

***WELCOME TO  
THE EVERGREEN  
HOMEOWNER'S  
ASSOCIATION***





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# 2026 BUDGET LETTER



Owning property in Evergreen automatically makes you a member in the Association.

The Association manages assets for the benefit of the members. This includes entrance plaza, community gateway, roundabout feature, bridge, waterfall, lookout feature, stream bed, plants and enhanced lighting.

Dear Owner:

**RE: 2026 Evergreen Homeowners Association Annual Fees**

The Board of Directors is pleased to enclose the 2026 Operating Budget and Fee Notice for the Evergreen Homeowners Association (HOA). 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.

Your personalized invoice(s) is enclosed. **Payments are due January 1<sup>st</sup>, 2026.**  
Payments can be made online, via Telepay or by cheque. Instructions for Telepay or cheque payments are outlined on the enclosed invoice.

To pay your invoice online, go to <https://central.ivrnet.com/evergreen/>, click on "Log in" and enter your email address and your password. If you are unsure of your credentials, please contact [info@coremanagement.ca](mailto: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 Evergreen 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 entrance plaza, community gateway, roundabout feature, bridge, waterfall, lookout feature, stream bed, plantings and enhanced lighting.

Your 2026 invoice reflects an annual fee of \$130 plus GST = \$136.50.

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

Sincerely,  
**Evergreen Homeowners Association**  
Board of Directors

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

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 AMENITIES & RESPONSIBILITIES

The majority of HOA amenities were developed up front in Phase 1 in the central park as well as the gateway roadway into the neighbourhood (Evergreen Way). The HOA drawing set shows each area in detail and has notes on the HOA responsibilities within the HOA defined boundary.

Entry Feature Location: NE corner of 30th Avenue and Evergreen Way intersection.

Responsibilities: **pavers, boulders, shrubs, perennials, mulch, trees, lighting, and electricity costs.**

Roundabout Feature Location: intersection of Evergreen Way & Emerald Drive

Responsibilities: **boulders, shrubs, perennials, mulch, trees, steel decorative cairns, lighting, electricity costs.** Note: turf and paved/concrete is City responsibility.

Gateway Median Location: Evergreen Way

Responsibilities: **trees, shrubs, mulch, lighting, electricity costs.** Note: All concrete is City responsibility.

Bridge & Waterfall Feature Location: south end of storm water management facility (SWMF)

Responsibilities: **Trees, shrubs, mulch, waterfall infrastructure (pump, pipes) faux bridge elements (pilaster railing, stamped concrete) lighting, electricity costs.**

Lookout Feature Location: east side of SWMF.

Responsibilities: **Trees, shrubs, boulders, mulch.**

Stream Bed Feature Location: north end of SWMF.

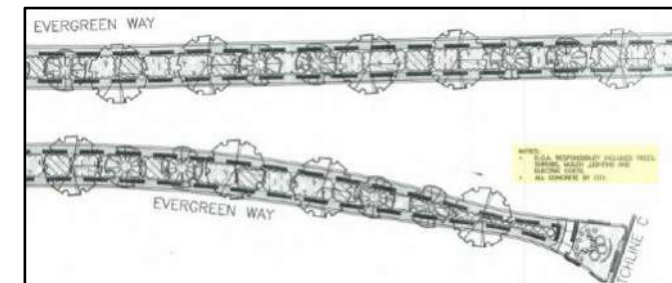
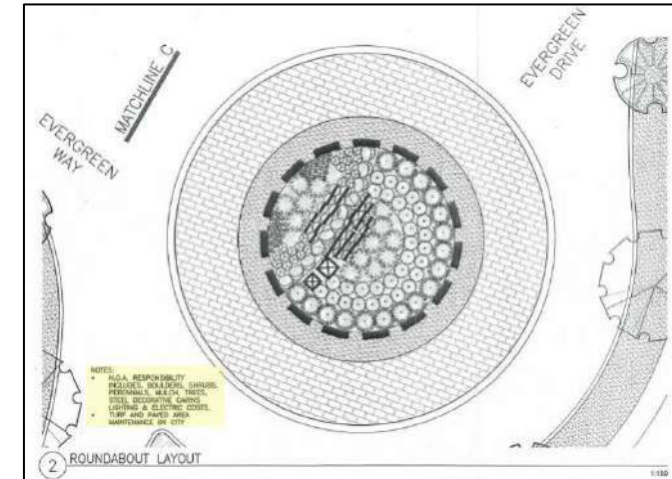
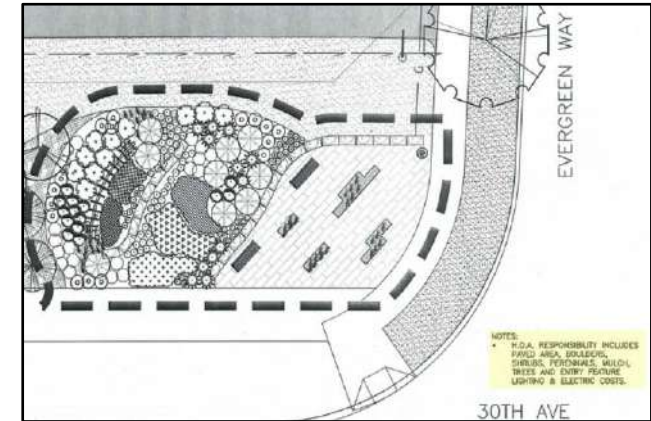
Responsibilities: **Trees, shrubs, boulders, mulch.**

Natural Park Phase

The only responsibility in this phase is **electrical infrastructure, lighting, and associated electricity costs:**

Natural Park Playgrounds Node Location – West edge of park between roundabout feature and the natural pond.

Feature lighting as per drawings: tree, sign and shelter lighting & electricity costs



# 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 OPERATING BUDGET

### Revenue

	\$	\$
2026 Membership Fees (373 Lots at \$130)	48,490	
2026 Pro-Rated Membership Fees (13 Lots at \$65)	845	
Other Income	1,060	
<b>TOTAL ESTIMATED REVENUE</b>		<b>50,395</b>

### Expenditure

Repairs & Maintenance		
- General (Potential repairs to Entry Feature Pavement, Boulders)	500	
- Lighting (Potential repairs to Decorative Cairn Lighting)	500	
Utilities (Annual electrical costs for HOA amenities - entry, roundabout, median, waterfall)	4,200	
Landscaping (Landscaping of HOA Obligations, includes Shrubs, Perennials, Mulch, Trees)	15,950	
Admin		
- Management Fees (Day-to-day operations of the HOA)	21,000	
- IT & Software (Ivrnet subscription, WordPress and Website Domain Hosting)	4,020	
- Annual Fee Printing, Mailouts & Postage chargeback	1,500	
- Merchant Fees (Credit card fees in Ivrnet)	1,665	
<b>Reserve Fund Contribution</b>	1,060	
<b>TOTAL ESTIMATED OPERATING EXPENSES</b>		<b>50,395</b>
<b>Excess of Revenue Over Expenses</b>		<b>0</b>

Please note, the Developer will subsidize any shortfall of revenue over expenses until the Homeowners Association is operationally sustainable. Any surplus will be deposited to the reserve fund for capital repairs/replacements.

Based on the number of homes/lots in the community. Pro-rated membership fees are from new lots being sold from the developer.

Annual estimated electrical costs for HOA amenities – entry feature, roundabout feature, gateway median, waterfall infrastructure, natural park phase lighting.

Landscaping of HOA Amenities, includes shrubs, perennials, mulch, trees, litter pickup (2x/month), weed spraying of shrub beds, deadwood pruning and shaping of trees and shrubs, spring and fall clean up,

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 – 3<sup>rd</sup> 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 Evergreen 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.

Merchant fees include costs to pay vendors through EFT, credit card processing fees through Ivrnet.





## WHAT IS INCLUDED IN MANAGEMENT FEES/ADMINISTRATION?

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, assistant property manager, administrative staff, and accounting staff and includes, but is not limited to:

- 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 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 Red Deer as appropriate.
- Managing communications with owners, contractors and the Developer, including receiving, responding, recording and storing owner questions, concerns and complaints, receiving and responding to emails, phone calls, letters, visitors.
- Working on behalf of the Board of Directors including establishing procedures, policies and annual budgets, communicating with members, communicating and enforcing the Association's governing documents, including Bylaws and Rules & Regulations.
- Managing maintenance items including obtaining quotes, obtaining board approval for expenditures, hiring and monitoring contractors and laborers, completing regular community site visits to ensure quality and contractor compliance.
- Working with the City of Red Deer to coordinate maintenance schedules, community safety, community amenity use and communicating owner concerns.



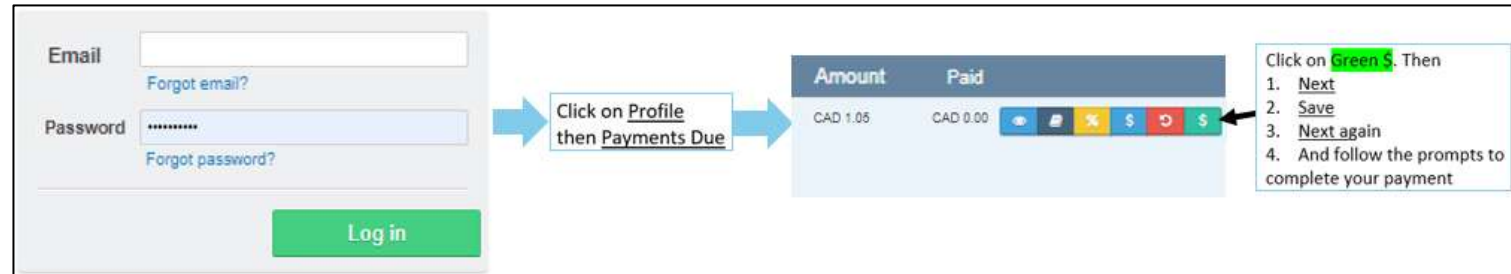
# PAYING YOUR INVOICE

Due Date:	January 1, 2026
Invoice Number:	
GST #:	781278817 RT0001

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

Invoice Number:	
Access Code:	

- We offer three easy ways to pay your invoice:
  - CHEQUE:** Mail your cheque to Evergreen HOA at Suite 1250, 5555 Calgary Trail NW. Edmonton, AB T6H 5P9
  - ONLINE:** You may login to your Evergreen Homeowners Association account See instructions below.
  - TELEPAY:** To pay by phone with your credit card call 587.273.6052 and follow the prompts, using the Access Code shown on your invoice.
- To pay your invoice online, go to <https://central.ivrnet.com/evergreen/>, 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](mailto: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 1<sup>ST</sup>, YOU WILL RECEIVE REMINDERS IN THE MAIL OR IN YOUR EMAIL. INTEREST WILL BE APPLIED TO OUTSTANDING ACCOUNTS.

# IMPORTANT DATES

## Collections Schedule for Unpaid Accounts

- January 1<sup>st</sup> – 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. Reminders will be sent.
- April – Final Notices are sent to owners still in arrears. Interest will continue to accrue.

**Interest will continue to accrue monthly until  
arrears are paid in full.**

The HOA reserves the right to take unpaid accounts to a  
collection agency or lawyer for collection.



# IMPORTANT CONTACT INFO

The Evergreen 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
- Obtaining your invoice
- Maintenance concerns
- Association Amenities and Responsibilities
- Architectural Guidelines, Encumbrance, Restrictive Covenant
- Association Bylaws

Email: [info@coremanagement.ca](mailto:info@coremanagement.ca)

Phone: 780.651.1577

For more information on HOA management, please visit:

[www.coremanagement.ca/property-management/hoa-management](http://www.coremanagement.ca/property-management/hoa-management)

City of Red Deer

311 Concerns: <https://www.reddeer.ca/reportaproblem/>

General Inquiries

Phone: [403-342-8111](tel:403-342-8111)

Email: [feedback@reddeer.ca](mailto:feedback@reddeer.ca)







**THANK YOU**