

INSTRUCTIONS FOR PURCHASING PROPERTY

Central California Conference of Seventh-Day Adventists

I. Begin The Process

ESTABLISH A SEARCH COMMITTEE OR EMPOWER A SUBCOMMITTEE OF THE CHURCH OR SCHOOL BOARD TO SEARCH FOR PROPERTY AND IDENTIFY SPECIFIC GUIDELINES FOR:

1. Use (church, school, community center, etc.)
2. Location
3. Cost

INFORM THE CONFERENCE PROPERTY MANAGEMENT DIRECTOR OF YOUR PLANS TO PURCHASE

1. This will allow the Conference administration time to assist you with your purchase plans.

INSTRUCT ALL REALTORS WITH WHOM YOU MAY BE WORKING

1. The “offer process” will need additional time because
 - a. you are a church or school subcommittee,
 - b. local church business meeting or school constituency approval will be required, and
 - c. Central California Conference Property Board approval will be required.

II. Property Location and Approvals Secured

Obtain market analysis or qualified appraisal of property.

Schedule a church business meeting or school constituency meeting.

1. Present all facts relevant to this purchase.
 - a. Budget & payment plan.
 - b. Architect or remodeling options.
 - c. Financing.
 - d. A site viewing by the voting body is helpful in making a good decision.

Ascertain church membership or constituency majority vote.

1. Attendance of 20% of membership is required at properly-called meeting. An alternate method with mailed ballots is identified in the *Certification* form.
2. Need majority vote.
3. Send *Certification of Church or School Representative* form to Property Management, Central California, PO Box 770, Clovis, CA 93613

III. Offer to Purchase

Subcommittee can make an offer under certain conditions; however, it is better to have the actual offer made through and signed by officers of the Central California Conference.

1. Must add an Addendum to the purchase offer: “Offer subject to”:
 - a. Approval of the local church or school in business session. (Two to three weeks may be required).
 - b. Approval of the Central California Conference of Seventh-day Adventists, a California nonprofit religious corporation. (Four or five weeks may be required).
2. All contracts will be reviewed by Conference Legal Counsel.
 - a. Contract may need conditions
 - County or city conditional use permit for the property to be used as church, school, community center, etc.
 - Subject to the ability of the church or school in securing the desired financing, such as the Pacific Union Church & School Fund or the Pacific Union Income Fund.
3. The offer may be signed by a representative of the local church or school **if** designated as a Central California Conference representative.
 - Ratification by Central California Conference is required to make this contract binding upon purchaser.
 - The contract is not intended to be personal to the signers.
 - The signers are not promoters, agents, or officers of the Central California Conference of Seventh-day Adventists.

IV. Other Items Required if Indicated

1. Physical site inspection and environmental checklist completed.
2. Termite/pest report.
3. Structural report.
4. Water quality or well report (quality and flow).
5. Toxic report
6. Septic/sewer report
7. Any other report or information which may be necessary to make an informed decision.

V. Final Purchase Procedures

Open escrow with a local title company in the name of “CENTRAL CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS, a California nonprofit religious corporation”.

1. Instruct title officer of the following:

- a. Title vesting: CENTRAL CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS, a California nonprofit religious corporation.
- b. The contract terms should express the financing clearly for the escrow officer.
- c. Contact should be made with each of the following in case of problems.

- Local church representative.
- Central California Conference Property Management Department:

PO Box 770

Clovis, CA 93613-0770

Phone: 559-347-3121

Fax: 559-347-3079

Email: nmaynez@cccsda.org

2. All monies should pass through escrow accounts.
3. Title insurance will be required for all church purchased property. Request it immediately on the opening of escrow.

Dear Church or School Representative:

Attached are guidelines for purchasing property along with forms you can use in the process. The Central California Conference of Seventh-day Adventists is the legal title holder of all property owned by the constituent entities. Our aim is to acquire property that will meet your needs and at a fair price. In addition, we must determine that we are indeed carrying out the expressed desires of the local congregation or school constituency.

To this end, the Planned Giving & Property Management Board adopted a policy on March 8, 1999.

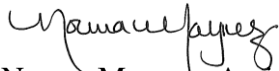
“Before a purchase or sale of any church or school real property can be approved by the Conference Property Board, the proposed purchase or sale must be recommended by a majority of local members present at a properly-noticed business session or constituency meeting. If less than twenty percent (20%) of the local members attend such a meeting it is required to mail a ballot giving each member ten (10) days within which to recommend approval of the proposed purchase or sale.”

“The Church Clerk or School Board Secretary must certify the mailing of such notice and the result of the vote by attaching it to the Request for Approval of Purchase or Sale form to be sent to the Conference Property Board for its consideration and approval. The purchase or sale cannot be completed until it has been approved by the Central California Conference Property Board.”

Property Board Minutes 3/8/1999

A form to complete and mail to us is available in this packet of information. As you follow the guidelines, you may have questions. I am available Monday through Thursday at 559-347-3121.

Sincerely,



Norma Maynez, Assistant Secretary
Central California Conference of Seventh-day Adventists,
a California nonprofit religious corporation

Enclosures

**CERTIFICATION BY CHURCH OR SCHOOL
REPRESENTATIVE
TO PURCHASE PROPERTY**

Church/School Name _____

Church/School Representative (Name & Title)

I, _____,

hereby affirm and certify the following information as indicated by the appropriate checked boxes:

Our church/school membership met in a properly-noticed Church Business Session/School Constituency Meeting on _____, 20____; and more than 20% of local church/school membership was present and voted to purchase _____ property.

Voting Tally: Yes _____ No _____
(Number) (Number)

Our church/school membership met in a properly-noticed Church Business Session/School Constituency Meeting on _____, 20____. There were less than 20% of members present. Therefore, I mailed a voting ballot to each member asking each member to vote and return it within 10 days of receipt of the ballot. The members have expressed their approval or disapproval of the proposed purchase of the property.

I hereby certify that the ballots were mailed to each member not in attendance at the Church Business Session/School Constituency Meeting on _____, 20____. The vote from the returned ballots was to purchase the property

Voting Tally: Yes _____ No _____
(Number) (Number)

Other. _____

Certified by:

Approved by:

Church/School Secretary

Church/School Representative

Date

Church/School Representative

BALLOT

Please express your vote on the church or school purchasing property:

- I am** in favor of the property purchase as proposed.
- I am not** in favor of the property purchase as proposed.

Name _____

Date _____

Please return this ballot to the local church/school office within ten days.
Thank you.