

# WEST SOUND WATER ASSOCIATION

P. O. Box 571  
Eastsound, WA 98245

July 17, 2010

To: All WSWA Members

From: WSWA Board

Re: Procedure for Transfer of WSWA Membership  
In Conjunction With a Sale of your Parcel

To ensure a smooth process for transferring your membership, if and when you should sell your parcel, your board of directors is providing WSWA members this recommended procedure. This information also will be available to realtors and escrow offices, so even if you lose this information during the years between now and your eventual sale, if/when that time comes, please remember that you or your realtor should contact WSWA to let us know that your property is for sale, and to ask for a copy of these procedures:

1. We ask that the Escrow Office do the following:
  - a. Please check with WSWA to determine whether there are any unpaid water fees or assessments, and ensure that they are collected and paid through the closing date, as part of the escrow process.
  - b. Please deduct the applicable WSWA transfer fee.
  - c. Please remit these amounts to WSWA along with: (1) the tax parcel number, (2) the name and address of the Buyer(s) as they appear on the title, and (3) any other Buyer contact information that may be available (phone, fax, email).
  - ❖ In connection with a.-c., the best WSWA contact for a broker or escrow office is Carol Sutton (at Rainbow Services in Eastsound), who handles the WSWA books. Alternatively, any WSWA board member may be contacted.
2. Sellers must arrange for their original Certificate of Membership to be surrendered to WSWA (or, if it is lost, Sellers must execute an Affidavit of Lost Certificate). This normally should be done by returning the certificate or affidavit to WSWA, although it could be done as part of the Escrow.
3. Following #1 and #2 above, WSWA will issue the Buyer a new Certificate of Membership, along with additional new member information (as discussed below).
4. Please ensure that your Purchase and Sale Agreement is consistent with these procedures.

In addition, Buyers and Sellers are cautioned with respect to the meaning of the language on the membership certificates which limits water use to "a Maximum of 450 gallons per day". (We believe that 450 gpd reflected the initial design capacity of our system's infrastructure, back in 1988.) Please note that our WSWA Bylaws, to which every member is subject, include procedures for establishing appropriate water use standards should circumstances warrant. This could include a reduction in the 450 gpd figure, if necessary in the event of reduced water availability (due, for example, to equipment issues or a drought) or in the event of a significant increase in average water usage. WSWA's monthly fee structure provides economic incentives to encourage conservation, with the hope that any further limitations on water use can be avoided, or at least minimized -- but of course there can be no guarantee. As explained frequently to members in the past, we each are expected to keep our usage below the 450 gpd level, and the rate structure includes a surcharge if that level is exceeded. Additional economic incentives could be adopted in the future if high usage becomes a problem. Fortunately, high usage has been rare the past few years, except during leak situations.

One goal of this transfer procedure is to allow WSWA to provide pertinent information to the buyers, as they acquire WSWA memberships – information on how we operate, what is expected from members, and whom to contact.

We are attaching that information to this letter, for the benefit of all current members. *Enclosed you will find current copies of our Articles of Association, our WSWA Bylaws, our fee structure, a membership contact list, and two policy documents: "Installation and repair standards for WSWA", and "Resolution 01-96" which requires all WSWA members to have an approved backflow prevention device, which is mandated by the State WAC 246-290-490.*

If you have any questions regarding the procedure outlined above, please contact any WSWA board member.

Sincerely,



Tom Baldwin  
Secretary