

# STILLAGUAMISH COUNTRY CLUB

*Established 1924*

## #18. STANDING RULES FOR RESIGNING OR TRANSFERRING MEMBERSHIP

Please read the following Standing Rules for resigning or transferring membership carefully. Then sign and return to the Board the **Terminating Member's Statement of Agreement** on page 4. Failure to do so will halt the transfer and application process.

- A. **Notify** the President or 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.
- B. **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.
- C. Provide the President or 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.
- D. Insure that your lot lines are agreed upon with adjacent members and the corners are clearly marked. Provide the Board with a simple **diagram of your lot** showing distances in feet between the markers and 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.
- E. When the above items have been satisfied, the secretary will **notify all Club members** by mail that the membership is available for transfer and that the improvements are for sale to an approved applicant.
- F. 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.
- G. Assemble a **notebook of information** about your cabin (information sheet about the Club (supplied with this document), well agreements, septic system, lot lines, and improvements, etc.) and keep it conveniently available in your cabin for review by an agent or prospective buyer.
- H. 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:
- I. Sign in at caretaker's house at every entry.
  - J. Obey the speed limit of 10 mph.
  - K. Post no advertising on the highway or Club property. One For Sale sign may be posted on the lot of the seller.
  - L. Do not use the Club name and address anywhere in any advertising. Use your PUD address.
  - M. Do not allow real estate agents to use the Club Directory for any purpose.
  - N. No open house is permitted.
  - O. 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.
- P. 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.
- Q. When you have a prospective member and have agreed on the price and financial arrangements, contact the Club president and request an **Application for Membership**. The prospective member should submit the application and the nonrefundable application fee of \$100 to the Club President or to the corporate address.
- R. 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. 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 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.
- S. The Board of Trustees will review the application and the credit and criminal background checks. The application will then be forwarded to the **Membership Committee** to schedule an interview with the applicant. After the interview, the applicant must obtain and sign the **Prospective Member's Statement of Agreement** and send it to the Club Secretary. This statement becomes part of the application.
- T. 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.*

- U. 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.
- V. On approval for membership, the new member will pay the current **Membership Deposit** to the Club Treasurer.
- W. 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.
- X. 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.
- Y. "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.
- Z. The resigning member will **surrender** his/her/their **Certificate of Membership** to the Club Secretary. A notarized 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.
- 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 Board will instruct the Secretary to record the new member's name in the Corporation's records and to issue a new **Certificate of Membership**.

**TERMINATING MEMBER'S STATEMENT OF AGREEMENT**

I have read, understand and agree to abide by the conditions of Standing Rule 18: Standing Rules for Resigning or Transferring Membership.

I have satisfied unpaid obligations to the Club.

I have supplied the Board with pertinent documents including well agreements, easements and shared septic or road agreements.

I have supplied the Board with a diagram of my lot showing the location of all improvements including septic systems, wells, buried tanks or other items on my lot and indicating the distance in feet between lot line markers.

My lot lines are clearly marked and agreed to by all adjoining members.

I accept full responsibility to inform any real estate agent I hire and any prospective member about the Club, its unique nature and its primary focus as recreational property.

I have assembled a notebook of information about the Club and my improvements for inspection by prospective members.

I understand that failure to sign this document and return it to the Board of Trustees will halt the membership transfer process including further notice to the membership or interviews of applicants. It may also lead to fines or other action by the Board.

Member(s) \_\_\_\_\_ Lot # \_\_\_\_\_

Date \_\_\_\_\_