

**HKOA Builder Sales Procedures**

v.2 Rev. August 2023

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 **HKOA Member Acknowledgement Form** with the buyer(s).
  - Has the buyer(s) complete and sign the form. **The Sales Associate signs as a witness.**
    - Provides one (1) copy to the buyer
    - Emails one (1) copy to [admin@hotchkissoa.com](mailto:admin@hotchkissoa.com)

2. Ensures buyer(s) Understand **HKOA Fees**:

The fiscal year for HKOA is **April 1 to March 31**. Fee notices will be mailed out annually in **March**.

Fees are levied and payable **April 1** each year (interest will be waived if the full amount is paid on or before **April 30**.) Interest charges begin accumulating on overdue accounts as of **April 1** of each calendar year at a rate of 18% per annum if not paid by **April 30**. Interest on outstanding accounts is calculated and compounded monthly.

2023 are \$195.00 + GST (**\$204.75 total**). Fees are subject to change in accordance with HKOA Bylaws.

The buyer's initial encumbrance fee is pro-rated from possession date to year end (**March 31**) and is payable by the buyer in one lump sum upon closing. Subsequent encumbrance fees, commencing **April 1** of each calendar year, must be paid on an annual basis by cheque in one lump sum.

**The HKOA Sales Package includes:**

1. **\*HKOA Member Acknowledgement Form** (completed in duplicate – see above)
2. Welcome to Hotchkiss Letter
3. HKOA FAQ Document
4. HKOA Local Information
5. OAs vs. CAs
6. What is a Storm Pond Brochure

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

Sincerely,

**Hotchkiss Owners Association**

**Live. Thrive. Belong.**

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