



March 15<sup>th</sup>, 2024

Re: Symons Gate Homeowners Association (SGHOA) 2024-25 Annual Fees

Greetings to the wonderful residents of Symons Gate! We hope that you are well. A very big welcome to those who have recently moved to the community. We are so excited to have you here.

As the new fiscal year (April 1st, 2024 – March 31st, 2025) is upon us, this letter contains the official LHOA 2024/2025 Annual Fee Package, sent to all homeowners. Within you will find all of the important information regarding your 2024/2025 annual fees and membership with the LHOA.

The SGHOA is a not-for-profit organization which manages assets owned by the Association for the benefit of Symons Gate residents. An encumbrance is registered on all property titles in Symons Gate in favour of your Association to ensure annual payments are provided in accordance with the Articles of Association. Membership is mandatory and applies to every property owner in Symons Gate.

The Board of Directors for the Symons Gate HOA recently reviewed the budget for the upcoming fiscal year and have approved a \$5 increase in fees. This increase in fees is necessary to ensure the Association can continue to provide the same high-quality services to its residents while managing inflation and rising costs. By making this adjustment in the fees, the Board of Directors is confident that the Association will be able to achieve its long-term goals to remain financially viable and continue to bring forward value to our community.

The Homeowners Association (HOA) oversees the upkeep of Sage Bluff Blvd and Sage Bluff Gate entrances, including features like seasonal lights and sidewalk snow removal. Additionally, the HOA ensures enhanced landscape maintenance in the central park during summer and handles snow removal along the environment reserve pathway, including maintenance of dog bag stations. Throughout the year, the SGHOA Board organizes community events such as the Community Clean Up, Movie in the Park (held in June and August), and Winter Celebration. Further information about these events can be found on our social media platforms and website.

Enclosed is your SGHOA 2024/2025 annual fee notice. The SGHOA annual fees are \$90 + GST = \$94.50  
A copy of the 2024/2025 budget is enclosed and is posted on our website at [www.symongate-connect.com](http://www.symongate-connect.com)

***You can now receive your annual fee notice by email. To receive future notices electronically, please email your address and email address to [info@symongate-connect.com](mailto:info@symongate-connect.com).***

If you are not the original homeowner to whom the envelope has been addressed, these fees still do apply to you as the current owner. If you are a renter at this address, please give this letter and fee notice to your landlord. Please contact the Symons Gate Homeowners Association at [info@symongate-connect.com](mailto:info@symongate-connect.com) if you have any questions or to update our records.

Sincerely,  
**SYMONS GATE HOMEOWNERS ASSOCIATION**

A handwritten signature in cursive script that reads "Jenny Miron".

Jenny Miron  
General Manager, Livingston Homeowners Association – manager of SGHOA

### Methods of Payment

1. **CREDIT CARD**
  - Online at [www.SymonsGate-connect.com](http://www.SymonsGate-connect.com) (Click 'Pay HOA Fees').
  - Over the phone at (587) 393-7375.
  - *Please note there is a \$1.50 transaction fee to use the online and secure telephone payment system. The credit card payment system will be available March 6<sup>th</sup> through June 30<sup>th</sup> only, OR*
2. **CHEQUE** (please make your cheque payable to "Symons Gate Homeowners Association")
  - Mailed to the address listed below; OR
3. **INTERAC E-TRANSFER**
  - Email payment to [feepayments@symongate-connect.com](mailto:feepayments@symongate-connect.com) - Please include your name and property address in the message

### Online Fee Payment Instructions

The Symons Gate Homeowners Association is pleased to provide a credit card payment system. This payment system allows homeowners to easily and securely pay annual fees online and over the phone by credit card; all you need is the access code and invoice number as outlined on your annual fee renewal notice.

To get started, go to [www.SymonsGate-connect.com](http://www.SymonsGate-connect.com) and click on 'Pay HOA Fees.'. You will be asked to enter your **invoice number** and **access code**.

Invoice Number:	#####
Access Code:	#####

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Welcome

Please make sure that you checkout your cart before proceeding. You will be automatically logged in to pay this invoice.

\* Statement or Invoice Number

\* Access Code

Click **Submit**.

You will then be directed to a short multi-step process to confirm payment amount, update contact information, and enter payment details. At the final step, click **Proceed with entering credit card information**.

2 Profile
 3 Questions

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Effective Amount:

Proceed with entering credit card information

### Telepay Fee Payment Instructions

The Symons Gate Homeowners Association has also implemented a secure way to pay by phone. Telepay is a fully secure and Payment Card Industry (PCI) compliant method for paying by credit card over the phone, through auto-attendant. To get started, have your annual fee renewal notice and credit card ready and dial (587) 393-7375. Follow the prompts given by the auto-attendant to complete your payment.

SYMONS GATE HOMEOWNERS ASSOCIATION  
2024-25 Budget (April 1, 2024 - March 31, 2025)

REVENUE

Membership Fees	\$ 65,070	
Other Income	210	
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<b>TOTAL ESTIMATED REVENUE</b>		<b>\$ 65,280</b>

EXPENSES

<b>Administration</b>	22,535	
AGM, bank charges, audit, office supplies, postage, printing & stationery, insurance, website, signage, board of directors, management		
<b>Community Expenses</b>	41,635	
Christmas lights, utilities, Sage Bluff Blvd Entrance, Environmental Reserve & Park Maintenance, Events		
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<b>TOTAL ESTIMATED OPERATING EXPENSES</b>		<b>64,170</b>
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<b>Projected Surplus</b>		<b>1,110.19</b>
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\*All surplus amounts will be added to the Reserve Fund Contribution