

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

Approved by the Board of Directors September 8, 2025

New Member Admissions and Cottage Purchase Documents

**This document is for New Members Only. Existing members must use Existing Member Cottage Purchase Procedures and Documents located in the “Association Membership, Cottage Purchase & Rental” section of the “Members” tab**

**All Membership and Purchase documents must be submitted as single sided pages. Double sided documents will not be accepted.**

**All documents should be completed, signed where appropriate, reviewed by a member knowledgeable of these documents to verify completeness, and delivered to the Chair of the Admissions Committee. All documents 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. Final financial arrangements shall be completed after the Buyers’s membership is approved.**

**This document is based on the following:**

- The Plainville Camp Grounds Association, Inc. Amended and Restated By-Laws
- Supplemental Board Interpretations and Rules
- Admissions Committee Guidelines

**All completed documents 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

The following charges have been approved by the Board

- New Member Membership fee – \$300
- New Member Admissions Processing Charge – \$300
- Background Investigation Charge – \$25 per person

## Table of Contents

|  |           |
|--|-----------|
| <b>Section 1 – Buy and Sell a Cottage Procedures and Documents .....</b>             | <b>3</b>  |
| Sale of Cottage Checklist .....  | 3         |
| P1 - Agreement to Buy and Sell Cottage .....   | 4         |
| P2 - Bill of Sale for Cottage on Leased Land .....                                   | 6         |
| P3 - Termination of Land Lease .....   | 8         |
| P4 - Land Lease (New Member).....  | 10        |
| <b>Section 2 - Association Membership Procedures and Documents.....</b>              | <b>11</b> |
| Admission of New Member Checklist.....   | 11        |
| Admissions Committee Meeting with Prospective Members .....                          | 13        |
| Welcoming Letter .....   | 14        |
| A1 - Application for Membership .....  | 16        |
| A2 - Information in Support of Application for Membership and Background Check ..... | 17        |
| A3 - Information in Support of Telephone and Emergency Contacts Directories .....    | 18        |
| A4 - Letter of Recommendation by Association Member .....                            | 19        |
| A5 - Volunteering and Skills Checklist .....   | 20        |
| A6 - Prior Community/Church Volunteer Service .....                                  | 21        |
| A7 - Letter from Clergyperson or Spiritual Leader .....                              | 22        |
| A8 - Letter from Financial Institution .....   | 23        |
| A9 - Pet Application .....   | 24        |

# Section 1 – Buy and Sell a Cottage Procedures and Documents

The buyer and the seller should read these instructions carefully to avoid delays in processing.

## Sale of Cottage Checklist

|  |   |                             |
|--|---|-----------------------------|
|  | 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(s)                    |
|  | P1 - Agreement to Buy and Sell Cottage  | Buyer(s) and Seller(s) sign |
|  | P2 - Bill of Sale for Cottage on Leased Land  | Buyer(s) and Seller(s) sign |
|  | P3 - Termination of Land Lease  | Seller(s) signs             |
|  | P4 - Land Lease (New Member)  | Buyer s) signs              |

Preparation of Membership and Cottage Sale documents - **Cottage Showing Committee Chair** or designate ensures that all membership and cottage sale documents are completed.

A member knowledgeable of these documents should review the documents to verify completeness before giving the documents to the Admissions Committee Chair.

**Verification of Seller(s) / Representative** – In consultation with the Lease Committee Chair, the Cottage Showing Committee Chair must

- verify all cottage owners and joint tenants have been identified and
- that a copy of the document by which the representative was empowered to sign on behalf of the owner of record was provided and
- that all cottage owners and joint tenants, and a Representative have signed as Seller / Representative on Document P1, P2, and P3.

A file will be established by the Association for all the documents that are listed on this 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.

**Documents P1, P2, P3, and P4** should be signed and delivered to the Chair of the Admissions Committee and 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 P3 and P4** will be signed by Officers of the Association after the Buyer is admitted as a Member by the Board of Directors of the Association.

**Actions by the Chair of the Lease Committee** - Prepare and mail the applicable document(s) to the Town of Plainville, the Buyer, and the Seller in accordance with the Cottage Sale or Change of Ownership Process Guidelines

# P1 - Agreement to Buy and Sell Cottage

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

## Recitals

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

## Agreement

- 1. Seller agrees to sell and Buyer agrees to purchase the Cottage for the purchase price that has been agreed by the Seller and Buyer. The purchase price shall be paid to Seller at Closing by a Bank Cashier’s check or in such form as Seller and Buyer agree.
  - 2. The Seller and the Buyer agree to sign and deliver all documents required by the Association, including the Termination of Land Lease and the Bill of Sale on the forms prescribed by the Association. At Closing, Buyer 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), prorated for the period from the date of the Closing to the next July 1 and
    - (b) the prorated portion of the Annual Association dues and fees already paid by the Seller, prorated for the period from the date of the closing of the sale of Cottage 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 Buyer’s consent) Seller may remove specific items of personal property in the Cottage identified on Attachment A to this Agreement. Seller agrees to give all keys to the Cottage to the Buyer, including the key to the mailbox for the Cottage.
  - 4. Seller and Buyer acknowledge that the Closing cannot occur until the Buyer’s Application for Membership in the Association is approved by the Board of Directors of the Association. Buyer agrees to submit promptly all documentation and fees required by the Association so that approval of Buyer’s Membership can be obtained as soon as reasonably practicable.
  - 5. Seller and Buyer 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.
-

## P1 - Agreement to Buy and Sell Cottage (con'd)

If the person signing as Seller / Executor / Personal Representative / Administrator is acting in a representative capacity for the owner of record (for example, as the Executor, Personal Representative, or Administrator of an Estate, or pursuant to a Power of Attorney, or as the Trustee of a Trust), the person signing as Seller must:

(1) sign and show the precise capacity in which the representative is acting

Note: The signature of the representative would therefore read:

- (a) ABC as Executor or Personal Representative of the Estate of XYZ; or
- (b) ABC as Attorney-in-fact for XYZ; or
- (c) ABC as Trustee of the [describe Trust].

If the Representative has not properly indicated their capacity for the owner of record, the Representative must provide a simple letter (which may be an email) to the Association President of The Plainville Camp Grounds Association, Inc. from the Representative that says: "In connection with the sale of (address of cottage), all documents signed by me have been signed in my capacity as Executor, Personal Representative, Administrator, or Trustee [whichever is correct] of the Estate of (Name)."

and

(2) provide a copy of the document by which the representative was empowered to sign on behalf of the owner of record.

Note: The empowering document should be a copy of:

- (a) the document by which the appointment of ABC as Executor/Personal Representative/Administrator was confirmed by the appropriate court or other agency;
- (b) the Power of Attorney from XYZ appointing ABC; or
- (c) the written document creating the Trust and appointing ABC as Trustee with capacity to act solely on behalf of the Trust.

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

---

**Seller / Representative** (fill in the proper line below)

**Buyer**

---

**Seller / Representative** (fill in the proper line below)

**Buyer**

---

Representative as Executor / Personal Representative of the Estate of

---

Representative as Attorney-in-fact for

---

Representative as Trustee of the

(Name of trust)

## P2 - Bill of Sale for Cottage on Leased Land

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

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

If the person signing as Seller / Executor / Personal Representative / Administrator is acting in a representative capacity for the owner of record (for example, as the Executor, Personal Representative, or Administrator of an Estate, or pursuant to a Power of Attorney, or as the Trustee of a Trust), the person signing as Seller must:

- (1) sign and show the precise capacity in which the representative is acting

Note: The signature of the representative would therefore read:

- (a) ABC as Executor or Personal Representative of the Estate of XYZ; or
- (b) ABC as Attorney-in-fact for XYZ; or
- (c) ABC as Trustee of the [describe Trust].

If the Representative has not properly indicated their capacity for the owner of record, the Representative must provide a simple letter (which may be an email) to the Association President of The Plainville Camp Grounds Association, Inc. from the Representative that says: “In connection with the sale of (address of cottage), all documents signed by me have been signed in my capacity as Executor, Personal Representative, Administrator, or Trustee [whichever is correct] of the Estate of (Name).”

and

- (2) provide a copy of the document by which the representative was empowered to sign on behalf of the owner of record.

Note: The empowering document should be a copy of:

- (a) the document by which the appointment of ABC as Executor/Personal Representative/Administrator was confirmed by the appropriate court or other agency;
- (b) the Power of Attorney from XYZ appointing ABC; or
- (c) the written document creating the Trust and appointing ABC as Trustee with capacity to act solely on behalf of the Trust.

**P2 - Bill of Sale for Cottage on Leased Land (con'd)**

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.

Seller agrees to deliver to the Buyer all keys to the Cottage including the mailbox key for the mailbox assigned to the Cottage.

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

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

\_\_\_\_\_  
**Seller / Representative** (fill in the proper line below)

\_\_\_\_\_  
**Buyer**

\_\_\_\_\_  
**Seller / Representative** (fill in the proper line below)

\_\_\_\_\_  
**Buyer**

\_\_\_\_\_  
Representative as Executor / Personal Representative of the Estate of

\_\_\_\_\_  
Representative as Attorney-in-fact for

\_\_\_\_\_  
Representative as Trustee of the

\_\_\_\_\_  
(Name of trust)

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

**P3 - Termination of Land Lease**

\_\_\_\_\_ (Seller) and \_\_\_\_\_, (Seller)  
having sold my/our cottage located at (cottage address)\_\_\_\_\_ (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.

If the person signing as Seller / Executor / Personal Representative / Administrator is acting in a representative  
capacity for the owner of record (for example, as the Executor, Personal Representative, or Administrator of an  
Estate, or pursuant to a Power of Attorney, or as the Trustee of a Trust), the person signing as Seller must:

- (1) sign and show the precise capacity in which the representative is acting

Note: The signature of the representative would therefore read:

- (a) ABC as Executor or Personal Representative of the Estate of XYZ; or
- (b) ABC as Attorney-in-fact for XYZ; or
- (c) ABC as Trustee of the [describe Trust].

If the Representative has not properly indicated their capacity for the owner of record, the Representative must  
provide a simple letter (which may be an email) to the Association President of The Plainville Camp Grounds  
Association, Inc. from the Representative that says: “In connection with the sale of (address of cottage), all  
documents signed by me have been signed in my capacity as Executor, Personal Representative, Administrator, or  
Trustee [whichever is correct] of the Estate of (Name).”

and

- (2) provide a copy of the document by which the representative was empowered to sign on behalf of the owner  
of record.

Note: The empowering document should be a copy of:

- (a) the document by which the appointment of ABC as Executor/Personal Representative/Administrator  
was confirmed by the appropriate court or other agency;
- (b) the Power of Attorney from XYZ appointing ABC; or
- (c) the written document creating the Trust and appointing ABC as Trustee with capacity to act solely on  
behalf of the Trust.

**P3 - Termination of Land Lease (con'd)**

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

\_\_\_\_\_  
**Seller / Representative** (fill in the proper line below)

\_\_\_\_\_  
**Seller / Representative** (fill in the proper line below)

Representative as Executor / Personal Representative of the Estate of \_\_\_\_\_  
\_\_\_\_\_

Representative as Attorney-in-fact for \_\_\_\_\_

Representative as Trustee of the \_\_\_\_\_  
(Name of trust)

Forwarding Address of Seller  
or Representative For  
Mailing of final documentation: \_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

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

**P4 - Land Lease (New Member)**

The Plainville Camp Grounds Association, Inc. ("**Landlord**" or the "**Association**") hereby leases to

\_\_\_\_\_, a Member of the Association (the "**Tenant**"),  
(New Member(s))

that plot of land designated as \_\_\_\_\_, Plainville, CT (the "**Leased Property**") for a  
(cottage address)

term beginning \_\_\_\_\_, 20\_\_ for a period of 25 years (the "**Lease Term**").  
(date)

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, dues, 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 Homeowner's Insurance on the Cottage which includes liability and hazard insurance coverage 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.

\_\_\_\_\_  
Tenant (Buyer)

\_\_\_\_\_  
Tenant (Buyer)

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

## Section 2 - Association Membership Procedures and Documents

The buyer should read these instructions carefully to avoid delays in processing.

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 (see Document A4 Recommendation Letter from Existing Member) a background check on the Applicant(s) will be conducted through SafeRent at a cost per Applicant as determined by the Board in advance annually. If the Applicant(s) for membership includes a close family member (parent, sibling, or child) of an existing member, a background check is not required.

### Admission of New Member Checklist

|  | Document or Item  | Provided By             |
|--|---|-------------------------|
|  | Preparation of Membership and Cottage Sale documents - <b>Cottage Showing Committee Chair</b> or designate ensures that all membership and cottage sale documents are completed   | Showing Committee Chair |
|  | <b>Association Notification of Applicants</b> - <b>Admissions Chair</b> has posted the applicant's name on the Bulletin Board as a prospective member, and an email has been sent to all members advising them that the applicant has applied for membership. Refer to Admissions Committee Guidelines for the implementing procedure.  | Admissions Chair        |
|  | Verification of Seller(s) – In consultation with the Lease Committee Chair, verify that all cottage owners and joint tenants have signed as Seller on Document P1, P2, and P3.  | Admissions Chair        |
|  | Verification of Representative – In consultation with the Lease Committee Chair, verify that the representative has signed and shown the precise capacity in which the representative is acting and has provided a copy of the document by which the representative was empowered to sign on behalf of the owner of record. See Documents P1, P2, and P3                                  | Admissions Chair        |
|  | The <b>Applicant(s)</b> have obtained copies of the Association By-Laws and the Supplemental Board Interpretations and Rules (available on the website plainvillecampgrounds.org or by requesting a hard copy from the Association President or Secretary) The applicant has read and understands the By-Laws and the Supplemental Board Interpretations and Rules                        | Prospective Member      |
|  | If the <b>Applicant(s)</b> 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 investigation on the Applicant(s) will be conducted. The per person charge will be determined by the Board in advance annually. See A2 and A4 below, and the Background Investigation Guidelines | Prospective Member      |
|  | A1 - Application for Membership with a check payable to PCGA for the Membership fee, Admissions Processing Charge, and Background Investigation Charge (if applicable) as determined by the Board in advance annually.  | Prospective Member      |
|  | A2 - Information in Support of Application for Membership and Background Check  | Prospective Member      |
|  | A3 - Information in Support of Telephone and Emergency Contacts Directories   | Prospective Member      |
|  | A4 - Recommendation Letter from Existing Member   | Prospective Member      |
|  | A5 - Volunteering and Skills Checklist  | Prospective Member      |
|  | A6 - Prior Community/Church Volunteer Service   | Prospective Member      |
|  | A7 - Letter from Clergyperson or Spiritual Leader   | Prospective Member      |
|  | A8 - Letter from Financial Institution  | Prospective Member      |
|  | A9 – Pet Application  | Prospective Member      |

Documents A1 through A9 should be signed and delivered to the Chair of the Admissions Committee and 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.

Document A1 will be signed by the President of the Association after the buyer is admitted as a Member by the Board of Directors of the Association.

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.

**Actions by the Chair of the Lease Committee** - Prepare and mail the applicable document(s) to the Town of Plainville, the Buyer, and the Seller, and will notify the PCG web site webmaster to remove the cottage from the "Available Properties" listing in accordance with the Cottage Sale or Change of Ownership Process Guidelines

**Action by the Secretary**

Send an email to the Buyer to confirm new member's email address(es) and send password to the new Member(s) for the Members' Section of the Campground's website and additional information in accordance with the Secretary's How To document.

## Admissions Committee Meeting with Prospective Members

The following is for information only. Refer to Admissions Committee Guidelines for New Member Cottage Purchase document

1. Admissions Chair has posted the applicant's name on the Bulletin Board as a prospective member (**PM**), and an email has been sent to all members advising them that the applicant has applied for membership. Refer to Admissions Committee Guidelines for the implementing procedure.
2. Confirm that the PM has contacted the Town of Plainville Revenue Collector to determine if there are any delinquent property taxes on the Cottage.
3. Confirm that the 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?
4. Confirm that the PM has read the Supplemental Board Interpretations and Rules and understands that the signed Application for Membership includes an agreement to abide by the Rules and Regulations. Does the PM have any questions about the Supplemental Board Interpretations and Rules?
5. Confirm that the PM has submitted Documents P1 through P4, and A1 through A8 on the Checklists and delivered a check payable to the Association for the Membership fee, Admissions Processing Charge, and Background Investigation Charge (if applicable) as determined by the Board in advance annually.
6. Documents P3 and P4 will not be signed by the Association until **after** Board Approval of the PM's Application.
7. Review the results of the background check (if required) using the Background Investigation Guidelines.
8. Confirm that the PM will have homeowner's insurance on their cottage which includes liability and hazard insurance coverage as required by By-Laws.
9. Review Document P4 (Land Lease) with the PM:
  - a. 25-year lease period with the privilege of renewal
  - b. Association dues and fees as determined by the Board in advance annually are payable in September each year
  - c. Residency permitted only from May 1 to November 1
  - d. Lease can be terminated by Board for ongoing violation of By-Laws after notice
10. Review Association Rules based on the By-Laws (partial list; PM should consult the By-Laws and the Supplemental Board Interpretations and Rules)
  - a. Cottage and Grounds must be maintained to community standards
  - b. Garbage and trash pickup – Tuesday and Friday at 8am
  - c. Mailbox 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 Campgrounds
  - 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 vehicle size) at the Campgrounds
  - j. Town of Plainville Property Taxes are mailed directly in July
11. 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.
12. No leases or rentals of cottages without written approval of the Board (see By-Laws)
13. The cottage owner is responsible for ensuring that the water service at the adjacent underground curb-stop valve to their cottage is shut off during the period of November 1 until May 1. See Water Winterization Guidelines for further details.
14. **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 A5 Volunteering and Skills Checklist)

## The Plainville Camp Grounds Association, Inc.

### Welcoming Letter

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 Welcoming Committee—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 Welcoming 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 the President of the Association who 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!

- \_\_\_\_\_, President

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

**A1 - Application for Membership**

\_\_\_\_\_ and \_\_\_\_\_ hereby apply for  
(name) (name)

membership in The Plainville Camp Grounds Association, Inc.

I/We shall reside in the cottage at \_\_\_\_\_ on the grounds of The  
(cottage address)

Plainville Camp Grounds Association, Inc. after the cottage purchase, lease, and membership are approved by the Board of Directors.

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 intend to reside in the Campgrounds at least two months each season (May 1- October 31).

I/We agree to take an active role in the social, working and spiritual aspects of the Campgrounds.

I/We agree to obtain and maintain homeowner's insurance on the cottage which includes liability and hazard insurance coverage as required by the By-Laws as soon as practicable after ownership of the cottage is transferred.

We learned of the Camp Grounds through (Please circle the applicable method.):

(a) the website or

(b) a friend, \_\_\_\_\_ or  
(name)

(c) other \_\_\_\_\_

Enclosed is a check payable to The Plainville Camp Grounds Association, Inc. for the Membership fee, Admissions Processing Charge, and Background Investigation Charge (if applicable) as determined by the Board in advance annually.

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

Approved by Board of Directors

\_\_\_\_\_  
Prospective Member(s)

\_\_\_\_\_  
President

\_\_\_\_\_  
Prospective Member(s)

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

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

## A2 - Information in Support of Application for Membership and Background Check

Full Legal Name (S): \_\_\_\_\_

Address (including Zip Code): \_\_\_\_\_

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Spouse's Name: \_\_\_\_\_

How Long at Present Address: \_\_\_\_\_ Rent or Own: \_\_\_\_\_

Previous Address: \_\_\_\_\_

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Employer: \_\_\_\_\_

Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

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 Applicant(s) will be conducted through SafeRent at a cost per Applicant as determined by the Board in advance annually. If the Applicant(s) for membership includes a close family member (parent, sibling, or child) of an existing member (in good standing for at least one year), a background check is not required.

**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 \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse's Social Security Number (if Applicable) \_\_\_\_\_

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.

### A3 - 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 | Year |
| Winter Address:      | Street          |       |      |
|                      | Town, State ZIP |       |      |
| Winter Home Phone:   |                 |       |      |

#### Emergency Contact

|               |  |
|---------------|--|
| Name:         |  |
| Address:      |  |
| Relationship: |  |
| Cell:         |  |
| Phone:        |  |
| Email:        |  |

**A4 - Letter of Recommendation by Association Member**

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 of Association Member

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

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

**The Plainville Campgrounds Association, Inc.**

**A5 - Volunteering and Skills Checklist**

**(Each applicant should complete a copy for the Association)**

Applicant(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_\_

**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 Tuesday and Friday 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 if you are in the Campgrounds
- \_\_\_\_\_ 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                |                  |          |             |
|                              |                  |          |             |
|                              |                  |          |             |
|                              |                  |          |             |

## A6 - Prior Community/Church Volunteer Service

In the communities in which I/we have resided, I/we have taken an active role in providing community and/or church service in the following ways:

**Organization**

**Kinds of Volunteer Services Rendered**

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Some of the persons who can confirm this volunteer service to these organizations are:

**Name**

**Contact Information (Telephone or Email)**

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## A7 - Letter from Clergy person or Spiritual Leader

[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

## A8 - Letter from Financial Institution

Letterhead of Financial Institution

Date

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

Re: Application of \_\_\_\_\_  
(name(s))

Dear Admissions Committee:

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

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



### A9 - Pet Application

#### Applicant Information

Member Applicant

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

ZIP Code

Phone: \_\_\_\_\_

Type of pet and number: Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other \_\_\_\_\_

|   |       |        |              |                 |
|---|-------|--------|--------------|-----------------|
| Pets Name:  |       |        |              |                 |
| Pets DOB/Age  | Breed | Weight | Male /Female | Spayed/Neutered |
|   |       |        |              |                 |
| Describe pets' temperament: happy, friendly, barks, food/toy aggressive |       |        |              |                 |
|   |       |        |              |                 |
| Pets Name:  |       |        |              |                 |
| Pets DOB/Age  | Breed | Weight | Male /Female | Spayed/Neutered |
|   |       |        |              |                 |
| Describe pets' temperament: happy, friendly, barks, food/toy aggressive |       |        |              |                 |

#### Veterinarian Information

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Lease holders are limited to the possession of two animals in any one cottage.
- Owners must promptly clean up after their animals
- Dogs must be kept on a leash at all times. Dogs are not to be unattended outside on a leash.
- Dogs are not allowed in the Dining Hall, Chapel, or Auditorium.
- Dogs with a habit of excessive and noisy barking must be promptly controlled and trained to correct this behavior.