



**Crestmont Builder Sales:**

Please remove this sheet from this folder and review the entire package with the buyer, as listed below.

**Builder Sales Representative Duties:**

1. Provides the **Package** (numbered list below) to the buyer, after removal of conditions, at signing of the purchase contract and:
  - Reviews the **CHOA Member Acknowledgement Form** with the buyer(s).
    - Completes the form in duplicate, on behalf of the buyer(s).
  - Has the buyer(s) sign the form, while witnessed by a builder representative.
    - Provides one (1) copy to the buyer
    - Emails one (1) copy to [CHOA@ranchogroup.com](mailto:CHOA@ranchogroup.com)
2. Ensures the **CHOA Encumbrance Fee Request form** is provided to Builder legal office for an accounting of CHOA Fees owing at closing of the real estate purchase.
  - Provides one (1) copy to the buyer
  - Emails one (1) copy to the real estate lawyer

**3. Ensures Buyer(s) Understand CHOA Fees:**

The fiscal year for CHOA is **January 1 to December 31**. Fee notices will be mailed out annually in **November**. Fees are levied effective **January 1** each year, payable by **January 31** without penalty and are subject to change in accordance with CHOA Bylaws. Interest charges begin accumulating on overdue accounts as of **February 1** of each calendar year at a rate of 18% per annum.

**Fees for 2021 are \$325 + GST (\$341.25 total)**. 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 (after the buyer's first year of occupancy) may be paid on an annual basis and are subject to change, in accordance with CHOA Bylaws.

**Crestmont Package includes:**

1. CHOA Welcome Letter
2. **CHOA Member Acknowledgement Form** (completed in duplicate – see above)
3. **CHOA Encumbrance Fee Request Form** (provided to real estate lawyer – see above)
4. HOAs vs. Cas
5. CHOA FAQs
6. CHOA Maintenance Map
7. Crestmont Hall Rental Info
8. CHOA Rules and Regulations

\*Visit our website at [www.crestmonthall.com](http://www.crestmonthall.com) or email us at [CHOA@ranchogroup.com](mailto:CHOA@ranchogroup.com) for more information.