



July 6, 2022

Timothy Barry, Esq.
600 E. State St., Box 590
Salem, OH 44460

VIA E-MAIL: TAB.FKLAW@GMAIL.COM

RE: George and Violet Journey Estates

Dear Attorney Barry:

Thank you for the information you provided on the George and Violet Journey Estates.

After speaking with our attorney, here is what I will need from each of the estates:

George Journey Estate to George Journey Trust dated June 28, 2000

Below are the items I will need from the estate:

1. Certified letters of authority for executor when you have the estate re-opened (a copy can be e-mailed to get me started-we cannot accept the one you previously provided as the one co-executor is deceased)
2. I will need an address for the executor if it is not included on the letters of authority;
3. Certified death certificate (again, a copy can be e-mailed to get me started)
4. Copy of the Certificate of Transfer that has been recorded with the Carroll County, Ohio Recorder's Office once it is ready.
5. One of the following documents: Memorandum of Trust, Certification of Trust or full copy of the trust document.

Once the above information is received, I will prepare an Assignment of Cottage Site Lease. There will be a \$75.00 preparation and processing fee for the Assignment. The Assignment will require the signature of the Executor and the trustee of the trust. It will then need returned to me and I will obtain the signature of our Executor Director and the approval of our legal counsel at which time this transfer will be complete on our end.

Violet Journey Estate to the Violet P. Journey Trust dated June 28, 2000

1. Certified letters of authority for executor will need returned with the signed documents. The copy you previously provided to me will get me started.
2. Certified death certificate (again, a copy can be e-mailed to get me started)
3. Copy of the Certificate of Transfer that has been recorded with the Carroll County, Ohio Recorder's Office once it is ready.

4. One of the following documents: Memorandum of Trust, Certification of Trust or full copy of the trust document.

Once the above information is received, I will prepare an Assignment and Extension of Cottage Site Lease and new Cottage Site Lease to the heir(s). There will be a \$250.00 preparation and processing fee for the Assignment and new lease. I will also be collecting the first year's lease rent for the lot which for 2022 is \$2,311.00. The Assignment will require the signature of the Executor and the heir(s). It will then need returned to me and I will obtain the signature of our Executor Director and the approval of our legal counsel at which time this transfer will be complete on our end. I will forward the original fully executed documents to you so you can record them if you would like.

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Also, please note that our cottage sites always have two ownership interests. The first is the lease and the transfer process is as described above. The second are the structures which are owned 100% by the lessee(s). You will want to make sure you also transfer the structures to the new owner as our lease has language in it that the lessee of the lot and the owner of the structures should be one and the same.

Please also note that the procedure described above is for a full estate administration. If you are doing a different type of estate such as a Release from Administration, please contact me as other types of estate will have different requirements.

Thank you in advance for your assistance. If you should have any questions, please feel free to call.

Very truly yours,



Wendy A. Derr
Lease Assistant
Natural Resources and Land Management
wderr@mwcd.org

Enclosure