

Lake Altamont Association
Property Transfer Process
Effective June 1, 2024

Intention to Sell

The transfer process begins when the Owner/Seller notifies any board member of their intention to sell. The Board designates one member to serve as the point of contact (the Coordinator). The Coordinator maintains a "Property Sale List" of names and contact information of anyone involved in the sale such as the Seller's attorney, Seller's agent, Buyer's attorney, Buyer's agent, trustee (in case of estate sale) and bank representative (in case of foreclosure).

The Coordinator provides the Seller (or seller's representatives) with the by-laws and a blank application form (attached). The minutes of the most recent annual meeting and/or the most recent financial report may be provided if requested. The membership list may not be given out. The Seller must notify the Coordinator of any open houses or similar events.

Accepted Offer

Once the Seller accepts an offer, the Seller notifies the Coordinator of the Buyer's name(s) and the offer amount. The purchase cannot proceed until the following steps are completed: Application, Fee, Right of First Refusal, Interview, Vote by board, Vote by membership. These steps are described below.

Right of First Refusal

The Coordinator emails a Right of First Refusal (ROFR) notice (attached) to all members and compiles the responses. After 15 days (or sooner if anyone matches the offer), the Coordinator notifies the Property Sale List of the outcome.

Application

The Buyer submits an application form and fee. This can be done while the 15-day ROFR period is running. The check will be held until the approval process has been completed at which point it will be deposited in the Association account.

Interview and Vote by Board

The Coordinator forms a Membership Committee – ideally three board members and one or two non-board members – to interview the prospective Buyer(s). The Coordinator arranges for an in-person interview to take place after the 15-day ROFR period expires.

Following the interview, the Coordinator notifies the full board of the Membership Committee's recommendation. The full board votes on the application. At least 3 board members must endorse the application for it to go forward.

Membership Vote

The board calls a special meeting to consider the Buyer(s) for membership. The Coordinator prepares a proxy ballot (attached) and emails it to all members. The Coordinator notifies the Property Sale List and the board of the vote results. A positive vote by 75% of voters is required for the sale to proceed to closing.

At a term of the Surrogate's Court of the
State of New York held in and for the
County of Sullivan at Monticello, New York

PRESENT: Hon. E. Danielle Jose-Decker, Surrogate

**Administration Proceeding, Estate of
Robert S. Grumet**

**DECREE GRANTING
LETTERS OF ADMINISTRATION
WITH LIMITATIONS
File No. 2024-298**

Deceased.

A verified petition having been filed by Nancy A. Buck praying that administration of the goods, chattels and credits of the above-named decedent be granted to Nancy A. Buck and all persons named in such petition, required to be cited, having been cited to show cause why such relief should not be granted, have either failed to appear in response to a served citation or having waived the issuance of such citation and consented thereto; and it appearing that Nancy A. Buck is in all respects competent to act as administrator of the estate of said deceased; now it is

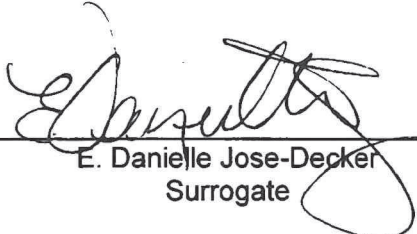
ORDERED AND DECREED, that Letters of Administration issue to Nancy A. Buck upon proper qualification and the filing of a bond be and hereby is dispensed with; and it is further

ORDERED AND DECREED, that the authority of such administrator be restricted in accordance with, and that the letters herein issued contain, the limitation(s) as follows:

Limitations/Restrictions: None.

The Preliminary Letters with Limitations issued to Nancy Buck on December 23, 2024 are hereby revoked.

DATED: *January 31, 2025*



E. Danielle Jose-Decker
Surrogate

Municipality of Mamakating

SWIS:	484089	Tax ID:	68.-1-18
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Photographs

No Photo
Available

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Documents

- Property Ownership Card
- Property Ownership Card

Maps

[View Tax](#)[MapView in](#)[Google](#)[MapView in](#)[Bing Maps](#)[Map Disclaimer](#)

Tax Map ID / Property Data

Status:	Active	Roll Section:	Taxable
Address:	11 Altamont Rd		
Property Class:	210 - 1 Family Res	Site Property Class:	210 - 1 Family Res
Ownership Code:			
Site:	Res 1	In Ag. District:	No
Zoning Code:	RAG2 -	Bldg. Style:	Ranch
Neighborhood:	10110 -	School District:	Pine Bush
Property Description:	Legal description not given for property		
Total Acreage/Size:	0.85	Equalization Rate:	----
Land Assessment:	2025 - \$25,100 2024 - \$25,100	Total Assessment:	2025 - \$156,900 2024 - \$156,900
Full Market Value:	2025 - \$461,500 2024 - \$435,800		
Deed Book:	3251	Deed Page:	631
Grid East:	496276	Grid North:	982683

Special Districts for 2025

Description	Units	Percent	Type	Value
AMB50-Ambulance District	0	0%		0
FD081-Bloomingburg fire	0	0%		0
LD004-Mamakating lib dist	0	0%		0

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AMB50-Ambulance District	0	0%		0
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Land Types

Type	Size
Primary	0.85 acres

Section 4. Upon the death of any member, the Certificate of Membership is automatically passed on to the survivor as named thereon with all rights, privileges and obligations as herein provided.

Section 5. Upon the death of any member leaving a surviving spouse not named on the Certificate of Membership, the Certificate of Membership shall automatically be passed to such spouse providing survivor becomes vested with the ownership of the decedent's property situated at or near Lake Altamont. If a member dies without leaving a spouse entitled to succeed to membership as aforesaid, the Certificate of Membership shall vest in the legal heir or heirs of the decedent succeeding to a decedent's Title to the property situated at or near Lake Altamont. Upon the death of a member not leaving a legal heir entitled to succeed to the membership as aforesaid, the membership will cease. In this instance, a new application for membership by the new property owner(s) will be required.

Section 6. The Certificate of Membership and the rights, privileges and obligations of a member shall not be assignable except to spouse, child, or spouse of such a child after due application and a favorable vote as provided by Section 2 of this Article. No application fee shall be required upon the assignment of a member.

Section 7. Regardless of how many persons are named on the Certificate, each deed holder shall have one (1) vote only at a meeting of the members, unless said deed holder shall possess an additional residential property and Certificate for which they are paying association dues. In such a situation, one vote per residential property with Certificate shall be permitted.

Article III: Government

Section 1. The governing Board of the Corporation shall consist of five (5) Directors, four of whom must be homeowners at Lake Altamont. The Directors are to be elected in accordance with Article V of these By-Laws.

Section 2. The Directors shall appoint a President, a Vice-President, a Secretary, and a Treasurer chosen from the governing Board. The Secretary and Treasurer may be one person.

Section 3. The general management of the Corporation shall be vested in the Board of Directors.

Section 4. The President shall be a member ex-officio with full voting privileges of all committees.

Section 5. There shall be two standing committees: a grounds committee and a finance committee. Such committees shall be appointed by the President and shall be of such size and have such duties as the Board of Directors shall determine. The President from time to time may appoint additional committees as needed or requested by the board.

Article IV: Meetings

Section 1. The annual meeting of the Corporation shall normally be held on the first Friday of June of each year. The Board of Directors may reschedule the meeting date at its discretion. Notice of the time and place of holding same shall be sent to each member at least ten (10) days prior thereto.

Section 2. Special meetings may be called by (a) the President at any time upon due notice to each member, or (b) the Secretary upon request of five (5) members to such officer made in writing, notice of same to be sent to each member at least ten (10) days prior to said meeting.

Section 3. At all meetings of the association, either regular or special, a majority of all members in good standing (including proxies) shall be necessary to constitute a quorum (See Section 4, this Article).

Section 4. If a quorum is not present, the presiding officer may adjourn the meeting to a specified day and hour. However, if enough specific proxies are in the hands of the secretary to constitute a quorum, those specific matters (including election of directors) may be voted on. Specific matters to be voted on must be sent to the members at least ten days prior to the meeting according to the notices provision in Article 12.

Section 5. At all annual meetings of the association, the order of business shall include, but not be limited to the following:

- a) Reading of the Minutes not previously read (Board and Regular Meetings)
- b) Reports of Officers
- c) Reports of committees
- d) Election of Directors (Annual Meeting only)
- e) Unfinished Business
- f) New Business

Section 6. Attendance at a meeting is defined to include attendance in person, by telephone, by video conference and by proxy.

Article V. Election of Directors

Section 1. The Directors of the corporation shall be elected at each annual meeting. Each household/member shall be entitled to one (1) vote or as specified in Article 2, Section 7 and the top five vote getters shall be declared elected. In case of a tie there will be a run-off among the tied candidates. Votes for Directors may be cast by proxy if a member is unable to attend the annual meeting.

Section 2. The Directors shall be elected to office for one (1) year only; i.e., until new Directors are elected at the next annual meeting. In the event that an annual meeting is not held, the directors then in office shall hold office until their successors are elected.

Section 3. The Board of Directors shall elect one President, one Vice-President, one Secretary, and one Treasurer (Also, see Article III, Section 2). The meeting of the Board of Directors to elect officers shall be held within one (1) month following the annual meeting of the members, and the officers elected shall hold office until new officers are elected.

Article VI. Vacancies in Office

Section 1. If a vacancy occurs among the officers, such vacancy shall be filled for the unexpired term by the Board of Directors.

Section 2. If a vacancy occurs among the Directors prior to January 1 of the term of office, the President may appoint a member to fill the vacancy within thirty (30) days of receiving notice of resignation.

Article VII. Duties of Officers

Section 1. The President shall preside at all meetings of the Association and of the board of directors.

Section 2. In the absence of the President, the Vice-President shall perform those duties, and in the absence of both the President and the Vice-President, the Treasurer shall preside and assume the duties of the President.

Section 3. The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors, and shall issue all calls for meetings of the association or the Board of Directors. The Secretary shall keep an accurate account and collect all application fees, dues, fines, charges due from members and perform such other duties as may be required.

Section 4. The Treasurer shall have charge of all funds received and shall deposit same in the name of the Association and disburse said funds as requested. The Treasurer shall keep accounts of receipts and disbursements of such funds, and give an itemized statement of same at regular meetings of the Association or as otherwise requested.

Section 5. The President or Vice-President and Secretary/Treasurer shall be authorized to sign all leases, contracts, or other instruments, with the exception of checks, which may be signed by any one (1) officer.

Section 6. The minutes, books and records of the Association shall be made available for inspection to any member upon request to the Secretary.

Section 7. Meetings of the Board of Directors may be called by the President or may also be called by the Secretary upon request of any two (2) members of the Board of Directors. Notice to all board members is required.

Section 8. A majority of the Board of Directors shall constitute a quorum.

Article VIII. Duties and Powers of the Board of Directors

Section 1. The Board of Directors shall have general charge and management of the affairs, funds, and property of the Association. It shall have full power and it shall be their duty to carry out the purposes of the association according to the By-Laws, to determine whether the conduct of any member is detrimental to the welfare of the association and to fix the penalty of such misconduct or any violation of the By-Laws and rules. In furtherance of its powers, the Board shall have the power to impose assessments subject to majority vote of the Board.

Section 2. The Board of Directors shall have power to enforce the By-laws, regulate the use of the association property, and define the fishing, boating, and swimming privileges of members and their guests.

Section 3. The Board of Directors shall have power to appoint such committees as may be necessary, to vote the expenditure of money as it deems necessary or

advisable, and to contract for lease in the name of the Association any water rights, properties, or facilities for use of the members.

Section 4. The decision of the Association to purchase additional property shall be vested in the total membership. The decision will be made at a regular or special meeting at which a quorum is present. A vote of one-half plus one of the total membership shall be required to acquire additional property.

Section 5. The decision of the Association to sell property shall be vested in the total membership. The decision will be made at a regular or special meeting at which a quorum is present. A vote of one-half plus one of the total membership shall be required to sell property.

Article IX. Compensation of Directors and Officers

Section 1. None of the Officers, Directors, or members serving on committees shall receive any salary or compensation for services rendered to the association.

Article X. Application Fees and Dues

Section 1. All applicants for membership shall pay a fee of Three Thousand Dollars (\$3,000.00). These funds shall become the property of the Association, but in the event membership is not approved, the said fee shall be returned to the applicant.

Section 2. The annual dues for each fiscal year, or any part thereof, shall be Twelve Hundred Dollars (\$1,200.00). All applications for membership must be accompanied by the first year dues, and in the event membership is not approved, said dues will be returned to the deed holder or applicant. The fiscal year runs from April 1 to March 31.

Section 3. The annual dues shall be payable on or before April 1st of each year and shall be paid to the Secretary or Treasurer. All checks should be made payable to Lake Altamont Association, Inc. A late fee of 1% per month will be assessed after May 1.

Section 4. Any deed holder whose dues are unpaid on June 1st of any year shall not be entitled to use of any waters, properties, or facilities owned by or under lease or contract by the association, and the members of the household and guests of all such unpaid members shall be barred from privileges, including voting.

Section 5. Any deed holder whose dues or assessments remain unpaid for at least one (1) year after date due shall automatically be terminated from membership. Notice

to the non current member of loss of membership shall be provided 30 (thirty days) before termination.

Section 6. Any deed holder whose membership has been terminated due to non-payment of dues or assessments or for By-law violations will remain legally liable to pay the Association an amount equal to the membership fees, dues, or assessments currently in effect or in the future payable to the Association. The Board of Directors shall have the right to take legal action toward the collection of unpaid dues or assessments, including, but not limited to, filing a lien on the property or similar action. The amount of such unpaid dues or assessments shall be considered the deed holder's share of the common costs of the Association which include, but are not limited to, payment of real estate taxes, insurance, lawn maintenance, road maintenance, plowing, and so forth.

Section 7. The deed holder whose membership has been terminated will be liable for collection costs including, but not limited to, legal, court and related action fees.

Article XI. Rules and Regulations for Members and Guests

Section 1. All members agree to abide by the By-Laws, rules, and regulations of the Association.

Section 2. No person except members of the household of the Association member or a guest of such household shall use any waters, properties, or facilities owned, leased, or contracted for or by the Association for any purpose whatever. All guests are required to display a membership plaque on the dock board. Guests under the age of 18 must be accompanied by an adult.

Section 3. As used in this article, the term "guest" shall be limited to (a) persons actually visiting a member or (b) persons occupying the property of a member without rental or consideration. See also Section 14 of this Article XI.

Section 4. Any member whose conduct while using the waters, properties, or facilities owned, leased, or contracted for by the association, shall, in the opinion of the Board of Directors of the association, be considered detrimental to the welfare of the Association, may be expelled from the membership by a vote of three-fourths of the entire membership after due notice to such member, but affording the aggrieved member due process to be heard. Membership privileges are revoked during this process period.

Section 5. Fishing through the ice is permitted so long as it does not interfere with ice skating activities. There shall be no gasoline devices of any kind used on the

lake. New York State fishing regulations shall be followed at all times, and it is suggested that a catch and release system be used by the members and their guests. Members and their guests are responsible for removing all debris, fishing gear, bait cans etc. and leaving the lake in pristine condition.

Section 6. Property sold by the association and not built upon within a period of two years from the date of Title will revert back to the association at the price paid less a charge of \$200.00 and all legal fees.

Section 7. A ten foot pathway will exist on Lot C-7 (Between C-7 and C-8) making Lot C-7 ninety foot frontage; a ten foot pathway will exist on Lot E-3 (between E-3 and E-4) making Lot E-3 ninety foot frontage.

Section 8. Swimming by any persons in Lake Altamont is prohibited between the hours of 9:30 p.m. and 6 a.m.

Section 9. The use of snowmobiles, motorcycles, landrovers, and other such vehicles on Association properties is banned except to use roads to go to a home of a member.

Section 10. Lake Altamont Association endorses and supports the Town of Mamakating Leash Law with particular request to its members that dogs always be leashed on Lake Altamont property.

Section 11. Members are permitted to use Association property for social gatherings provided that a request for the event is submitted to a board member 15 days prior to the event. Such request must indicate, date, times, crowd size and any other pertinent information including provisions for clean-up and repairs. The member is responsible for restoring the area used, including but not limited to, roads, grounds, trees and docks, to its previous, undamaged condition. See also Section 13 of this Article XI.

Section 12. Members are expected to participate in at least two of the regularly scheduled work days. Members who have not participated in at least two work days in the prior fiscal year will be billed an additional \$200 maintenance charge at the time dues notices are sent out. Members who have participated in one work day will be billed an additional \$100. Credit for work days shall be given at the discretion of the Director in charge of Grounds.

Section 13. Members must obtain board approval in advance (at least 15 days) if they plan to allow delivery or construction vehicles with a gross weight exceeding 20

tons access to their property. This restriction applies to vehicles of any weight that may damage Association roads or property. The member is responsible for restoring any damaged areas to their previous condition.

Section 14. Lake Altamont Association endorses and supports the proposed Town of Mamakating "Regulation of Short-Term Rentals" which would limit and regulate the rental of homes for a period of 30 consecutive nights or less. Members who intend to rent out their property for a period of 30 consecutive nights or less must first give 60 days' notice to the board, submit a short-term rental permit application with fee and obtain the approval of at least 3 board members.

Article XII. Notices

Section 1. All notices to members shall be mailed to their addresses as given on the books of the Association, whether electronic or physical, and such mailing shall constitute presumptive evidence of service thereof. Members are required to notify the Secretary of their preferred and current address for purposes of notification.

Article XIII. Amendments

Section 1. These By-Laws may be amended only by a majority vote of the members at a regular or special meeting of the association provided notice of the proposed amendment(s) has been provided.

Article XIV. Right of First Refusal

Section 1. In accordance with an agreement dated June 7, 1995, between Lake Altamont Association Inc. and certain landowners, the sale or transfer of a member's property to a party other than immediate family shall be subject to a right of first refusal by the Association or any of its members.

Section 2. Upon receipt of an offer to purchase, the seller shall offer the property to the Association and to each member. The offer to the Association and its members shall include the amount of the offer and relevant terms and conditions. The Association and any of its members must accept said offer, in writing, within fifteen (15) days or it is deemed refused. In the case where the Association and any member(s) both tender acceptances within fifteen (15) days, the Association shall have first priority,

Section 3. When such agreement and current By-Laws are not in accord said agreement will take precedent.