

# WAITING LIST RULES

## ARTICLE I: PURPOSE, AMENDMENTS

### SECTION 1: PURPOSE

These rules are written to facilitate the transfer of memberships in our resort and/or exchange of sites between members in a manner that is fair to all parties involved.

### SECTION 2: AMENDMENTS

Amendments to these rules shall be accomplished using the methods to amend the Standing Rules, refer to Standing Rules Article I, Section 2.

## ARTICLE II: APPLICANTS TO MEMBERSHIP in the Florida SKP Co-op, Inc.

### SECTION 1: ACTIVE WAITING LIST (AWL)

A. TO BE PLACED ON THE FLORIDA SKP CO-OP, INC. (THE CO-OP) AWL AN APPLICANT MUST SEND IN \$525.00 (\$25.00 NON-REFUNDABLE ADMINISTRATION FEE AND A \$500.00 REFUNDABLE PREPAID DEPOSIT ) PLUS A COPY OF THEIR CURRENT SKP MEMBERSHIP CARD.

THE CO-OP WILL RETAIN ALL INTEREST EARNED ON THESE FUNDS.

- B. Names on the AWL are recorded in the computer in the order of the date they are received at the Co-op office.
- C. Once a year, following the annual Co-op meeting in February, a mailing will be sent to those on the AWL. News of the Co-op and a copy of the current waiting list will be a part of this mailing.
1. A form will be included, to be filled out giving current address, phone number, and reaffirming or declining continued listing.
  2. If you do not receive this form by April 30th each year, it is your responsibility to contact the Co-op office by mail or phone: Florida SKP Co-op, Inc., 2219 SKP Way, Wauchula, FL 33873. Phone 863-735-1499.
  3. Failure to reply by April 30, which should include a copy of your current SKP membership card, will result in removal from the AWL.
  4. At this time the applicant will reaffirm their intention to remain on the AWL or decline remaining on the AWL using the form mentioned above.  
If the applicant chooses to decline remaining on the AWL the \$500.00 deposit will be returned and they will be removed from the AWL.
  5. If between November 1 and April 30, the candidate notifies the Florida SKP Co-op of their desire to be removed from the AWL the \$500.00 deposit will be returned and they will be removed from the AWL.

## ARTICLE III: SITE/MEMBERSHIP OFFERS

### SECTION 1: TO CO-OP MEMBERS

- A. No site can be offered until membership appraisal forms are signed and returned to the Waiting List Committee.
- B. To be placed on the Membership Site Exchange List it is necessary for a Co-op member to submit a dated request stating sites desired, not to exceed five. The member must provide a quick-reach phone number at this time.
- C. If the requested site becomes available, the Co-op member on the Site Exchange List is entitled to first right of refusal or acceptance.
- D. Co-op members on the Site Exchange List in residence must accept or decline the site in writing within 48 hours.
- E. Co-op members on the Site Exchange List not in residence will be phoned, notifying them of availability of a site and that we MUST have their acceptance or refusal of the site within 48 hours of receipt of the phone call. Acceptance or refusal may be by telephone but MUST be confirmed by signed Fax or letter.
- F. An annual form will be sent to those on the Site Exchange List reaffirming or declining continued listing. Failure to reply in thirty (30) days will result in removal from the Site Exchange List.
- G. After a member exchanges a site their name will be removed from the Membership Site Exchange

## WAITING LIST RULES

- List.
- H. The member may submit another dated request for up to five sites and be placed back on the Site Exchange List.
  - I. Should there be no written request on the Membership Site Exchange List for the available site, a three day notice will be posted on the clubhouse bulletin board for Co-op members who might desire this site. This site will not be posted again prior to 30 days from date of previous posting.
  - J. If a Co-op member exchanges sites he must remain on the original site until:
    - 1. The membership is sold and payment clears the bank.
    - 2. Payment for the new site clears the bank.
    - 3. \$75 transaction fee is paid.
  - K. The member accepting a new site would then make his site available following the procedures outlined above.

### SECTION 2: TO ACTIVE WAITING LIST (AWL)

- A. When a membership in the Co-op becomes available it will be offered by phone, or E-mail to the top applicant on the AWL.  
This offer will include:
  - 1. A description of the site will be given over the phone along with the purchase price, plus a \$75.00 transaction fee, minus the \$500.00 prepaid deposit.
  - 2. The time limit for replying to the offer is 48 hours after phone contact.
- B. Everyone on the AWL shall provide the Co-op with a quick-reach phone number where a message will be assured a prompt response.
- C. Acceptance of a membership should be immediate, not to exceed 48 hours from the notification time. If acceptance or refusal is by telephone, it must be followed by a signed confirmation letter or Fax.
- D. Payment must be received within five (5) business days after acceptance.
- E. Applicants have the right to refuse three membership offers. After the third refusal they will be refunded their \$500 deposit and deleted from the Waiting List.
- F. Applicants 2 through 5 on the AWL will be notified of their position by letter.
- G. When an applicant reaches #10 on the AWL and has responded to the Annual Letter that they wish to remain on the AWL, a packet containing a Membership Agreement to be signed and returned, a map of the Co-op, Articles of Incorporation, By-Laws, Standing Rules, Zoning Rules, and Waiting List Rules will be sent to the applicant.