

Sunscape Estates RV Park Cooperative
Board of Directors Policy

Date of Origin, March 18, 2010
Revised: April 12, 2011
January 10, 2012
December 10, 2013

Subject: Lot/Member Transfer

This policy is to clarify the existing process of selling or transferring a park lot/share.

1. The Lot is put on the market by the leaseholder or leaseholder legal designee. If the leaseholder is deceased or unable to handle the sale, the person putting the membership share for sale must present documentation of Power of Attorney, whether they inherit the share or if they are the Executor of the Will giving them authority to sell the share. A death certificate and a copy of the Will that shows the inheritance of or executor status is required to do the transfer.
2. The first step is the **seller** needs to get the **Intent to Sell** (attachment A) and **Right of First Refusal** (Attachment B) forms from the Welcome Center.
 - a. Fill out the required information on both forms.
 - b. Sign and date the forms.
 - c. Return the forms to the Welcome Center.
 - d. Welcome Center staff gives copies to the Park Manager, Board Secretary and Architectural Committee.
3. Once the forms are submitted, the following steps will take place before the lot is clear to transfer.
 - a. The Architectural Committee receives the form.
 - b. A presale lot inspection/measurement of the lot is performed.
 - c. Violations, if any, are noted on the Inspection Form (attachment C).
 - d. A computer copy of The Inspection is returned to the Park Manager.
 - e. The Manager visits the lot and inspects the violations and informs the seller what needs to be corrected to allow the sale to proceed.
 - f. A copy of the inspection form is to be given to the seller if he/she is residing inside of the park or mailed to the seller if they are residing outside of the park.
 - g. Immediately upon correcting any violations, the seller is responsible to contact the manager so the manager can arrange for the re-inspection of the lot.

- h. When the violations are corrected the Manager signs the inspection form. The signed inspection form is valid for 6 months, after the manager has signed it. The Manager then gives the seller a copy of the inspection form. If more than six months has passed, the Manager needs to recheck the lot and sign the form again to update the inspection form.
 - i. The Inspection Form is then given to the Board Secretary.
 - j. The Secretary signs the Right of First Refusal form.
4. When the seller accepts an offer the Board Secretary checks with the Bookkeeper to make sure there are no outstanding debts against the lot. Debts against the lot must be paid before the transfer is made. If there are outstanding debts, both parties are notified and the seller must resolve them prior to proceeding with the transfer.
5. A member must pay all debts owed to the corporation prior to purchasing a lot.
6. The seller/board secretary shall inform the buyer that \$150 must be paid by the buyer at the time of transfer.
7. When there are no outstanding debts and the lot/share is paid for, the transfer is ready to take place.
 - a. The seller makes an appointment with the Secretary and the buyer to transfer the lot/share.
 - b. The seller then signs the Original Share Certificate.
 - c. The \$150 transfer fee is paid by the buyer. A receipt is received from the bookkeeper and given to the buyer.
 - d. The buyer fills out the Member Information form (attachment E).
 - e. The buyer receives a 3 hole binder containing the Articles of Incorporation, Park By-laws, Park Rules and Regulations and the Architecture Rules and Regulations.
 - f. The buyer signs the Rules Agreement form (attachment D).
 - g. The Proprietary Lease is completed and signed by all parties on the Share Certificate.
 - h. The new Share Certificate is completed and the seal applied.
8. Copies of the transfer paperwork are made by the Park Secretary.
 - a. Member information sheets are given to the Welcome Center, Manager, Bookkeeper, Architectural Committee, Mail Room, and Ambassadors Committee.
 - b. The buyer receives a copy of the Proprietary lease, Share Certificate, and all the other paper work that they have signed. These are placed in the binder.
 - c. The transfer of the Share/Lot is now complete. It is the responsibility of the buyer and seller to transfer the title of the park model or RV that is included in the purchase. The transfer is done at the local Department of Motor Vehicles.

- d. The secretary shall notify the Welcome Center Staff to note the sale on the Monthly Pinal County form.
9. Transfer or Sale of Co-op Share when owner is deceased:
- a. Submit a copy of the death certificate of the deceased member.
 - b. Submit a copy of authorization to sell or transfer, the share is inherited, or the transfer being done by executor of the Will or Power of Attorney.
 - c. Submit the Intent to Sell/Right of first refusal to order the lot inspection.
 - d. Complete the back of the Original Share Certificate. If the signature is not witnessed by the Board Secretary it must be notarized.
 - e. The completed Share Certificate may now be transferred either by mail or in person with the payment of the transfer fee.
 - f. When the surviving spouse or co-owner is on the certificate, the Share does not need to be transferred but a death certificate should be put in the file. .

Approved by Jean R. Aili Date 1/7/2014
For the Board of Directors, President, Jean Aili