

*WELCOME TO  
THE SUNSET  
RIDGE  
HOMEOWNER'S  
ASSOCIATION*





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#### Homeowners Association Fees – Effective January 1, 2026

The Board of Directors is pleased to enclose the 2026 Operating Budget and Fee Notice for the Sunset Ridge 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](mailto:info@coremanagement.ca) TO RECEIVE A COPY OF YOUR INVOICE. Payments can be made online, via Telepay or by cheque. **Payments are due January 1<sup>st</sup>, 2026.****

To pay your invoice online, go to <https://central.ivrnet.com/sunsetridge/>, 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).

The screenshot shows a login interface with fields for Email and Password, each with a 'Forgot' link. A 'Log in' button is at the bottom. An arrow points from the login form to a payment summary table. The table has columns for 'Amount' and 'Paid'. The 'Amount' row shows 'CAD 1.05' and the 'Paid' row shows 'CAD 0.00'. To the right of the table is a list of steps: 1. Next, 2. Next, 3. Next Again, 4. And follow the prompts to complete your payment. An arrow points from the 'Next' button in the table to step 1.

**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 \$146 + GST = \$153.30 for the fiscal year January 1, 2026 - December 31, 2026.

The Sunset Ridge 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 entry features, stonework, signage, lighting, storm pond pump, a portion of the landscaping and public side fencing.

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

We encourage owners to visit the HOA website <https://sunset-ridgehoa.com/> to find the 2026 Budget Presentation, FAQs, HOA Docs, Architectural Guidelines and much more.

Sincerely,  
*Sunset Ridge Homeowners Association*  
Board of Directors

THIS COMMUNITY IS PROUDLY MANAGED BY CORE REAL ESTATE GROUP

Division of Core Management Group Inc.  
Office Address: 1250, 5555 Calgary Trail, Edmonton, AB T6H 5P9  
[www.coremanagement.ca](http://www.coremanagement.ca)

Owning property in Sunset Ridge automatically makes you a member in the Association.

The Association manages assets for the benefit of the members. This includes the entry features, stonework, signage, lighting, storm pond pump, a portion of the landscaping and public side fencing.

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

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 Sunset Ridge Homeowners Association (SRHOA) is a not-for-profit organization which manages and maintains assets owned by the Association for the benefit of Sunset Ridge residents.



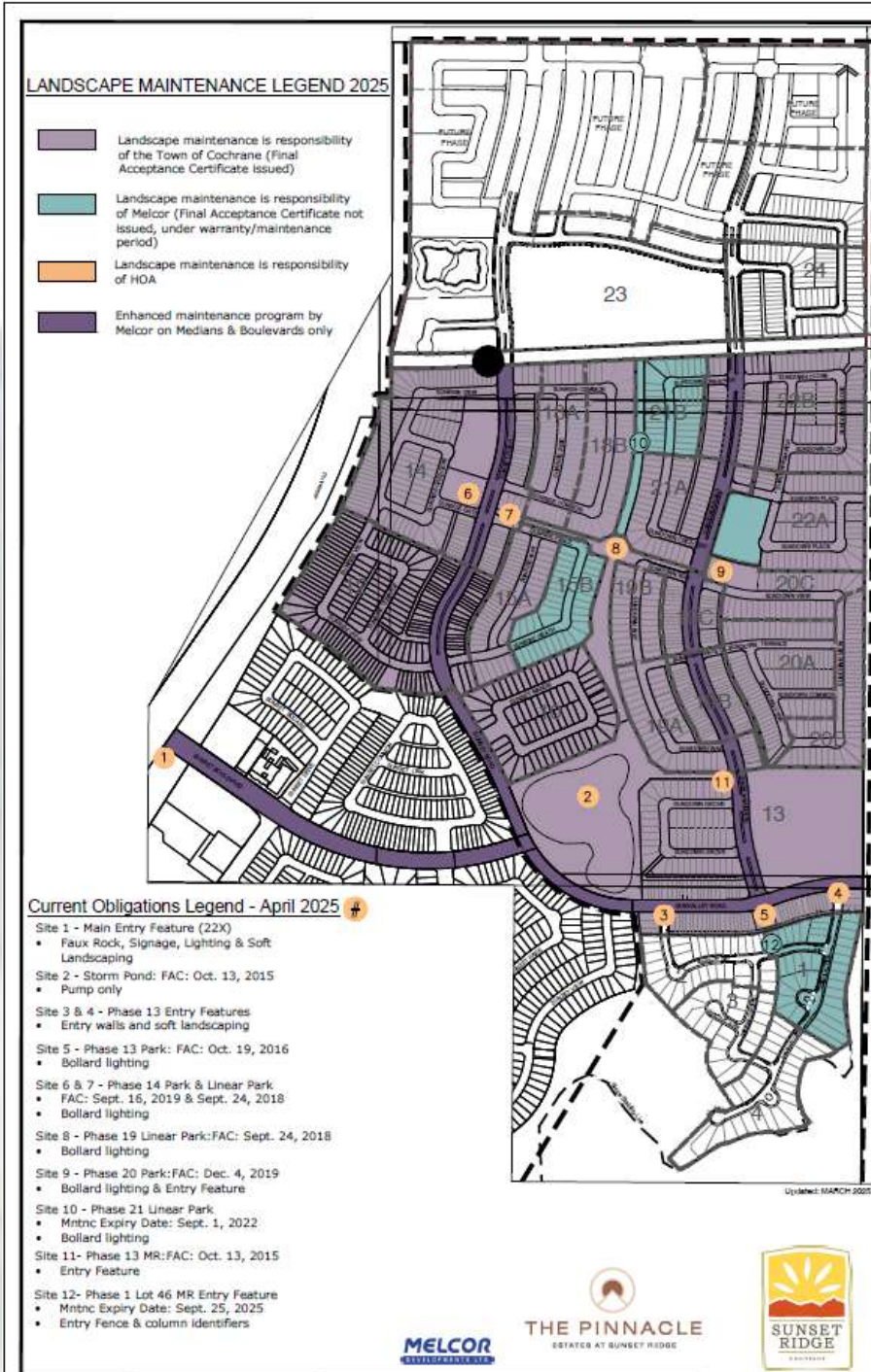
# HOA Obligations

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

This includes:

- entry features
- stonework
- signage
- lighting
- storm pond pump
- a portion of the landscaping
- public side fencing

You can find the Obligations and Responsibility Maps at: <https://sunset-ridgehoa.com/resident-info-2/>



## 2026 Budget Breakdown

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

Any surplus may be deposited to a reserve fund for capital repairs/replacement.

2026 BUDGET			
Revenue		\$	\$
2026 Membership Fees (1,276 Lots at \$146)		186,296	
2026 Pro-Rated Membership Fees (24 Lots at \$73) Estimate		1,752	
2026 Multi Family Membership Fees (2.19 acres at \$1864.95)		4,796	
Other Income		5,235	
TOTAL ESTIMATED REVENUE			198,079
Expenditure			
Repairs & Maintenance			
- Fencing (contingency for fence painting & repairs for HOA maintained fences)		15,000	
- Lighting (replacement contingency for lights)		5,000	
- Signage (repair contingency for signs)		1,000	
Utilities (power for fountains and bollard lighting)		7,000	
Landscaping (spring & fall cleanup, pruning & fertilizing, monthly maintenance & watering of flower/shrub beds)		38,850	
Admin			
- Audit Fees (annual preparation of audited financial statements)		4,000	
- Management Fees (management of the day-to-day operations of the HOA)		35,000	
- IT & Administration (includes Ivrnet subscription and website domain hosting)		7,900	
- Annual Fee Printing & Mailout (printing and postage of letters, invoices, etc.)		8,700	
- Banking and Merchant Processing Fees (costs to pay vendors through EFT, credit card processing)		5,635	
TOTAL ESTIMATED OPERATING EXPENSES			128,085
Sunset Ridge Community Events Contribution (annual resident event)			10,000
Reserve Fund Contribution (for capital repairs/replacements & future amenities center)			59,994
Excess of Revenue Over Expenses			0
Please note, any surplus will be deposited to a reserve fund for capital repairs/replacements			

Fencing includes a painting rotation for common area community fencing.

Contingency for potential light repairs and signage repairs.

Utilities include electricity for HOA amenities (fountain, bollard lighting)

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.

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

Fees are based on the number of lots in the community, including multifamily lots.

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

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 Sunset Ridge 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.



## **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 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.
- Working on behalf of the Board of Directors including establishing procedures, policies and annual budgets, communicating with members, facilitating board meetings, 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.
- 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 Edmonton to coordinate maintenance schedules, community safety, community amenity use and communicating owner concerns.
- 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.





# PAYING YOUR INVOICE

- We offer three easy ways to pay your invoice:
  1. **CHEQUE:** Mail your cheque to Sunset Ridge HOA at Suite 1250, 5555 Calgary Trail NW. Edmonton, AB T6H 5P9
  2. **ONLINE:** You may login to your Sunset Ridge Homeowners Association account See instructions below.
  3. **TELEPAY:** To pay by phone with your credit card call 587.393.7381 and follow the prompts, using the Access Code shown on your invoice.
- To pay your invoice online, go to <https://central.ivrnet.com/sunsetridge/>, click on “Log In”. Enter your email address and password and follow the process outlined below.

The screenshot shows the online payment interface. On the left, there are input fields for 'Email' and 'Password', each with a 'Forgot' link below it. A green 'Log in' button is at the bottom. An arrow points from the login section to a payment summary table. The table has two columns: 'Amount' and 'Paid'. Under 'Amount' is 'CAD 1.05'. Under 'Paid' is 'CAD 0.00'. To the right of the table is a row of icons: a blue eye, a blue document, a yellow percentage sign, a green dollar sign, a red circular arrow, and a green dollar sign. An arrow points from the green dollar sign icon to a text box on the right. The text box says: 'Click on **Green \$**. Then 1. Next 2. Save 3. Next again 4. And follow the prompts to complete your payment'.

- 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. FAILURE TO COMPLY WILL RESULT IN COLLECTION ACTION.**

<b>Due Date:</b>	January 1, 2026
<b>Invoice Number:</b>	
<b>GST #:</b>	77405 3086 RT0001

	<b>Price</b>
	\$146.00
	\$0.00
	7.30
<b>Total</b>	<b>\$ 153.30</b>
<b>Balance Remaining</b>	<b>\$ 153.30</b>

<b>Invoice Number:</b>	
<b>Access Code:</b>	

# IMPORTANT DATES

2026

## Collections Schedule for Unpaid Accounts

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



# IMPORTANT CONTACT INFO

The Sunset Ridge 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
- Events
- Information about the Annual General Meeting
- Volunteer opportunities

**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)

Town of Cochrane

Call (403) 851-2500

[customer.service@cochrane.ca](mailto:customer.service@cochrane.ca) (general inquiries)

[parks@cochrane.ca](mailto:parks@cochrane.ca) (public parks, irrigation, storm water ponds, pathways, etc.)







THANK  
YOU