

**APPENDIX E-1**  
**ENGAGEMENT LETTER TEMPLATE**  
**SALE OF CONSERVATION EASEMENT**

Date

Dear \_\_\_\_\_:

Thank you for your interest in selling a conservation easement on your property to The Prairie Enthusiasts, Inc. (TPE). We look forward to working with you on your project and helping you accomplish your goal of protecting your property for future generations.

We would like to explain to you the process for completing this project.

TPE has appointed a project manager to work with you on this. The project manager is \_\_\_\_\_ . The contact information for the project manager is:

Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

There are costs you will incur with the project that you should be aware of. TPE recommends you have attorney representation. TPE is unable to provide you with any legal or tax advice. For this type of advice you should rely on your own attorney and accountant. If there is not a valid survey of the property, you may need to have a survey conducted. You will also be asked to contribute to TPE's conservation easement monitoring and defense funds. Without sufficient funds set aside it will not be possible for TPE to monitor and defend the conservation easement from any violations in the future.

If you wish to proceed with a sale of a conservation easement, the local chapter of TPE will prepare a project proposal to be presented to TPE's Land Protection Committee. The Committee will determine whether this project meets the required criteria for TPE to take on the project. If the Land Protection Committee finds that your project does meet the criteria, it will refer the project to the full TPE Board to get preliminary approval. Once preliminary approval has been given we can begin taking the steps necessary to accomplish the transfer.

The project manager will commission a title report and work with our attorney to prepare a conservation easement document and a baseline documentation report in cooperation with you. Once a draft has been prepared we recommend you have an attorney review the documents on your behalf. The project manager will then order an appraisal to determine the value of the

conservation easement. The project manager will then work with an attorney to prepare an option

5/25/2011

to purchase the conservation easement which will be signed by both parties. Once the option is signed TPE will pursue funding for the conservation easement.

Once the funding is secured, the conservation easement documents will be finalized and approved by both your and our attorneys. Once a pledge is made to the conservation easement monitoring and defense funds, the final conservation easement documents will be taken before the Land Protection Committee for final review. If the Land Protection Committee finds that the project is ready to be closed, it will be referred to the full Board of Directors for final approval. Once this approval has been granted we can schedule a time to sign and record the conservation easement and your goal of long term preservation will have been accomplished.

Thank you for your interest in selling a conservation easement on your property to TPE. We look forward to working with you to complete your project. Feel free to contact me if you have any questions.

Very truly yours,

Name  
TPE Land Protection Committee

5/25/2011