

Procedures for Putting Name on Waiting List

PAYMENT IS TO BE BY CHECK OR CASH ONLY – NO CREDIT CARDS

Applicant:

1. Fill out the attached Waiting List Form in its entirety.
2. Fill out the Designation of Beneficiary.
3. Payment:
 - American - \$ 1000.00 plus \$30.00 = \$1,030.00
 - Foreign - \$1,000.00 plus \$40.00 = \$1,040.00
4. Send or bring in Original Forms and copies to the following address:
 - SKP Kofa Ko-Op Retreat, Inc.
 - 3750 E. County 17th Street
 - Yuma, AZ 85365
5. If returning documents by mail, Please send photo copy of Drivers License and SKP Membership Card (used for age verification and Membership eligibility).
6. Keep pages 5 through 7 for your records.

Office:

1. Record the Date & Time of Received Application
2. Make copies of Contract, Drivers License and SKP card. Forward to Lot Transfer.
3. Pages 5 thru 7 can be separated and given to the applicants.

Waiting List Contract - New Applicant

I/We _____, SKP # _____

On paying the sum of ONE THOUSAND and THIRTY DOLLARS (\$1,030), or ONE THOUSAND and FORTY Dollars (\$1,040) if from outside the U.S., are to be added to the SKP KOFA KO-OP RETREAT, INC leasehold Waiting List. The \$30/\$40 is a non-refundable administrative fee.

We understand that:

At least one of the above applicants must have reached the age of fifty-five (55) before leasehold can be issued.

The applicant(s) must be a member in good standing with the Escapees RV Club Inc. at date of signature (and continue that membership) until contract termination or upon termination of lease if/when offered.

The name(s) hereon may not be changed or another person added to the Waiting List except in the case of marriage or by civil union, and only two names may be on the Waiting List and final leasehold agreement. Title/Ownership changes after issuance of a lease are covered in Article III of the Park Bylaws.

The applicant(s) understand that it is their responsibility to keep KOFA KO-OP informed of any change of current address, telephone number, or email address. Should Lot Transfer make an attempt to contact the applicant with a Lot offer and the applicant is unavailable and/or does not respond to said attempt, it will be considered a "Refusal of Offer" and may result in the applicant being moved to the bottom of the Waiting List.

Termination of Contract:

Either party may terminate this Contract without prejudice.

By the Applicant(s):

Either applicant may have their name(s) removed from the Waiting List by submitting a written notice to the KO-OP requesting this contract be terminated and their names dropped from the Waiting List. The receipt date of the cancellation letter will be documented and will become the official Waiting List drop date. The office will then return the applicant's \$1,000 deposit.

By Kofa Ko-Op: - Involuntary Termination from the Waiting List:

1) As the KO-OP is a limited membership Corporation, at its discretion, Kofa Ko-Op reserves the right to terminate this contract and remove an applicant(s) from the Waiting List. The decision to execute this action must be made by a majority of the Kofa Board;

2) The Notification of Termination to the Applicant shall be by certified mail or other legal means. A refund check for the initial application fee, minus the administrative fee as stated in the original contract, shall be included or forwarded under separate cover;

3) As deemed appropriate by the Board, prior notification or rationale for the decision may or may not be included;

4) All decisions and actions by the Board will be final without appeal or recourse.

I/We accept the terms and conditions of this Contract and Application.

Signature _____ Date _____

Signature _____ Date _____

Current mailing address _____

Current contact phone # _____ Email _____

Qualifying Birthday: _____ Driver's License Number _____

Date Signed _____ (Office) Time Signed _____ (Office)

For Lot Transfer information only, and not part of this legal contract. – Do you only want a Bare Lot, or are you interested in either a Bare Lot and/or a Park Unit?

Bare lot only? YES NO Please circle your preference.

This choice is not binding in any manner and is not part of, nor, will affect this contract. Your preference can be changed simply by contacting Lot Transfer.

**SKP KOFA KO-OP RETREAT, INC.
3750 East County 17th Street
Yuma, AZ
928-344-0645**

**Waitlist
Designation of Beneficiary**

I (we) the SKP member(s) on the Waiting list of the SKP Kofa Ko-Op Retreat, Inc., located at 3750 E. County 17th St. Yuma County, Arizona, herewith designate

Name _____
(Please Print)

Address _____

Phone _____

as the Beneficiary to receive the funds of the earnest money, which may be paid by the Kofa Ko-Op upon notification of death, or being incapacitated where I/we cannot fulfill our personal or business needs.

This designation and assignment is revocable, by the written notice to the Lot Transfer Committee of the SKP Kofa Ko-Op Retreat, Inc.

_____ Date: _____
Signature-Name on the Waiting List

_____ Date: _____
Signature-Name on the Waiting List

Received by Lot Transfer Committee of SKP Kofa Ko-Op Retreat, Inc.,

this _____ day of _____

Lot Transfer Committee

Acquiring a Lot/Lease



Welcome to KOFA.

This is an Overview of the Membership process. It is also a short abstract of the Lot Transfer Guidelines used to manage the Park's Lots and Leaseholds. A complete set of guidelines is in the Board Room (same as Lot Transfer Office).

Who We Are: SKP KOFA Ko-op Retreat INC is the legal name of the Park and is on file as a private, non-profit (501(c)(7)), non-stock corporation under the State of Arizona for the purpose of maintaining and operating a co-operative recreational vehicle retreat (a boring legal disclaimer, but needed). Membership to the Park is obtained by the purchase of a Leasehold. The management of Leases is controlled by the Lot Transfer Committee (LTC). As a point of business clarification, KOFA Ko-op owns the land and sells Leasehold memberships. As such, you are the owner of a Leasehold and get a Leasehold Agreement, you do not get a Deed of Trust or ownership rights to the land or assets.

The LTC opens after the first Board Meeting in November and ends the day after the last Board Meeting in April. This means during the closed period there will be no buying, selling, or transferring of Lots/Leases. Accordingly there will be no changes in the Waiting List over the Summer.

Placement on the Waiting List: First, you must be, and remain, a member in good standing of the Escapees Inc., and have a valid SKP number. After you have paid your \$1,000 and filled out the application form at the office, the Lot Transfer Committee will add your name(s) to the Waiting List. A maximum of two (2) names are allowed both on the Waiting List application and on the final Leasehold agreement. Any changes or additions to either document must be accompanied with legal documentation. Contact the LTC for changes.

There is no age limit for getting on the Waiting List, but to become a Member, one of the applicants must be fifty-five years or older and have reached number one (#1) on the List. Once your application has been processed, the LTC will send you a letter acknowledging your application and placement on the List and you will also receive an annual update letter in April indicating your current position number.

Types of Lots. KOFA has two types of Lots: 1) one is a bare lot which may or may not have any improvements; a shed, slab of concrete, and plants, or 2) a lot that has a fixed unit on it - a Park Model or a Park Trailer, just commonly called a Park Model regardless of type.

Numbers to Remember:

Number Fifty (#50) on the Waiting List: If you are number 51 and higher, you have no options to acquire any lease or property. At number 50, should one become available, you become eligible to acquire or make an offer on at Park Model Unit. If you have indicated on the initial paperwork that you are interested in a Park Model, the LTC will notify you of the unit and verify all contact information.

Acquiring a Park Model is handled differently than a bare lot. To obtain a bare lot you must be number #1 on the waiting list, simple. However, a Park Model is considered “Personal Property” of the owner and not an asset of the Park. The owner, not the Park, is selling his/her unit and all transactions, negotiations, and final price of the unit is strictly between the buyer and seller. The cost of the lot and improvements is fixed by KOFA and will be included when the transfer is initiated. Except for the collection of monies for the bare lot and fixed lot improvements, the Park is entirely removed from the Personal Property transaction and will not comment on any aspect of the sale. Except for the Deed of Trust on the Unit, the LTC will complete the necessary paperwork and calculations for the transfer of the Lease.

Number Ten (#10) on the Waiting List: When you have reached number ten (#10) on the list, a letter will be sent to you verifying your position number. At this point it becomes your responsibility to stay in contact with the LTC by calling the LTC weekly, either on Tuesdays or Thursdays, between 1:00 and 3:00 PM (MST) to ascertain your current position and verify an active telephone number where you can be reached. The LTC uses the telephone as the primary contact notification method.

Number One (#1) Notification: If you have reached the age of Fifty-Five (55) and have reached number one (#1) on the list, the LTC will call you and notify you that a Bare Lot has become available. The LTC will provide an estimate of purchase costs including basic lot cost, improvements, pro-rated annual dues, and transfer fees.

If you have not reached the age of Fifty-five (55), you will remain as number one on the list, but will not be offered a lease until that time.

Actual Purchase of Lease Process: If you accept the Lot offered, the LTC will generate a formal cost analysis and provide it to you. You then have seven (7) days from the date of acceptance to submit payment by Certified Check or by electronic transfer. Any electronic transfer costs are to be paid by you.

When the check has been received, the LTC will send you a New Member Packet with all kinds of documents, some for your use and safekeeping, and others to be returned to the LTC.

Refusals: You have the right of two (2) refusals, but you must take the third (#3) offer or you will be moved to the bottom of the list. A non-answered phone and/or a voice message left by the LTC, is considered an offer. If not answered by 1:00 PM MST the next LTC business day, it is considered a refusal. Each available lot is considered a refusal. The LTC will document all attempts to contact you.

Removal from Waiting List: If your personal situation changes and you no longer want a lease in the Park, you must notify the LTC in writing of your wishes. Your initial deposit, minus the \$30/\$40 administration fee, will be returned to you and your name dropped from the Waiting List.

Rental Pool: If you are purchasing a bare lot, you have the option of placing your lot in the rental pool when you are not using it. This is an advantage to both you and the Park. You get a percentage of the rental income which is applied to your next Annual Park Dues, and the Park has the ability to provide parking to other RVers.

Moving or Changing Lots: Once you are a member, you are allowed to move or swap your lot with another member should that situation occur. The LTC will be the focal point for all transactions of that nature.

Again welcome to the KOFA Waiting List. If you have further questions, please come by the LTC room during our normal business hours on Tuesdays or Thursdays between 1:00 and 3:00 PM (MST).

Lot Transfer Phone (928) 344-0900

E-mail: luc@kofako-op.com

