

# TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

## Community Information Notice

October 22, 2009

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:** [www.evergreenmgt.com](http://www.evergreenmgt.com) select Tideview, username: TVC, password: 100

**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.

## DAYLIGHT SAVINGS TIME ENDS

NOVEMBER 1st 2009

Don't forget to set your clocks back one hour!

### 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.