

# TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice: SEPTEMBER 2017

Please read this material carefully

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

Website: [www.evergreenmgt.com](http://www.evergreenmgt.com) - select Association Login - User ID: TVC Password: 100

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**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, Fax (603) 580-5590 or at the following emails:

**Association Manager:** Michael Street, [mstreet@evergreenharvardgroup.com](mailto:mstreet@evergreenharvardgroup.com)

**Association Administrator:** Jodie Champagne, [jchampagne@evergreenharvardgroup.com](mailto:jchampagne@evergreenharvardgroup.com)

**Accounts Receivable Coordinator:** Barb Valenti, [bvalenti@evergreenmgt.com](mailto:bvalenti@evergreenmgt.com)

**Maintenance Coordinator:** Linda Malbon, [lmalbon@evergreenharvardgroup.com](mailto:lmalbon@evergreenharvardgroup.com)

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

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**KNOX BOX:** If you would like to put a key to your front door in the knox box for **emergency situations only**, please label the key with a key tag marked with your unit number and “dead bolt” or “door knob”. Please call the Dover Fire Department to make an appointment with them to open the box and put your key inside. If any keys that are in the knox box need to be changed out please contact the Dover Fire Department to make arrangements with them. Any questions please contact Management.

**GRILLS:** The City of Dover Ordinance 109-26 and State Fire Code RSA 153:5 requires all Unit Owners that all Grills/Fire Pits must be used and stored at **least 15 feet** of any multi-dwelling of three (3) units or more. If this ordinance is violated and Management is notified this warning letter from the City of Dover Fire Department would be added to your unit owner file. If you are an offsite owner it is your responsibility to inform your tenants of these rules. If you have any questions in regards to these laws please call the City of Dover Fire Department at 603.516.6038.

**NEW ASSOCIATION MASTER INSURANCE POLICY INFORMATION:** If you need a certificate of insurance for your mortgage company or to refinance your home, contact Aspen Insurance – [www.aspen-ins.com](http://www.aspen-ins.com). Your Association's master insurance policy has a deductible of \$10,000.00 for water damage. Each unit owner is advised to check with their personal insurance agent to ensure that their individual unit owner's personal insurance policy (also known as an HO6 policy) will provide coverage of the Association's deductible in the event of an insurance loss.

**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.

**UNIT SALE OR REFINANCE:** Anyone involved in a condominium sale or refinance should go to [www.evergreenmgt.com](http://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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