

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

September 19, 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: **tv** and password: **100**

CHANGE IN MANAGEMENT TEAM: Evergreen Management is pleased to announce that effective June 1, 2013 Barb Valenti became your new Financial Coordinator. Barb has been working with your Board of Directors and Unit Owners of Tideview Estates Condominium Association. If you have any Accounting questions for Barb, email her at: bvalenti@evergreenmgt.com.

OUTSIDE WATER SPIGOTS: End unit owners are responsible for maintaining the outside water faucet(s). PLEASE make sure to turning 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.

ASSOCIATION ANNUAL FALL YARD SALE: The date for the Fall Yard Sale has been set for **Saturday, October 12, 2013** from 9:00am – 1:00pm with a rain date of **Saturday, October 13, 2013**. Management will advertise the yard sale in the local newspapers. Gather all your stuff for this one-day event.

ASSOCIATION WORK ORDER REQUESTS: Please find attached an Evergreen Management Work Order Request form to be completed for any requests of “Association Responsibility” repairs that need to be completed in your unit.

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.