

## 2017 Year Sale/Transfer Membership

Thanks for your email. We are glad you have been a member at Hunters Creek. I understand that you are considering terminating your membership. We will be sorry to see you go, but we do understand that remaining as a member, may not be a reasonable option for you.

Here is some information about selling/transferring your membership. Please refer to the 2016 Bylaws, sent to you in February 2016. They are the final word on how things must be done. The bylaws explain everything pretty well, but if you have questions, feel free to ask.

At this time,

Selling/Transferring is the only alternative to remaining a Hunters Creek Member. Surrendering your membership can only be done in the fall. It cannot be done until Aug 30 (thru Nov 30) of a given year/season.

Sometimes non-members may contact me to see if there are any memberships available. I try to keep a list of such members wishing to sell their memberships. If you ask me to put you on the list of potential sellers, I will do that ....(Please confirm that, and provide contact info for me to give them)....

But please understand that the pool board is not responsible for finding a buyer for your membership. This is just a courtesy. If someone asks about memberships, I will send them those names from the list.

This year, Memberships are sold by the Pool Board for \$200, to new buyers. After purchase of a membership from the Board, the new buyer pays the dues for that year.

Some people advertise online in the Reston Patch, Herndon Patch, or Craigslist. You might try that. Word of mouth also works well for many.

Some people sell their memberships; some give them away for free.

While looking for a buyer, you will need to locate your Tennis Court key, certificate, and pool passes, since they are required to be turned in.

If the buyer is found and we receive all items postmarked (see instructions below) by May 1, then the present owner does not have to pay the dues for this year. If after May 1, the present owner must arrange reimbursement from the new member.

If by the fall, no buyer is found, you may surrender your membership. But it must be done between Aug 30 and Nov. 30, and you must be fully paid up. So mark that on your calendar. (Refer to bylaws for details.)

The bylaws explain everything pretty well, but if you have questions, feel free to ask. Per the Bylaws, there is a \$75. fee to the seller, to process the sale/transfer (remove you and add the new member). See Article II, section 4 B.

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Below, is more info on the form and sales transaction process.

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Once you find a buyer/transferee, there are some simple steps. Follow the instructions on the form carefully, and completely.

In order to complete the sale/transfer of this membership, please follow the steps outlined below:

1. Provide to each other, your contact information, so you can determine how you would like to proceed with exchange of the Sale/Transfer Form and receipt of payment. **Per bylaws** member must be in current good standing with the club, in order to sell (dues, etc.)
2. Seller - please fill in the very top portion of the Sale/Transfer Form with membership # \_\_\_\_ and then sign under the "Seller's Signature." Please have the Buyer fill out the remaining info.
3. Seller - Per Bylaws, Seller must return Tennis Court Key to Membership Manager to avoid \$25. Lost-key fee. There is a mandatory fee of \$75, paid by the seller, to cover transfer of membership. Also, all Pool Passes, and the original Membership Certificate must be returned to the Membership Manager, within 30 days of signing the form, in order for the membership transfer to be completed. (Members sometimes claim they can't find the certificate, but after looking in safeboxes, files, etc., they do eventually find it. For peace of mind, start finding those items now.)
4. Seller - Per the Bylaws, it is the responsibility of the Seller to pay the yearly dues, but if dues were already paid, the seller and the Buyer can arrange for the Buyer to reimburse the Seller. Seller is the person who owned the membership as of December 1, 2016.
5. Buyer – makes payment directly to Seller as agreed upon, when you contact each other. Also please fill out the top part of the Sale/Transfer form (Buyer's name, address, phone number, email address), sign under "Buyer's Signature," date it based upon when you do the exchange, and initial where it indicates you understand you have responsibility for the annual dues.
6. Seller - mail the sale/transfer form, \$75. check from seller (transfer fee), key, pool passes, certificate, and acknowledgement form to: Hunters Creek Swim and Racquet Club, P.O. Box 197, Herndon, VA 20172. Include your pool passes, Original Certificate, Tennis Court Key, within 30 days and pay dues by May 1 to avoid late fees. Read the form carefully before and after mailing (Mail is the only option available). Once I receive this from you, I will begin to process the sale/transfer. The Buyer and I will determine a date/time to meet to go over the Welcome Kit and complete the remaining paperwork.

I've attached a copy of the Sale/Transfer Form, below.

I've also attached an Acknowledgement form for the new members, to fill out with info needed for the database. You should have them fill that out, to save time processing the purchase/sale..

Please let me know if either of you have any questions or require further assistance from me to complete the sale.

Thank you,  
Jeanne C. Yu, Membership Manager

Jeanne C. Yu, and Cathleen Paul, Membership Managers  
[membership.hcsrc@gmail.com](mailto:membership.hcsrc@gmail.com)  
Hunters Creek Swim and Racquet Club  
P. O. Box 197  
Herndon, VA 20172