

*Stillaguamish Country Club*  
*Standing Rules #18*

**18. The Process for the Sale or Transfer of a Resigning Member's Improvements, and Application for Membership.**

1. Notify the Administrative Secretary in writing that you intend to resign your membership and sell or transfer your improvements. State the asking price and provide a description of the improvements for the Club newsletter if applicable.
2. Pay any unpaid obligations to the Club (dues, assessments, or fines) not covered by your membership deposit. No notification of sale or other action on the intended resignation will be taken until all obligations to the Club are paid in full. The Board will not interview applicants for membership until these obligations are paid.
3. Provide the Administrative Secretary with copies of any pertinent agreements with other Club members such as well agreements, easements, or shared roads that affect use of your lot.
4. Review your lot lines and insure that the corners are clearly marked. Provide the Administrative Secretary with a simple diagram of your lot showing the location of improvements. Lot line markers for any lot adjacent to community property are subject to review by the Board before any sale can be finalized.
5. When the above items have been satisfied, the Administrative Secretary will notify all Club members that you are resigning your membership and that your improvements are either being transferred or are for sale to an approved applicant.
6. Obtain and complete the "Real Property Transfer Disclosure Statement" (available from stationary stores, realtors, and escrow companies or online) to comply with a 1994 State law. A copy of this form must be available in your cabin for inspection by any prospective buyer.
7. Assemble a notebook of information about your cabin (well agreements, septic system, lot lines, improvements, what's included, etc.) Club documents (not Club Roster), and Club map without names and keep it conveniently available in your cabin for review by an agent or prospective buyer.
8. If you use a real estate agent, you are reminded that the agent is your guest on private Club property and is expected to follow all the Ground and Standing Rules for members and guests. You are responsible for informing the agent of the following rules before signing a contract:
  1. Sign in at the Caretaker's house at every entry.
  2. Obey the speed limit of 10 mph.
  3. Post no advertising on the highway or Club property that directs the general public (i.e. passersby on the road) onto Club property without the prior approval of the Board. One For Sale sign may be posted on the lot of the seller.
  4. Do not use the Club address anywhere in any advertising. Use your PUD address.
  5. Do not allow real estate agents to use the Club Directory for any purpose.
  6. No open house is permitted without approval from the Board.

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7. Assure that prospective buyers are always accompanied by the seller or an agent. Nonmembers without cause are not allowed to wander around the Club. The caretaker is not allowed to show a cabin.
8. The Board wishes to respect the privacy and security of *all members* and will take whatever action it deems necessary to protect their rights to same. Members can be fined or otherwise penalized for failure to follow the Club rules, at the discretion of the Board of Trustees. Article I, Section 2, Paragraph 3 & 4.
9. When you have a prospective member and have agreed on the price and financial arrangements, contact the Club Administrative Secretary to request an Application for Membership and related material. If you are transferring your improvements to a family member he/she still must apply for membership.
10. Arrange for the prospective member to meet with potential sponsors. They must meet in person; telephone interviews are not acceptable. We suggest arranging a social occasion with several potential sponsors as well as the potential neighbors. This should be a time for the applicant to learn more about the Club and to meet several members. Have sponsors send letters to the Club Administrative Secretary. The letters must be detailed and substantial, including at least how long and in what capacity the writer has known the applicant or when and where they met, what skills or experience the applicant would be able to contribute to the Club, and how the applicant intends to use the Club. The Board may return any letter it deems inadequate and request additional information or sponsors.
11. The prospective member should submit the application as directed by the Administrative Secretary with the nonrefundable application fee of \$100.
12. You will be responsible for assisting a prospective member in filling out a Lot Line Agreement between the prospective member and your neighbors. That agreement must be received by the Administrative Secretary before the application and related paperwork will be forwarded to the Membership Committee.
13. If a member of the Board of Trustees or the Membership Committee is the seller, he/she will recuse him/herself from both the Membership Committee and Board interview.
14. When the Administrative Secretary has received all the necessary paperwork, the application will be forwarded to the Membership Committee for review, for a criminal background check, and to schedule an interview with the applicant. At the conclusion of the Membership Committee interview, the applicant must sign the Prospective Member's Statement of Agreement and it will become part of the application.
15. *Upon recommendation of the Membership Committee, the President will schedule a meeting of the applicant with the Board. The Board is responsible for determining priorities in considering applications for vacated memberships in accord with the Bylaws (Bylaws, Article 1, Section 3). PLEASE NOTE: An interview will be scheduled as soon as possible, but it may not always be possible to schedule the interview at the next meeting. Special meetings just to interview prospective members should not be expected. You should allow several weeks for the interview and approval process. If you use a real estate agent, it is your responsibility to make sure the agent understands this. Closing cannot occur until the applicant has been approved for membership.*

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16. The prospective member and the seller will be informed by telephone and letter of the Board's decision as soon as practical after the interview and following review of references and sponsors, but not more than 7 days after the interview.
  17. On approval for membership, the new member will pay the current Membership Deposit to the Club Treasurer.
  18. The buyer and seller may complete the financial sale of the improvements. The resigning member shall provide any evidence of ownership of improvements required by the new member.
  19. Anyone inheriting an improvement must follow Steps 9-15.
  20. The resigning member is responsible for payment of any legal obligations such as real estate commissions, outstanding property taxes, and the real property transfer (sales) tax to Snohomish County.
  21. "Both new and terminating members shall pay dues on a pro-rata basis for the portions of the fiscal year in which their memberships are effective." Bylaws, Article I, Section 6. Dues. This transaction should occur between the buyer and seller at closing.
  22. The resigning member will surrender his/her/their Certificate of Membership to the Club Administrative Secretary. A signed Affidavit of Loss that the member has lost the certificate and is surrendering his/her/their interest in the SCC may be submitted if the Certificate is lost (obtain from Administrative Secretary).
- AA. The Board will authorize the Club Treasurer to refund the membership deposit less the transfer fee and any remaining unpaid obligations. (See Bylaws Article I, Section 4, Paragraphs 3 & 4.)
- BB. When all the procedures are completed, the Administrative Secretary will record the new member's name in the Corporation's records and issue a new Certificate of Membership.