

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

October 23, 2013

Please read this material carefully.

Investors- please provide a copy of this notice to your tenant(s).

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ASSOCIATION WEBSITE ACCESS: Homeowners have access to the Association Website which is a great source for all of the following documents: Governing Documents, Annual and Board Meeting Minutes, Current Association Budget, Snow Removal Procedures. Please log on to: www.evergreenmgt.com, click on the **Association Login** tab and enter user ID: **tvc** and password: **100**

OUTSIDE WATER SPIGOTS: End unit owners are responsible for maintaining the outside water faucet(s). PLEASE make sure to turn them off prior to **10/31/2013** and remember to open the pressure relief screw. This will purge air and will relieve any possible pressure build-up and avoid freeze ups.

REVISED ASSOCIATION RULES AND REGULATIONS: At their meeting on October 16, 2013 the Board of Directors approved two (2) additional Association Rules **#23 regarding fences and #24 regarding hunting and firearm on Association Property**. Please find attached a copy for your records. Keep in mind that all Unit Owners are responsible for providing a copy of these revised rules to your tenants and buyers of your unit when listing your condo for sale. These revised rules will also be posted to the Association Website.

SEWER PUMPS AND YOUR PART: Please be reminded that Tideview has its own sewer pumping station that we as an Association own and maintain. All of our waste water from our condo units flow into this pump station and then is pumped into the City sewer system. All waste water is initially handled by our private pump station. Do not flush the following items that have recently been found in the system: **face cloths, baby wipes, and feminine hygiene products and babies toys**. THESE ITEMS BIND AND CLOG THE PUMPS. The Board of Directors asks for your full cooperation in this matter by sharing this information with all occupants of your unit, so unnecessary repair expenses can be eliminated.

ASSOCIATION MASTER INSURANCE POLICY: To request a **Certificate of Insurance** for your mortgage company or to refinance your home on-line, go to www.aspen-ins.com. If you have questions regarding the Master Insurance Policy you should contact Karen Case directly at: 603-647-0800.

HOME SERVICES REQUEST: Evergreen Management has a trained, in-house staff of maintenance technicians available to assist owners with non-association maintenance tasks in their home. Unit Owners who would like to make an on-line request for these services should go to: www.evergreenmgt.com and click on the **Home Services Request** tab to fill out a request or call 603-622-7000.

UNIT SALE OR REFINANCE: Anyone involved in a condominium sale or refinance should go to www.evergreenmgt.com, click on the **HomeWise Sales and Refinance Docs** tab to access the information and paperwork needed to complete a unit sale or refinance. If you do not have internet access, please contact Home Wise directly at: 866-925-5004.

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Contact information for your Evergreen Management, Inc. team:

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

Financial Coordinator: Barb Valenti, please email requests to bvalenti@evergreenmgt.com

Association Administrator: Sheri-Lynn Sullivan, please email requests to slsullivan@evergreenmgt.com

Association Manager: Paul Okonak, please email requests to pokonak@evergreenmgt.com

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