

RECREATION CENTERS OF SUN CITY WEST, INC.

POLICY STATEMENT – Fi3

Property Owner Changes and Refunds of Member Dues and Fees

1.0 General:

The collection and refund of all or portions of Annual Member Dues and Special Assessment Fees is governed by policy set by the Governing Board.

2.0 Purpose:

The purpose of this policy is to establish the requirements and restrictions by which the Association shall administer refunds of Owner Member dues, Associate Member fees, and special assessment fees.

3.0 Owner Member Dues:

3.1 Refunding:

All or a portion of the annual Owner Member dues shall be governed by the following restrictions: No refund will be made on any portion of dues which has been collected and allocated to a Reserve Fund of the Association. There will be no refunds for paid or unpaid Special Assessments. More than 60 days of prepaid dues must remain prior to the Owner Member's anniversary date, which is established by the recorded ownership, in order to qualify for a refund. The Owner Member is not the last owner member on deed to the property.

3.2 Property Owner Changes and Refunds:

3.2.1 Ownership change shall be evidenced by a recorded deed submitted to the Member Services Office of the Recreation Centers of Sun City West, Inc.

3.2.2 Refund of unused prepaid dues shall be made from the date, when both of the following items are received in the Member Services Office: All photo member cards issued on the property and mailing address where refund is to be sent.

3.2.3 Time allowed for submission of the photo member cards and mailing address shall be 90 days from the recorded date of the property transfer. No refund will be made after the 90 days have expired.

3.3 Death of Owner Member and Refunds:

3.3.1 A death certificate presented to the Member Services Office of the Recreation Centers of Sun City West, Inc. shall serve as supporting documentation for a refund request. The photo member card of the deceased should also be returned with the certificate.

3.3.2 The refund shall be calculated from the date of death.

3.3.3 No refund shall be given for the last remaining Owner Member on deed to the property due to death. The estate of the last Owner Member is responsible for payment of the annual Owner Member dues and any Special Assessments levied until such time as the property changes ownership and evidence of the new owner is received by Member Services.

3.2.4 Any refund due will be made to the estate of the last Owner Member from the date of the property transfer upon receipt of recorded documents showing the change of ownership.

4.0 Associate Member Fees:

4.1 Refunding:

All or a portion of the annual Associate Member fees shall be governed by the following restrictions: No refund will be made on any portion of fees or special assessment fee which has been collected and allocated to a Reserve Fund of the Association. More than 60 days of prepaid fees must remain prior to the Associate Member's anniversary date in order to qualify for a refund.

4.2 Property Owner Changes and Refunds:

- 4.2.1 Ownership change shall be evidenced by a recorded deed submitted to the Member Services office of the Recreation Centers of Sun City West, Inc.
- 4.2.2 Refund of unused prepaid fees shall be made from the date both of the following items are received in Member Service office: All photo member cards issued on the property. Mailing address where refund is to be sent.
- 4.2.3 Time allowed for submission of the photo member cards and mailing address shall be 90 days from the recorded date of the property transfer. No refund will be made after the 90 days have expired.

4.3 Death of Associate Member and Refunds:

- 4.3.1 A death certificate for the Associate Member, the photo member card, and a mailing address for the refund must be presented to the Member Services Office of the Recreation Centers of Sun City West, Inc. when a refund request is made.
- 4.3.2 The refund shall be calculated from the date of death.

5.0 Other Refunds:

No other refunds will be made for Associate Member Fees.

6.0 Owner Member Additional Card Fees:

There is no refund of fees paid for Additional Cards purchased by an Owner Member for use of their property as a Residential Rental unit.

7.0 Tenant Activity Dues Fees:

There is no refund of fees paid for Tenant Activity Cards purchased for facilities use privileges of Recreation Centers of Sun City West, Inc.

Adopted: 2-18-93

Approved: 4-27-95

Approved: 4-27-00

Approved: 6-17-04