

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
November 13, 2018
January 4, 2022


Subject: Lot/Member Transfer

This policy is to clarify the existing process of 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 transfer the person putting the membership share for transfer 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 transfer 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/Assistant 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 (ARC) Secretary receives the forms, Attachments A and B.
 - b. A designated representative of the ARC will conduct an inspection/measurement of the lot to validate that all requirements of the Park's Architectural Rules are met, fill out Attachment C (Field Copy LTI) noting any violations of the rules, and then give to the ARC Secretary.
 - c. The ARC Secretary will complete Attachment D(LTI) based on Attachment C and forward a copy to the Park Manager.
 - d. The Park Manager will sign Attachment D (LTI) and either approve or disapprove the lot transfer based on any inspection violations. If necessary, the Park Manager will personally inspect the lot to validate the violations. The Park Manager will forward a copy personally or via mail to the lot owner noting the approval or disapproval. Any violations will be noted to the owner for their correction. If no violations are noted the Park Manager will sign the LTI approved, and results forwarded to the Board Secretary/Assistant Secretary.
 - e. The owner, upon correcting noted violations, will inform the Park Manager. The Park Manager will then contact the ARC Secretary and request a re-inspection to validate that the noted violation have been corrected.
 - f. The ARC Secretary will have the lot re-inspected using a copy of Attachment D. The assigned ARC inspector will re-inspect the lot and sign/date the Attachment D noting whether violation have been corrected. Attachment D will be forwarded back to the Park Manager.
 - g. If violations have been satisfactorily corrected the Park Manager will sign the re-inspection section as approved and results forwarded to the Board Secretary/Assistant Secretary.
 - h. Unless transferred within 1 year and when a transfer is pending, the owner shall notify the manager to arrange a re-inspection and approval at least 5 days prior to processing a lot transfer. The re-inspection steps will be followed as noted above.

- i. The Board Secretary/Assistant Secretary signs the Right of First Refusal form, Attachment B.
4. When the seller accepts an offer the Board Secretary/Assistant 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. The seller/Board Secretary/Assistant Secretary shall inform the buyer that \$200 must be paid by the buyer at the time of transfer.
6. 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 Board Secretary/Assistant Secretary and the buyer to transfer the lot/share.
 - b. The seller then signs the Original Share Certificate.
 - c. The \$200 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 F).
 - 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.
7. Copies of the transfer paperwork are made by the Board Secretary/Assistant 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 paperwork 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. Once Title Transfer is complete, a copy of the title is requested for the Lot File.
 - d. The Board Secretary/Assistant Secretary shall notify the Welcome Center Staff to note the transfer on the Monthly Pinal County form.
8. Transfer 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 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/Assistant 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 BOD Motion #21-22/44 on 1/4/2022

Signed:  Date 10-17-22
Board of Directors, President, Vern Beckstead