

**WELCOME TO
THE LANARK
LANDING
HOMEOWNERS
ASSOCIATION**



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2026 Budget Letter

- Owning property in Lanark Landing automatically makes you a member in the Association.
- The Association manages assets for the benefit of the members. This includes enhanced main entry feature, four season shelter/community gathering space, decorative roundabouts, green streets with pergolas and more.

LANARK LANDING

Homeowners Association Fees – Effective January 1, 2026

The Board of Directors is pleased to enclose the 2026 Operating Budget and Fee Notice for the Lanark Landing Homeowners Association (“Association”). The budget is a result of careful consideration, analysis of past and anticipated expenses and review of the financial obligations of the Association for the upcoming fiscal year. A copy of the Annual Operating Budget for the 2026 fiscal year is attached for your reference and review.

TO ACCESS YOUR PERSONALIZED INVOICE(S), PLEASE LOG IN TO THE ONLINE PORTAL OR CONTACT CORE MANAGEMENT AT info@coremanagement.ca TO RECEIVE A COPY OF YOUR INVOICE. Payments can be made online, via Telepay or by cheque. **Payments are due January 1st, 2026.**

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

The screenshot shows a login form with fields for Email and Password, and a 'Log in' button. Below the form is a navigation bar with 'Amount' and 'Paid' sections. The 'Amount' section shows 'CAD 1.08' and the 'Paid' section shows 'CAD 0.00'. A 'Click on Profile then Payments Due' button is highlighted. To the right, a list of steps is provided: 1. Next, 2. Save, 3. Next again, 4. And follow the prompts to complete your payment.

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

Based on the estimated 2026 annual operating costs, fees have remained the same at **\$130 + GST = \$136.50** for the fiscal year January 1, 2026 - December 31, 2026.

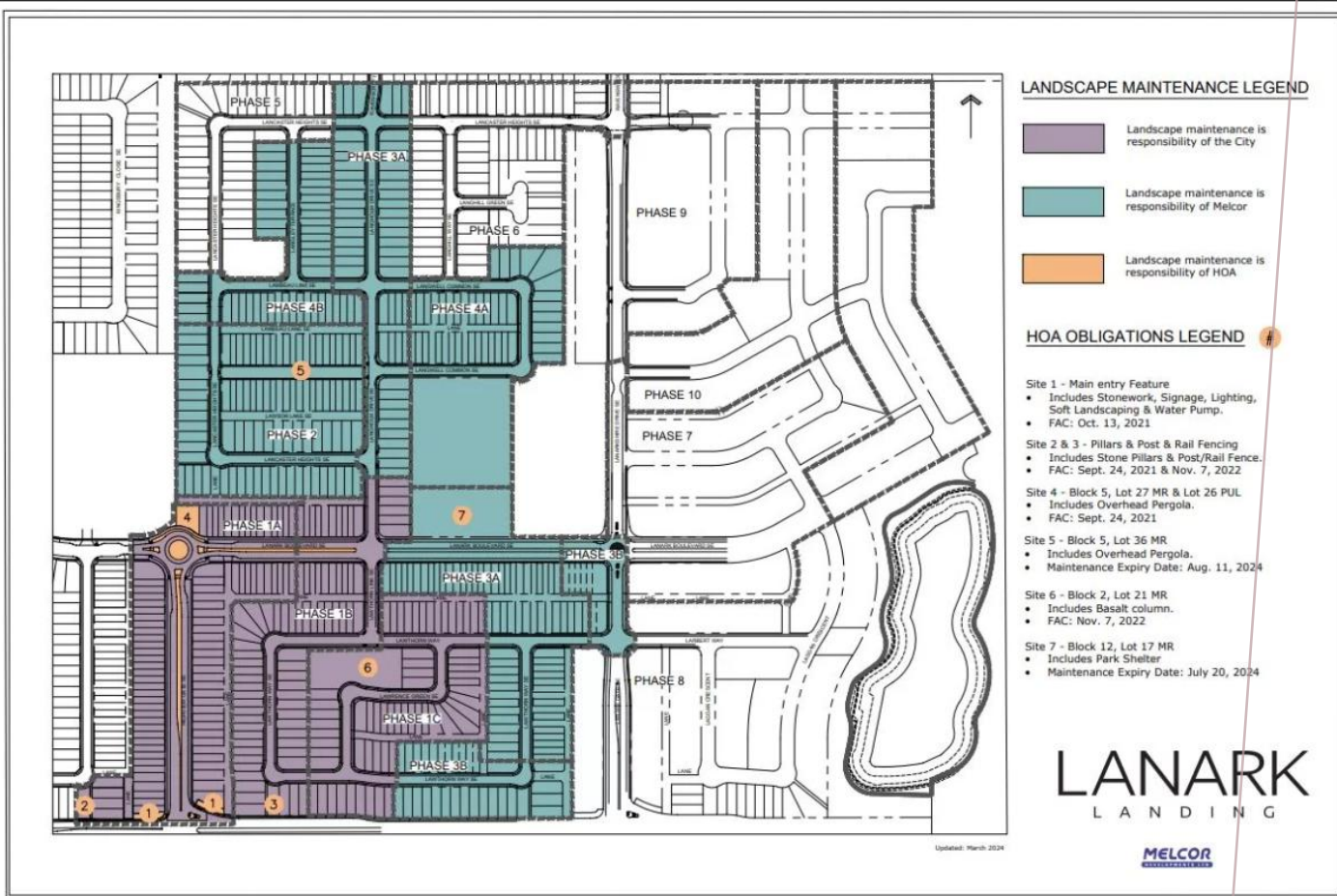
The Lanark Landing Homeowners Association is a non-profit organization, which manages and maintains assets owned by the Association for the benefit of community residents. The Association oversees the maintenance of community amenities, which include the main entry feature, four season shelter/community gathering space, decorative roundabouts, green streets with pergolas and more.

As a property owner in Lanark Landing, you are a member of the Lanark Landing Homeowners Association. Membership is mandatory and fees are charged in accordance with the encumbrance registered on your certificate of title.

Sincerely,
Lanark Landing Homeowners Association
Board of Directors

- The budget letter outlines your portion of the fees needed to meet the budget, how to pay your fees and what your fees pay for.
- The Melcor team sets up the HOA and runs it until the community has achieved the critical mass to operate it independently. We will train resident directors on board process and governance and provide the tools to help resident directors achieve long term success.

HOA OBLIGATIONS



The Association manages the maintenance of assets for the benefit of the members.

This includes:

- enhanced main entry feature (signage, lighting, landscaping and water pump)
- landscaping includes spring & fall cleanup, irrigation, pruning & fertilizing, monthly maintenance & watering of flower/shrub beds/medians/boulevards
- four season shelter/community gathering space
- pillars & post & railing fence
- decorative roundabouts
- green streets with pergolas

You can find the Obligations Map at:
<https://lanarkhoa.ca/hoa-amenities/>

2026 BUDGET BREAKDOWN

The budget summarizes the anticipated 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. The Developer will subsidize any shortfall of revenue over expenses until the Homeowners Association is operationally sustainable.

2026 BUDGET		
<u>Revenue</u>	\$	\$
2026 Membership Fees (443 Lots at \$130)	57,590	
2026 Pro-Rated Membership Fees (90 Lots at \$65) <i>Estimate</i>	5,850	
Other Income (<i>merchant processing fees</i>)	1,518	
TOTAL ESTIMATED REVENUE		64,958
<u>Expenditure</u>		
Repairs & Maintenance		
- General (<i>contingency for potential repairs to entrance structures</i>)	500	
- Electricity (<i>replacement contingency for lights</i>)	500	
Utilities (<i>power for fountains and bollard lighting</i>)	1,200	
Landscaping (<i>spring & fall cleanup, irrigation, pruning & fertilizing, monthly maintenance & watering of flower/shrub beds/medians/boulevards</i>)	44,500	
Admin		
- Management Fees (<i>management of the day-to-day operations of the HOA</i>)	20,000	
- IT & Administration (<i>includes Ivrnet subscription and website domain hosting</i>)	5,350	
- Annual Fee Printing & Mailout (<i>printing and postage of letters, invoices, etc.</i>)	1,830	
- Banking Fees (<i>bank fees and 3rd party credit card processing subscription</i>)	540	
- Merchant Processing Fees (<i>costs to pay vendors through EFT, credit card processing</i>)	1,750	
TOTAL ESTIMATED OPERATING EXPENSES		76,170
Excess of Revenue Over Expenses		-11,212

Fees are based on the number of lots in the community.

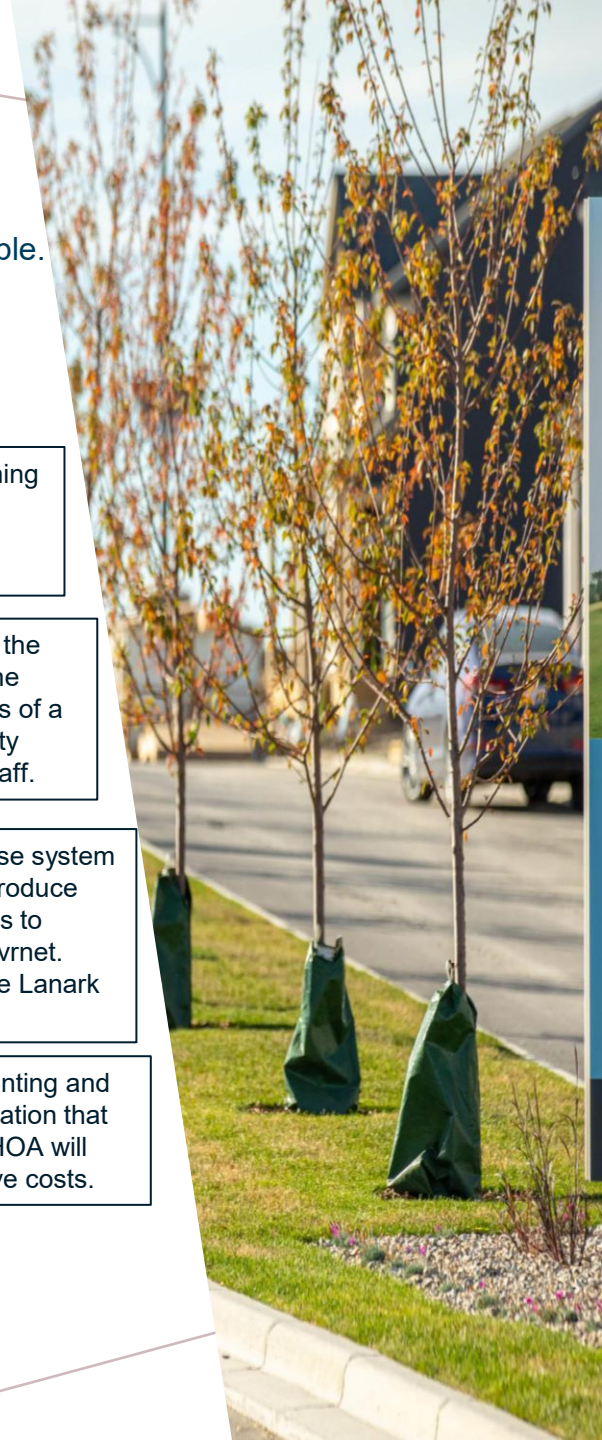
Landscaping includes spring & fall cleanup, pruning & fertilizing, monthly maintenance & watering of flower/shrub beds. As well as fountain install, removal and winter storage.

The Management Fee is for the management of the day-to-day operations of the HOA on behalf of the Board of Directors. The fees pay for the services of a professional property manager, assistant property manager, administrative staff, and accounting staff.

IT & Software includes: Ivrnet – 3rd party database system used to hold HOA owner/property information, produce and send fee invoices and email communications to owners. WordPress is used in conjunction with Ivrnet. Website Domain Hosting is the annual fee for the Lanark Landing HOA website.

Printing, Mailout & Postage chargeback is for printing and postage of letters, invoices, and other documentation that are required to be mailed to homeowners. The HOA will email communications whenever possible to save costs.

Please note, the Developer will subsidize any shortfall of revenue over expenses until the Homeowners Association is operationally sustainable.



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 BOARD OF DIRECTORS. THE FEES PAY FOR THE SERVICES OF A PROFESSIONAL PROPERTY MANAGER AND INCLUDES, BUT IS NOT LIMITED TO:

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 Airdrie 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.

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.

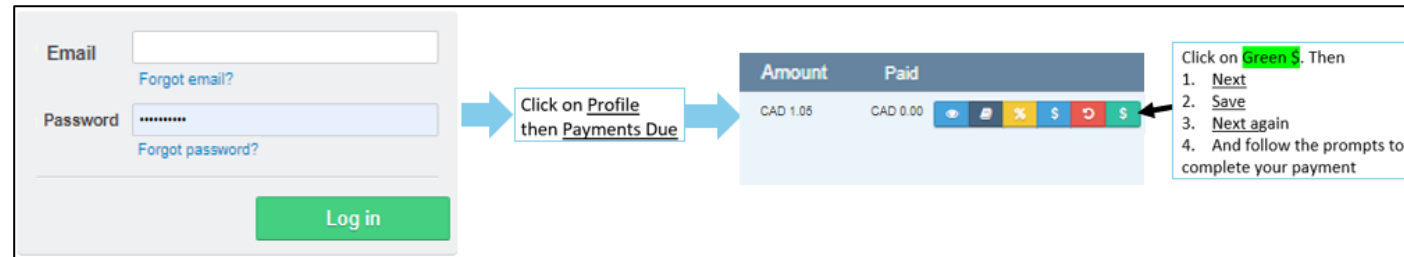
Working with the City of Airdrie to coordinate maintenance schedules, community safety, community amenity use and communicating owner concerns.

Working on behalf of the developer/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 future 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.

PAYING YOUR INVOICE

- We offer three easy ways to pay your invoice:
 - CHEQUE:** Mail your cheque to Lanark Landing HOA at Suite 1250, 5555 Calgary Trail NW. Edmonton, AB T6H 5P9
 - ONLINE:** You may login to your Lanark Landing Homeowners Association account. See instructions below (*please note there is a 3% convenience fee to pay with your credit card*).
 - TELEPAY:** To pay by phone with your credit card call 587.360.6592 and follow the prompts, using the Access Code shown on your invoice (*please note there is a 3% convenience fee to pay with your credit card*).
- To pay your invoice online, go to <https://central.ivrnet.com/lanarklanding/>, click on "Log In". Enter your email address and password and follow the process outlined below.



- 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 1ST 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.

Due Date:	January 1, 2026
Invoice Number:	
GST #:	768288870 RT0001

	Price
	\$130.00
	\$0.00
	6.50
Total	\$ 136.50
Balance Remaining	\$ 136.50

Invoice Number:	
Access Code:	

IMPORTANT DATES

2026

Collections Schedule for Unpaid Accounts

- January 1st – Association fees are due in full
- February – Fee reminders are sent for unpaid accounts
- March – Interest is applied to all outstanding accounts at 16% per annum. Reminder will be sent.
- April – Final Notices are sent to owners still in arrears
- **May 1st – The Homeowners Association reserves the right to send unpaid owner accounts are sent to a third party for collection action. This may impact the owner's credit rating and end in legal action.**

IMPORTANT CONTACT INFO

The Lanark Landing HOA 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.
- Architectural Guidelines or Association Bylaws
- Facility and Amenities

Email: info@coremanagement.ca

Phone: 780.651.1577

For more information on HOA management, please visit:

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

City of Airdrie:

general.inquiries@airdrie.ca or call 403.948.8800





THANK YOU