

**LAKE OF THE PINES ASSOCIATION
POLICIES & PROCEDURES**



User Fee Refunds and Prorations

A. General

Lake of the Pines Association collects user fees from Association Members and tenants to cover the use of various amenities. It is the intent of this policy to establish guidelines and conditions associated with requests for a refund or the proration of such user fees.

User fees are collected in advance for a full twelve month period based on the staggered start date of each particular user fee. Should a user fee be eligible for a refund, the amount to be refunded will be calculated in monthly increments. User fees are due for the entire month in which the refund request is made regardless of the amount of time left in the month.

REFUNDS

Refunds will NOT be granted for golf cart decals, boat decals, annual golf or tennis memberships. NOTE: Annual golf memberships and annual tennis memberships are **not** transferrable.

EXCEPTIONS: (1) death of owner or tenant; (2) Sale of property affixed to rights of membership; (3) An owner converting their residence into a rental property without the purchase of dual usage privileges; (4) A tenant moving out of LOP. When the death of an owner or tenant occurs, the date shown on the death certificate will be considered as the refund request inception date. These refunds will be processed upon request only.

Exceptions to this Refunds/Proration Policy may only be approved by the LOP Board of Directors.

PRORATIONS

The proration of a user fee may occur only when purchasing that amenity for the **first time**.

The proration of a user fee may also occur upon the sale or transfer of the personal property associated with the user fee.

B. Golf Carts and Boats

Proration of fees will be granted only when the golf cart or boat in question has been newly purchased by the member. When a golf cart or boat is sold or traded-in, a transfer fee, as stated in the current LOP Fee Schedule, will be charged should a new golf cart or boat be simultaneously purchased (within thirty (30) days). In that instance, the old decal must be returned.

If the golf cart or boat purchased bears a current LOP decal, and is sold to an LOP member or tenant, then a transfer to the new buyer will need to occur. A transfer fee will be due, and the current decal will remain for the duration of the decal season. LOP Administration must be notified within thirty (30) working days of such sale. At the beginning of the next decal season, the full user fee is due.

C. Marina Slip or Boat Rack Rental

If an annual marina slip or boat rack renter sells their vessel and does not intend to replace it within sixty (60) days or closes escrow on the sale of their sole LOP property or is no longer a tenant, a prorated refund will be granted contingent upon the marina slip being re-rented from the marina rental waiting list and surrender of the gate key.

D. RV Storage Space Rental

If an annual RV storage space renter sells their vehicle and does not intend to replace it within thirty (30) days or closes sale of his sole LOP property or is no longer a tenant, a prorated refund will be granted.

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