

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

May 22, 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 onto the Evergreen Management website at www.evergreenmgt.com, click on the Association Login tab and enter user ID: **tv** and password: **100**

CONTACT/INFORMATION SHEET: Attached you will find a Contact/Information Sheet. In order to keep updated records, Evergreen Management asks each unit owner to complete and return this form so your contact information can be updated. Make sure to include current tenant information. Please return prior to June 22, 2013 by email: slsullivan@evergreenmgt.com, fax: 603-623-7200 or mailing address below.

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 previously 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.

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.

PETS: Pets shall be kept inside their Units at all times, except when on a leash or accompanied by and under the control of resident owner. All pets must be walked or exercised on the exterior, undeveloped or adjacent properties. The resident/owner must **immediately** remove any waste excreted on any Common Area, which includes the Limited Common Area. Violation of this rule may require the removal of the pet on a permanent basis. **Residents must comply with the rules and regulations with the City of Dover, NH.**

UNIT SALE OR REFINANCE: Effective November 1, 2012 Anyone involved in a condominium sale or refinance will be directed to the Evergreen Management website 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 **HomeWise** directly at: 866-925-5004.

Contact information for your 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

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.