

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)  
(916) 653-7772



March 19, 2004

Las Posadas 4-H Camp, Inc.  
Attn: Margaret Close  
3212 Jefferson Street, #202  
Napa, CA 94558-3436

Subject: Lease #L-042  
Las Posadas Ground Lease, Napa County

Dear Ms. Close

In response to your inquiry letter dated February 16, 2004 I am enclosing a copy of the lease agreement for your records.

The term of this lease is June 1, 2002 through May 31, 2007 as stated on page 2, item #3.

This is a rent free lease as long as all the terms and conditions listed in the lease are adhered to as stated on page 3, item #5.

The \$500.00 paid last year was for a one time Administrative fee due upon execution of the lease as stated on page 3, item #6. When a new lease is executed there will be another administrative fee assessed, but the fee will not be due until after the lease is signed by all parties.

CDF will contact your organization when it is time to renew the lease and inform you of what is needed to start the process.

If you have any other questions or concerns, please contact me at the above listed numbers.

Thank You,

A handwritten signature in blue ink that reads "Nancy K. Crowder".

Nancy K. Crowder

Cc: Luke Wilson, Real Property Manager, CDF Technical Services

CONSERVATION IS WISE—KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT [WWW.CA.GOV](http://WWW.CA.GOV).

Las Posadas 4-H Camp Inc.  
Attn. Margaret Close  
3212 Jefferson St. # 202  
Napa CA 94558-3436

February 16, 2004

Department of Forestry and Fire Protection  
Department Accounting Office  
P.O. 944246  
Sacramento CA 94244-2460

Attn: Nancy Crowder

This inquiry is in regard to Lease No. L-0042, for the 4-H Camp property located in the Las Posadas State Forest, Napa County, California.

As the new treasurer of the Las Posadas 4-H Camp Board, I am trying to determine when our lease payment is due. Our records show that our last payment of \$500 was sent on 4/4/03. There is a note to the effect that this payment was sent to replace a lost check that was sent on 3/18/02.

The information I have seems to show that our lease was last renewed for a five-year term beginning June 1, 2001.

It is not clear from our records if payments are due to you each year, or if they are made once every five years at the time the lease is renewed.

I would appreciate any information you are able to provide regarding this lease, the renewal date, and any payments due.

Thank you,

Sincerely,

Margaret Close

STATE OF CALIFORNIA  
 THE RESOURCES AGENCY OF CALIFORNIA  
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
 1416 Ninth Street  
 Sacramento CA 95814

310000044500

Invoice No : 61544  
 Invoice Date : 28-Mar-03  
 Your Purchase Order No : \_\_\_\_\_  
 Our Agreement No : \_\_\_\_\_

LAS POSADAS 4-H CLUB CAMP, INC.  
 ATTN: MR. DAVID HARRIS, PRESIDENT  
 5332 MCMILLAN DRIVE  
 FAIR OAKS, CA 95628

Make check payable to:  
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
 Mail check with copy of invoice to :  
 Department of Forestry and Fire Protection  
 Department Accounting Office  
 P.O. Box 944246  
 Sacramento, CA 94244-2460

DESCRIPTION AMOUNT

Reference Doc: L-42

Billing for the one time Administration Fee as stated in papagraph 6 on page 3, that was due at the start of the agreement. \$500.00

**COPY ONLY**

Pd 4/4/03  
 CK # 2526  
 500<sup>00</sup>

\* Replacement check for  
 check # 2439 dated 3/18/02 for \$500<sup>00</sup>.

Contact: Nancy Crowder (916) 657-5233

FOR DEPARTMENTAL ACCOUNTING OFFICE USE ONLY :

TC	FY	REF DOC	SUFFIX	INDEX	OBJ	PCA	AMOUNT	AS	FS	F	M	REV SOURCE	SL
122	2002		01	9211		02344	\$500.00	500	R	0001	1	99193722	

TC				
DATE				
BATCH TYPE				
BATCH NO.				
FM				
INITIALS				

Distribution: 2 copies to Customer, 1 copy to A/R File, 1 copy to Master File, 1 copy to Cashier, 1 copy to Program Unit