

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION
Community Information Notice
February 26, 2007

Anyone having questions relating to the following information is encouraged to contact Evergreen Management at (603) 778-6200. Owners are asked to forward a copy of this "Community Information Notice" to their tenants.

Maintenance Responsibility List: Attached please find the Maintenance Responsibility List that has been approved by your Board.

Contact Information Sheet Reminder: Last month we sent out Contact Information Sheets to each unit owner, requesting they be filled out completely - including tenant information for the off-site owners and vehicle information including state and license plates for all vehicles. However, we have only received a few back.

It is important that you complete and return these forms as soon as possible so that Evergreen has accurate unit owner / resident information in their files. The information is not given to anyone outside Evergreen's offices but is vitally important in the event of emergencies, or important notices. Upon receipt of the contact sheet, all information will be reviewed. If any information is missing, the unit owner will be contacted and asked to fill in the uncompleted section.

Snow Removal: Residents are reminded to move their vehicles to the areas specified in the procedures and in a timely fashion so the plow can clear the parking lot and parking spaces. It is the unit owner's responsibility to move their vehicles. If your vehicle is not moved, you are responsible to clear the area. **The Board reserves the right to tow any vehicle that is hampering snow removal.** If you have any concerns or problems with the contractor, please do not address the contractor - call EMI.

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| <ul style="list-style-type: none">▪ FOR ALL MAINTENANCE REQUESTS, CALL ANNE-MARIE at 800-973-4300
or e-mail your maintenance requests directly to areischer@evergreenmgt.com
▪ FOR ALL CONDO FEE INFORMATION, CALL JENNIFER at 800-973-4300
or e-mail your questions directly to jcharrette@evergreenmgt.com
▪ FOR SALES AND REFINANCING INFORMATION, CALL DIANE at 800-973-4300
or e-mail your questions directly to dvanhouten@evergreenmgt.com |
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Tideview Estates Condominium Association

Maintenance Responsibility List.				
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 Rows=Assoc, owner can add
Garage Door & Garage Openers	X			4th row.
Glass	X			
Heat Pump	X			
Heating System	X			
Hot Water Tank	X			
Insurance				
Insurance Claim: Fire/Damage to Unit		X		Must be covered loss.
Unit Contents, Loss of Rent	X			
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 serv more than 1 unit
Plumbing - Servicing Unit	X			
Repairs				
Exterior		X		
Interior	X			
Interior - From Water Intrusion		X		
Roof Repairs		X		
Sewer Lines - Beyond Foundation		X		Septic pump
Snow Removal:		X		
Common Areas		X		
Front Stairs	X			
Patio	X			
Storage Shed		X		(house utility meters)
Storm & Screen Doors	X			Subject to Architectural Policy
Telephone, Lines & Service	X			
Water Faucets, Exterior		X		
Windows	X			
Window Frame	X			

2/21/2007

Maintenance Responsibility List (1)