



DAWSON'S LANDING

OWNERS ASSOCIATION

100, 5709 – 2 Street SE
Calgary, AB T2H 2W4
403-212-6310
admin@dawsonslandingoa.com
www.dawsonslandingoa.com

Dawson's Landing Builder Sales:

Please remove this sheet from this folder and review the entire package with the buyer, as listed below.

Builder Sales Representative Duties:

1. Provides the **Package** (numbered list below) to the buyer, after removal of conditions, at signing of the purchase contract and:
 - Reviews the **DLOA Member Acknowledgement Form** with the buyer(s).
 - Completes the form in duplicate, on behalf of the buyer(s).
 - Has the buyer(s) sign the form, while witnessed by a builder representative.
 - Provides one (1) copy to the buyer
 - Emails one (1) copy to admin@dawsonslandingoa.com
2. Ensures the **DLOA Encumbrance Fee Request form** is provided to Builder legal office for an accounting of DLOA Fees owing at closing of the real estate purchase.
 - Provides one (1) copy to the buyer
 - Emails one (1) copy to the real estate lawyer
3. Ensures Buyer(s) Understand **DLOA Fees**:

The fiscal year for DLOA is **January 1 to December 31**. Fee notices will be mailed out annually in **November**. Fees are levied effective **January 1** each year, payable by **January 31** without penalty and are subject to change in accordance with DLOA Bylaws. Interest charges begin accumulating on overdue accounts as of **February 1** of each calendar year at a rate of 18% per annum.

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 (after the buyer's first year of occupancy) may be paid on an annual basis and are subject to change, in accordance with DLOA Bylaws.

Dawson's Landing Package includes:

1. Welcome to Dawson's Landing Letter
2. **DLOA Member Acknowledgement Form** (completed in duplicate – see above)
3. **DLOA Encumbrance Fee Request Form** (provided to real estate lawyer – see above)
4. DLOA FAQ

*Visit our website at www.dawsonslandingoa.com or email us at admin@dawsonslandingoa.com for more information.