



**ESTATES VILLAGE
OWNERS: CONDOMINIUM PLAN 942 3847
RESIDENTS' INFORMATION/POLICY GUIDE**

Version 11– May 1, 2023

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Introduction Welcome to Estates Village

All residents will receive the Information/Policy Guide to assist in day-to-day living.

It is to be read in conjunction with Bylaws of the Owners Condominium Plan 942-3847.

Another important owners' resource is our website at www.estatesvillage.com. Choose the OWNER tab with password owner-2014.

Updated information will be provided to you, from time to time and we ask that you place it in this Booklet. The latest version of these Policies will be posted to the website.

An Overview of Condominium Living What is a Condominium?
(Excerpt from a Government of Alberta Brochure)

When you buy a condominium you usually buy a single unit within a multiple-unit development.

As the owner of a unit, you also become the partial owner of the condominium's "common property." This includes space and facilities outside the dwelling units. You agree to share the expenses and responsibility for this common property with other unit owners.

A Condominium Corporation administers condominiums. A Board of Directors, made up of elected unit owners, governs the Condominium Corporation and enforces the Bylaws.

When you purchase a condominium unit, you agree to follow the corporation's Bylaws and Policies. Bylaws are formally approved by owners and registered with the provincial government. **You are urged to read your Bylaws.**

Policies are listed in this document and provide more detail as to how the Bylaws will be administered. The Board develops and approves Policy changes, updates this guide, posts it to the website and then notifies the owners.

The Condominium Property Act outlines how condominiums must be managed and operated in Alberta. The Act covers:

1. The division of responsibilities between the Board of Directors and the unit owner.
2. Budget and financial matters.
3. Assessment and taxation.
4. Management, rental, and insurance.
5. Requirements for Annual General Meetings and Board meetings.

The act can be down loaded from the Alberta Queen's Printer Website:
www.qp.alberta.ca/documents/acts/c22.pdf

Privacy

Estates Village condominium corporation and its management company are governed by Alberta's Personal Information Protection Act and regulations. This means in general that owners' personal information is protected, except where consent to share such information is given or implied. For further information, go to the following website.

<https://www.alberta.ca/personal-information-and-condominium-corporations.aspx#:~:text=Contact-Overview,and%20disclosure%20of%20personal%20information>.

Board of Directors

Your Board of Directors is your elected Council and as such is responsible for establishing policies, overseeing the management company, and setting the annual budget, including the condominium fee levy.

The following are the positions of your directors:

- President
- Vice President
- Treasurer
- Secretary
- Privacy Officer
- Up to two more members at large

Meetings

The Board of Directors meets at a minimum of 6 times a year and more often if needed. The Property Manager will attend all board meetings. If you have anything you wish addressed by the Board, please forward your written request or inquiry to any Board Member or the Property Manager at least 7 days prior to the next regular meeting. AD-Hoc committees may attend the beginning of a Board meeting to give a report then be excused.

The Annual General Meeting is to be held within fifteen (15) months of the previous AGM. General information meetings/updates are held as required.

Committees

No committees currently active

Financial

Expenditures exceeding \$2000.00 (including those made by the Management Company) require prior Board approval either as part of the expenses approved within the approved operating budget or as unbudgeted expenditures. The only exception to the above is for non-budgeted emergency expenses (being expenses of an urgent nature required without delay to minimize damage to property).

Insurance coverage is arranged by the Property Manager subject to Board Approval on an annual basis effective April 1. An Insurance certificate will be provided to each owner.

See Appendix A for contact information for the Property Management Company and our representative

Reserve Fund

A portion of your monthly condominium fee is allocated to a capital replacement reserve fund. The purpose of this allocation is to set aside money in monthly increments to meet expenditures for the repair or replacement of common property, real or personal property of the Corporation, when the repair or replacement does not occur on an annual basis. An example of an expenditure of this nature would be shingle replacement. It is important to note that these reserve funds are not intended for capital improvements (for example, building a new swimming pool). The amount of money that is required to be set aside can be calculated in general terms every five (5) years according to the Act.

Management Company Information

Estates Village has contracted a property manager to carry out the daily administration of the Corporation. The duties of the property management company include collection of condominium fees, landscape maintenance, snow removal, and exterior maintenance, enforcement of board Policies and Bylaws, and general correspondence with owners. All maintenance requests should be directed to the property manager to ensure prompt corrective action or assistance is provided. The relationship of the Board of Directors and the management company parallels that of a town council and its civic administration. The property management company is responsible directly to the Board of Directors who are the elected representatives of the voters who, in the case of a Condominium Corporation are the unit owners.

See Appendix A for contact information for the Property Management company and our representative.

Condominium Insurance Coverage

The Condominium Corporation is required to carry all risk replacement cost insurance on building structures **as originally built by the developer**. This coverage extends beyond the legal definition of common property to include property that is the owner's property. However, improvements made by owners to the interior of their home (referred to as betterments and improvements) are not covered by the Condominium Policy insurance. The value insured by the Condominium Corporation is based on an annual appraisal of the common property.

Our Insurer recommends that each unit should have a fire extinguisher installed.

Owners are responsible for insuring their personal property including furnishings and appliances, betterments and improvements (i.e., upgraded flooring, counter tops, basement development, etc.), as well as their personal comprehensive liability insurance. **Check that your personal condo insurance covers the deductible for the Corporation's insurance (\$25,000) in the case that your unit is the originator of a large claim against the Corporation's insurance. Recent fire losses in northern Alberta resulted in periods of two years or longer before owners were back in their homes. Review the limits on the accommodation your insurance will pay for in the case of being forced out of your condo.**

If a Unit is rented, both Unit Owner and tenant need separate policies for proper protection. For example, a tenant's policy will not cover betterments and improvements or loss of rent.

It is recommended that Owners carefully review the adequacy of their insurance coverage. The Condominium Corporation's Manager can assist you if required.

Common Property Changes

Common property is everything the Board is responsible for maintaining including grounds, roads, driveways and the exterior of your unit. Driveways and decks are exclusive use common property ie the unit owner is entitled to exclusively use these areas. Any changes to the common property require the approval of the Board in writing by completing Request and Indemnity Agreement Form (appendix A)

The Board of Directors of the Corporation will not entertain a request for a structural addition or improvement to a Unit which:

- a) Affects the value and/or aesthetic appeal of any other Unit and/or common area;
- b) Does not comply with the County of Strathcona Land Use Bylaw.

Owner Resolution of Problems

Owners' Communications to the Board

To ensure that all concerns posed by residents to Board members are dealt with in a proper manner, all owners are requested to submit questions, comments or concerns in writing to any Board member or the Management Company within a minimum of seven (7) days prior to a regular Board meeting. Owners are reminded that Board members cannot individually comment on or determine policies. Directors must consider concerns and issues at a Board meeting. Owners wishing to discuss an issue will be allowed to attend the beginning of a Board meeting to address their issue. Email is acceptable.

Neighbor Relations

Minor disagreements between neighbors should be dealt with directly by those involved; it is hoped this will be achieved in an amiable manner. Examples of minor disagreements might be; excessive noise in late evening; careless parking of vehicles so as to crowd a neighbor's assigned parking area; various pet issues.

If an owner, however, is in **blatant** and constant **breach** of a Condominium Bylaw or Policy, the breach should be reported in writing to the Management Company with a copy to the Board of Directors.

Complaints, accusations and enquiries against or about 3rd parties (residents or units) must be made in writing to the Management Company and a copy provided to the subject 3rd party.

The necessary enforcement steps required ensuring compliance by an owner in breach of Condominium Bylaws or Policies will be determined and undertaken by the Management Company under the direction of the Board. Once a complaint has been registered, some patience must be shown since enforcement of Bylaws and policies must be undertaken in a proper manner as set out in the Condominium Property Act and the Bylaws.

The Management Company will forward the correspondence to the Board if it is unable to resolve the issue.

Maintenance

Maintenance of your home falls within two broad categories: Owners responsibility and Condominium Corporation responsibility.

Owners are responsible for the maintenance of the interior of their homes. For example, window cleaning, repainting, flooring replacement, appliance repair, furnace and water tank replacement, furnace and dryer vent cleaning, smoke and carbon monoxide alarm maintenance, light bulb maintenance and plumbing repairs are all Owner's responsibilities.

Owners are responsible for sump pump monitoring, problem reporting, installation of alarms and redundancy (2nd backup pump) implementation.

The Condominium Corporation is responsible, in general, for maintenance of the structure of the home including the entire exterior and repair or replacement of the primary sump pump. Owners are expected to assist the Condominium Corporation in fulfilling this responsibility by reporting on the **Request for Maintenance form** (see Appendix A) any observed maintenance problems on a timely basis to the Management Company. **An email containing all the information on the Maintenance Form and mailed to the addresses on the Maintenance Form is an acceptable substitute for filling in the actual form.**

Prior Written Board Approval for Exterior Changes

If homeowners wish to make changes or additions to the exterior of their homes or the common property, they must first submit a request to the Board of Directors. This includes any activity that will puncture the outside envelope of the unit. Examples include new furnace vents, fireplace intake/exhaust vents, AC installation and BBQ natural gas hook ups. The **Request and Indemnity Agreement form** (see Appendix A) is available for this purpose. Current and future owners are responsible to maintain changes/additions.

These changes are not to be actioned until a response is received in writing.

Request & Indemnity Approval Procedures

Submissions should be directed to the Property Manager a minimum of seven (7) days prior to a regular board meeting.

When requests have been approved, the Board secretary will reply to the homeowners by way of a Board-approved copy of the request and indemnity submission if appropriate.

Copies of forms will be placed in the Owners file and held by the property manager. Owners should retain a copy for their records of any indemnity form submitted be it approved or denied.

Prior Written Board Approval for Interior Changes

Minor renovations do not require Board pre-approval

Any renovation affecting load bearing walls or shared (party) walls must be approved by the Board using the Request and Indemnity Approval process.

All renovations (exterior and interior) requiring permits or inspections must be carried out following County and Provincial regulations. These renovations typically involve utility (natural gas, water, electric) hookup or modifications. We suggest the use of qualified, licensed tradesmen who can guide the owner through the permit, construction and inspection process.

Landscaping Policies

Objective

The objective of these guidelines is to allow for the enhancement of our community through the growing of flowers by individual owners, while at the same time maintaining the common appearance of the community.

Under the Bylaws of Condominium Plan Number 942 3847 the Corporation has established and will enforce architectural and landscaping guidelines to preserve the character of the parcel and the integrity of design and appearance of improvements to the units.

In the event that an installation or alteration is not addressed below, owners are reminded that the Bylaws provide, in part, that "Occupants are not permitted to harm, mutilate, destroy, waste, as well as add to or alter any landscape works, flowers, flower beds, grass or hedges. The latter requires prior written consent of the Board".

Front Shrub Beds, Pots & Planters

Owners may modify the shrub beds, pots and planters at the front of their Unit by planting annual/perennial bedding plants. These may be placed beside the garage door, along the walk or on the front step. No vegetables, large shrubs or trees are to be planted in the beds, pots or planters. The placement of rubber edging or landscape blocks for shrub/flower beds has been approved as Board policy. Owners become responsible for the maintenance including watering, weed control and removal of all debris. Pots and planters must be removed in the fall and stored within the Unit until the following spring. Maintenance of the grassed area in front of the Unit is not to be obstructed. A Request and Indemnity Agreement Form is required along with a diagram of any front ground-level changes.

Back and Side Shrub Beds, Pots & Planters

Ornaments and planters or pots for vegetables and flowers may be used on back decks but must be removable for maintenance purposes. Trellises, stakes or supports are not to be touching or fastened to any part of the exterior surface of the building. All subsurface and surface preparation adjacent to the foundation must meet County of Strathcona slope and drainage requirements. A Request & Indemnity Agreement Form is required along with a diagram of any back or side ground-level changes.

There are a number of flower beds built against the south fence, behind the south units, not adjacent to any unit's foundations. Current and future owners of these units are responsible for the maintenance of these beds. New owners must understand their responsibility for maintaining the flower beds or paying to have them restored to grass cover.

Hydroponics

To mitigate risk of mold, water loss and insurance claims, no hydroponic growing of any plant, cannabis, fruit, vegetable or any other item is permitted within a Unit or anywhere within the Parcel.

Rock Beds Adjacent to the Foundation

The following specifications with respect to the establishment of rock beds adjacent to the foundation apply:

1. The bed can extend no further from the foundation than the edge of the roof overhangs.
2. The beds must be edged with approved edging or treated lumber so as not to interfere with lawn maintenance.
3. Landscape fabric is to be laid under the washed rock.
4. Installations must be in accordance with existing procedures and guidelines.
5. The rock to be utilized must $\frac{3}{4}$ " to 1" rock of the same color presently used through the complex.

All subsurface and surface preparation adjacent to the foundation must meet County of Strathcona slope and drainage requirements.

Paving Stones at Rear of House

1. A Request and Indemnity Agreement is required along with a diagram of the changes.
2. The maintenance will be the sole responsibility of the owner and future owners.

All subsurface and surface preparation adjacent to the foundation must meet County of Strathcona slope and drainage requirements.

Lattice around Decks

1. It must be applied for with a Request and Indemnity Form.
2. Must match the color of the new decks if they are painted and close to matching if they are plastic.
3. The area under the deck is NOT to be used as an unenclosed storage area.
4. An access to the area under the deck is to be maintained. Removal of leaves, garbage, etc. is the responsibility of the Owner.
5. It is recommended that lattice be used to close in decks that are lower than three feet from the ground.
6. Lattice must be attached underneath boards and a treated timber should be installed as a base for proper alignment.

General Policies

Air Conditioning Units

1. The installation of air conditioning units requires the prior written approval of the Board.
2. Air conditioning units must be professionally installed.
3. Any damage made to the Unit or the common property during the installation is the responsibility of the owner and must be repaired to the satisfaction of the Board.
4. Any permits required by the County of Strathcona are the sole responsibility of the Owner.
5. The air conditioning unit must sit on a concrete pad or an above ground metal support.
6. A Board member must review the proposed location of the air conditioning unit prior to Board approval.
7. Owners are encouraged to install energy efficient, super quiet air-conditioning units.
8. Consultation with neighbors is encouraged.

Retractable Arm Awnings over Decks

1. Must be applied for with a Request and Indemnity Form.
2. The color for the awnings shall be approved by the Board.
3. The installation details shall be reviewed by the Board prior to approval.
4. The hood and side rails are to be white.

Retractable or Vertical Drop Window Awnings

1. Must be applied for with a Request and Indemnity Agreement Form.
2. The installation details shall be reviewed by the Board prior to approval.
3. The color for the awnings shall be approved by the Board.
4. The hood and side rails are to be white.
5. They may be placed only on a rear window of the home.

Christmas Decorations

Decorations may be put up according to the following:

1. Decorations may be placed on the Common Property, on trees, shrubs, decks, porches, railings, eaves and gutters
2. The placement of decorations must not result in damage to eaves troughs, shrubs or mutilation of fascia boards.
3. Decorations may be displayed between Nov. 15 and Jan. 31 subject to weather conditions.
4. Do not hang decorations that block house numbers on garage light fixtures.

Deck Use and Maintenance

For cleaning and ice/snow removal see Deck Care Guide under forms on condo web page: www.estatesvillage.com, Log in under owner using password owner-2014.

Owners are responsible for any damage caused by pets on the deck.

Fire tables, deck heaters or fire pits are not permitted. Only natural gas, propane and electric BBQs are permitted.

Sunrooms

We had one prototype sunroom installed during the summer of 2022. This set the default standard for vendor, color and model allowed in Estates Village. The Request and Indemnity Agreement Form that must be approved prior to construction will be considerably more detailed and stringent than our normal request for things like BBQ gas connections and canopies. County permits must be obtained. Neighbors' notification and assent must be documented. Anything the sunroom attaches to becomes the owner's maintenance responsibility. This includes deck, roof, gutter and stucco walls.

Garbage

Garbage is picked up Thursday morning. Garbage should be put out to the curb in a garbage can with a tight fitting lid or plastic bags **no earlier than the night before pickup**. The first Thursday of each month is recyclable items only. Regular trash will not be collected on the first Thursday of the month.

Pets

Bylaws Section 66 has a detailed description of pet types, numbers allowed, sizes, owners' responsibilities as well as Board powers. We urge new owners and current owners contemplating pet ownership to study this section of the Bylaws thoroughly and consult with the Board to avoid conflict and upset.

1. An owner shall not keep or allow any animal, livestock, fowl or pet of any kind (other than birds, fish, cats, or small dogs restrained at all times inside the Unit) at any time to be in his Unit or on the Common areas without specific approval in writing of the Board, which approval the Board may arbitrarily withhold and may, if given, be withdrawn anytime on seven (7) days' notice to that effect.
2. All dogs approved must be no taller than 17 inches when full grown and must be hand leashed, kept off landscaped areas and kept under control at all times.
3. There are to be no more than 2 small animals allowed per Unit.

Satellite Dish Policy

1. Approval will be considered for Canadian Satellite Systems only.
2. A completed Request and Indemnity Form must be given to the Board of Directors.
3. The Board of Directors must give written approval before an installation begins.
4. The maximum size of the satellite dish is 30".
5. The color is to be gray.
6. The dish is to be considered a permanent fixture and becomes common property
7. The location on the Condominium Unit is to be:
 - a. The preferred location of the dish is to be on the chimney enclosure with no exposed cable.
 - b. Any other location must be pre-approved by the Board of Directors.

Snow Removal

1. All snow removed from driveways and walkways must not be put on the street **SNOW IS TO BE PUT ON LAWN AREAS ONLY**. The Property Manager will instruct the snow removal contractor to remove excessive snow when approved by the Board of Directors.
2. The Corporation has commissioned a contractor to arrange for snow removal.
3. Residents that wish to sand/melt icy spots on their walkways and driveways are requested to use the proper ice melt material that will not harm the concrete and vegetation.
4. Snow removal contractors have a 24- h o u r period to remove trace snow from driveways and walkways, after a snow event. Residents requiring snow removal from their walkways and drive pads sooner than the 24-hour window, are required to make their own, alternative, arrangements.

Note to Estate Village Residents:

Should concerns or problems arise regarding snow removal, please contact the Property Management company (see Appendix A) and if no resolution of your concerns, then contact a Board Member.

Storm Doors and Railings

1. A Request and Indemnity Agreement is required.
2. The Board of Directors **must** give written approval before any work begins. The storm door and or railings must be of the design approved by the Board. The frame and door are to be white.
3. The railing is to be white in color and must not be attached to the exterior of the Unit.

Skylight Installations

1. A Request and Indemnity Agreement form is required.
2. The Board of Directors **must** give written approval before any work begins.
3. The installation must be completed by a qualified technician.
4. The installation must not harm the integrity of the roof.

The final installation shall become common property of the complex and may not be removed.

Paint Information

Front Door/Garage Door Trim - Estates Blue - Exterior Latex/Semi-Gloss

Vendor: Home Hardware, 197 Ordze Avenue, Sherwood Park, AB 780-417-0676

Product Info/Code: Signature #74-04, rated for direct daylight.

Formula:	Letter ID	Ounces	Shots	1/16 Shots
1 Gal.	B	4	47	14
	C		39	13
	D	3	37	2
	G		19	4

Front Door/Garage Door Trim - Estates Blue - Exterior Latex/Semi-Gloss

Vendor: Home Hardware, 197 Ordze Avenue, Sherwood Park, AB 780-417-0676

Product Info/Code: Signature #74-04, rated for direct daylight.

Formula:	Letter ID	Ounces	Shots	1/16 Shots
1 Quart.	B	1	22	10
	D		18	8
	G		8	10
	Z		22	2

Garage Door - White - Exterior/Interior 100% Acrylic Latex Semi-Gloss (GL5)

Vendor: Cloverdale, 2182 Premier Way, Sherwood Park, AB 780-410-0662

Product Info/Code: Ecologic #70623(14)-last 2 #'s represent the can size ie:14 is quart

Formula: None

Deck Beams, Fence and Wood Edging for Gravel Beds - Brown's Grey

Vendor: Dulux Paints, 196 Ordze Avenue, Sherwood Park, AB 780-449-1311

Product Info/Code: 8600 Dulux Exterior Solid Color 100 Acrylic Stain

Formula/Pigments: 8600 White Base-1 gallons - BX 2Y +6, CX 1Y +4.5, MX 3.5, WX 3Y +33.5

Garage Door Replacement/Repair Policy

Door repair and replacement will be based on three principles, repair, refurbish and lastly replace. There are two families of doors in the complex. West end Phase 1 and 2 have quantity 22 5 panel doors maintained by Jackson and James. East end Phase 3 and 4 have 26 4 panel doors installed and maintained by Creative Door.

These 26 doors are all the same model and Creative Door can refurbish good top panels from old doors

into bottom panels when we install one new door. This is important because of unsightly rust that tends to develop on the bottom edge of the bottom panel that frequently spends the winter sitting in melt water. The cost advantage of being able to install 1 new door and reuse 3 good top panels of the removed door to replace rusty bottom panels on 3 other doors is about 2 to 1. For about the same price as buying 2 new Creative doors we can buy 1 new door, refurbish 3 top panels and fix the rust on 3 more garage doors for 4 total fixes versus 2 replacements.

In Phase 1 and 2 the door group is older and not interchangeable. Some of the original 5 panel doors have been replaced by 4 panel doors. No one has tried the panel swap solution with these doors, so our options are to repair or replace.

The Board has chosen 1 standard door each from Creative and Jackson and James. Upon receipt of a Request for Maintenance Form or request for a new door the Board will decide which solution (repair, refurbish, replace) will be applied to the request. If the owner insists on a new door, they have a choice of buying 1 of the 2 standard doors with maintenance responsibility passing to the Board. If the owner's choice is not one of the 2 standard doors, all purchase and maintenance responsibility falls to the owner through the Indemnity process. The nonstandard door must match the standard doors' appearance and is subject to Board approval before acquisition and installation.

Recreation Vehicles

Parking of recreational vehicles including boats, trailers, etc. is limited to a maximum of 48 hours to accommodate loading and/or unloading.

Visitor Parking

A visitor may only park their motor vehicle on their host's driveway or in one of ten dedicated visitor parking stalls. There are two stalls at the end of each of our three cul-de-sacs, two stalls in front of unit 41 at the east end of the complex and two stalls east of unit 56 at the east end of the complex. Overnight visitor parking for longer than three nights must be approved by the Board.

Owner/Resident Parking

Each unit has a double garage and double driveway for a total of four parking spaces. Residents may not use any part of the common areas other than their unit's driveway for the parking of any motor vehicle except in accordance with written permission from the Board.

Parking Restrictions

No parking is allowed in our three cul-de-sacs except for the two visitor parking stalls at the end of the cul-de-sac.

No parking is allowed on the grass.

Our main road (Estates Court) is a multi-use roadway for owners, pedestrians, emergency vehicles and service vehicles. As such we ask that visitors, owners and service personnel restrict their Estates Court parking to short term day use.

To enforce parking bylaw 82 and the above policies a progressive approach has been established as follows:

Step 1 – verbal/written recorded warning

Step 2 – monetary sanctions as laid out in bylaw 93

Cannabis Smoking

Smoking or vaping of cannabis is permitted within a Unit provided that an air purification device is in use. Cannabis may not be smoked on a deck, driveway or on the Common Property.

Storage of Combustible Materials

No gasoline is to be stored in the condo units including garages.
A spare 20-pound propane BBQ tank may be kept on site.

Interior Fireplace Installation and Replacement

Requires an Indemnity Request and Board approval. Fireplaces are considered appliances and as such owners are responsible for the maintenance/replacement of the fireplace and the external intake/exhaust vent. Severe rusting and rusted out ventilation spines are signs that your vent may need replacing. Contact our Property Manager or a board member to get contact information about vendors who may do the replacement work.

APPENDIX A

Contact information, Emergency numbers, Forms for Estates Village residents

Property Manager: Joy Wallace— Skyline Property Management Inc

Skyline Property Management Inc.

Suite #418, 9945-50 ST NW
Edmonton, Alberta T6A 0L4
Office Phone Number: (780) 577-1761
Office Fax: (780) 328-6488
Office Email: reception@skylineproperty.ca

www.skylineproperty.ca

Office Hours:

Monday to Friday, 9:00 a.m. to 5:00 p.m. Closed between 12:00 PM – 1:00 PM for Lunch

The office is closed outside these hours, on weekends and Statutory Holidays.

Condominium Manager: Joy Wallace

Email: jwallace@skylineproperty.ca

Direct Line: (780) 246-0644

After Hours Emergencies: (780) 412 – 8912

For sewer backup, flood, fire or, no heat or any other *immediate* crisis only.

Residents requiring services of assistance including emergency snow removal etc. or other problems that are not the responsibility of the Condominium Corporation are free to hire any subcontractors they wish.

Other assistance phone numbers that may need to be contacted:

Water leaks before the meter	Strathcona County	780.467.7785
Gas Leaks/odors or no heat	ATCO Gas hotline	780.420.5585
Power – Emergency	Fortis	780.310.9473

Request & Indemnity Agreement Form.

As the owner(s) of Unit # _____ within the Condominium Corporation Plan No. 942 3847, I/We hereby request the permission of the Board of Managers of Estates Village to make the following changes to the exterior property, which is part of such unit:

(Describe the proposed change with details include location and a sketch plan if appropriate) Upon the Board granting such permission I/We agree to all of the following:

1. To make such change if granted by the Board at my/our sole cost, risk and expenses.
2. To bear the cost (if any) of any additional insurance premiums charged to the Condominium Corporation because of such change.
3. To save the Condominium Corporation harmless from any claim or damage which may be caused to others because of such change or because the Corporation has incurred costs; for the maintenance, removal, or other action taken with regard to any installation; which may be required by the Corporation.
4. To accept and immediately act on and comply with any written notice delivered by the Board to the unit mail box with regard to the change or installation; hereby agreeing that if not acted on or complied with: within Seven (7) days, the Board may take such action, without further notice, at my/our sole cost and expense.
5. To promptly pay any and all costs or expenses incurred under the provisions of this agreement upon receipt of an invoice from the Board.
6. For greater clarity and certainty, it is agreed that the change made or the structure installed is made or installed entirely at the discretion of the board and that it will be maintained and cared for as directed by the Board and that the Board has full power and authority to order its removal and the restoration of the common property to its former state at my/our sole cost and expense.
7. The Board may file, at the sole discretion of the Board and at the homeowner's expense, a caveat on the homeowner's property title.

THIS AGREEMENT to indemnify and save harmless The Owners: Condominium Corporation Plan No. 942 3847 and all unit holders- shall run with the unit and shall bind all future owners including my/our estate or assigns.

DATED this _____ day of _____ 20__

Homeowner Signature

Homeowner Signature

The Board's permission is... granted _____ refused _____ on the following condition(s):

The Board of Managers Estates Village Condominiums

President Signature

Secretary Signature

Email completed form to: dwholehouse@gmail.com cc: Evillagemaint@gmail.com

