

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

JANUARY 2016

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**

ASSOCIATION ADMINISTRATOR: Evergreen Management is pleased to announce the appointment of Pearl Lyman as your new Association Administrator. If you have any questions or concerns, please email Pearl at plyman@evergreenmgt.com.

***NEW* CHRISTMAS DECORATION REMOVAL:** Just a reminder, all Christmas decorations should have been taken down by now. If you have not removed your decorations, please do so.

SNOW REMOVAL PROCEDURES: Please see the attached snow removal procedures. Please familiarize yourself with these policies.

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: Pearl Lyman, please email requests to plyman@evergreenmgt.com

Association Manager: Michael Street, please email requests to mstreet@evergreenmgt.com

Questions / Comments: Please mail correspondence to our office at 72 Portsmouth Ave, Suite #101 Stratham, NH 03885 or call (603) 622-7000.