



Homeowners' Association Fees – Collection Policy

I. Policy Overview

All Homeowners in King's Heights, a community located in the City of Airdrie, is charged a Homeowners' Association Fee annually as detailed within the listed Instrument on title and Registered through Alberta Land Titles for every property located in the King's Heights community.

The HOA Fees for King's Heights are payable to the Property Management Company that has been hired by the King's Heights Homeowners' Association [KHHA] to collect and account for all HOA Fees owed and paid by the Homeowners in King's Heights.

The current Property Management Company hired by the KHHA is C-Era Property Management & Realty – An Associa® Company. Fees may be paid online via credit card via the King's Heights HOA website, In-Person or by mailing a Cheque or Money Order to their office location provided the Cheque or Money Order references the address of the HOA Property being paid.

If the HOA Fee is being paid by Mail or In-Person, please pay at or mail to:

C-Era Property Management & Realty
6010 – 12th ST SE Suite B
Calgary, AB
T2H 2X2

IMPORTANT – Please refrain from mailing cash as it will not be accepted.

C-Era Property Management & Realty will provide a complete KHHA Homeowner Financial Package to each property located in King's Heights via email or Canada Post. Each Package will provide the budget of the KHHA, a Fee schedule and additional information explaining the accepted methods of payment.

Deadline Dates for King's Heights Homeowner Association Fees

KHHA Budget Package [Mailed]: Annually by January 15th

KHHA Fees [Payment Deadline]: Annually by March 31st

King's Heights Homeowners' Association Board of Directors Policy Standard



II. Delinquent RA Fees - Collection Procedures

C-Era Property Management & Realty, on behalf of the King's Heights Homeowners' Association have been instructed to collect all and any delinquent HOA Fees based on the following procedures:

- **NSF Payments:** Cheques written to pay the HOA Fee that are returned NSF will be charged an additional NSF Fee of \$50.00 when the returned payment has been paid. NSF Cheques must be replaced by paying online or by Money Order or Bank Draft. A second cheque will not be accepted.
- **Interest Charges:** When a HOA Fee is paid after its original Due Date of March 31st, (unless otherwise announced) an interest charge will begin to be assessed until such time as the HOA Fee and any additional interest and/or penalties have been paid in full.

Any balances outstanding after the HOA Due Date [March 31st unless otherwise announced] shall bear interest at a rate equal to sixteen percent [16%] per annum until the HOA Fee and any additional charges have been paid in full.

NO NOTICE REQUIREMENT

- HOA Accounts will not be issued a Reminder Notice after the account has been deemed late by 30 days. The responsibility of HOA dues falls on each owner. In the past, reminder notices were used as an excuse to pay late claiming no notice was received. The CCRA will now rely on the encumbrance on each title as the means of enforcement and collection including legal collection means.
- The KHHOA reserves the right to send out a letter which will be sent to the individual(s) and institutions (if any) on the property title notifying them of the current arrears.

LEGAL ACTION

- HOA Accounts that remain delinquent, will be referred to SVR Lawyers.
- Upon SVR's referral, SVR Lawyers shall take all appropriate action to collect ALL HOA Account Arrears, Late Fees, Administrative Fees and Interest.
- The HOA Account shall remain with SVR Lawyers, until such time the account has been paid in full and has a Zero Balance.
- Collection efforts by SVR Lawyers include sending Demand Letters, Filing a Caveat and potentially Foreclosure Action in the Court of Law.
- The Titled Owner shall be charged and responsible for ALL costs associated with the referral of the delinquent account(s) to SVR Lawyers, representing the King's Heights Homeowners' Association and ALL costs that have been incurred to this stage.

King's Heights

This Policy has been Authorized and Adopted by the King's Heights Homeowners' Association by a majority vote among the KHHOA Board of Directors on August 24, 2026.

On Behalf of the King's Heights Homeowners' Association & KHHOA Board of Directors



Robert Hemminger, KHHOA President

AUGUST 24, 2026
Date Signed

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