



## 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 Dawson's Landing Owners Association (DLOA) Information Sheet**
2. **Ensure Buyer(s) Understand the 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**. Interest on outstanding accounts is calculated and compounded monthly.

**The current 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.

3. **The Builder Representative provides and reviews the DLOA 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@dawsonslandingoa.com](mailto:admin@dawsonslandingoa.com)
4. **Reviews and advises the buyer(s) of where they can locate the following documents:**
  - a. DLOA Bylaws
  - b. DLOA Rules and Regulations
  - c. Important Contacts

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

Sincerely,

**Dawson's Landing Owners Association**

