



82 East Coach Drive, Antonito, Colorado, 81120

**POLICY & PROCEDURE TO POST  
PROPERTY FOR SALE ON THE BCLOA WEBSITE.**

**Policy 2017-6**

**Purpose:** To assist members of the Association who have listed their property for sale by providing space on the Bear Creek website. To facilitate the listing this policy shall be followed by the member and the Association.

**Policy:** To list lot for sale within the Bear Creek Subdivision, an owner shall comply with this policy and procedure. The Bear Creek Land Owner Association is not responsible for errors in the listing, and the Association will not respond to inquiries addressed to the Association or posted on the website.

**Procedure:**

Section 1: An owner who wants to post a listing to provide the following information in an email addressed to The Secretary of the Association. Information requested in italics is *required* to be provided. Other information may be omitted if the Member desires to do so. If required information is not provided, the listing will not be posted. Photographs will not be posted. The information should be provided by email using, when possible, a standard Arial font:

<i>Lot No.</i> _____	(The lot designation provide on the plat)
<i>Street Address:</i>	(The street name and house number, if applicable)
<i>Date Listed:</i>	(The date the Property was first listed by the Member).
<i>Owner:</i>	(Owner's name as show in the Membership Directory)
<i>Owner Contact Info.:</i>	(Must provide if not using a listing agent. Normally Owner's email address. May include Member's phone number)
<i>Listing Agent:</i>	(Name of the agent)
<i>Listing Agent Phone:</i>	(Agent's phone number)
<i>Listing Agent Email:</i>	(Agent's Email address)
<i>Description:</i>	(For a lot indicate its size in acres and whether it abuts the river. For a home, provide square footage, the number of bedrooms & baths, and a short description of any special features not to exceed 100 letters).
<i>To see Lot On Website:</i>	(Provide the URL for the agent's listing on Website)

Section 2.

BEAR CREEK LAND  OWNERS' ASSOCIATION

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A. The listings will be posted in the chronological order they are received. No preference shall be given to any listing.

B. If the name of the listing agent changes or the contact information for the owner changes, the new information shall be provided as set forth in Section 1, the old listing shall be deleted and the new listing shall be placed at the bottom of the list.

C. Listings that have been posted for more than two years will be removed on the third anniversary of the listing. A Member may submit a new listing if an old one is removed under this section. The new listing will comply with Section 1, will be posted on the website in accordance with Section 2.A, and be subject to Section 2.B.

SECRETARY'S CERTIFICATION: The undersigned, Secretary of Bear Creek Landowners' Association, a Colorado non-profit corporation, certifies that the foregoing Policy Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the board on April 22, 2017. In witness, the undersigned has subscribed his name.

Bear Creek Landowners Association

*John A. Bannerman*

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John Bannerman