

Builder Sales Procedures

Rev. June 2024

At time of purchase, it is the builder representative's responsibility to provide and review the following items with the buyer(s):

1. **Review the Ambleton Owners Association (AOA) Information Sheet**
2. **Ensure Buyer(s) Understand the 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.

The current 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.

3. **The Builder Representative provides and reviews the AOA Member Acknowledgement Form with the buyer(s) at signing of the firm purchase contract.**
 - a. Has the Buyer(s) sign the form in the Members area and Sales Associate signs the form in the Witness area of the Member Acknowledgement Form.
 - b. Has the Buyer(s) sign the Release and Waiver of Liability form.
 - c. Builder emails one copy to the buyer and one copy to admin@ambletonoa.com
4. **Reviews and advises the buyer(s) of where they can locate the following documents:**
 - a. AOA Bylaws
 - b. AOA Rules and Regulations
 - c. Important Contacts

Please visit our website at <https://ambletonoa.com/> or email us at admin@ambletonoa.com for more information.

Sincerely,

Ambleton Owners Association

