

**DOCUMENT A (10.4.17)**

**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.**

**CLOSING PROCEDURES FOR PURCHASE AND SALE OF A COTTAGE**

**THE PURCHASER AND THE SELLER SHOULD READ THESE INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

Attached is a **Checklist** for the purchase and sale of a cottage.

The **Buyer** should contact the Town of Plainville Revenue Collector to determine if there are any delinquent property taxes on the Cottage.

**Attached to the Checklist** are forms of the documents that are required by the Association for selling and purchasing the cottage in the Campground. You may either complete these documents by filling in the blanks or use them by downloading them into your own computer.

To obtain these documents in Word, you can download them from the Association website or request them from Tom O'Brien at 860-384-7719 or [tgobrien@comcast.net](mailto:tgobrien@comcast.net).

All completed **Documents 1 through 9** should be submitted (in one package) to:

Diane Gunther  
Chair of the Admissions Committee  
The Plainville Camp Grounds Association, Inc.  
33 Circle Ave.  
Plainville, CT 06062

**Documents 7, 8 and 9** should be signed and delivered to Diane Gunther, but will be held by the Admissions Committee in escrow until the Buyer's Application to become a Member of the Association is approved by the Board of Directors of the Association.

**Documents 8 and 9** will be signed by Officers of the Association after the Buyer is admitted as a Member by the Board of Directors of the Association.

The Secretary of the Association will complete **Document 10** and will send it to the Town of Plainville after the Closing of the sale of the cottage.

**If the Applicant(s) are not being recommended by an existing Member (in good standing for at least one year) who has known the Applicant(s) for at least five years, a background check on the Applicants will be conducted through SafeRent at a cost of \$25 per Applicant.**

A file will be established by the Association for all the documents that are listed on the Checklist. This file will be maintained in a secure place at the Campgrounds.

Admissions Committee Members are available by telephone or in person to assist you in this process. Please contact them if you have questions about the documents.

**DOCUMENT B (10.4.17)**

**ADMISSION OF NEW MEMBER CHECKLIST**

<b><u>Document Number</u></b>	<b><u>Document or Item</u></b>	<b><u>Provided By</u></b>
1.	Agreement for Purchase and Sale of Cottage signed by Buyer and Seller	Association Form
2	Application for Membership; \$300 check payable to PCGA (add \$25 per applicant if background check is required)	Buyer
2A.	Results of Background Check (if required)	Association
2B.	The <b>Buyer</b> should contact the Town of Plainville Revenue Collector to determine if there are any delinquent property taxes on the Cottage	Buyer
3A.	Information in Support of Application for Membership (including information for background check, if required)	Buyer
3B.	Information for Membership Directory	Buyer
4.	Letter from Clergy person or Spiritual Leader	Buyer
5.	Recommendation Letter from Existing Member	Buyer
6.	Letter from Financial Institution	Buyer
7.	Bill of Sale for Cottage	Seller & Buyer sign
8.	Termination of Lease signed by Seller and Association	Association
9.	Land Lease signed by Association and Buyer	Association
10.	Notification to Town of Plainville of New Owner of Cottage	Association

**Actions by Admissions Committee and Board**

**Date**

Approval by Admissions Committee  
Approval by Board of Directors

**Action by the Chair of the Lease Committee**

Copies of the following documents will be mailed to the **Seller**:

- Agreement to Sell and Purchase Cottage
- Bill of Sale for Cottage on Leased Land
- Termination of Land Lease
- Notification to Town of Plainville of New Owner of Cottage

Copies of the following documents will be mailed to the **Buyer**:

- Agreement to Sell and Purchase Cottage
- Bill of Sale for Cottage on Leased Land
- Plainville Camp Grounds Association, Inc. Land Lease
- Notification to Town of Plainville of New Owner of Cottage
- Town of Plainville Change of Mailing Address form

## DOCUMENT C (10.4.17)

### ADMISSIONS COMMITTEE MEETING WITH PROSPECTIVE MEMBERS

1. Confirm the Prospective Member (**PM**) has read the By-Laws and understands that the signed Application for Membership includes an agreement to abide by the By-Laws. Does the PM have any questions about the By-Laws?
2. Confirm that the PM has submitted Documents 1 through 9 on the Checklist and delivered a check payable to the Association for \$300 + \$25 for each background check required
3. Review Results of Background Check (if required) using the Background Check Guidelines
4. Confirm that the PM will have Liability Insurance on the Cottage (required by By-Laws); advise the PM that fire insurance on the Cottage is strongly recommended.
5. Documents 7, 8 and 9 should be signed and will be held in escrow. Documents 8 and 9 will not be signed by the Association until **after** Board Approval of the PM's Application.
6. Review Document 9 (Land Lease) with the PM:
  - (a) One-year probationary period; thereafter, a 24-year term
  - (b) Association dues and fees (currently \$500 and \$350) payable in July each year
  - (c) Annual dues and fees are subject to change by the Association
  - (d) Residency permitted only from May 1 to October 31
  - (e) Lease can be terminated by Board for ongoing violation of By-Laws after notice
7. Review Association Rules based on the By-Laws (partial list; PM should consult By-Laws)
  - (a) Cottage and Grounds must be maintained to community standard
  - (b) Garbage and trash pickup is Tuesday and Friday at 8 am
  - (c) Mail box keys will be provided by the Seller
  - (d) No smoking in the Association Buildings
  - (e) Chapel at 3 pm on Sundays in July and August. Attendance is expected if you are at the Campgrounds. No outside work performed when services are in progress.
  - (f) Speed limit 5 mph on ALL roads in the Campground
  - (g) Unregistered vehicles are not permitted on the Campgrounds
  - (h) Annual Meeting is on the 3<sup>rd</sup> Saturday in August at 10 am
  - (i) No person is permitted to sleep in any vehicle (regardless of size) at the Campground
  - (j) Town of Plainville Property Taxes are mailed directly in June or July
8. No changes to the exterior of the Cottage or to the property around it are permitted without the written approval of the Improvements Committee. Sheds and patios must conform to Town of Plainville requirements AND also be approved by the Improvements Committee.
9. No leases or rentals of cottages without written approval of the Board (see By-Laws)
10. **This is a Working Campground. All Members** are expected to assist in the upkeep of the Campgrounds depending on their health and skills. (See Document D)
11. **Give a copy of this Document C and Document D to the Prospective Member, as well as a copy of the Operating Guidelines of the Campgrounds.**
12. **Give the PM a copy of the Meet & Greet Letter (Document E) and review it with the PM**

**THE PLAINVILLE CAMPGROUNDS ASSOCIATION, INC.**

Member(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

**I/We wish to serve the community in the following capacities** (check all that apply):

\_\_\_\_\_ Run for election to the Board of Directors and attend all Board Meetings

\_\_\_\_\_ Trash Collection on Tuesdays and Fridays mornings

\_\_\_\_\_ Put out Recycling Bins on Alternate Thursday afternoons

\_\_\_\_\_ Participate in Work Crews when called by the Operations Committee

\_\_\_\_\_ Attendance at Chapel in July and August is expected

\_\_\_\_\_ Provide Refreshments after Chapel Services

\_\_\_\_\_ Assist in Breakfasts Sponsored by the Men's Group or the Ladies Guild

\_\_\_\_\_ Serve on Committees of the Board and/or of the Ladies Guild

\_\_\_\_\_ Assist with Community Picnics and other Community Social Events

Please indicate your competency level for the skills below:

Skills	Competency Level		
	Basic	Moderate	Substantial
Accounting			
Automotive			
Carpentry			
Computer / Software			
Electrical			
Electronics			
Engineering			
Flooring			
HVAC			
Heavy Machinery / Excavation			
Insurance			
Law			
Lawn & Garden			
Medicine			
Painting			
Plants / Trees			
Plumbing			
Small Engines			

## **DOCUMENT E**

### **THE PLAINVILLE CAMP GROUNDS ASSOCIATION**

\_\_\_\_\_, 20\_\_\_\_

Dear Prospective Member,

The Members of the Campgrounds Association look forward to your becoming an active and contributing member of our community.

To assist you in this process, the Board of Directors and the Meet & Greet Committee of the Ladies' Guild are going to take additional steps to help welcome you more fully.

#### **Our Extended Admissions Process**

We want to be sure that you integrate, *in your own way*, into our very special community. To help you do this, in addition to having other Members get to know you individually, we will take the following steps:

1. You will be (or have been) given other documents that are part of the Admissions Process. We hope you will review them carefully and ask questions of the members of the Admissions Committee and any of the Officers and Directors of the Association. In addition, the Association's website [www.plainvillecampgrounds.org](http://www.plainvillecampgrounds.org) has lots of information about the Campgrounds and how we live here.
2. We have a Welcoming Program by which a volunteer who has been an Association Member for at least a year will be assigned to you as your "Campgrounds Mentor" to help you "learn the ropes" of life in the Campgrounds during your first two years as a Member.
3. After you are admitted as a Member by the Board, a member (or two) of the Ladies' Guild Meet & Greet Committee will set a date to chat with you in person to offer advice and information, extend a neighborly welcome, and answer questions.
4. We are encouraging our existing Members to be more pro-active to reach out to you on a one-on-one basis to invite you to participate in the activities of the Campgrounds. If this does not happen for you in the first few months of your membership, please call me (561-386-3077) or email me at [tgobrien@comcast.net](mailto:tgobrien@comcast.net). I will follow up with members of the Admissions Committee and others.
6. At least twice during the first year after your admission as a Member, someone from the Admissions Committee will meet in person with you to see how well your integration into the community is proceeding and whether your expectations (and those of the Association) are being realized.

## **Your Personal Gifts and Skills**

All members of the Campgrounds bring their own personal gifts to the community, and we are sure you have gifts and skills to share with us.

These gifts may be as varied as knowledge of accounting, bookkeeping, computing, spirituality, cooking, mechanics, art, music, writing, crafting, research, construction, organizing, managing, media, metal/wood working, teaching, photography, carpentry or any other areas of personal experience.

As part of the new Extended Admissions Process, we hope you will tell us of your special (or even not so “special”) gifts and skills.

## **Active Involvement in the Life of the Community**

Active involvement in Campgrounds life creates many benefits for individuals and our entire Association. We are a “working” Campground, and in addition performing the tasks needed for the good operation of the Campgrounds, we “work” at having good times together and supporting one another as a community.

This involvement, fun and support comes in many forms: participating in Wednesday night pot luck dinners and Friday night pizza; attendance at Chapel in July and August; offering to help in work that needs to be done in the Campgrounds (such as helping at the Memorial Day, Fourth of July and Labor Day Picnics, and other community activities); attending the Annual Meeting of Members and the Annual Members’ Dinner; joining in game nights and Wii Bowling; joining in “work crews” to assist the Operations Committee; participating actively in the Ladies’ Guild – well, you get the idea.

We want to get to know you better and to appreciate how you make the Campgrounds a richer experience for all of us – including you!

## **Being a Good Neighbor and Member**

We ask that you respect the privacy, safety and property of those who live around you, follow the Bylaws, apply for approvals to modify the exterior of your cottage, and respond in a timely way to requests for assistance or information from committees.

## **Welcome!**

As you can tell, we have worked to become “happy campers” here and feel our lives have been enriched by being part of the Campgrounds. We wish the same for you!

Tom O’Brien, President  
Email: [tgobrien@comcast.net](mailto:tgobrien@comcast.net)  
Cell: 561-386-3077

**AGREEMENT TO SELL AND PURCHASE COTTAGE**

Agreement dated \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ (“**Seller**”) and \_\_\_\_\_ (“**Purchaser**”).

Recitals

- A. Seller owns the cottage at \_\_\_\_\_, Plainville, CT 06062 (the “**Cottage**”).
- B. The Cottage is located on land owned by The Plainville Camp Grounds Association, Inc. (the “**Association**”).

Agreement

1. Seller agrees to sell and Purchaser agrees to purchase the Cottage for the purchase price that has been agreed by the Seller and Purchaser. The purchase price shall be paid to Seller at Closing by a Bank Cashier’s check or in such form as Seller and Purchaser agree.
2. The Seller and the Purchaser agree to sign and deliver all documents required by the Association, including the Release of Current Lease and the Bill of Sale on the forms prescribed by the Association. At Closing, Purchaser agrees to pay to Seller by personal check (a) the prorated portion of the current year’s annual taxes levied by the Town of Plainville (\$\_\_\_\_\_) on the Cottage (and previously paid by the Seller) and (b) the prorated portion of the Annual Association dues and fees already paid by the Seller (currently \$850.00), in both instances for the period from the date of the Closing to the next September 1. These calculations are based on a 365-day year.
3. Seller agrees that all the contents of the Cottage as existing on the date of this Agreement will be left in the Cottage, except that (subject to Purchaser’s consent) Seller may remove specific items of personal property in the Cottage identified on Attachment A to this Agreement.
4. Seller and Purchaser acknowledge that the Closing cannot occur until the Purchaser’s Application of the Purchaser for Membership in the Association is approved by the Board of Directors of the Association. Purchaser agrees to submit promptly all documentation and fees required by the Association so that approval of Purchaser’s Membership can be obtained as soon as reasonably practicable.
5. Seller and Purchaser each confirm that they have full authority to sell and purchase the Cottage and that, except for the approval by the Association, no other person’s consent to the sale or the purchase is required.

**SELLER(s)**

**PURCHASER(s)**

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_

**DOCUMENT 2 (6.15.17)**

**The Plainville Camp Grounds Association, Inc.**

320 Camp Street  
Plainville, CT 06062

**LETTER OF APPLICATION FOR MEMBERSHIP**

I (We), \_\_\_\_\_, hereby apply for membership in The Plainville Camp Grounds Association, Inc.

I/We wish to buy the cottage at \_\_\_\_\_ on the grounds of The Plainville Camp Grounds Association, Inc.

I/We have read and understand the By-Laws, Rules and Regulations of the Association. If admitted as a member, I/we agree to abide by them and to support the religious and social programs of the Association.

I/We agree to obtain and maintain Liability Insurance on the cottage as soon as practicable after ownership of the cottage is transferred.

We learned of the Camp Grounds through (a) the website or (b) a friend, \_\_\_\_\_ or (c) other \_\_\_\_\_ . (Please circle the applicable method.)

Enclosed is a check for \$300 payable to The Plainville Camp Grounds Association, Inc. as the processing fee, plus \$25 for each applicant for whom a background check is being performed.

Also enclosed is Information in Support of the Application for Membership.

Very truly yours,

\_\_\_\_\_

\_\_\_\_\_  
Signatures of Prospective Member(s)

Dated: \_\_\_\_\_ 20\_\_\_\_



**DOCUMENT 3A (9.1.15)**

**INFORMATION IN SUPPORT OF APPLICATION FOR MEMBERSHIP**

FULL LEGAL NAME (s):

ADDRESS (including zip code):

HOME PHONE:

CELL PHONE(s):

EMAIL ADDRESS(es):

AGE(s):

MARITAL STATUS:

SPOUSE'S NAME:

HOW LONG AT PRESENT ADDRESS:

RENT OR OWN:

PREVIOUS ADDRESS:

EMPLOYER:

POSITION:

HOW LONG:

PREVIOUS EMPLOYER:

SPOUSE'S EMPLOYER:

\* \* \*

**IF A BACKGROUND CHECK IS REQUIRED, PLEASE INCLUDE THE FOLLOWING ADDITIONAL INFORMATION THAT WILL BE HELD IN CONFIDENCE BY THE ASSOCIATION AND WILL BE SHARED ONLY WITH SafeRent, THE FIRM CONDUCTING THE BACKGROUND CHECK:**

SOCIAL SECURITY NUMBER \_\_\_\_\_

SPOUSE'S SOCIAL SECURITY NUMBER (IF APPLICABLE) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SPOUSE'S DATE OF BIRTH: \_\_\_\_\_

**Applicants represent that all the above statements are true and correct, and authorize verification of the above items. Applicants authorize the Association to obtain the following reports from SafeRent: (1) Eviction History; (2) Multi-State Criminal Search; (3) Registered Sex Offender Search; (4) Previous Address Search; and (5) Terrorist Alert Search. Applicants understand that the information from the Background Check will be used solely to confirm that Applicants are suitable for membership in the Association.**

**INFORMATION IN SUPPORT OF  
Telephone and Emergency Contacts Directories**

Cottage Address:			
Cottage Phone Number			
<b>Name:</b>			
Email:			
Cell:			
Birthday:			
	Day	Month	
<b>Spouse Name:</b>			
Email:			
Cell:			
Birthday:			
	Day	Month	
Wedding Anniversary:			
	Day	Month	
Winter Address:	Street		
	Town, State ZIP		
Winter Home Phone:			

**Emergency Contact**

Name:	
Address:	
Relationship:	
Cell:	
Phone:	
Email:	

**[Letterhead of Church or Religious Body]**

**Name of Clergy Person or Spiritual Leader**

**Address**

Date

Admissions Committee  
The Plainville Camp Grounds Association, Inc.  
320 Camp Street  
Plainville, CT 06062

Re: Application of \_\_\_\_\_ (the "**Applicants**")

Dear Plainville Camp Grounds Association:

I have known the Applicants for \_\_\_\_\_ years, and confirm that they are spiritual persons.

They have advised me that they intend to attend the Chapel Services at the Plainville Campgrounds whenever possible.

Please let me know if there is other information that I can provide regarding this aspect of their Application for Membership in The Plainville Camp Grounds Association.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

Printed Name of Clergy and Congregation

**DOCUMENT 5 (10.4.17)**

Date: \_\_\_\_\_, 20\_\_\_\_

Admissions Committee  
The Plainville Camp Grounds Association Inc.  
320 Camp Street  
Plainville, CT 06062

Re: Application of \_\_\_\_\_

Dear Admissions Committee:

This Letter of Recommendation is written in support of the Application for Membership in The Plainville Camp Grounds Association of \_\_\_\_\_.

I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years.

I have known the Prospective Member(s) through \_\_\_\_\_  
\_\_\_\_\_.

The Prospective Member(s) is/are persons of excellent moral character, meet people well, and are financially responsible. They would be a significant asset to the Campgrounds community.

Please let us know if there is any further information you need me to provide.

Sincerely,

\_\_\_\_\_  
Signature

Printed Name of Reference: \_\_\_\_\_

Address of Reference: \_\_\_\_\_

**Letterhead of Financial Institution**

Date

Admissions Committee  
The Plainville Camp Grounds Association, Inc.  
320 Camp Street  
Plainville, CT 06062

Re: Application of \_\_\_\_\_

Dear Admissions Committee:

This Letter is written in support of the Application for Membership in The Plainville Camp Grounds Association of \_\_\_\_\_.

The Applicant(s) have been customers in good standing of this institution for approximately \_\_\_\_\_ years.

Please let us know if there is any further information you need us to provide.

Sincerely,

\_\_\_\_\_  
Officer of Financial Institution

**DOCUMENT 7 (10.4.17)**

**Bill of Sale for Cottage on Leased Land**

\_\_\_\_\_ (the "**Sellers**") in consideration for the payment of the purchase price agreed by the Sellers and the Buyer, receipt of which is acknowledged, hereby sells and transfers to \_\_\_\_\_ (the "**Buyers**") all right and title to the Cottage at \_\_\_\_\_ (the "**Cottage**"). The Cottage is situated on land owned by The Plainville Camp Grounds Association, Inc. (the "**Association**").

Sellers represent to Buyers that (a) Sellers are the sole lawful owners of the Cottage; (b) Sellers have full legal authority to transfer the Cottage to the Buyers; (c) the Cottage has no liens or liabilities; and (d) Sellers shall hold Buyers harmless if any of these representations are not true.

Buyer agrees that the Cottage is being sold "as is" and without warranty of any kind regarding the condition of the Cottage or its contents.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Buyer

-----  
Seller

\_\_\_\_\_  
Buyer

**All Seller cottage owners and  
joint tenants must sign**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.  
320 CAMP STREET  
PLAINVILLE, CT 06062**

**TERMINATION OF LAND LEASE**

\_\_\_\_\_, having sold my/our cottage located at \_\_\_\_\_ (the "**Cottage**") on land leased from The Plainville Camp Grounds Association, Inc. (the "**Association**"), hereby relinquish all rights in and to the Lease of the real property on which the Cottage stands.

The Association, by its duly authorized officers, hereby accepts the termination of the Land Lease between the Association and the Lessee with respect to the Cottage.

\_\_\_\_\_  
Seller/Lessee

\_\_\_\_\_  
Seller/Lessee

**All Seller cottage owners and  
joint tenants must sign**

Forwarding Address for  
Mailing of final documentation: \_\_\_\_\_  
\_\_\_\_\_

Forwarding Phone Number: \_\_\_\_\_

**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.**

By: \_\_\_\_\_, President

By: \_\_\_\_\_, Secretary

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Dated: \_\_\_\_\_

**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.**

**LAND LEASE (New Member)**

The Plainville Camp Grounds Association, Inc. ("**Landlord**" or the "**Association**") hereby leases to \_\_\_\_\_, a Member of the Association (the "**Tenant**"), that plot of land designated as \_\_\_\_\_, Plainville, CT (the "**Leased Property**") for a term beginning \_\_\_\_\_, 20\_\_\_\_ for a probationary period ending one year after the commencement of this Lease. Provided the Tenant satisfactorily completes the probationary period, the Lease shall automatically extend for an additional 24 years. The probationary period and the 24-year term are collectively referred to as the "**Lease Term.**"

Rent for the Leased Property has been paid through August 31, 20\_\_\_\_. After that date, the Tenant shall pay to the Association the Annual Rent for each succeeding year of the Lease Term as set by the Association.

This Lease is subject to the following terms and conditions:

1. Tenant shall abide by (a) all provisions of the Association's By-Laws in effect from time to time and (b) all applicable ordinances and regulations of the Town of Plainville and all other governmental authorities having jurisdiction over the Leased Property. Tenant acknowledges receipt of the Association's By-Laws in effect on this date.
2. Tenant shall timely pay all rents, assessments and fees levied by the Association on Members of the Association and shall timely pay all taxes on the Leased Property and the cottage on the Leased Property (the "**Cottage**"). Tenant shall maintain Liability Insurance on the Cottage and shall provide to the Association (upon request) evidence of this insurance.
3. Tenant agrees to hold the Landlord harmless against all liability claims arising out of the use of the Cottage and Tenant's use of the Leased Property.
4. This Land Lease may be revoked in the discretion of the Board of Directors of the Association if, after written notice from the Board of Directors, the Tenant continues to violate this Land Lease or the By-Laws of the Association.

**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.**

By: \_\_\_\_\_  
President

\_\_\_\_\_  
TENANT

By: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

Dated: \_\_\_\_\_, 20\_\_\_\_



**THE PLAINVILLE CAMP GROUNDS ASSOCIATION, INC.  
320 CAMP STREET  
PLAINVILLE, CT 06062**

\_\_\_\_\_, 20\_\_

Ms. Jane Dickman Buden  
Tax Assessor  
Town of Plainville  
One Central Square  
Plainville, CT 06062

Dear Ms. Buden,

Please change the Town records to reflect the following change in the ownership of the cottage located at \_\_\_\_\_, Plainville, CT.

Prior owner(s): \_\_\_\_\_

New owner(s): \_\_\_\_\_

Thank you for your assistance in this matter.

Please advise me if you have any questions on this transfer. My telephone number is \_\_\_\_\_.

Sincerely,

Secretary of the Association