



EVERGREEN
MANAGEMENT INC.

MEMORANDUM

TO : Board of Directors
TIDEVIEW CONDOMINIUM ASSOCIATION

FROM : Jack Gregoire, Association Manager

SUBJ : 2012 Association Budget.

DATE : 21 November 2011

Dear Owners:

On the reverse of this memorandum you will find a copy of the approved 2012 Association Budget. You will note the Association's monthly fee has stayed the same, which is \$260 per unit, per Month

Thank You

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION 2012 BUDGET

	2010		2011			2012
	Approved	Actual	Approved	YTD (Oct)	Projected	Approved
Accounts						
Condo Fees	\$ 312,000	\$ 312,000	\$ 312,000	\$ 260,876	\$ 312,000	\$ 312,000
Misc Income (Fees & Fines)		\$ 2,612		\$ 1,999	\$ 2,000	
TOTAL INCOME	\$ 312,000	\$ 314,612	\$ 312,000	\$ 262,875	\$ 314,000	\$ 312,000
Accounting Fees	\$ 480	\$ 470	\$ 4,600	\$ 3,649	\$ 3,650	\$ 3,650
Administration Expense	\$ 2,300	\$ 2,687	\$ 2,600	\$ 2,375	\$ 3,000	\$ 3,000
Bad Debt Write-Offs		\$ 271				
Insurance	\$ 32,000	\$ 33,597	\$ 32,000	\$ 24,250	\$ 30,500	\$ 31,875
Grounds Maintenance	\$ 19,055	\$ 19,055	\$ 19,055	\$ 16,673	\$ 19,055	\$ 19,055
Fertilizer	\$ 4,500	\$ 4,428	\$ 5,000	\$ 4,784	\$ 4,784	\$ 5,000
Snow Plowing - Contract	\$ 32,000	\$ 32,000	\$ 35,000	\$ 26,310	\$ 32,000	\$ 32,000
Snow Plowing - Non-Contract	\$ -	\$ 2,383	\$ -	\$ 9,290	\$ 9,290	\$ 9,500
Legal	\$ 500	\$ 1,264	\$ 500	\$ 459	\$ 600	\$ 300
Management Fees	\$ 20,212	\$ 20,214	\$ 20,212	\$ 16,845	\$ 20,212	\$ 20,835
Pest Control	\$ 1,000	\$ 1,038	\$ 1,000	\$ 755	\$ 755	\$ 1,000
Repairs/Maintenance	\$ 18,500	\$ 19,998	\$ 19,000	\$ 17,670	\$ 16,000	\$ 17,569
Asphalt Maintenance					\$ 2,300	\$ 2,000
Paint	\$ 10,800	\$ 8,975	\$ 8,000	\$ 6,840	\$ 8,000	\$ 8,000
Septic Tank and Pumps	\$ 3,000	\$ 3,466	\$ 3,000	\$ 1,021	\$ 3,000	\$ 3,000
Taxes	\$ 500	\$ -	\$ 400	\$ 205	\$ 205	
Electric	\$ 2,300	\$ 2,368	\$ 2,400	\$ 2,087	\$ 2,400	\$ 2,400
Gas	\$ 500	\$ 1,826	\$ 600	\$ (720)	\$ (600)	\$ 500
Water/Sewer	\$ 1,000	\$ 1,365	\$ 1,000	\$ 602	\$ 700	\$ 700
OPERATING EXPENSES	\$ 148,647	\$ 155,404	\$ 154,367	\$ 133,095	\$ 155,851	\$ 160,384
Reserve Deposits	\$ 107,000	\$ 114,503	\$ 101,017	\$ 82,117	\$ 101,017	\$ 95,000
Asphalt Loan	\$ 56,353	\$ 56,353	\$ 56,616	\$ 47,180	\$ 56,616	\$ 56,616
TOTAL EXPENSES	\$ 312,000	\$ 326,261	\$ 312,000	\$ 262,392	\$ 313,484	\$ 312,000
Surplus/(Deficit)	\$ -	\$ (11,648)	\$ -	\$ 483	\$ 516	\$ -
Condo Fee Per Unit =	\$ 260		\$ 260			\$ 260

Tideview Budget Board Approved 11/16/11

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Snow Removal Procedures

Please note the following procedures:

1. The roadway and parking lot entry plowing will begin with an accumulation of 2 to 3" and maintained to allow safe passage to the mail house throughout the storm.
2. Immediately following the storm, the roadway and parking lot entries will be plowed to their full width and plowing of the parking spaces will begin.
3. It is your responsibility to move your car out of its space to ensure that the spaces are properly cleared and to prevent your vehicle from being plowed in. **Do not park in the street until after the storm.** The vendor cannot plow Tideview Drive with vehicles parked on it. It is also the responsibility of the vehicle owner to move from Tideview Drive after parking spaces are cleared.
4. In order for the vendor to plow the property effectively, all vehicles must be parked only on the **'even address'** side of the main road. That is, the left side of the road as you drive into Tideview Estates.
5. If you are going to be away or unavailable to move your vehicle after a storm, please make arrangements with a neighbor to have it removed when the plow arrives. **The Board of Directors reserves the right to bill Unit Owners that cause the Association to incur extra snow removal expense.** If you do not move your vehicle from your parking space when your parking lot is being cleared, you are preventing the vendor from clearing your neighbor's parking spaces as well as your own. **If the vendor bills the Association for a return visit to clear these parking spaces, the Board will pass this expense to the owner that did not move their vehicle.**
6. **ANY VEHICLE FOUND BLOCKING SNOW REMOVAL OPERATIONS MAY BE TOWED, WITHOUT WARNING, AT THE VEHICLE OWNER'S EXPENSE.**

Tideview Condominium Association

Maintenance Responsibility List.

Maintenance Responsibility BOD Approved 11/17/2011

Description	Unit Owner	Association	Notes
Appliances	X		
Cable, Lines & Service	X		Subject to Architectural Policy
Doorbell fixture	X		
Entry Doors	X		
Entry Door Frame	X		
Exterior Siding, Decks & Porches	X	X	Siding=Assoc , Patios:1st 3 row, 4th row owner can add.
Garage Door & Garage Openers	X		
Glass	X		
Heat Pump	X		
Heating System	X		
Hot Water Tank	X		
Insurance			
Insurance Claim: Fire/Damage to Unit		X	Owners are responsible for Association Ins Deductible of \$5000
Unit Contents, Loss of Rent	X		Must be Covered Loss
Intercom/Door Buzzer	X		
Lighting Fixtures			
Common Areas		X	
Unit Exterior	X		
Unit Exterior Fixture light Bulbs	X		
Mail Box Keys	X		
Mail Boxes		X	
Mold	X		
Painting, Exterior		X	
Parking Issues		X	
Pest Control			
Bees/Wasps	X	X	Exterior=Assoc, Interior=Owner
Mice	X		
Ants	X		
Carpenter Ants/Termites		X	
Bats	X		
Other critter control matters	X		Assoc. if services more than 1 unit
Plumbing - Servicing Unit	X		
Repairs			
Exterior		X	
Interior	X		
Interior - From Water Intrusion		X	Owners are responsible for Assoc Ins Deductible Currently \$2.5k Per unit for Water/Ice.
Roof Repairs		X	
Sewer Lines - Beyond Foundation		X	Septic pump
Snow Removal:		X	
Common Areas		X	
Front Stairs	X		
Patios	X		
Storage Shed		X	(house utility meters)
Storm & Screen Doors	X		Subject to Architectural Policy
Telephone, Lines & Service	X		
Water Faucets, Exterior		X	
Window	X		
Window Frame	X		

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

November 21, 2011

The following are notices of a general nature to all unit owners at Tideview Estates Condominium Association. Please read this material carefully. *Investors- please provide a copy of this notice to your tenant(s).*

ASSOCIATION WEBSITE: Please visit www.evergreenmgt.com and click on the Association Login at the top of the page. Enter Username: **TVC**, Password: **100**

SPEED LIMIT: Please remember that even though the speed bumps have been removed the Associations speed limit is still 15mph and caution should always be used due to narrow roads and no sidewalks. Thank you for using caution.

AUTO DEBIT PROGRAM: If you are tired of writing out checks for your Condo fee, we can help you with that. Go to the website and fill out the Auto Debit Program form and send it Evergreen Management and we will take care of the rest. If you don't have access to the web please feel free to contact your Financial Coordinator.

OUTSIDE WATER SPIGOTS: End unit owners are responsible for maintaining the outside water faucet. PLEASE make sure that when turning it off, you remember to open the pressure relief screw. This will purge air and will relieve any possible pressure build-up.

Evergreen's maintenance staff will be removing the hoses and storing them in the utility sheds on the ends for the building for the winter.

WINTER PREPARATIONS: With the winter season not too far away, it is recommended that you check all of the following home systems for preventative safety measures:

- Furnace - This should be checked and cleaned by a professional before being used on a daily basis. Remember to keep the heat set to at least 55°, especially in the front foyer, to prevent the pipes from freezing.
- Smoke detectors/flashlights - The batteries in your smoke detectors and flashlights should be replaced or checked to make sure they are ready for any possible outages.
- Dryer vents should be cleaned of any debris to prevent the possibility of a fire.

PARKING: No parking shall be permitted on lawns, in the roadway or in fire zones. Each unit is limited to two (2) parking spaces, immediately perpendicular to their Unit. Vehicles may not park in a manner that impedes the parking of their neighbors. Temporary guest parking is available on the "even numbered" side of Tideview Drive and the two (2) cul-de-sacs.

Contact information for you Evergreen Management, Inc. team:

Maintenance Coordinator: Linda Malbon, please email requests to lmalbon@evergreenmgt.com

Financial Coordinator: Jennifer Charrette, please email requests to jcharrette@evergreenmgt.com

Sales / Refinancing: Shannon McGahey, please email requests to smcgahey@evergreenmgt.com

Association Administrator: Michelle Brent, please email requests to mbrent@evergreenmgt.com

Association Manager: Jack Gregoire, please email requests to jgregoire@evergreenmgt.com

Questions / Comments: Please mail correspondences to our office at 17 Commerce Drive, Bedford, NH 03110 or call (603) 622-7000.