

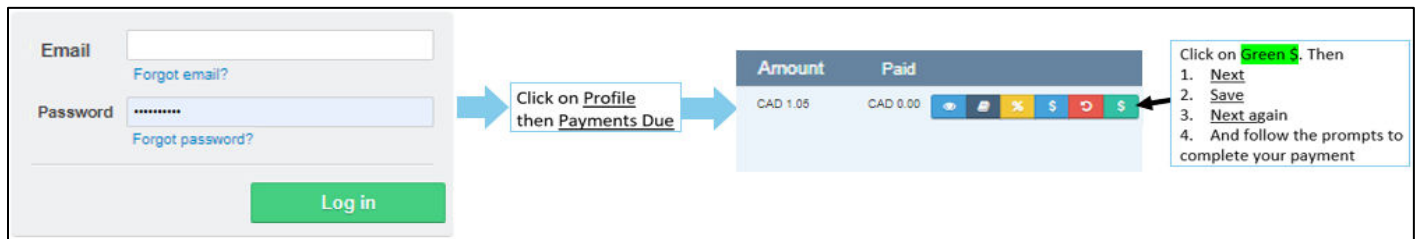


**Re: The Hills at Charlesworth Homeowner's Association
Association Fee – Effective January 1, 2025**

We are pleased to provide a copy of the 2025 operating budget for The Hills at Charlesworth Homeowner's Association (the 'Association'). The Board of Directors has discussed and analyzed the expenses and financial obligations of the Association for the upcoming fiscal year. Through this analysis, it was determined that the fees will remain the same as they have for the past two years.

**TO ACCESS YOUR PERSONALIZED INVOICE, PLEASE LOG IN TO THE ONLINE PORTAL OR CONTACT CORE MANAGEMENT AT info@coremanagement.ca TO RECEIVE YOUR INVOICE VIA MAIL OR EMAIL. Payments can be made online (see steps below), via telepay or by cheque.
Payments are due January 31st, 2025.**

To pay your invoice online, go to <https://central.ivrnet.com/hillsatcharlesworth>, click on "Log in" and enter your email address and password. If you are unsure of your credentials, please contact info@coremanagement.ca.



***Please note, if fees are owed for prior years, all invoices can be viewed in the portal and must be paid in full.**

The Hills at Charlesworth Homeowner's Association (HOA) is a non-profit organization. Although the HOA does not own any of the infrastructure in the community, it is responsible for managing and maintaining aspects of the community for the benefit of the residents. This includes the management of a custom rain arbor system including a 500-gallon cistern, the Community Gardens, and a 200m Ice Ribbon. Additionally, the HOA maintains an enhanced landscaping program that addresses specific common area green spaces, entrance features and medians. As a property owner in The Hills at Charlesworth, you are automatically a member of The Hills at

Finally, enclosed is information on the community gardens and an application for the 2025 gardening season. If you would like to procure a gardening spot for your household, please complete the application and return it to info@coremanagement.ca.

Kind Regards,
The Hills at Charlesworth Homeowner's Association
Board of Directors

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Division of Core Management Group, Inc.
Office Address: 1250, 5555 Calgary Trail, Edmonton, AB T6H 5P9
www.coremanagement.ca

2025 BUDGET SUMMARY

<u>Revenue</u>	\$	\$
2025 Membership Fees	184,050	
Other Revenue	0	
TOTAL ESTIMATED REVENUE		184,050
<u>Expenditures</u>		
Summer Maintenance - Sustainability Plaza, Landscape Upkeep	48,823	
Winter Maintenance - Sustainability Plaza, Skating Oval	31,675	
Utilities	2,000	
Admin		
- Audit and Legal Fees	10,000	
- Management Fees	41,400	
- IT & Administration	6,500	
- Annual Fee Printing & Mailout	2,500	
- Merchant Processing Fees	4,853	
Events	9,000	
Insurance	4,200	
Reserve Fund	23,100	
TOTAL ESTIMATED OPERATING EXPENSES		184,050
Excess of Revenue Over Expenses		0

COLLECTIONS PROCEDURES 2025

1. **Fees Due January 31**
2. **March 1**
Interest is applied to all outstanding accounts (12% per annum).
3. **April 1**
Interest is applied to all outstanding accounts - **Final Notice Issued for Accounts still in Arrears**
4. **May 1**
Accounts in arrears on May 1st are handed over to a collection agency for collection. Owner credit rating may be impacted. Payments will no longer be accepted by the Association after May 1st.

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The Hills at Charlesworth Community Gardens

IMPORTANT NOTICE

For the 2025 gardening season, the application process has *changed*.

Please review the community garden application sheets *in full* so you understand the new process for obtaining a garden plot.

If you would like to procure a gardening spot for your household, please complete the application and return it to info@coremanagement.ca.

If you are a renter at this address, please forward this letter to your landlord as the property owner.

Kind Regards,

The Hills at Charlesworth Homeowner's Association
Community Garden Coordinators

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Community Gardens

We put the “COMMUNITY” in Community Garden.

Access to the Community Garden is available to all members in good standing in The Hills at Charlesworth Homeowners' Association. Our goal is to preserve and share the Community Garden to enable our residents with the opportunity to garden in their little patch of earth.

The Board of Directors, elected by the Homeowners' Association, oversees the operations and maintenance of Community Gardens with the assistance of community volunteers and the appointed property managers. The Homeowners' Association acts in the best interest of the community and the gardeners to fulfill the mission of providing an opportunity for residents to enjoy the health, social, economic, and environmental benefits of local organic gardening in their community.

1. Garden Membership

Garden Memberships are first come first serve. Each year, gardens will be assigned as applications are received, with the following exceptions:

- Repeat gardeners will be given former plots, unless a change is requested,
- Repeat gardeners on the waitlist will be given priority, again in a first come first serve fashion.

To become a member of The Hills at Charlesworth Community Gardens, individuals must:

- Currently be a resident of The Hills at Charlesworth.
- Be a member in good standing with the Homeowners' Association which is defined as not being in arrears with HOA membership dues.
- Agree to follow the Garden Code of Conduct (see section 4) and the Garden Practices (see section 5).

2. Garden Membership Fees

Garden member fees are included with the annual membership dues for the Homeowners' Association. No additional fees are required to garden.

3. Plot Assignment and Allocation

Garden plots are approximately 5 x 5 feet and are assigned to an individual gardener/couple/family of the same address living within The Hills at Charlesworth. Members who have been gardeners in good standing may request additional plots if a waiting list is not present.

A maximum of 2 plots can be allocated to an individual gardener/couple/family. Plots may not be traded, sublet, or registered to someone “in name only” while a friend or relative uses the space. All plot assignments are undertaken solely by the Homeowners' Association.

4. Code of Conduct

- Every gardener is an ambassador of The Hills at Charlesworth Community Garden as well as the Homeowners' Association. As such, gardeners will act with respect and care towards others.
- Gardeners are responsible for their designated plot and the common areas. Plots will be identified by number and Gardeners will be assigned to an individual plot.

- Gardeners have the right to receive information and notice about future project proposals that would affect the gardens.
- Gardeners have the right to give input into the decisions made on the Community Gardens.
- Gardeners are responsible for bringing their own tools and supplies as part of their gardening practices.
- Gardeners will work in a safe manner and help to ensure the safety of all gardeners, garden visitors, and garden property. Any injury, damage, or theft will be immediately reported to info@coremanagement.ca.

5. Garden Practices

Gardeners will plant their plot by **June 1st** of each year. Gardeners are responsible for their plot: seeding, maintenance (weeding, watering, trimming plants to keep them from your neighbors' plot or the public walkways, harvesting), and clean up.

- Gardeners may not disturb (weed, harvest, etc.) the plots of other gardeners. Please contact the Homeowners' Association for any issues you may have with other gardeners' plots.
- Restricted and noxious plants are not permitted. See the Alberta government website for a list of restricted and noxious plants. Nuisance species such as dandelion are not permitted.
- Horseradish, rhubarb, raspberries, mint, etc. are not permitted since they spread quickly. Please contact the Community Garden Coordinators at hillscommgarden@gmail.com if you have a proposal to grow these (or similar) crops.
- Perennials are permitted but must be removed at the end of each gardening season.
- Because this is an organic garden, **the use of pesticides, herbicides, fungicides, and chemical/synthetic fertilizers is strictly prohibited.** Permitted soil amendments are: compost, fish meal, bone meal, kelp, and composted manure (not fresh manure), etc. Please contact hillscommgarden@gmail.com if you are unsure.
- Water conservation practices will be employed to reduce water use. Rain barrels will not be permitted in the Community Garden as residents have access to the 500-gallon rainwater collection system.



- Containers, pots, and trellises are not permitted outside of a gardener's plot (E.g., on pathways, greenspace, along the fence, etc.).
- Recycling of material is supported. However, use of items such as shipping pallets and rubber tires are not appropriate for this environment and are prohibited.
- Plots must be cleared and weed free by **October 15th** of each year.

6. Grievances

A Gardener may report grievances to info@coremanagement.ca. A grievance should be received in writing and describe the incident in full detail. The Homeowners' Association will review the details at the next board meeting, contact all parties involved to receive full information, and make a decision on the matter by vote.

7. Termination of Contract

Acts in violation of this contract will result in formal written warning from the Homeowners' Association.

- A first violation will result in Community Garden Coordinator(s) communicating the infraction with the Gardener.
- A second violation will result in the household losing garden privileges for the following year.
- If violations continue, the Board of Directors will formally speak to the household as a final warning.
- Following that, any subsequent violation will result in immediate revocation of said garden plot, and loss of garden privileges indefinitely.

Termination of the Community Garden Agreement will be issued formally via email and the garden plot will be re-assigned to the next eligible member.

IMPORTANT CONTACT INFORMATION:

Garden Coordinators: hillscommgarden@gmail.com

Core Management: info@coremanagement.ca

or call 780-651-1577

8. Division of Responsibilities

The Homeowners' Association, through the administration of Core Management, is responsible for

- Ensuring households are in good membership standing to participate in the community gardens.
- Managing the gardens, including processing and verifying applications, assigning plots, managing waitlists, and upkeep of the site throughout the year.

The Community Garden Coordinators are responsible for liaising between gardeners, the Homeowners' Association and Core Management. Coordinators are volunteer members of the community who provide assistance throughout the garden season.

9. Privacy

Personal information is kept confidential and is only available to the Homeowners' Association and the Community Garden Coordinators. Information may only be released with the consent of the member.

Once you have read and understood the above conditions, please complete the information below. You will be notified of garden assignment upon approval.

10. 2025 Sign Up

Applications for the garden season is on a **first come first serve basis** for all plots.

Applications will open March 15 and close on April 10. Please complete this application form and return it via email to info@coremanagement.ca before April 10.

Gardeners will be notified by May 15 of plot assignments or waitlist status. Households on the waitlist will be notified if and when garden plots become available. This can occur any time from May 15 onward until the end of season.

Name (PLEASE PRINT): _____

Street Address: _____

I agree to abide by the Community Garden Rules

Signature: _____

Date: _____

Mailing Address: _____

City: _____

Province: _____ Postal Code: _____

Phone: _____

E-mail address: _____

I allow my e-mail address to be shared with other garden members Yes _____ No _____

Disclaimer: Cantiro and The Hills at Charlesworth Homeowners Association their officers, directors, agents, contractors, employees, volunteers, members and representatives are not responsible and expressly disclaim any liability for any injury, loss or damage of any kind incurred during activities in connection with or relating to the community gardens and the use thereof or other related accommodations or services sustained by any person at any time including but not limited to any such injury loss or damage which may have been caused by the negligence of Cantiro or the Hills at Charlesworth Homeowners Association.