



**Re: Association Fee – Effective January 1, 2024  
The Hills at Charlesworth Homeowner’s Association**

Dear Owner,

We are pleased to enclose a copy of the 2024 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 budget is adequate to fund the regular operating expenses. Thus, we are pleased to advise there will be no fee increase for the fiscal period January 1, 2024, through to December 31, 2024.

The Hills at Charlesworth Homeowner’s Association is a non-profit organization. Although the Association does not own any of the infrastructure in the community, it is responsible for managing and maintaining the community for the benefit of the residents. Maintenance includes oversight of a custom rain arbor system including a 500-gallon cistern, Community Gardens, and a 200m Ice Ribbon. Additionally, the Association maintains an enhanced landscaping program that addresses specific common area green spaces, entrance features, and medians, as well as an enhanced snow clearing program for shared use pathways. As a property owner in The Hills at Charlesworth, you are a member of The Hills at Charlesworth Homeowner’s Association, and thereby required to pay the annual HOA fee.

Throughout the 2023 fiscal year, the Board of Directors worked diligently to care for and maintain the ice ribbon, the community garden and cistern. In the winter months, a lovely holiday light display is installed for your enjoyment. For the upcoming fiscal year, the Board of Directors has budgeted for programs and will be working with a committee to spearhead and organize those within the budgeted amount.

Enclosed is the Annual Operating Budget for the 2024 fiscal year, as well as your Annual Fee Notice. You may notice your invoice has a new look. We are pleased to have transitioned to a new system which will allow you additional payment options. Methods of payment are outlined on the invoice and include online and tele-pay services allowing you to pay your invoice instantly by credit card.

Also enclosed, is information on the community gardens and an application for the 2024 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](mailto: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***  
Board of Directors

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**THIS PROPERTY IS PROUDLY MANAGED BY CORE REAL ESTATE GROUP**

Division of Core Management Group, Inc.

Office Address: 1250, 5555 Calgary Trail, Edmonton, AB T6H 5P9

Phone: 780.651.1577 [www.coremanagement.ca](http://www.coremanagement.ca)

**Annual Budget Summary**  
**The Hills at Charlesworth**  
**Budget: Approved Annual Operating Budget**

From Jan 01, 2024 to Dec 31, 2024

<b>Account Description</b>	<b>Annual Budget Amount</b>
<b>Revenue</b>	
HOA Fees	\$166,650.00
<b>Total Revenue</b>	<b>\$166,650.00</b>
<b>Expenses</b>	
<b>Repairs and Maintenance</b>	
R&M - Common Area	\$5,000.00
R&M - Fence	\$5,940.00
R & M - Electrical	\$12,000.00
R & M - Plumbing	\$1,000.00
R & M - Signs	\$500.00
R&M - Hockey Rink	\$17,000.00
<b>Total Repairs and Maintenance</b>	<b>\$41,440.00</b>
<b>Utilities</b>	
Utilities - Electricity	\$2,040.00
<b>Total Utilities</b>	<b>\$2,040.00</b>
<b>Outside Maintenance and Security Services</b>	
Outside Maintenance - Landscaping	\$25,600.00
Outside Mtce - Grounds	\$1,800.00
Outside Maintenance - Snow Removal	\$6,000.00
<b>Total Outside Maintenance and Security Services</b>	<b>\$33,400.00</b>
<b>Administrative and General Expenses</b>	
Admin - Accounting & Audit	\$2,100.00
Admin - Legal Fees	\$3,000.00
Admin - Management Fees	\$43,470.00
Admin - Data Processing	\$3,000.00
Admin - Dues, subscriptions and licences	\$3,780.00
Admin - Events	\$9,000.00
Admin - Postage/Mailing expense	\$2,500.00
Admin - Marketing	\$2,400.00
Other - Miscellaneous/Contingencies	\$500.00
Other - AGM Expense	\$880.00
Fixed Expenses - Insurance & Appraisal	\$4,020.00
Bank Charges	\$120.00
<b>Total Administrative and General Expenses</b>	<b>\$74,770.00</b>
<b>Non-Recoverable Expenses</b>	
Reserve Fund Contribution	\$15,000.00
<b>Total Non-Recoverable Expenses</b>	<b>\$15,000.00</b>
<b>Total Expenses</b>	<b>\$166,650.00</b>

# Core Real Estate Group

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1250, 5555 Calgary Trail, Edmonton, AB T6H 5P9  
Phone: (780)651-1577 Fax: (780)665-6081

Date: Oct 05, 2023

## Annual Budget Summary The Hills at Charlesworth Budget: Approved Annual Operating Budget

*From Jan 01, 2024 to Dec 31, 2024*

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Account Description

Annual Budget Amount

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Net Income:

\$0.00



# Community Gardens

## We put the “COMMUNITY” in Community Garden.

Access to the Community Garden is available to ALL individuals and families who have residences in The Hills at Charlesworth. 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. 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 Membership is on a first-come-first-served basis, annually. To become a member of The Hills at Charlesworth Community Gardens, individuals must:

- Be a current 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 a number and a Gardner 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 the Homeowners' Association.

### 5. Garden Practices

Gardeners will plant his/her plot by **June 1st** of each calendar year. Gardeners are responsible for his/her 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 discouraged since they spread quickly. Please contact the Homeowners' Association Committee if you have a proposal to grow these (or similar) crops.



• Perennials are permitted but must be removed if gardener is leaving the plot (i.e. not gardening the following 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 ask the Homeowners' Association 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 will have COMPLETE access to use the 500-gallon rainwater collection system operated by the Homeowners' Association. A hose will be made available for use by gardeners.

• Containers, pots, and trellises are not permitted outside of a gardener's plot (e.g. on pathway, greenspace, etc.).

• Recycling of material is supported. However, use of items such as shipping pallets and rubber tires, are not appropriate for this environment, are prohibited.

• Plots must be cleared by **October 15<sup>th</sup>** of each year.

**6. Grievances**

Any gardener may report a grievance under the terms of the garden contract to the Homeowners' Association. A grievance should be received in writing and describe the full details. 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. If violation continues, the Board of Directors will formally speak to the individual(s) as a final warning. If violation still continues, the Board of Directors, on behalf of the Homeowners' Association, may terminate agreement of use with the gardener(s) immediately and issue formal notice via mail or email of this decision. The plot will be immediately be revoked and assigned to the next eligible member.

**8. Privacy**

Personal information is kept confidential and is only available to the Homeowners Association. All 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.

**9. 2024 Sign Up**

Sign up for the 2024 season, will be on a **first-come-first served** basis for any available plots.

Gardeners that have occupied a plot in the previous year and are in good standing will have first right of refusal, to occupy a plot in 2024 (this does not apply to more than 1 plot per household).

**Sign ups will open April 15th, 2024.**

2023 gardeners will have until **April 30<sup>th</sup>, 2024** to notify the HOA that they wish to continue gardening. After that time, plots will be assigned to the waitlist accordingly.

To sign up, please complete the contact info below, sign the agreement of the community garden rules below, and return by email to [info@coremanagement.ca](mailto:info@coremanagement.ca) by April 30, 2024.

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.