

## HKOA Builder Sales Procedures

Rev. March 2024

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)
    - You will receive email confirmation of receipt of the Member Acknowledgement form within 1-3 business days.
  - The HKOA will mark the form received in LotWorks to prevent Builder lockout in LotWorks.

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.

Fees for 2024-2025 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 Info Sheet (go over with buyer)
2. **\*HKOA Member Acknowledgement Form** (completed in duplicate – see above)
3. HKOA FAQ Document
4. Welcome to Hotchkiss Letter

\*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.**

---