

### **Builder Sales Procedures v.3**

Rev. February 2022

1. The Builder Representative provides the **Package (numbered list below)** to the Buyer after removal of conditions at signing of the purchase contract and:
  - Reviews the **AOA Member Acknowledgement Form** with the Buyer(s).
  - Has the Buyer(s) complete and sign the form. The Sales Associate signs as a witness.
    - Provides one (1) copy to the Buyer
    - Emails one (1) copy to [admin@ambletonoa.com](mailto:admin@ambletonoa.com)

2. Ensures Buyer(s) Understand **AOA Fees:**

The fiscal year for AOA is **January 1 to December 31**. Fee notices will be mailed out annually in **December**.

Fees are levied and payable **January 1** each year (interest will be waived if the full amount is paid on or before **January 31**.) Interest charges begin accumulating on overdue accounts as of **January 1** of each calendar year at a rate of 18% per annum if not paid by **January 31**. Interest on outstanding accounts is calculated and compounded monthly.

**2022 AOA fees are \$250.00 + GST (\$262.50 total)**. Fees are subject to change in accordance with AOA Bylaws.

The Buyer's initial encumbrance fee is pro-rated from possession date to year end (**December 31**) and is payable by the Buyer in one lump sum upon closing. Subsequent encumbrance fees, commencing **January 1** of each calendar year, must be paid on an annual basis by cheque in one lump sum.

#### **Ambleton Package includes:**

1. AOA Info Sheet
2. **\*AOA Member Acknowledgement Form** (completed in duplicate – see above)
3. AOA FAQ Document
4. Welcome to Ambleton Letter

\*Please visit our website at [www.ambletonoa.com](http://www.ambletonoa.com) or email us at [admin@ambletonoa.com](mailto:admin@ambletonoa.com) for more information.

Sincerely,

**Ambleton Owners Association**

