

# TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

## Community Information Notice

October 22, 2010

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).*

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**ASSOCIATION WEBSITE:** Please visit [www.evergreenmgt.com](http://www.evergreenmgt.com) and select Tideview from the menu of Association Websites. Username: TVC, Password: 100

**UPDATED RULES AND REGULATIONS:** As stated in the last months notice you would be receiving a current copy of updated Rules & Regulations. Your Board of Directors had a few corrections and they were approved at their most recent Board Meeting. This update will be posted to the website shortly and a hard copy will be mailed to all owners with next month's fee statements. If you are an owner that rents your unit, please ensure that your tenants receive a copy of the Rules and Regulations. Since it is the unit owner that would be held responsible for the rules violation of a tenant, we recommend that landlords require their tenants to sign a document affirming their receipt and understanding of the rules.

**DOORS & WINDOWS:** Owners are reminded that maintenance, repair and/or replacement of unit doors and windows are Unit Owner responsibility and not the Association's. In this regard, the lower panels of the garage doors are very susceptible to water damage and rot. Once the damage becomes visible from the outside and presents an unsightly appearance, the Owner is required to repair or replace the panel.

**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.

**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.

**Contact information for you Evergreen Management, Inc. team:**

**Maintenance Coordinator:** Justine Bartlett, please email requests to [jbartlett@evergreenmgt.com](mailto:jbartlett@evergreenmgt.com)

**Financial Coordinator:** Jennifer Charrette, please email requests to [jcharrette@evergreenmgt.com](mailto:jcharrette@evergreenmgt.com)

**Sales / Refinancing:** Shannon McGahey, please email requests to [smcgahey@evergreenmgt.com](mailto:smcgahey@evergreenmgt.com)

**Association Administrator:** Michelle Brent, please email requests to [mbrent@evergreenmgt.com](mailto:mbrent@evergreenmgt.com)

**Association Manager:** Jason Lescalleet, please email requests to [jlescalleet@evergreenmgt.com](mailto:jlescalleet@evergreenmgt.com)

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