

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice

NOVEMBER 2016

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

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

VACANT UNITS: Should you notice an abandoned or vacant unit, please contact EMI 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: Freezing weather is coming. 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).

NEW TESTING SMOKE/CARBON MONOXIDE DETECTORS: Clocks are due to "Fall Back" on November 6, 2016 to mark the end of Daylight Savings Times. All owners/residents should refer to paragraph #26 of the Rules and Regulations regarding the recommended semi-annual testing of the Smoke/Carbon Monoxide detectors and sprinkler system water flow alarms in conjunction with this event. Thank you!

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 EMI by emailing Jodie Champagne at jchampagne@evergreenmgt.com and we will add you to the database. Thank you.

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. Bulk items need an orange "bulk item" sticker which can be purchased at local stores.

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:

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

Association Manager: Michael Street, mstreet@evergreenmgt.com

Association Administrator: Jodie Champagne, jchampagne@evergreenmgt.com

Financial Coordinator: Barb Valenti, bvalenti@evergreenmgt.com

Maintenance Coordinator: Linda Malbon, lmalbon@evergreenmgt.com