

# TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Community Information Notice: DECEMBER 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 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@evergreenharvardgroup.com](mailto:bvalenti@evergreenharvardgroup.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 CHRISTMAS TREE PICK-UP:** Christmas trees are being picked up on **January 15, 2017. Please leave your tree at the end of your driveway.** After January 15, 2017 it will be the responsibility of the owner to dispose of the tree properly.

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

**NEW 2018 COUPONS:** The 2018 coupon books have been ordered. You should be receiving them in the next couple of weeks. If you are signed up for ACH payments, you will not receive a coupon book. If you don't receive them please contact Barb Valenti, Accounts Receivable Coordinator at [bvalenti@evergreenharvardgroup.com](mailto:bvalenti@evergreenharvardgroup.com). Thank you!

**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:** 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).

**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](mailto:jchampagne@evergreenharvardgroup.com) and we will add you to the database.

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