



Builder Sales Representative Procedures v.2
Rev. December 2021

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 **DLOA Member Acknowledgement Form** with the Buyer(s).
- Has the Buyer(s) complete and sign the form, and the builder rep signs as a witness.
 - 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 the Builder's 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 **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**.

2022 DLOA fees are \$200.00 + GST (\$210.00 total). Fees are subject to change in accordance with DLOA 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.

Dawson's Landing Package includes:

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

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

Sincerely,

Dawson's Landing Owners Association

