

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 **West District HOA Member Acknowledgment 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 info@westdistricthoa.com

2. **Ensures Buyer(s) Understand West District HOA Fees:**

The fiscal year for West District HOA is **January 1 to December 31**. Annual fee notices are mailed out in **April**. Fees are levied effective **May 1** each year, payable by **May 30** without penalty, and are subject to change in accordance with the Bylaws. Interest charges begin accumulating on overdue accounts as of **May 1** of each calendar year at a rate of 15% per annum, calculated and compounded monthly.

West District HOA fees for 2025 are \$_____ + GST (\$_____ 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.

West District HOA Package includes:

1. ***WDHOA Member Acknowledgement Form** (completed in duplicate and submitted, as above)
2. ***WDHOA Owner Contact Info Form** (completed and submitted to info@westdistricthoa.com)
3. WDHOA Welcome Letter

***Please submit the *WDHOA Member Acknowledgment and *WDHOA Owner Contact Info Form to us at:**
info@westdistricthoa.com.

We will then forward the homeowner the **CondoCafé Registration Instructions** to allow online fee payments and

CondoCafé Email Opt-In Instructions so the homeowner will receive our community emails.

Please visit our website at www.westdistricthoa.com or email us at info@westdistricthoa.com for more information.