

# The Islands Moorage HOA

## Membership Transfer Instructions

In order to process the transfer of the membership in our association, the following documents outlined below need to be completed by the appropriate parties.

- License Agreement
- Credit Application
- Application for Membership form
- Agreement and Acceptance form

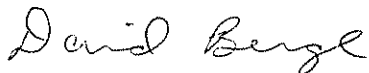
If the slip is currently being purchased on contract and the new owner is going to assume this contract then the Assignment & Conveyance by Owner form must also be completed. These forms are also available online at [www.hoa-docs.com](http://www.hoa-docs.com).

These completed documents need to be returned to The Island Moorage in care of Excelsior Property Management, 4 Monroe Parkway, Suite G, Lake Oswego, OR 97035, along with the \$500.00 transfer fee and a copy of picture ID (generally driver's license).

When your completed paperwork is returned to us, the Board of Directors will review your application and run a credit check. Prior to the completion of the sale, the exterior of the house will be inspected by the Architectural Committee of the Islands Moorage to ensure that the house complies with the protective covenants, conditions and restrictions of the moorage. You will be notified within 30 days of our approval or if we need additional information.

If you have any questions about the Moorage or about the transfer process, please feel free to contact me at 503-243-7918 ext. 20 or by e-mail at [David@excelsiorpm.com](mailto:David@excelsiorpm.com).

Sincerely,



David Berge  
Excelsior Property Management