

February 18, 2022

TIDEVIEW ESTATES CONDOMINIUM ASSOCIATION

Dear Unit Owners,

There are three changes to the owner chargeback tasks done by Evergreen Management that all Owners need to be aware of:

1. **Violation letters** – the task to identify, communicate between the association, compile and send out the violation letter, field the call from the owner objecting to the violation letter and follow up after this process will be a chargeback to the unit owner of (\$10). If a picture is required or taken it will be a chargeback of (\$15).
2. **Afterhours/emergency calls** – Evergreen has an on-call system of association manager and maintenance tech on call each weekend and afterhours. When calls come in there is typically action taken whether it is sending the Evergreen maintenance tech out to investigate or calling a service company to dispatch their staff. The on-call association manager notifies other people who need to be notified. This will now be a (\$100) chargeback to the Unit owner.
3. **Second collection letter** – the second collection letter will now be a (\$150) chargeback to the Unit owner.

These charges will take effect March 1, 2022

Thank you,

Tobin Watterson, CMCA
Senior Association Manager