

February 2nd 2018

Dear Resident:

RE: Larch Homeowners Association Annual Fees

As a property owner in the Community of Larch Park you are a member of the Larch Homeowners Association ("LHOA"). The LHOA is a not-for-profit society which manages assets owned by the Association for the benefit of every Larch Park Homeowner. Membership is mandatory and applies to each and every property owner in Larch Park. An encumbrance is registered on all property titles in Larch Park in favor of your Association to ensure annual payments are provided in accordance with the Articles of Association. The encumbrance is registered on title allows for fees to be charged up to \$400.

Melcor has paid for all maintenance and administrative costs to date. Based on the estimated 2018 annual operating costs, fees have been set at \$200 for the fiscal year January 1st 2018- December 31st 2018. Fees will be determined annually by the Board of directors and will depend on the annual operating budget

A summary of the 2018 operating budget is included on the reverse and is also posted at www.larchparkhoa.ca.

Enclosed is your Larch Homeowners Association 2018 annual fee notice. The annual fees are due March 1, 2018. Interest is applied to all accounts outstanding after April 1, 2018.

Benefits of membership will support programmed Association events, the Larch Homeowners website and amenities the Association also owns and maintains i.e. the entry features and flankage fences.

Methods of Payment:

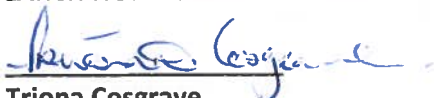
- 1. CHEQUE • Mailed, address is listed below - Please make your Cheques payable to the Larch Homeowners Association.**
- 2. ONLINE-Starting February 1st Login to your Larch Homeowners Association account @ www.larchparkhoa.ca and follow the links to your account**
(Please note there is a 3% convenience fee to use the online payment system)

Not a member of www.larchparkhoa.ca? Please refer to our website @ www.larchparkhoa.ca and follow the links.

If you are a renter at this address, please provide this letter and annual fee notice to your landlord as the property owner. If you are not the original owner to whom the envelope has been addressed, the fees do apply to you as the current registered property owner. Please contact the Larch Homeowners Association if you have any questions or to update our records.

Sincerely,

LARCH HOMEOWNERS ASSOCIATION



Triona Cosgrave

HOA Manager – Edmonton, Red Deer & Calgary

MELCOR DEVELOPMENTS LTD.

PH: 780.945.2816

tcosgrave@melcor.ca

**Larix Communities Inc. C/O Melcor Developments Ltd
900, 10310 Jasper Avenue, Edmonton, AB T5J 1Y8**

2018 BUDGET

<u>Revenue</u>	\$	\$
Builder Prepayment applied to 2017 Annual Fees	114,400	
2018 Membership Fees (319 Lots @ \$200)	63,800	
TOTAL ESTIMATED REVENUE		178,200
<u>Expenditure</u>		
Website	2,500	
Administration (Printing & Mail out, Cheques, Deposit Books, Title search)	2,500	
Insurance	1,500	
Professional fees (Management, legal, accounting)	30,000	
Annual Repairs & Maintenance	70,000	
Utilities (Monthly Average \$100)	1,200	
Larch Resident engagement fund (Annual Events)	6,000	
TOTAL ESTIMATED OPERATING EXPENSES		113,700
Capital Expenditures		0
PROJECTED SURPLUS		64,500
Please note any surplus will be deposited to a reserve fund for capital repairs/replacements		

Collections Procedures 2018

1. **Fees are due February 1**
2. **March 1**
Interest is applied to all outstanding accounts (16% per annum in excess of the prime rate of interest).
3. **April 1**
Interest is applied to all outstanding accounts
Final Notice
4. **May 1**
Accounts are handed over to Larch Homeowners Association's legal counsel, for collections.
Payments are no longer accepted online or mail.
All payments and communication regarding collection of fees are done directly between the homeowner and legal Counsel and legal costs associated with the collection of fees, as determined by the Lawyer, will be charged back to the homeowner.