

*WELCOME TO
THE HILLS AT
CHARLESWORTH
AND
THE HILLS AT
CHARLESWORTH
HOMEOWNERS
ASSOCIATION*





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Owning property in The Hills at Charlesworth automatically makes you a member in the Homeowners Association (HOA).

The Association manages assets for the benefit of the members. This includes the sustainability plaza, enhanced landscaping, community gardens, community events and lighted skating oval!

**The Hills at Charlesworth Homeowner's Association
Association Fee – Effective January 1, 2026**

We are pleased to enclose a copy of the 2026 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, the board has approved a balanced budget with no increase in HOA fees for members. The Annual fee is mandatory for all households in the community.

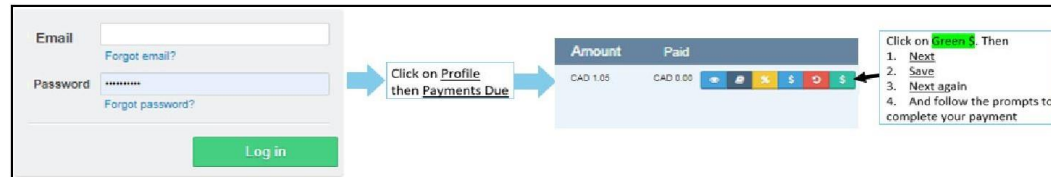
The Hills at Charlesworth Homeowner's Association (HOA) is a non-profit organization. As a property owner in The Hills at Charlesworth, you are automatically a member. Although the HOA does not own any of the infrastructure in the community, it is responsible for managing and maintaining aspects of the 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. The HOA maintains an enhanced landscaping program that addresses specific common areas, green spaces, entrance features and medians.

The Hills at Charlesworth is a vibrant family friendly community that provides fun-filled events throughout the year. Stay informed about upcoming events by visiting <https://hillsatcharlesworth.com/events/>

*Additionally, the Hills at Charlesworth HOA is fortunate to have access to a community garden. Plots are available on a first come- first served basis and applications for the 2026 season will open in March. **Please watch your emails in early 2026 and check the website at <https://hillsatcharlesworth.com/homepage/community-gardens/> for more info.***

TO ACCESS YOUR PERSONALIZED INVOICE, PLEASE LOG IN TO THE ONLINE PORTAL OR TO RECEIVE YOUR INVOICE VIA MAIL OR EMAIL, CONTACT CORE MANAGEMENT AT info@coremanagement.ca. Payments can be made online (see steps below), via telepay or by cheque. **Payments are due January 31st, 2026.**

To pay your invoice online, go to <https://central.ivrnet.com/hillsatcharlesworth>, click on "Log in" and enter the email address we have for you on file and your password. If you are unsure of your login credentials, please contact info@coremanagement.ca or call 780-651-1577.



***Please note, if fees are owing for prior years, you will not be able to log in. Please contact Core for assistance.**

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

The Hills at Charlesworth HOA is managed by a volunteer Board of Directors who are active members of the Association.

Each year the Board is tasked with reviewing the past year financials and using this data to create a budget for the upcoming year.

The budget letter outlines the amount of fees needed to meet the budget, how to pay your fees, what your fees pay for and more!

2026 BUDGET SUMMARY

<u>Revenue</u>	<u>\$</u>	<u>\$</u>
Membership Fees	184,250	
Other Revenue		
TOTAL ESTIMATED REVENUE		184,250
<u>Expenditures</u>		
Summer Maintenance - Sustainability Plaza, Landscapes	26,020	
Winter Maintenance - Sustainability Plaza, Skating Oval	44,745	
Utilities	2,650	
Admin		
- Audit and Legal Fees	4,925	
- Security	6,570	
- Management Fees	41,400	
- IT & Administration	6,600	
- Printing & Mailing Charges	4,200	
- Merchant Processing Fees	5,840	
Events	14,000	
Insurance	4,200	
Reserve Fund	23,100	
TOTAL ESTIMATED OPERATING EXPENSES		184,250
Excess of Revenue Over Expenses		0

The budget summarizes the anticipated income and expenses for the Association for the upcoming year.

This budget is used to determine how much each owner will need to contribute to cover the costs.

For the 2025 Fiscal Year, fees will remain at \$200+GST per household.



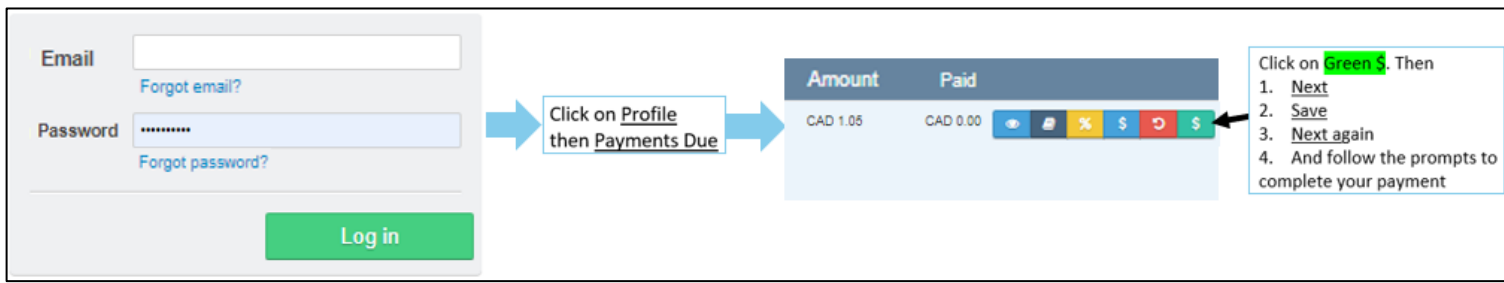


PAYING YOUR INVOICE

- We offer three easy ways to pay your invoice:
 - CHEQUE: Mail your cheque to The Hills at Charlesworth HOA Suite 1250, 5555 Calgary Trail NW. Edmonton, AB T6H 5P9
 - ONLINE: You may login to your online account - See instructions below.
 - TELEPAY: To pay by phone with your credit card call 587.391.6166 and follow the prompts, using the Access Code shown on your invoice.
- To pay your invoice online, go to <https://central.ivrnet.com/hillsatcharlesworth>, click on "Log In". Enter your email address and password and follow the process outlined below.

Due Date:	January 31
Invoice Number:	
GST #:	740675525 1110001

	Price
	\$200.00
	\$0.00
	10.00
Total	\$ 210.00
Balance Remaining	\$ 210.00



- If you are unsure of your login credentials, please contact Core
- If you need help paying your invoice or would like to receive a mailed copy, please contact Core

Call or Email Core at 780-651-1577 or email info@coremanagement.ca

PAYMENTS ARE DUE JANUARY 31ST OF EACH YEAR.

PLEASE PAY CAREFUL ATTENTION TO PAY ON TIME. IF PAYMENT IS NOT RECEIVED BY FEBRUARY 1ST, YOU WILL RECEIVE REMINDERS IN THE MAIL OR IN YOUR EMAIL. FAILURE TO COMPLY WILL RESULT IN COLLECTION ACTION.

Invoice Number:	
Access Code:	



THE HILLS AT CHARLESWORTH IS HOME TO A COMMUNITY GARDEN. WATCH YOUR EMAIL/MAILBOX FOR THE FULL GARDEN APPLICATION OR CONTACT CORE FOR A COPY



Homeowners'
Association

CANTIRO
HOMES

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.

- 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.

IMPORTANT DATES

2026

[HTTPS://HILLSATCHARLESWORTH.COM/EVENTS](https://hillsatcharlesworth.com/events)

January	February	March	April
S M T W T F S 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 Fees Due January 31 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 Reminder: Fees Overdue 22 23 24 25 26 27 28	S M T W T F S 1 st Notice: Fees Overdue Interest Applies March 1 29 30 31 1 2 3 4	S M T W T F S Garden Applications open April 15 th Community Event: Easter / Spring Celebration 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
May	June	July	August
S M T W T F S 26 27 28 29 30 1 2 Final Notice: Fees Overdue 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Overdue Accounts sent to Collections Agency 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 28 29 30 1 2 3 4 Community Event: Summer Fun 19 20 21 22 23 24 25 26 27 28 29 30 31 1	S M T W T F S Community Event: Movie Night 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5
September	October	November	December
S M T W T F S Hills at Charlesworth HOA Annual General Meeting 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3	S M T W T F S 27 28 29 30 1 2 3 4 5 6 7 8 9 10 Garden Harvesting & Fall Clean up 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S Skating oval opens! 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5	S M T W T F S 29 30 1 2 3 4 5 Community Events: Holiday Celebrations *FIREWORKS NOT PERMITTED

ABOUT MANAGEMENT FEES

WE ARE COMMONLY ASKED WHAT IS INCLUDED IN THE MANAGEMENT FEES. WE UNDERSTAND THAT THIS IS A LARGE BUDGET ITEM. THE MANAGEMENT FEE IS FOR THE MANAGEMENT OF THE DAY-TO-DAY OPERATIONS OF THE HOA ON BEHALF OF THE VOLUNTEER BOARD OF DIRECTORS. THE FEES PAY FOR THE SERVICES OF A PROFESSIONAL PROPERTY MANAGER AND INCLUDES, BUT IS NOT LIMITED TO:

- Working on behalf of the Board of Directors including establishing procedures and policies, annual budgets, communicating with members, facilitating board meetings, hiring and monitoring contractors, following through on recommendations and mandates as put forward by the board of directors, communicating and enforcing the Association's governing documents, including Bylaws and Rules & Regulations.
- Facilitating Annual General Meetings including arranging venues, producing AGM packages, delivering AGM packages via email or Canada Post, hosting the meeting, presenting the Association's audited financials and facilitating elections, recording AGM minutes and managing the HOA's annual return.
- Managing maintenance items including obtaining quotes, obtaining board approval for expenditures, hiring and monitoring contractors and labourers, completing regular community site visits to ensure quality and contractor compliance.
- Working with the City of Edmonton to coordinate maintenance schedules, community safety, community amenity use and communicating owner concerns.
- Managing membership requirements including verifying and updating owner and property information, providing information to owners and solicitors during property sale transactions, educating owners on Homeowner's Associations and the governing documents, providing direction to owners regarding expectations and responsibilities, managing owner disputes, provide IT support for owners to access their online profiles, referring owners to appropriate agencies outside of the HOA, such as the developer, EPCOR or the City of Edmonton as appropriate.
- Managing communications with owners, contractors and the Board of Directors including receiving, responding, recording and storing owner questions, concerns and complaints, liaising between owners and the board of directors, receiving and responding to emails, phone calls, letters, visitors, managing financial aspects of the Association including annual invoicing and communications, managing accounts receivable and collections, receiving payments, paying invoices, data entry, compiling monthly financial statements, financial reporting, working with auditors to complete annual audits.

IMPORTANT CONTACT INFO

The Hills at Charlesworth is proudly managed by

Core Real Estate Group
1250, 5555 Calgary Trail NW
Edmonton, Alberta T6H 5P9

Please contact our friendly staff for questions relating to:

- Association budget and fees
- Help with paying your fees
- Maintenance concerns, such as landscaping, fencing, etc.
- Information about the Annual General Meeting
- Volunteer opportunities
- Architectural Guidelines or Association Bylaws
- Amenities
- Events

Email: info@coremanagement.ca

Phone: 780.651.1577

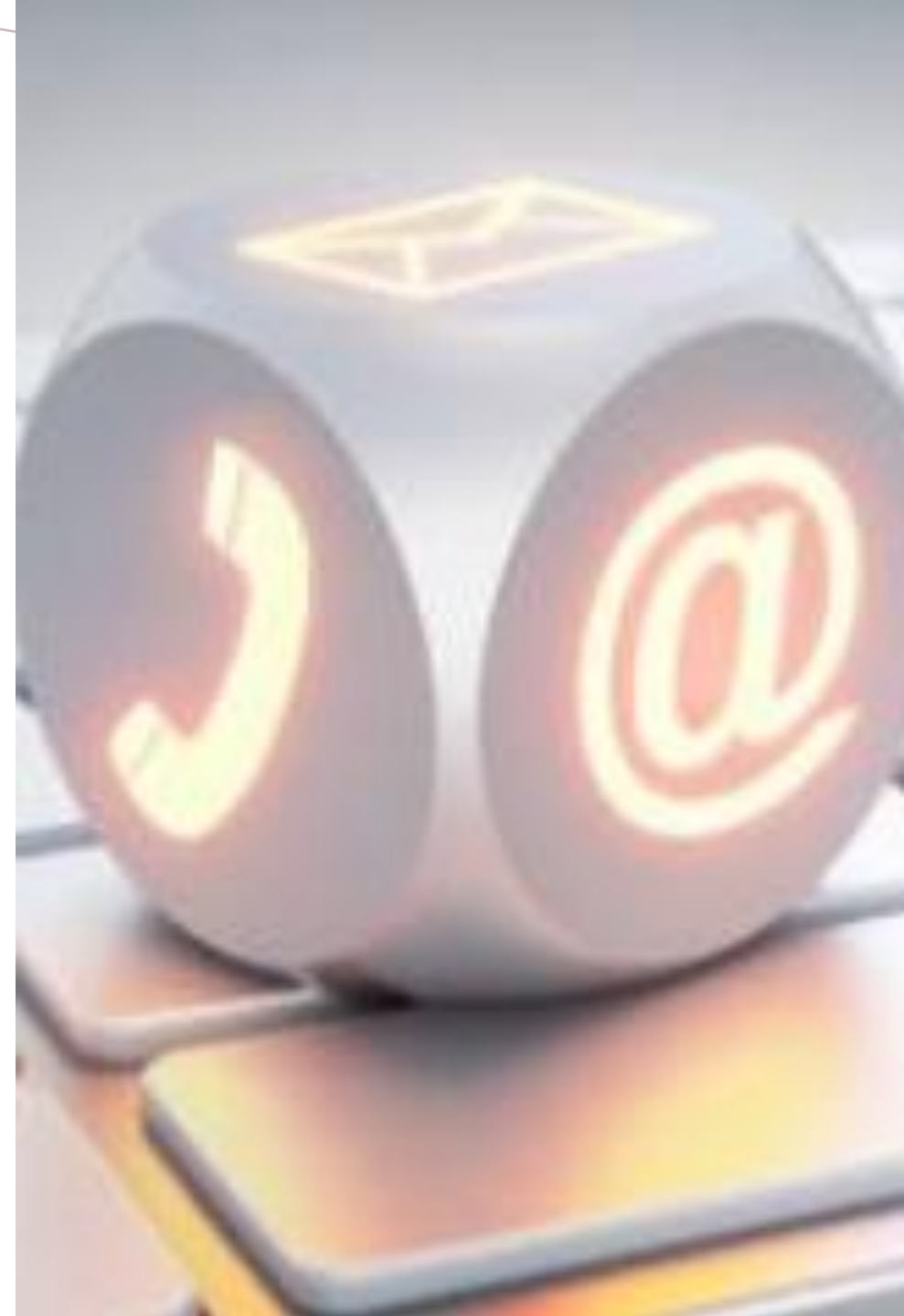
For more information on HOA management, please visit:

www.coremanagement.ca/property-management/hoa-management

For City of Edmonton Bylaw infractions or suspicious activity please contact:

City of Edmonton: Call 311

Edmonton Police Service Non-Emergency:
Call 377 or 780-423-4567





THANK YOU