

Builder Sales Procedure

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 Owners Association of Harmony (OAH) Information Sheet**
2. **Ensures Buyer(s) Understand OAH Fees:**

The fiscal year for OAH is **July 1 to June 30**. Fee notices will be emailed and/or mailed out annually in June. Fees are levied and payable **July 1 each year**. Interest charges begin accumulating on overdue accounts as of July 1 of each calendar year at a rate of 18% per annum if not paid by July 31. Interest on outstanding accounts is calculated and compounded monthly.

OAH fees lot specific and are subject to a resale transfer fee of \$250.00 + GST (\$262.50 total). Fees are subject to change in accordance with OAH Bylaws.

The Buyer's initial encumbrance fee is pro-rated from possession date to year end (June 30) and is payable by the Buyer in one lump sum upon closing. Subsequent encumbrance fees, commencing July 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 OAH Member Acknowledgement Form and Release and Waiver of Liability with the buyer(s) at signing of the firm purchase contract and:**
 - 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 (1) copy to the buyer and one (1) copy to admin@harmonyowners.com
4. **Reviews and advises the buyer of where they can locate the following documents:**
 - a. **OAH Rules & Regulations**
 - b. **Fire Pit Waiver Form**
 - c. Fencing Guidelines
 - d. Landscaping Requirements
 - e. Trailer Screening Rules and Guidelines
 - f. Lakeshore Lot Landscaping Requirements (if applicable)
 - g. Shared Dock Information (if applicable)
 - h. Springbank Airport Information Sheet

The above items can be found on our website here: <https://harmonyowners.com/lawyers-builders-realtors/>



30 days prior to possession, the buyer(s) will be provided with the following information, but they are welcome to review in advance on our website at [Important Documents for Residents – Harmony Owners](#):

- a. Welcome Letter
- b. Controlled Access
- c. OAH Bylaws
- d. OAH Rules & Regulations
- e. Important Contacts List
- f. Fire Pit Waiver
- g. OAH Fishing Information
- h. Fencing Guidelines
- i. Landscaping Requirements
- j. Trailer Screening Rules and Guidelines
- k. Lakeshore Lot Landscaping Requirements (if applicable)
- l. Shared Dock Information (if applicable)
- m. OAH Water Management Plan
- n. OAH Water Distribution System Fire Insurance Grading Review
- o. OAH Solid Waste Services
- p. Springbank Airport Information Sheet

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

