

# TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice: NOVEMBER 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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**NEW 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 VACANT UNITS:** Should you notice an abandoned or vacant unit, please contact Management 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. This will avoid damaged or broken plumbing during the winter months. Please make arrangements with a neighbor or friend to check on our unit if you are away. Thank you!

**SMOKE/CARBON MONOXIDE DETECTORS:** It is recommended that all smoke and carbon monoxide detectors are tested. Smoke detectors should be replaced every ten years and carbon monoxide detectors every five years. Manufacture dates should be clearly stamped on any devices. Thank you!

**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.

**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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