>To</u>	<u>Diversion Rate</u>	<u>Volume</u>
DOMESTIC	1/01	12/31	0.040 CFS	
	<u>Total Diversion</u>		0.040 CFS	

Source and Point(s) of Diversion:

GROUND WATER	SWNW	Sec. 23, Twp 04N, Rge 02W, CANYON County
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Place Of Use:

DOMESTIC within CANYON County

			NE				NW				SW				SE				Totals
Twp	Rng	Sec	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	
04N	02W	23							X										

Conditions of Approval:

- C18 THIS PARTIAL DECREE IS SUBJECT TO SUCH GENERAL PROVISIONS NECESSARY FOR THE DEFINITION OF THE RIGHTS OR FOR THE EFFICIENT ADMINISTRATION OF THE WATER RIGHTS AS MAY BE ULTIMATELY DETERMINED BY THE COURT AT A POINT IN TIME NO LATER THAN THE ENTRY OF A FINAL UNIFIED DECREE. SECTION 42-1412(6), IDAHO CODE.

IDAHO DEPARTMENT OF WATER RESOURCES
Proof Report

4/21/2023

2. N13 THE QUANTITY OF WATER UNDER THIS RIGHT SHALL NOT EXCEED
13,000 GALLONS PER DAY.
3. N11 THE QUANTITY OF WATER DECREED FOR THIS WATER RIGHT IS NOT A
DETERMINATION OF HISTORICAL BENEFICIAL USE.
4. PARCEL NO. 1434198-000-0

Dates and Other Information:

Decreed Date: 4/7/2000
Civil Case Number: 39576
Judicial District: FIFTH
State or Federal: S
Water District Number: TBD
Mitigation Plan: False

Combined Use Limits:

N/A

SubCase:

N/A

Water Supply Bank:

N/A

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PAGE 1
Apr-04-2000



Western Region • 2735 W Airport Way • Boise, ID 83705-5082

Phone: 208-334-2190 • Fax: 208-334-2348 • Email: westerninfo@idwr.idaho.gov • Web: idwr.idaho.gov

Governor Brad Little

Director Gary Spackman

April 10, 2023

STEVE WENSEL & ANGIE WENSEL
7886 JOPLIN RD
NAMPA ID 83687-8114

RE: Notice of Change in water Right Ownership for Water Right No(s): **63-23406**

Dear Interested Parties:

The Department of Water Resources (Department) acknowledges receipt of your Notice of Change in Water Right Ownership.

Our review of your Notice indicates that additional information is required before the Department can process the change. The information required is indicated below:

- Evidence of Water Right Ownership: copy of Deed, Title Policy, Contract of Sale, or other legal document indicating your ownership of the property and/or water rights in question
- Filing Fee of \$100 per water right for changes resulting from division of a water right

Evidence Of Water Right Ownership:

During our review of the Warranty Deed that you submitted with your Notice we found that it shows the conveyance of the described property from HOWARD R GARWICK & GAIL E GARWICK to you. The current owner of this Water Right is DOROTHY FILLMORE. We will need further documentation showing the conveyance of this Water Right from DOROTHY FILLMORE to you. If the Water Right was inherited by Howard and Gail Garwick upon Dorothy Fillmore's passing then we will need the documentation showing how they came into possession of the Water Right to complete a chain of title.

Filing Fee:

Effective July 1, 2000, the legislature enacted House Bill No. 545 requiring a filing fee for a change in water right ownership. The fee is \$25 per water right, except for ownership changes resulting in the division of a water right, which is \$100 per water right. All ownership change notices received after June 30, 2000 must include the appropriate filing fees in order to be processed. We have determined that the filing fee for your notice will be \$100.00.

The Water Right 63-23406 will need to be split for this Change in Ownership to occur. I have included a map showing you the property as indicated in the submitted Warranty Deed and the borders of the Water Right as it currently stands. The large Blue square shape is the Water Right and the smaller orange shape is your property. We will have to separate the Water Right to fit into the lines of your parcel. We did receive \$25.00 along with your notice so the remaining amount due for this process is

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APR 21 2023

\$75.00.

Because the Department cannot process the Notice without proper documentation and fees we will hold any action on your notice pending receipt of the necessary information and fees. If we do not receive the necessary information and fees within 30 days we will return your notice and all attachments and your notice will not be processed.

Also, please note that permit holders are required to report any change of ownership and/or mailing address to the Department within 120 days of the change. Forms to assign ownership or update your address are available from any office of the Department or on the Department's website.

If you have any questions regarding this matter, please contact me at (208)605-4631.

Sincerely,

Debra Mansfield
Office Specialist II

Enclosure(s)

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OWNERSHIP CHANGE (O/C)Transfer # _____ WR #(s) 63-23406 Reviewer DM Date 4-10-23**OS2 – INITIAL REVIEW & FILE PREP**

- ☒ **O/C Tracking Record**
Add new record(s) in Ownership Change Tracking workflow if not already recorded. If there are multiple incomplete records for same WR(s), coordinate with O/C processing staff.
- ☒ **Receipt Correct**
Fee is appropriate for number and split status of WRs. Receipt reflects correct amount and PCA code.
❖ **For Corrections:** Email Fiscal to request receipt corrections. Date Request Sent: _____
❖ **For Overpayments:** Note amount of overpayment to be refunded after processing: _____
- NA ☒ **If Transfer, give to WRA with transfer, otherwise continue review.**
- ☒ **WR Status in Info Search**
Basis is Licensed or Decreed, and Status is Active.
- ☒ **WR Water Supply Bank Status**
Review docs via Info Search to see if WSB Lease associated with WR(s). If WSB Lease, review agreement doc for expiration date. If current, send email to WSB State Office staff to coordinate processing O/C.
- ☒ **WR Owner in Info Search**
Compare current owner name(s) to new owner(s) on O/C form. If same, confirm O/C process already complete, then request refund, create return letter, mark Returned in O/C Tracking.
- ☒ **SRBA Decree Status**
Check the SRBA website (<http://srba.idaho.gov/SREPT.HTM>) to confirm the decree hasn't been rescinded or amended.
- ☒ **Note Relative Dates of License/Decree vs Ownership Document**
If ownership document dated prior to decree/license see WR Supervisor.
- ☒ **Review Conveyance Documentation and Signatures**
Confirm type of deed/document(s) submitted and signature(s) acceptable per Admin Memo Records Memo No. 9. Request any necessary additional information.
- ☒ **Create GIS shape of legal property description on deed/document(s)**
Use Deed Plotter to map property descriptions and create shape files for ArcMap as needed.
❖ **Save files to:** N:\WRPROCESSING\Ownership Change Processing\Deed Plotter Shapes
❖ **File name:** Date received & applicant name: 4-10-23 WENSEL Warranty Deed Shape
- ☒ **Compare legal property description to WR POU legal to ArcMap WR POU shape**
If split, forward the notice, this checklist, and any notes to the next WRA in line to process.

OS2/or WRA – PROCESS NOTICE

- ☒ **Compare POU and Legal Description for Other Possible WRs**
If other WR(s) found to match deed, list them here to be included in acknowledgement letter:

- ☒ **For Splits: Print Proof Report and POD & POU Map BEFORE Split**
Use WR/Layouts tool to print map(s) including all POU shapes. Write "BEFORE SPLIT" at tops of documents.
- ☒ **Complete O/C in Workflow**

See Workflow Water Rights Process and confirm "Completion" status. Ensure all new owners are correctly listed, previous Representatives removed from WR record.

For Splits: Update WR in AdHoc

WR Status is Active and Draft is set to No. Conditions, POU shapes, and rates are correct for parent and child WR(s).

For Splits: Print Parent WR Proof Report and POD & POU Map AFTER Split

Use WR/Layouts tool to print map(s) including all POU shapes. Write "AFTER SPLIT" at tops of documents.

For Splits: Print Child WR Proof Report and POD & POU Map

Use WR/Layouts tool to print map(s) including all POU shapes. Write "CREATED BY SPLIT" at tops of documents.

Refund Overpayment

If applicable, email Fiscal to request refund as notated above in Initial Review section. Print 1 copy of refund request to be profiled into WR file.

❖ Date Request Sent: _____

OS2 or WRA – CORRESPONDENCE & PROFILING

Copies of the below documents should be prepared for:

- ❖ **WR Record** – 1 copy to be profiled as part of O/C correspondence
- ❖ **New Owner(s)** – 1 copy for each new owner at different mailing addresses
- ❖ **Split Parent Right Owner(s)** – 1 copy for parent right owners. Report & map for PARENT WR, not child WR.
- ❖ **Other Contacts** – If applicable, 1 copy for each Representative or Security Interest on WR.

Print Proof Report and POD & POU Map for WR Owners

Create Cover Letters

Generate "O/C Complete" or "O/C Split Complete" letter in O/C Tracking, including all affected WRs in one letter.

- ❖ **Additional WR(s):** If applicable, include information about other possible WRs found during review.
- ❖ **Refunds:** If applicable, include information about refund for any overpayment (see template).

Mail Documents to Owner(s)

Mail the above prepared cover letters, proof reports, and maps to all applicable contacts.

Initial and Date Bottom of Notice

Initial "Approved by" (if blank) and "Processed by" fields at bottom of Notice, and write in date of completion.

Organize Paperwork

Top to Bottom: Checklist, Transfer Memo, Notice & attachments, correspondence to owners, Split proof reports & maps

Prepare Internal Notes & Research (optional—for complex splits)

- ❖ Paperclip notes together at the back of the O/C packet with a sticky note indicating that they should be saved.
- ❖ Create a new folder in N:\WRPROCESSING\Ownership Change Processing\Complex Splits, using the O/C date received & applicant name for the folder name. Ex: 2021-12-31_JohnDoeRanch
- ❖ OS2 will scan notes to this folder, they will not be profiled with the rest of the O/C.

Return File to OS2 for Verification, Scanning and Profiling

OS2 will verify that all appropriate letters and documentation have been created and mailed, and O/C Tracking record is closed, completing any steps as necessary.

PROCESSING NOTES: