



Hickory Lake Campground Cooperative Association Process For Selling A Share

The process for selling your share will probably take between two to four weeks. There are two main types of closings:

1. If a bank is involved in financing the purchase a closing company must be used. Historically Aitkin County Abstract has facilitated these types of closings for HLCCA.
2. If the purchase is paid in full at the closing, a closing company is not required.

Initial Forms

Each new prospective owner/member must apply, and then subsequently be accepted by the Board of Directors, in order for there to be a successful transfer of ownership. The prospective buyer must fill out and return to the Board the two forms listed for consideration:

1. HLCCA Application for Membership, along with \$100 administration fee
2. HLCCA Authorization for Release of Information Agreement
3. Signed Purchase Agreement

If transferring ownership of a share to a current member these initial forms, other than the signed Purchase Agreement, and associated fees are not required.

Purchase Agreement

Pursuant to the Hickory Lake Campground Cooperative Association Declarations, Article III Section 1 (b), a purchase of a share must have an initial signed purchase agreement and this must be submitted to the Board of Directors with the initial forms and fee. A final Purchase Agreement will be signed at closing. The Cooperative has a sample Purchase Agreement that can be utilized. If you require assistance with the Purchase Agreement it is your responsibility to consult with an attorney.

Required Documents

The following is a list of documents required by Minnesota law that must be supplied to prospective buyers at least 10 days prior to closing:

1. Articles of Incorporation
2. Hickory Lake Campground Cooperative Association Bylaws
3. Hickory Lake Campground Cooperative Association Declarations
4. Campground Rules and Regulations
5. Sample Proprietary Lease
6. Disclosure Statement and Attachments

Copies of these documents can be found on our website: www.hlcca.com

Closing Process

There is a \$300 document fee due prior to closing

At the closing, both the buyer(s) and seller(s) must sign the final purchase agreement as well as execute this list of additional closing documents:

1. HLCCA Assignment of Proprietary Lease (must be obtained from the Board)
 - a. This is prepared upon receipt of the the initial or special fee due from the purchaser to the Association
2. HLCCA Proprietary Lease (must be obtained from the Board)
 - a. This is prepared upon receipt of the the initial or special fee due from the purchaser to the Association
3. HLCCA Compliance Agreement (this is only used when there is not a closing company)

Closing without a closing company must be performed with both parties present on the scheduled closing date. In lieu of an in person closing, paid digital signature services such as DocuSign, AdobeSign, or SignNow can be used. HLCCA has a document with further instructions on creating a certified digital signature from within the free version of Adobe Acrobat Reader that will be sent once membership has been approved by the board.

Upon successful completion of the above closing documents, copies of #1 and #2 must be supplied to the Board of Directors along with the original membership certificate. The Board will initiate the process of creating a new certificate for the buyer(s).

Questions should be directed to the Board of Directors at board@hlcca.com

If either the buyer(s) or sellers(s) have legal questions please consult with an attorney.