

How to Register with the Tuscany Residents Association (TRA)

For New Homeowners

Welcome to Tuscany! The Tuscany Residents Association (TRA) provides access to community programs, membership services, and resident updates. Follow the steps below to complete your membership registration and set up your online household account.

Step 1: Gather the Required Documents

Prepare the following documents:

- **Land Title Certificate**
- **Completed Resident Information Form**

Download the Resident Information Form (PDF)

Step 2: Submit Your Documents

Email both documents to:

Email: admincoordinator@tuscanyclub.ca

Ensure all required information is complete to help avoid processing delays.

Step 3: Allow Time for Processing

Please allow approximately **two weeks** for processing, depending on the completeness of your documents and staff workload.

TRA staff will review your documents and contact you if additional information is required.

Step 4: Arrange Your Membership Card

Once your registration has been processed, follow the instructions provided by TRA staff to submit the required photograph for your membership card.

Keep your membership number available for online account registration.

Step 5: Create Your Online Household Account

After receiving your membership information, visit the online account registration page.

[Create an Online Account]

Your membership number is eight digits. If your number begins with a zero, omit the leading zero when entering it, as specified in the published registration instructions.

Online Account Registration Requirements

To help your registration proceed smoothly:

- Use the primary household member's information.
- Enter the residential address exactly as recorded in TRA's membership system.
- Enter your membership number in the required format.
- Provide the correct household information.
- Allow TRA staff to review and approve your account request, where required.

Once your request is approved, you will receive a confirmation email and can log in to access available membership services, invoices, community programs, and member updates.

Important: Online household accounts are available only to eligible TRA members. Tenants, roommates, and other non-members cannot create separate household accounts. They may be eligible to register for programs in person, subject to the applicable registration rules.

Need Help with Your Online Account?

For assistance with account registration, login access, or website-related questions, contact the Assistant Manager.

Phone: 403-241-6402, extension 119

Email: assistantmanager@tuscanyclub.ca



Tuscany Residents Association: Homeowner Registration for Non-Members

Most homes in Tuscany are automatically part of the Tuscany Residents Association (TRA). Their titles carry the Tuscany Encumbrance Annual Rent Charge, and membership is mandatory with the purchase of

the home. A small number of areas are not part of the TRA, and owners there can choose to join. If your home is in one of those areas, this page explains how to register. Not sure which applies to you? Contact the Tuscany Club with your address and we'll confirm.

Required Documents (all home types)

1. **Land Title Certificate** to verify property ownership.
2. **Resident Information Form** completed with the household's information.
3. **Registered Owner Signatures:** all registered owners must sign the legal documents prepared by the TRA's lawyer.

Registration Process

1. Submit the Land Title Certificate and completed Resident Information Form to the Tuscany Club.
2. The TRA arranges for its lawyer to prepare the encumbrance documents.
3. All registered owners sign the legal documents, with witnessing or notarization as required.
4. The signed documents are returned to the lawyer for registration against the property title.
5. Once registration and setup are complete, the household can proceed with membership registration and account setup.

Fees by Home Type

Home type	Initial encumbrance fee	Annual membership fee
Tuscarora	$950.00 + GST ($997.50 total)	Prorated from signing and processing date
Mosaic	Not required (prepaid)	Prorated from signing and processing date
Newer developments (houses and condos)	$950.00 + GST ($997.50 total)	Prorated from signing and processing date

Annual fees for the 2026-27 membership year (April 1, 2026 to March 31, 2027):

- Single-family homes: $298.82 + GST
- Condominium units: $224.12 + GST (in addition to your monthly condo fees)

Fees are set each year by the TRA Board of Directors, up to the maximum stated in the encumbrance, plus an inflation adjustment. Once you are a member, invoices are emailed in early April and are due by May 31.

Important Information

- The TRA is a not-for-profit company governed by the Companies Act and its bylaws.
- The encumbrance is registered against the property title and remains on the title.
- Please ensure all registered owners are available to complete the legal documents.
- Processing time depends on completing the paperwork and legal registration.

Contact Us

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