



United States  
Department of  
Agriculture

Forest  
Service

Lake Tahoe Basin  
Management Unit

35 College Drive  
South Lake Tahoe, CA 96150  
(530) 543-2600  
(530) 543-0956 TTY

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File Code: 2720

Date: November 20, 2013

Dear Recreation Residence Permit Holder:

This past year, my recreation special uses staff experienced a higher than normal volume of recreation residence transfer requests as a result of real estate sales in several of the Lake Tahoe Basin Management Unit's (LTBMU) recreation residence tracts. Many of these requests occurred after the sale of a recreation residence cabin, with permit administrators only being notified a cabin had been offered for sale after the buyer and seller had entered escrow.

As we enter the winter season and transfer requests have temporarily subsided, I would like to take this opportunity to remind permit holders of their responsibilities when placing a recreation residence cabin for sale before the 2014 summer season is upon us. Per the terms and conditions of your special use permit, please keep the following in mind when considering the sale of your recreation residence cabin:

- Notify your permit administrator of your intent to sell the recreation residence prior to listing it on the Master Listing Service (MLS).
- Review your special use permit for any "conditionally approved improvements" listed on the first two pages of the authorization. These items **must** be addressed prior to selling the recreation residence.
- Review the most recent copy of your annual inspection for non-compliance issues; these too **must** be addressed by the current permit holder prior to the sale of the recreation residence.
- Provide a copy of your special use permit and operation and maintenance plan to your listing agent and/or prospective buyers so that all parties are aware of the terms and conditions of the authorization prior to entering escrow.
- Remind your listing agent not to place "for sale" signs on trees.
- Provide your listing agent/escrow company with a copy of a canceled check as proof of payment of annual permit fees. In the interest of safeguarding personally identifiable information (PII), the LTBMU will not release proof of payment to prospective buyers or escrow companies.
- Within the Spring Creek Tract, permit holders **must** accompany real estate agents and/or prospective buyers when showing recreation residences during the seasonal road closure (November 15 to May 15). Gate combinations and keys **must** not be given to real estate agents or prospective buyers.

Should you have any questions or concerns, please do not hesitate to contact your permit administrator as follows by tract:



Megan Mallowney, [mcmallowney@fs.fed.us](mailto:mcmallowney@fs.fed.us) or (530) 543-2651

Emerald Bay Tracts – Upper and Lower  
Fir Crag Tract  
Spring Creek Tract  
Twin Crag Tract

Sheryl O'Brien, [sobrien@fs.fed.us](mailto:sobrien@fs.fed.us) or (530) 543-2637

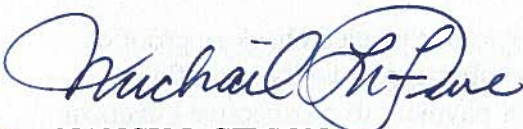
Bridge Tract  
Echo Road Tract  
Echo Summit Tract  
Echo Lakes Tracts – Channel, Hemlock, Island, Mermaid Cove, North Shore, and South Shore  
Rainbow Tract  
Upper Truckee Tract

Hillary Santana, [hsantana@fs.fed.us](mailto:hsantana@fs.fed.us) or (530) 543-2690

Alpine Falls Tract  
Fallen Leaf Lake Tract  
Fallen Leaf Lodge Tract  
Fallen Leaf Park Tract  
Fish Hatchery Tract  
Lily Lake Tract  
Stanford Tract

Thank you for your cooperation and attention to this matter. My recreation special uses staff looks forward to assisting you with your transfer requests in the coming year. If you have any questions, please contact Jonathan Cook-Fisher, Recreation Special Uses Program Manager, at (530) 543-2741 or [jcfisher@fs.fed.us](mailto:jcfisher@fs.fed.us).

Sincerely,

  
for NANCY J. GIBSON  
Forest Supervisor