

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice: FEBRUARY 2018

Please read this material carefully

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

Website: www.evergreenmgt.com - select Association Login - User ID: TVC Password: 100

Association Team Members: Your association team members want to thank you for your continued support throughout the year. We are here to provide you with superior customer service and to answer your questions and concerns. All team members can be contacted at (603) 580-5192 or at the following emails:

Association Manager: Michael Street, mstreet@evergreenharvardgroup.com

Association Administrator: Jodie Champagne, jchampagne@evergreenharvardgroup.com

Accounts Receivable Coordinator: Barb Valenti, bvalenti@evergreenharvardgroup.com

Maintenance Coordinator: Linda Malbon, lmalbon@evergreenharvardgroup.com

Stratham Office Address: 72 Portsmouth Ave, Suite #201 Stratham, NH 03885

NEW PARTNERSHIP: The Evergreen Harvard Group is proud to announce our new partnership with Associa, the largest community management organization in North America. Throughout this new partnership, we will utilize Associa's vast resources while remaining the local independent company as we are today. This partnership was in the making over the last few years and the Associa model is to further strengthen our local presence in the condominium management market with our over 100 employees continuing to serve our clients. You will continue to work with your association's team as you always have as we truly appreciate our business relationship. Since our partnership, we have received many inquiries from other associations looking for that magical balance of local presence with national resources. Our name remains the same as does our employees and focus on customer service.

VACANT UNITS: Should you notice an abandoned or vacant unit, please contact EHG so we may try to locate the unit owner. Also please ensure your heat is maintained at a minimum of **60 degrees** if you are away this winter.

OUTSIDE FAUCETS: All end unit owners/residents with a faucet on the outside wall of their unit should turn off the faucet using the isolation valve located under their unit's stairs in order to prevent freeze damage. Additionally, the faucet should be opened to drain out any trapped water and the hose removed and stored in the outside shed. (See Rules and Regulations, Paragraph #17).

TRASH: Per the Rules of the Association trash may only be placed in bags purchased from the City of Dover. All trash must be in a barrel with a lid that can be readily detached or a barrel manufactured with hinges. All barrels, covers and recycle bins must be at all times clearly marked with the Unit Number. Trash must be kept inside the Unit until pick up day. Your recycling bin and trash barrel(s) are to be placed back inside the unit within 24 hours of trash day. Pick up day is Friday unless otherwise notified by the City of Dover and is posted at the mail house.

EMAIL ADDRESSES: In order to save the Association, meaning all owners, money on postage and mailings in general, we now try to send everything we can electronically. Please provide your email address to EHG by emailing Jodie Champagne at jchampagne@evergreenharvardgroup.com and we will add you to the database.

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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