



**CRESTMONT**  
**Homeowners'**  
**Association**

Suite 1, 5528 - 1 Street SE  
Calgary, AB T2H 2W9  
403-253-7642  
admin@crestmonthall.com  
www.crestmonthall.com

**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).
  - Has the buyer(s) complete and sign the form, while witnessed by a builder representative.
    - Provides one (1) copy to the buyer
    - Emails one (1) copy to [admin@crestmonthall.com](mailto:admin@crestmonthall.com)
2. **Ensures Buyer(s) Understand CHOA Fees:**

The fiscal year for CHOA is **January 1 to December 31**. Annual fee notices are mailed out, generally 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 **January 1** of each calendar year at a rate of 18% per annum, calculated and compounded monthly.

**Fees for 2023 are \$350 + GST (\$367.50 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) must be paid in one lump sum on an annual basis.

**Crestmont Package includes:**

1. **\*CHOA Member Acknowledgement Form** (completed in duplicate and submitted, as above)
2. **\*CHOA Owner Contact Info Form** (completed and submitted to [admin@crestmonthall.com](mailto:admin@crestmonthall.com))
3. CHOA Welcome Letter
4. CHOA Rules and Regulations
5. HOAs vs. CAs
6. CHOA FAQs
7. CHOA Maintenance Map
8. Crestmont Hall Rental Info

\*Please submit the **\*CHOA Member Acknowledgement** and **\*CHOA Owner Contact Info Form** to us at: [admin@crestmonthall.com](mailto:admin@crestmonthall.com).

We will then send you the **CondoCafé Registration Instructions** to allow you to make online fee payments and **CondoCafé Email Opt-In Instructions** so that you will receive our community emails.

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