



**WELCOME  
TO NORTH CLIFTON ESTATES AND THE  
NCE EQUITABLE CHARGE**

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**RE: North Clifton Estates 2024 Equitable Charge - CFEC**

An Equitable Charge is registered on all property titles in North Clifton Estates ("NCE") in favor of your community, which manages assets for the benefit of NCE residents. Payment is mandatory and applies to each property in North Clifton Estates. **The EC payment is due January 1, 2025.**

The fees have been increased in accordance with the CPI as outlined in the EC bylaws. The annual fee for each property have been set at **\$438.51+ GST = \$460.44** payable for the fiscal year January 1, 2024 - December 31, 2024. These fees assist in managing the annual expenses for the community, as summarized on the reverse of this letter. More information is available at the community website: [www.northcliftonestatescommunity.ca](http://www.northcliftonestatescommunity.ca)

**Enclosed is your personalized Annual Fee Invoice. Payments are due January 1<sup>st</sup>. Payments made before Feb 28<sup>th</sup> will not incur penalties. Interest will be applied to all outstanding accounts starting March 1, 2025.**

**To pay your invoice online**, please go to <https://central.lvrnet.com/northclifton>, 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).

Payment Instructions:



The North Clifton Estates Equitable Charge (EC) is a not-for-profit organization that manages assets owned by the EC for the benefit of its members. For more information, please go to the community website at [www.northcliftonestatescommunity.ca](http://www.northcliftonestatescommunity.ca)

**If you have sold your NCE property** – Please have your lawyer notify the EC management group to ensure fees are not charged to you in error.

Please contact the NCE Equitable Charge Management Group should you have any questions or to update our records. Please visit [www.coremanagement.ca](http://www.coremanagement.ca)

Sincerely,  
**North Clifton Estates**  
 Equitable Charge Management

Owning property in North Clifton Estates automatically makes you a member of the North Clifton Estates Equitable Charge (EC).

The EC manages, maintains and beautifies areas within the community for the benefit of the residents.

Please refer to page 6 for more information

The North Clifton Estates EC is managed by the Developer and the Board of Directors currently comprised of developer executives.

Each year the Board is tasked with reviewing the past year financials and using this data to determine the fees applicable to each owner to meet the obligations of the EC.

The information letter outlines the amount of fees payable per property, how to pay fees, what the fees pay for and more!

The 2<sup>nd</sup> page of the information letter summarizes the actual expenses for the EC in the previous year. This is used to determine each owner's share.

<b>NCE</b>		
<b>2024 EQUITABLE CHARGE</b>		
<b>Community Feature Equitable Charge - All Lots</b>		
<u>Revenue</u>	<u>\$</u>	<u>\$</u>
2024 Equitable Charge; Lots 1-44	\$ 438.51	
<b>Total Estimated Revenue</b>		<b>14,032</b>
<b>Expenses</b>		
General Repairs & Maintenance	0	
Utilities	4,634	
Landscaping	39,504	
Admin		
- Management Fees	18,900	
- IT & Administration	3,464	
- Banking Fees	854	
<b>Total Community Feature Equitable Charge Expenses</b>		<b>67,357</b>
<b>SURPLUS/(DEFICIT)</b>		<b>(53,324)</b>
<b>Loan</b>		
	<u>\$</u>	<u>\$</u>
Operating Loan outstanding to Melcor, as of Dec 31, 2024	60,386	
Repayment of Operating Loan (Previous Deficit Funding)		0
<b>BALANCE</b>		<b>60,386</b>

### What is included?

- **Utilities** – Water for irrigation of the boulevards
- **Landscaping** – Mowing and weeding of select areas under EC management. Please refer to the map on page 6
- **Admin** – Operational and management costs necessary to the administration of the EC. Please refer to page 7 for information on management fees
- **Operating Loan** – The EC is still under development and as such the developer contributes finances toward the operation and maintenance of the community





Due Date:	January 01, 2025
Invoice Number:	
GST #:	862759611 R10001

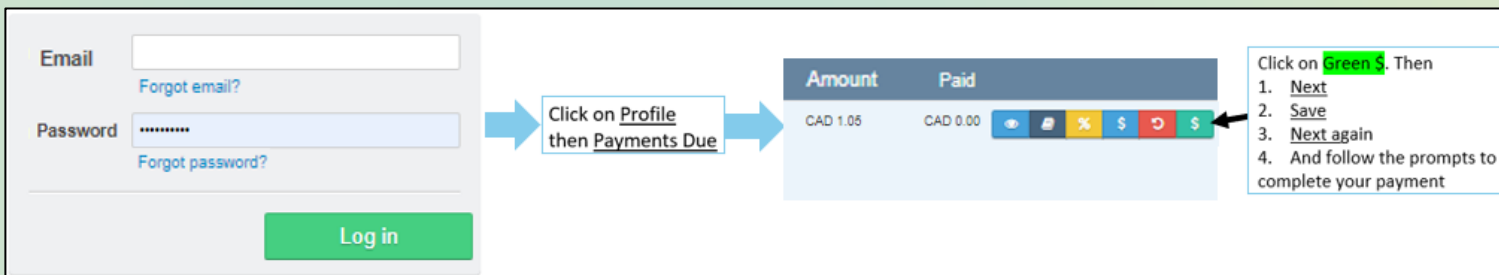
	Price	
		\$0.00
		\$0.00
		\$0.00
	Total	\$0.00
	Balance Remaining	\$0.00

Invoice Number:	
Access Code:	

# PAYING YOUR INVOICE

- We offer three easy ways to pay your invoice:
  - CHEQUE:** Mail your cheque to Lakeside Communities (o/a North Clifton Estates ) Suite 1250, 5555 Calgary Trail NW. Edmonton, AB T6H 5P9
  - ONLINE:** You may login to your online account - See instructions below.
  - TELEPAY:** To pay by phone with your credit card call 236-420-6786 and follow the prompts, using the Access Code shown on your invoice.

To pay your invoice online, go to <https://central.ivrnet.com/northclifton> and 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 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 MARCH 1<sup>ST</sup>, INTEREST WILL BE CHARGED ON OUTSTANDING ACCOUNTS. FAILURE TO COMPLY MAY RESULT IN COLLECTION ACTION.

For more information on the EC and the maintenance obligations, please visit:

<https://northcliftonstatescommunity.ca/>



# About 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 EC.

The fees pay for the services of a professional property manager and includes, but is not limited to:

- Working on behalf of the Developer and the Board of Directors including establishing procedures and policies, annual finances, communicating with members, facilitating meetings, hiring and monitoring contractors, following through on recommendations and mandates as put forward by the Developer and the Board of Directors, communicating and enforcing the EC's governing documents, including Bylaws and Rules & Regulations.
- Managing communications with owners, contractors and the Developer and the Board of Directors including receiving, responding, recording and storing owner questions, concerns and complaints, liaising between owners and the Developer and the Board of Directors, receiving and responding to emails, phone calls, letters, visitors, managing financial aspects of the EC 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 the EC 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 EC, such as the developer, vendors, utility companies or the City of Kelowna as appropriate.
- Managing maintenance items including obtaining quotes, obtaining 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 Kelowna to coordinate maintenance schedules, community safety, community amenity use and communicating owner concerns.



THANK YOU