

Builder Sales Procedure

Rev. October 2025

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

1. Review the Ambleton/Ambleridge Owners Association (AOA) Information Sheet

This can be found on the [Lawyers & Builders](#) tab of our website, and in the OA folder within the Builder Drive. Each community has its own separate OA Info Sheet. Contact Samia Hassan if you do not have access to the Builder Drive. Physical copies are available at your Showhome, please reach out to Samia Hassan samia.hassan@qualico.com if you are running low.

2. Complete the AOA Member Acknowledgement Form with the buyer(s) at firm sale.

The Member Acknowledgement form can be found on the [Lawyers & Builders](#) tab of our website, and in the Ambleton OA folder or Ambleridge OA folder of the Builder Drive.

Ensure buyer(s) understand that it is their responsibility to pay AOA fees. Fee information, including the annual fee amount and fiscal year, can be found on the first page of the Member Acknowledgement form.

The Member Acknowledgement form is only complete once all fields have been filled out and it has been signed by the buyer(s).

Email one copy to the buyer(s) and one copy to admin@ambletonoa.com (include the address in the subject line of your email).

3. Advise buyer(s) of where to find the [Important Documents for Residents](#) tab on our website.

Important documents to highlight include the [AOA Bylaws](#), [AOA Rules & Regulations](#), and [Important Contacts](#).

4. Update the home buyer(s) possession date in LotWorks.

Accurate possession dates are essential to the operations of the Association. It is the builder representative's responsibility to ensure that possession dates are updated in LotWorks regularly.

