

TO: REALTORS, TITLE COMPANIES, MORTGAGE BANKERS, SELLERS
BY OWNER & PURCHASORS OF SUNSET LAKE LEASES, effective
May 15, 2024

FROM: Sunset Lake Association Board of Directors, 30505 East Lake Dr., Girard
IL 62640

RE: Information & Procedures to transfer leaseholds on Sunset Lake

Buyer = leasee, transferee
Seller = lessor, transferor (current tenant)

SELLER INSTRUCTIONS

Prior to Closing:

1. All leaseholds must be inspected for shoreline riprap, general grounds conditions, boat dock (condition only noted), and the sanitation system. Any deficiency found must be corrected before closing of the lease purchase.

a. An independent septic inspection must be completed prior to transfer and a copy of the inspection must be submitted to the Administrator of Leases or Board of Directors to remain in the lessee file. This inspection must be completed by a sanitation contractor licensed in Macoupin County, IL. Any decisions regarding septic system escrow (both amount to be escrowed and time frame) is to be resolved SOLELY between the buyer and seller (if needed) and approved by a Board Member or Administrator of Leases prior to the Closing date.

b. Any improvements deemed necessary by the Association, to the shoreline or grounds, must be completed by the seller. Association observation and approval of the shoreline improvements must be completed prior to closing and lease transfer. Should any variance be required it must be approved by the Grounds Committee and Administrator of Leases prior to Closing.

2. A current (no older than 10 years) survey of the property must be on file. If current survey is not on file, one must be completed prior to Closing and transfer. The survey must be completed by an Illinois licensed surveyor. The cost of the survey is the responsibility of the seller.

3. All fees owed to SLA must be paid and property taxes with Macoupin County must be up to date, if any of these fees/taxes are to be rectified at Closing this must be made known to the Administrator of Leases or the Board of Directors, in writing, prior to Closing.

Responsibilities at Closing:

1. Sign the Surrender of Lease

2. A Transfer Fee of \$300 payable to Sunset Lake Association, for multiple lots with **multiple leases** the transfer fee is \$300 per lease transaction (multiple lots under one lease = \$300)

3. A Recording Fee of \$79 (as of May 15, 2024) payable to Macoupin County Recorder per each lease surrender

4. Proration of Assessments will be determined by the buyer/seller.

BUYER INSTRUCTIONS

Prior to Closing:

1. A new member orientation must be given to the buyer prior to closing on the lease transfer. The buyer will be given a copy of the current By-Laws and Rules and Regulations of Sunset Lake Association that the buyer is expected to uphold all Rules & Regulations.

Responsibilities at Closing:

1. Sign the Lease
2. A Transfer Fee of \$300 payable to Sunset Lake Association, for **multiple lots** with multiple leases the transfer fee is \$300 per lease transaction (multiple lots with one lease = \$300)
3. A Recording Fee of \$79 (as of May 15, 2024) payable to Macoupin County Recorder per each new lease
4. Proration of Assessments will be determined by the buyer/seller.

CLOSING PROCEDURES

1. **Transfer Information Sheet** - gives all the fees and assessment information. Provided to the Closing/Title Company. (SLA responsible party)
2. **PLAT Act Document** – To be signed by the Seller and Notarized prior to signing the Surrender of Lease (SLA to provide to Closing/Title company)
3. **Surrender of Lease** - Complete Surrender of Lease document (SLA responsible party), to be signed and notarized by seller at closing.
4. **SLA Membership Packet** - Is given to the buyers at an orientation meeting prior to closing (SLA arranges w/buyers). This orientation includes a packet with the current By-Laws and Rules and Regulations of Sunset Lake Association, forms, list of SLA membership, a map of Sunset Lake and any miscellaneous information.
5. **Real Estate Tax Documents** - Fill out PTAX-203 and PTAX-203B document for closing and filing purposes (Closing/Title company responsibility).
6. **Sunset Lake Documents must be recorded and returned to SLA Office** - The Surrender of Lease and newly recorded lease (signed and Notarized) along with the payment of Transfer Fees (totaling \$600) must be collected at closing and returned to SLA Office (Closing/Title company responsible).
7. **Returned Documents** - Copies of the documents will be made for the lessee file (SLA responsible party).
 - 7.1 **Sellers Lease file** - file will be stamped closed on all documents and filed in the closed lease files.
 - 7.2 **Buyers Lease file** - a new file will be opened with the new leasee's information.
8. **Vote to Accept Lease Transfer** - At the next Board of Directors Meeting the Board will vote to approve the transfer of lease if all procedures have been completed. (BOD responsible party)

NOTE: If there are any deviations from the above, including a request to change language in a lease agreement, please call the Sunset Lake Association office at 217/627-3339 prior to closing.

ADDITIONAL INFORMATION

- The Association makes no observation nor any representatives on behalf of the buyer or seller, and neither the buyer or seller is entitled to rely upon any observations performed by Association Board Members as creating any liability by the Association should the property in fact be in a condition different than the Association's observation. No such observation will result in any waiver of provision of any lease. Any expenses associated with independent inspections and work completed is the responsibilities of the buyer and/or seller.
- Sunset Lake By-Laws and Rules & Regulations can be found on SLA website: sunsetlakegirard.com
- Current annual assessments are \$500 per lot and may be adjusted annually by SLA. If multiple lots are owned assessments will be charged per lot unless an agreement stating otherwise is on file and has been approved by the Board of Directors.
- 50 HP is the maximum outboard limit. Jet skis/wave runners are not allowed. All boats on the lake must have an annual SLA sticker and all boats must be registered to a person named on the leasehold.
- All new leaseholds are for a 99 year lease.
- New homes built on Sunset Lake Association property must get prior approval from Nilwood Water (Village of Nilwood) for water service. This may come with an associated fee to extend water service.
- Any aeration system (electric type of septic system) will require a maintenance contract to be filed with SLA.

LEASE NAME CHANGE-

add/delete members named on a lease, move the lease to a Trust, Lease has been passed to a new member through death.

Follow the instructions for Seller Instructions, with the exception of 2. A new survey will not be required for a Name Change on the lease. See Name Change Check List document.