

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
Website: 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 should you require:

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
For Garage Doors (Emergencies Only)	Jackson and James Creative Doors	780.466.6678 780.483.1789

How to submit a Maintenance Request to Skyline Property Management

Preferred method of submission is via email, but submission by telephone is OK.

1. If you don't have email – telephone **Joy Wallace - Direct Line: (780) 246-0644**. During the call make it clear this is a Maintenance Request. Include your name, address and phone number. Describe the problem in as much detail as possible and give some indication of severity.
2. Email – submit an email to Joy Wallace at reception@skylineproperty.ca. In the email subject line identify the email as a Maintenance Request from Estates Village Unit xx. Include your phone number. Describe the problem in as much detail as possible and indicate severity.

How to submit an Indemnity Request

An Indemnity Request is an owner's request to the board to make changes to the exterior of the house. It can range in complexity from adding a handrail at the front door to adding a sunroom on the deck.

The owner is responsible for the design, permitting, building, inspection and all future maintenance of the change.

Use the form on the website and send it to **Board President, currently David Holehouse,** dwholehouse@gmail.com. This is an owner-to-board transaction where the board will get the Condominium Manager involved as an advisor. Once the Board has approved the Indemnity Request, work can begin and a signed copy will be stored by the Condominium Manager.