

**West Springs Farm Home Owners Association**  
PO Box 60025 Cougar Ridge RPO  
677 Cougar Ridge Drive SW  
Calgary T3H 5L5

July 6, 2005

To all West Springs Farms Home Owners,

This is an inaugural letter from your Home Owners Association Board of Directors. The intent of this letter is to clarify a number of items with respect to the role and responsibilities of the HOA, the planned activities for this year, and the responsibilities as members of the association that all home owners in the community have.

By default, all home owners in West Springs Farm are members of the West Springs Farm Home Owner Association (HOA). The HOA was established by the developer of West Springs Farm as a way to maintain a higher standard of landscaping and landscaping maintenance for the "common areas" of the West Springs Farm. The landscaping in West Springs Farm is beyond the standard level provided by the City of Calgary. The incremental landscaping maintenance is funded through an annual fee of \$107 paid by each of the home owners in West Springs Farm.

Until March of this year Landstar Developments had managed the HOA on behalf of the home owners of West Springs Farm. However, in March, at an extraordinary meeting of the West Springs Farm HOA the home owners voted to transfer management of the HOA from Landstar Developments to the residents of West Springs Farm. Following the vote, a Board of Directors for the HOA was accepted by acclamation to takeover management of the HOA. Since that meeting, your board of directors has been busy working with the City of Calgary and Landstar Developments to transfer of the HOA management.

You will find in the attachments to this letter the following key pieces of information about the HOA:

1. An introduction of the HOA board of directors, including contact information for the members of the HOA board
2. An outline of the HOA responsibilities within the West Springs Farm development (as well as some clarifications on what areas are explicitly outside of the responsibilities of the HOA and contact numbers for those that are responsible for those areas)
3. Plans for 2005 landscaping
4. Details of Home Owners responsibility with regards to the \$107 HOA annual fee
5. An invoice for the annual fee.

Please read through all of the attached information so that, as home owners, you understand what your annual fee goes towards and how the HOA budget will be managed on your behalf. Your board is very interested in feedback from the community and we look forward to hearing from you, particularly if you are interested in assisting the board in any capacity.

Sincerely,

Ernest Nycz  
President  
West Springs Farm Home Owners Association

**West Springs Farm Home Owners Association  
Board of Directors**

The Board of Directors was appointed by acclamation at the Home Owners Association meeting in March.

Ernest Nycz	President
Greg Pada	Vice President
Stephen Hoffort	Treasurer
Roy Remus	Secretary
Greg Leach	Director
Terrence Verity	Director

The Board can be reached through the following means

By email at: [WSFHOA@msn.com](mailto:WSFHOA@msn.com)

or

By mail at: West Springs Farm Home Owners Association  
PO Box 60025 Cougar Ridge RPO  
677 Cougar Ridge Drive SW  
Calgary T3H 5L5

## **West Springs Farm Home Owners Association Home Owners Association Responsibilities**

As part of any transition of a development from a developer to the City of Calgary, the entire development goes through a handover process, where the City ensures that the developer has met the minimum standard required for the City to take on responsibility for ongoing maintenance. This handover process includes all areas including roads, lighting, and any park/green spaces or common areas within the development.

The “common areas” are areas of the development that are not part of any individual lot. An example of such an area would be the centre median along West Springs Gate.

In the case of West Springs Farm an HOA has been established to maintain the common areas over and above the standard to which the City of Calgary would. Therefore, once the City has accepted the handover from the developer, the HOA will take over responsibility for the maintenance of those areas. It is important to note that the handover relationship is between the City and the developer and that once the handover occurs; the arrangement to maintain the development’s common areas is between the City and the HOA.

Specifically, the areas that the HOA has responsibility for (or will have responsibility for, pending completion of the handover from the developer to the City) are identified on the map attached (See Appendix A).

To date, West Springs Farm has only partially been handed over to the City. As identified on the map, there are areas that will still be going through the handover process. There is no definite timeline for when the remaining parts of the development will be handed over to the City. Landstar retains responsibility for maintenance of the “common areas” that have not yet been transferred.

There is bound to be some confusion about what constitutes the common areas that the HOA is responsible for and what is not included in the HOA responsibilities. Below are a list of areas and the appropriate contact information if you have a concern with regards any of those areas.

- Playground/Park Area/Green Space west of West Springs Farm – This area is the responsibility of the developer until handover and responsibility of the City after handover. For concerns regarding the Park area please contact Landstar at 233-0608 or the City of Calgary Parks Department at 311
- Paved roadways and sidewalks – Roadways and sidewalks the responsibility of the developer until handover and responsibility of the City after handover. For concerns regarding roadways or sidewalks please contact Landstar at 233-0608 or City or Calgary Roads Department at 311.
- Any areas within the boundaries of individual lots – These areas are not part of the HOA responsibilities. If you have any concerns about anything to do with a individual private house, you must either address the concern to the owner of the property or if a bylaw has been contravened contact bylaw enforcement
- Back Alleys – Back alleys are the responsibility of those lot owners whose lots back onto the alleyway. The lot owner is responsible for the alleyway from the back of their yard to the centre of the alley for the width of their lot.
- Pathways – much like alleys, pathways are the responsibility of those homeowners whose lots are next to pathways, and the lot owners are the responsible for the length of the pathway adjoining the lot to the centre of the alley.

## **West Spring Farms Home Owners Association Landscaping Plans 2005**

### **This Summer:**

Since the transfer of the HOA occurred relatively late in the year, the board has been somewhat limited in its choices to proceed with the landscaping planning for this year. However, we have selected a landscaping company and you should be seeing activities starting to occur as of the 27<sup>th</sup> May.

What to expect:

- Irrigation turn on, regular watering and maintenance of sprinklers,
- Planting of perennials in planters around the West Spring Farm entrance signs and along the Median on West Springs Gate
- Weekly grass cutting of median and areas around entrance signs
- Regular Weeding and cleaning of beds.

We will be monitoring the work that the crew is doing for us, however, if there are comments on the work, please send them to the board of directors via email at: [wsfhoa@msn.com](mailto:wsfhoa@msn.com)

### **Going Forward:**

The Board recognizes that there are some changes we can make that will potentially reduce the annual maintenance costs and enhance the development further. As the year progresses, we will be looking for ways that we can invest some of the HOA funds into improving the planters, etc... and will provide an update later in year with respect to plans for the future.

The board will also be interested in any ideas to use the HOA funds in less material ways. For example the HOA may be able to sponsor a neighbourhood block party or some other event that can be enjoyed by the residents of West Springs Farm.

## **West Springs Farm Home Owners Association Annual Fee Details**

When you purchased your home in West Springs Farm, you should have been told that there was a caveat against your home that meant you were responsible for paying a yearly fee to the West Springs Farm HOA.

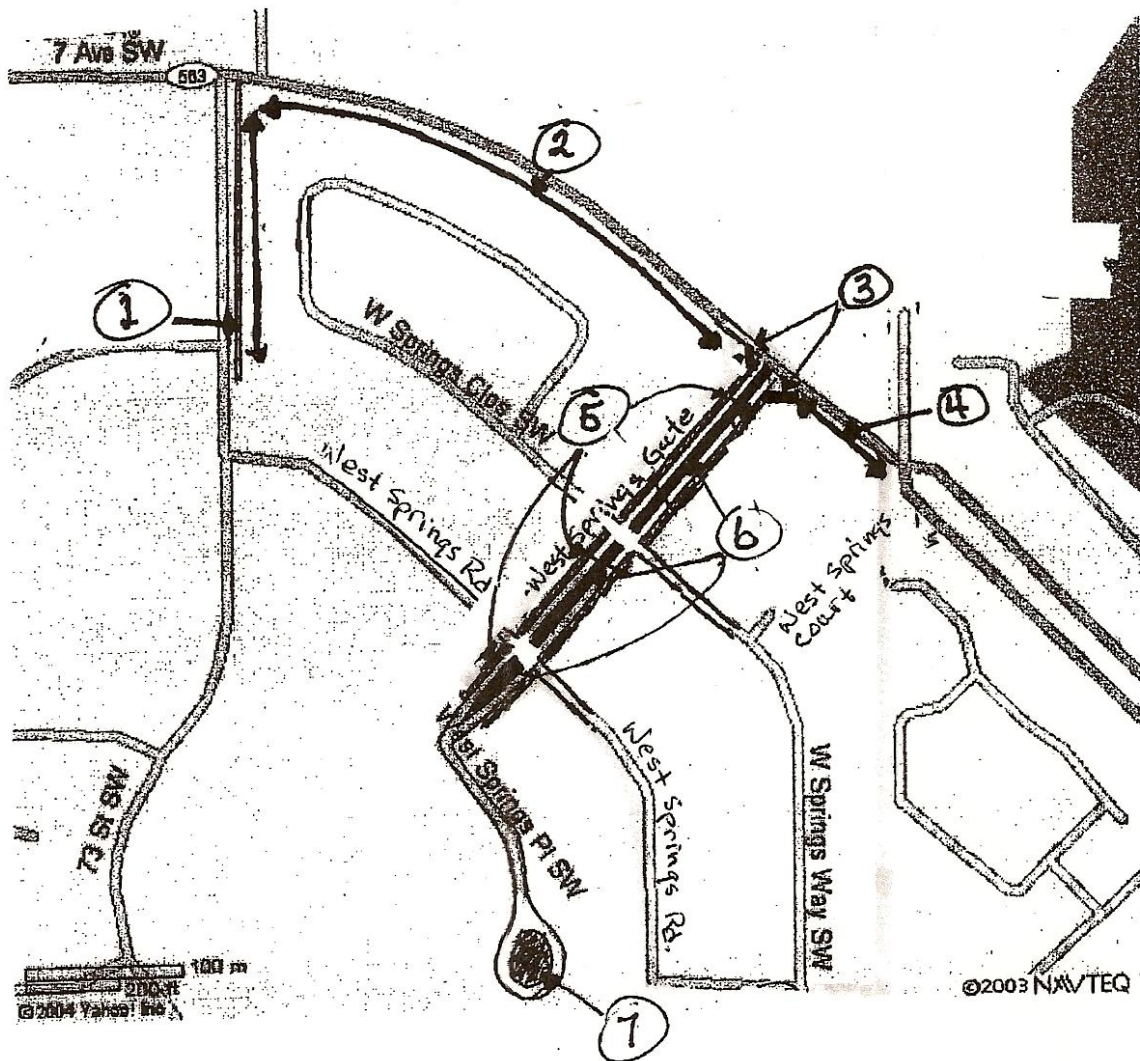
The fee is \$107.00 and is due every calendar year.

As this is a year of transition of the HOA management from Landstar to actual home owners, the Board has negotiated with Landstar some relief from annual dues for 2004. The way the "relief" works is as follows:

- Those who have already paid their 2004 dues will have a credit for 2005 and no incremental payment is required for 2005.
- For those who did not pay their 2004 dues, your 2005 fees are due now and a formal invoice is included with this letter. As an extra incentive to pay this year's dues, if you pay your 2005 dues by the end of September 2005, your 2004 dues will be waived. If payment is not received by end of September 2005, the 2004 dues will still apply.

As home owners, the Board believes that the annual fee is reasonable and that the value that the HOA brings to property values in the neighbourhood is well worth the yearly investment. For that reason, we believe that cases where home owners do not pay their dues will be limited. The Board does not plan, at this time, to pursue those home owners that do not pay their annual dues. It is important to note that as an HOA we are obligated to track unpaid dues. Unpaid dues become a legal encumbrance, which means that if your dues are not paid annually, a lien for all past dues, plus interest is placed against your house title and will be recovered as part of any future sale of your house.

## SCHEDULE "A"



## Legend:

1. Weed along white PVC fence, apply herbicide as required. Cut grass on boulevard from Old Banff Coach Rd to West Springs Road.
2. Weed and cut grass along Old Banff Coach Rd from 73<sup>rd</sup> St including areas behind 3 rail fence and on boulevard to West Springs Gate.
- FAC ✓ 3. Entry features: clean flower beds, plant perennials and annuals and maintain.
- FAC ✓ 4. Weed and cut grass along Old Banff Coach Rd east from West Springs Gate to end of property.
- FAC ✓ 5. Cut grass on boulevard along West Springs Gate
- FAC ✓ 6. Center boulevard, West Springs Gate: clean flower beds, plant perennials and annuals, maintain.
7. West Springs Place island: cut grass, weed and maintain