

Builder Sales Representative Duties v.9

Rev. July, 2023

Provides the **Forms** (* below) to the buyer at signing of the purchase contract and:

- Completes and reviews the **OAH Member Acknowledgement Form** with the buyer(s).
 - Buyer(s) sign the form in the Members area.
 - Sales Associate signs the form in the Witness area.
 - Emails one (1) copy to the buyer and one (1) copy to admin@harmonyowners.com

- Reviews the **OAH Rules & Regulations, HDI Release and Waiver of Liability Form** and **Fire Pit Waiver Form** with the buyer(s).
 - Emails **signed copies of both forms, for each resident 18 years of age or older** to admin@harmonyowners.com

Current Important Documents include:

2. OAH Info Sheet
3. OAH Rules & Regulations (please ensure you are reviewing the most up-to-date version)
4. ***OAH Member Acknowledgement Form** (completed and submitted, as above)
5. ***OAH Release and Waiver of Liability Form** (signed and submitted, as above)
6. ***OAH Fire Pit Waiver Form** (signed and submitted, as above)
7. Welcome to Harmony Letter
8. Service Contact List
9. OAH Fishing Info
10. OAH Fencing Guidelines
11. OAH Landscaping Requirements
12. OAH Lakeshore Lot Landscaping Requirements
13. OAH Trailer Screening Rules and Guidelines
14. OAH Bioswale Info
15. HAWSCO Welcome Letter and Service Application
16. OAH Water Management Plan
17. OAH Water Distribution System Fire Insurance Grading Review
18. OAH Solid Waste Services Info
19. Mickelson National Golf Club Welcome Package
20. Springbank Airport Information
21. **OAH PAD Form** (after the first full year of possession, submit to admin@harmonyowners.com, along with a voided cheque, if desired)
22. **Memorial Bench Dedication Form**
23. **Guest Booking Request Form**
24. **Guest Release and Waiver of Liability Form**

Please visit www.harmonyowners.com or email us at admin@harmonyowners.com for more information.

