

**VENTNOR H
CONDOMINIUM
ASSOCIATION
CENTURY VILLAGE EAST**



**RESIDENT'S
GUIDE**

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WELCOME!

Welcome to Ventnor H! We hope you love your new home as much as we do. Please keep this document so that you can refer to it when needed in the future.

Our condominium has 64 units; each has 2 bedrooms and 2 bathrooms, with approximately 1100 square feet (including the patio). We are just one of 253 condominium buildings within Century Village East. The buildings are a mix of 4 story “luxury” buildings, and 2 story “garden” units. All combined, there are about 8600 condominiums within the village, spread amongst lots of green space and canals (which are part of South Florida Water Management District).

Some of our residents are “snowbirds”, meaning they only live here part of the year; they love to take refuge here in the warm winter months.

This guide will help you get accustomed to life in our building. That said, should you have questions which are not answered in the guide, please reach out to a Board of Directors member (hereafter, Board); we want your transition to life here to be as easy as possible. This guide is a “living” document, and will be updated as information changes or becomes available.

Speaking of the Board, our building’s Board is comprised of 5 unpaid volunteers to help run the day-to-day functions and planning for the future. We hope that you too will want to volunteer to assist with some duties around the building, and maybe join the Board at some point. Our elections are held at our annual meeting in December, and the Board approves our budget for the next year during the November meeting. We typically have meetings from September through May, on the first Monday of the month unless that is a holiday; in those cases, we delay the meeting a week. We encourage all residents to attend the meetings, where upcoming events, future projects, and completed projects are discussed. Attending these monthly meetings either in person or via zoon, is the best way to keep informed of what is happening in the building.

You can find a Board member listing at the 1st floor elevator lobby and in each laundry room. We are here to help, but we do ask that you contact us Monday through Friday, between 8:00 AM to 6:00 PM unless it is an emergency.

When first moving in, we strongly recommend changing the locks (or combinations, if so equipped) on your front door, as the previous owner may have provided keys to multiple family, friends, nursing aides, realtors etc. When you do this, please note that **you are required by Florida statutes to provide the Board a copy of your key(s) or combination to**

your lock so that your unit can be accessed in an emergency situation (i.e., fire, flood, health-and-welfare check, etc.), or in case you somehow lock yourself out. We keep these keys in a locked key box in our locked office, with only Board members having access. We only access your units during emergencies, or at your request.

ASSOCIATION DOCUMENTS

Like all condominiums in the state of Florida, our building has three (3) sets of condominium documents:

1. Declaration of Condominium
2. Articles of Condominium
3. Bylaws of Condominium (rules and regulations)

These were initially prepared by the village developer, but have been modified as required over the years to comply with changes to the Florida Statutes (currently F.S. 718); we also update the documents when the needs of our building change; please note that every building within the village has its own set of condominium documents; ours will differ should you be familiar with another building's documents. It is important to read and understand these lengthy documents as they provide guidance for things we can and cannot do as residents.

When you purchased your unit, the seller or realtor should have provided you with copies of these documents. If they did not, you can obtain a copy through Seacrest, our management company for a fee. Paper copies are not typically provided due to printing costs. Similarly, when you opt to sell your unit, you are required to pass on to the new owners your set of condominium documents. Any addendums throughout the years will be emailed out to all unit owners.

Should there be a needed change to any of the guiding documents, the Board will have our legal team draft the proposed change (as they understand all the Florida statutes, and ensure our changes will comply), and then the proposed changes will be sent to all the residents for consideration and approval. From our Declaration of Condominium, "a resolution adopting the proposed amendment must be approved by not less than fifty-one percent (51%) of the entire membership of the Board of Directors and by not less than two-thirds (2/3rds) of the votes of the entire membership of the ASSOCIATION." This is to ensure changes are not hastily implemented.

There are important other sections, of which you should become familiar, to include use of common areas, and what actions are required should you decide to sell at some point. Remember that when you submitted your application to purchase a unit, you agreed to abide by the Association documents. This is important in maintaining harmony with all residents.

COMMON AREAS

Common areas are those which are shared with all residents. This includes all the catwalks, elevator lobbies, laundry rooms, storage rooms, patio, and grounds surrounding the building. Each unit owns an equal share of these areas, so there are some rules and considerations which apply. These include:

1. No smoking/vaping in common areas as some of our residents have respiratory issues which can be triggered by exposure; this includes any contractors you engage. If you smoke inside your unit, please ensure your windows and doors are closed to prevent the smoke from travelling into surrounding units.
2. No welcome mats on catwalks as these could be a trip hazard for our reduced mobility residents using walkers or wheelchairs
3. No modification of the common areas, to include painting or permanent mounting of decorations outside your unit; if you opt to mount different unit numbers, please affix them to your door.

As you can see, these are “common sense” items. Any proposed changes must be brought to the Board’s attention for consideration and/or approval before you make any changes; please use the Suggestion Box at the 1st floor elevator lobby for your suggestions; the Board checks this at least weekly.

The building’s property is irregularly shaped, as outlined in red on the map below; we also own the bit of land behind our building up to our wooden fence. Please be mindful of the adjoining building’s properties as they may not want you strolling over it, parking on it, or otherwise. If in doubt whether an area is part of Ventnor H, please ask a Board member.



PARKING

Each unit is allocated ONE (1) parking space ONLY; the parking stops are labeled for all the units in the building. To try to be fair and impartial, they start at one end of the building with the lowest number unit, and then go clockwise (from above), or from right-to-left. There are a couple “overflow” spaces at the end as well as guest parking around our patio; these are labeled “VENT H GUEST” on the parking stops.

Please do not park in our neighbors’ parking slots as they too are limited in the number of spaces they have for their residents. They may also opt to have your vehicle towed if you park in their slots! Recovering your vehicle is expensive!

Should you own two vehicles, please note that parking of the second vehicle is not guaranteed; the patio parking spaces are on a first-come, first used basis. Additionally, we have asked our unit owners to use parking spaces nearest Hillsboro for their second vehicles, so that guests have the shortest walk to the building and/or elevator.

If you happen to have a third vehicle, we require you to make arrangements to park it outside of the village as there is frequently insufficient parking.

Recreational vehicles like boats and campers are strictly prohibited; again, these should be parked outside the village.

There is no prohibition on backing into your assigned parking space, should you wonder. Many of us do that as some vehicles passing along Ventnor Crescent and Ventnor Drive do not adhere to the 15 MPH speed limit, which makes backing into the road a sometimes dangerous.

PATIO AND BARBEQUE GRILL

Several years ago, our residents voted to turn a triangular piece of our property into a patio for our residents to enjoy. They stocked it with some concrete picnic tables and benches, a glider, and a swing for use by Ventnor H owners and their guests only. There is also a shared barbeque grill with utensils for our residents.

This is one of the larger patios in Century Village East, and something we can enjoy for many years to come. Truly, it is an amenity for residents in our building ONLY

There is a large trash can on the patio; we, the residents must dump it and replace the liner when it is full; this is not a task accomplished by our Board or property management company, nor the city. Please take the full bag to one of our rollup garage doors, and drop it into the dumpster. There should be some new bags at the bottom of the trash can; if not, please contact a Board member so we can replenish the trash bags. You can always email the Board at Ventnorh@gmail.com.

We have a propane barbeque grill for use by our residents. There is a log book attached to the grill; please enter your name and unit # in the book so that we can continue to estimate the amount of usage. Attached to the grill, there is also a laminated guide for grill use; please remember to clean the grill after your use so that it is ready for the next residents. There should also be grill utensils on the side of the grill for your use. And lastly, please remember to reinstall the grill cover once the grill has cooled. We keep some spare propane tanks in the cage nearby should the grill's tank empty. To access the spare tank cage, please contact a board member.

We encourage sharing the patio with friends and family. We DO NOT reserve the area for exclusive use for private events. This area belongs to all residents of Ventnor H and they are free to use it whenever they wish therefore you might be sharing the patio with other residents during the time of your planned event. After all, this is common area for all Ventnor H residents' use.

ELEVATOR

Our building's elevator is a hydraulically-operated elevator, so it is a bit slow compared to those found in skyscrapers, but it will dependably get you up or down; modernization was completed in August 2022. Primarily, it is a passenger elevator, used by our residents to go from floor to floor. Please note that it is not air conditioned.

This renovated car uses light beams to prevent the door from slamming into occupants entering or exiting the car. This is much more reliable than the older systems. The door will re-open if it sees an obstruction in the doorway; after a few seconds, it will try to close again, but if the obstruction remains, it will again re-open. Once more it will try to re-open, and if the obstruction remains, it goes to a "nudge" mode, which means the door will try to close, firmly trying to move the obstruction out of the way. This is by design, so that the elevator does not get stuck on a given floor by mischief makers.

The modernized car does not have a toggle switch to let the car remain at a given floor for loading and unloading; again, this is by design to defeat mischief makers. The car does have a "DOOR OPEN" button which can be pressed for a short time, but eventually the "nudge" mode tries to close the door. Please be respectful and allow others to use the elevator to gain access to and from the building.

The car is also equipped with a system which will lower the car to the 1st floor elevator lobby in the event of a fire alarm. Should you be in the car when this occurs, please exit the car and proceed to the designated gathering location of our patio. Residents should never plan to use the elevator should the fire alarm be sounding; please use the three (3) stairs to exit the building from the upper floors. At night or in low light situations, you will see the "EXIT" signs at the stairs to help you locate an exit point; the closest stair may not be the one you can use, so please be prepared to use another.

In the event of a power loss to the building, the car is supposed to lower itself to the 1st floor elevator lobby and open the doors, to avoid residents from being trapped inside.

It can be used as a "freight" elevator with stipulations. Prior to putting furniture, appliances or any large items in the elevator car, the protective elevator wall pads should be put in place by the resident, or by the workers under the resident's guidance; there are hooks for the pads near the ceiling of the elevator car. You will find the elevator pads in the 1st floor storage room located behind the laundry area, between units 1024 and 1025 (labelled "B") at the very back behind the row of cages; they should be on a flatbed handcart. If the elevator car is damaged by either residents or their hired workers, the resident is responsible for repairs, and will be billed accordingly. When all moving of furniture, appliances and/or large items has been completed, it is the resident's responsibility to

ensure that the elevator car pads are returned to the 1st floor “B” storage room flatbed handcart.

Great care should be used when loading and unloading the elevator car so as to avoid impacts with the smoke/heat detectors located in each floor’s elevator lobby ceiling. If an accident occurs and one is hit, please contact the Board as soon as possible so that it can be repaired. The resident will be billed for these repairs.

The elevator is equipped with emergency communications should it get stuck. Push the appropriate button and someone will respond and call for assistance from emergency personnel.

Should you have questions about elevator operations, please contact a Board member.

LAUNDRY

Washers and/or dryers ARE STRICTLY PROHITED within a resident's unit. However, we do have eight (8) laundry rooms within our building, two (2) per floor. The laundry rooms are identified with the letters "A" (between units ..32 and ..33) and "B" (between units ..24 and ..25) for ease of reference. Each laundry room has one (1) washer and one (1) dryer. You can use any or all of the laundry rooms...but we hope not all of them at one time!

We currently have the rate set at 50 cents for each washer load, and another 50 cents for each dryer load, which we feel is quite reasonable; certainly, one of the lowest rates around!

We ask that you wash only your clothes, linens, and towels; please go to a commercial laundromat to do commercial items or large items like big comforters and rugs. We ask that you do not overload the units, and that you ensure they are clean for the next resident's laundry; they do not need to be wiped out with Clorox or similar wipes; we simply want chunks of lint, paper, or other inadvertent debris removed. Please ensure that you remove any accumulated lint from the screen in the lint trap off the dryer. Accumulated lint on the screen can cause fires. There are trash cans in each laundry room for the lint and smaller empty laundry product containers.

We also ask that you sign the log book located in each laundry room. This allows others to estimate when you might finish with your laundry and they can start theirs. And it allows residents to knock on a door if laundry has been forgotten. Many set timers (like on their microwaves or cell phones) as reminders of when a laundry cycle is complete. Typically, it takes about 35 minutes for a wash, and 1 hour for the dryer, so that you can plan accordingly. **PLEASE BE COURTEOUS TO YOUR NEIGHBORS!**

We ask that you do not move someone else's laundry from machine to machine, or from machine to counter or laundry basket; rather, please use the log book to determine whose laundry it may be and politely knock on their door to remind them. If you do not provide your information in the log book, your load is subject to removal by the next user.

The building does NOT supply detergents, additives, or softeners, but we strongly encourage use of standard detergents (Tide, All, Persil, Gain, etc.), additives (Clorox II, bleach, etc.), and softeners (Downey, Snuggle, or dryer sheets) one would find in typical grocery stores. Non-standard chemicals tend to leach into laundry machine parts, and then get redeposited into the next many loads of laundry; these chemicals also will shorten the lifespan of the machines. We do not allow the use of washers to dye clothes; the residual dye can bleed into the next few loads of laundry and ruin them.

Accidents happen, and if you happen to make a mess, please contact a Board member, so that we can assist you with the cleanup.

STORAGE ROOMS AND CAGES

There are two (2) storage rooms per floor. Storage rooms are located behind the laundry rooms. The storage rooms **MUST BE LOCKED AT ALL TIMES!** One key will open every storage room on every floor. The key should be passed down to you from the previous owner when you purchased your unit. If for some reason the previous owner did not relinquish their key, please contact a Board member who can arrange for a replacement key for a small fee.

Each condominium unit is assigned one (1) storage cage inside a storage room nearest their apartment; the cage is marked with the associated unit number. Each cage is approximately 4 feet deep by 3 feet wide by 8 foot tall. There is a hasp on each one so that you can use **YOUR** lock on your assigned cage. The Board does not keep copies of your storage cage keys. If your cage is still locked from the previous owner, you can have the lock cut or you will have to contact a locksmith for assistance at your expense.

You can stow just about anything in your cage, except flammables including paint cans. Please ensure any bottles and cans are fully sealed to prevent spills. However, if you have a spill, please clean it as quickly as possible, and let a Board member know if it spreads beyond your cage. If you need assistance with the spill, please reach out to a Board member and we will try to help you clean it.

There is additional open floor space in most storage rooms which can be used by our residents, but anything stored outside your cage must have your name and/or unit number on it; if something is outside a cage and without a name and/or unit number, it will be considered trash and dumped or donated. Bicycles without names/unit numbers will be donated; however, please consider using a bicycle lock on your bicycle even though it is in a locked storage room.

NO storing of empty boxes such as TV boxes is allowed in this area. Please **DO NOT** use this area as a dumping ground for items you wish to get rid of. It is your responsibility to discard of these items in the dumpster. Due to fire regulations, all material outside the cages must be at least 3 feet away from the cage fronts; in most rooms, there is a yellow stripe on the floor delineating this area. **NOTHING** can be stored in this area per the fire department. If something is found there, it will be moved or treated as bulk trash. Fire fighters need a clear path should there be an incident in the back of the storage room.

Please note that there are heat/smoke detectors in the storage rooms, so please be cautious not to impact them. Should an accident occur, please contact a Board member immediately.

There are electrical (meter) rooms on the 2nd floor near each laundry room. These rooms are locked to prevent unauthorized entrance. If for some reason, you should need access, please contact a board member.

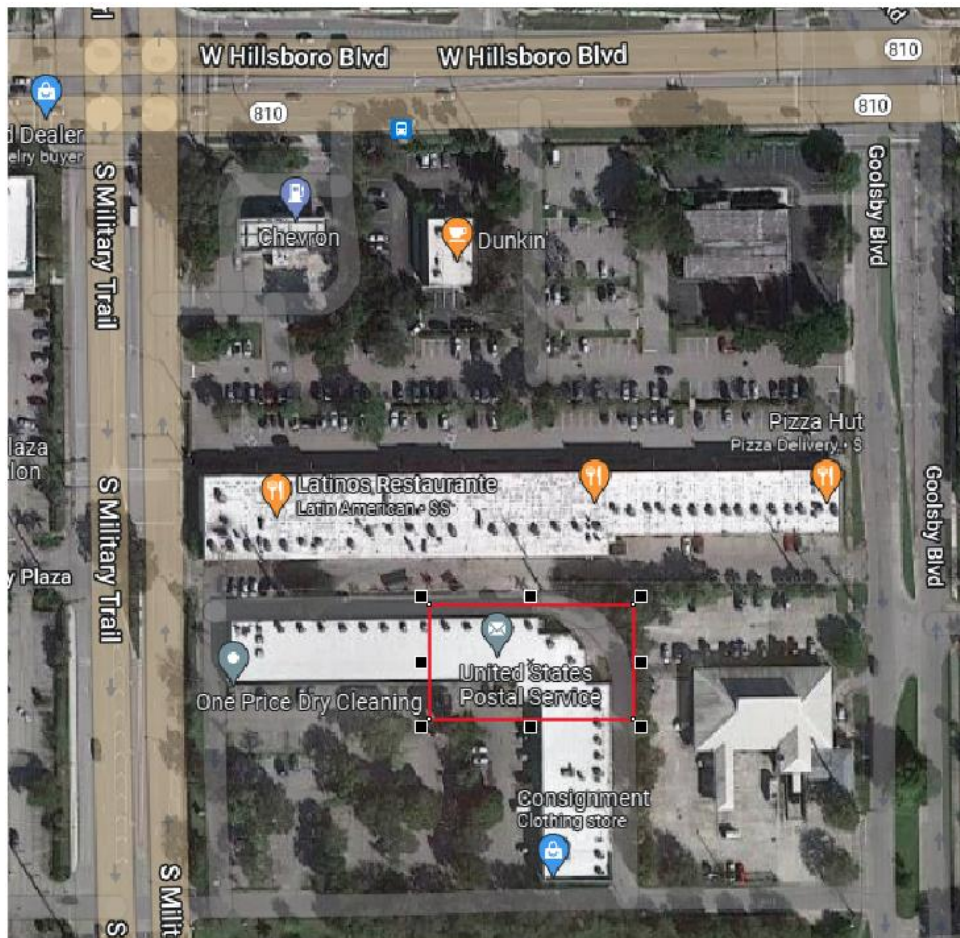
MAILBOXES

Each condominium unit is assigned one (1) mailbox. Mailboxes are located in the 1st floor elevator lobby. The previous owner should supply you with the mailbox key during the sales process. The Board does not have copies of these keys. Should you need a replacement, please contact the United States Postal Service Office in the shopping center behind the southeast intersection of Hillsboro Boulevard and Military Trail (see map below). The unit owner is responsible for the cost of replacing any locks.

There is an outgoing mailbox near the 1st floor elevator door. The postal carrier is pretty good about emptying this each day of delivery. Please place any misdirected mail atop this box for the postal carriers to collect. It is helpful to them if you mark the mail as “unknown, new address” or similarly so that it is not redirected back to your mailbox again!

Currently, the postal carriers will deliver packages which do not fit inside your assigned mailbox to your unit’s door; this may change in the future. And when we eventually replace our mailboxes, we will have parcel boxes somewhere in the vicinity of the mailboxes.

Currently, we do not have a date on when this project would be initiated.



TRASH AND BULK TRASH

All household trash must be bagged and properly tied or secured, and then dropped into the trash chute. There are two (2) trash chutes per floor, and are located near the laundry rooms. Loose trash, Styrofoam, paper etc. should not be dropped into the trash chute. **ALL TRASH MUST BE SECURELY BAGGED AND TIED BEFORE BEING PLACED IN TRASH CHUTES!**

On windy days, this loose material is blown onto our grounds during the dumpster emptying process.

The City of Deerfield Beach is contracted to empty our trash dumpsters of household garbage; their current schedule is every Monday and Thursday for our building, even if a holiday.

Larger items which do not fit into the trash chute are considered bulk trash. This may include furniture, small appliances, cardboard boxes etc. Large items such as furniture and small appliances, NOT CARDBOARD BOXES, should be placed on the concrete slab in front of the dumpsters NO EARLIER than Tuesday evenings (i.e., after 6:00 PM) (current schedule, and subject to change) or early Wednesday mornings (i.e., before 8:00 AM). The city's crew will collect these items in a special truck, per a contract the village has with the city. If you have questions about these locations, please contact a Board member and we will gladly show you where bulk trash items go. Please note that if something is just slightly larger than the trash chute, you can access the dumpster from the 1st floor rollup door, and toss your item into the dumpster. Once you're done, please ensure the roller door is closed. Carboard boxes must be flattened and placed inside the dumpster and not left on the concrete slab.

The city's recycling program has been scaled back tremendously. There are a couple of dumpsters behind Fire Station 66 near the West Gate, and then there is the city's recycling center near the intersection of SW Martin Luther King Jr. Avenue and SW 4th Street. The center takes almost everything except plastic bags and Styrofoam. If you have questions about what they take, here is a link to the city's website: <https://www.deerfield-beach.com/1723/Recycling>

Please do not toss items onto our grounds or from the catwalks. The landscaping crew may not see it, and then it may be shredded and spread by the lawn mowers or weed eaters. If you accidentally drop something, please pick it up and properly dispose of it.

ROOF AND ELECTRICAL ROOM ACCESS

Residents are not allowed on the roof or the electrical rooms, NO EXCEPTIONS!

Apart from it being dangerous to climb up to the roof since the ladder is completely vertical, and once on the flat roof, there are no edge railings, due to our roof contract, a log must be kept of any and all access listing who and why they accessed the roof otherwise our contract will be null and void. The only personnel who should be on the roof at any given time are vendors such as air conditioning repair and roof repair personnel and/or Board members.

The roof hatch is located in the 4th floor storage room behind the B4 laundry room. The common storage room key will provide access to the storage room.

The access to the roof and electrical rooms have been locked and are accessible by authorized personnel only. A Board member or Committee member (names and numbers are posted on the bulletin board and can also be found on our website – www.ventnorh.org) must be notified of any required access. Either a board member or committee member will unlock the door for your contractor for roof access once all pertinent information has been entered in the log book located by the access ladder.

It is the unit owner's responsibility to ensure that their contractor secured the roof hatch at the top of the ladder and that the lock has been secured before exiting. If the roof hatch is not secure, you will see light. If it is not secure, when it rains the unit owner will be responsible for any water damage inside the storage room.

The roof ladder is secured by a door and a lock. The only way a contractor can access the roof is for the unit owner to contact a member of the Roof Access Committee or a member of the board **in advance to make proper arrangements.** Again, it is the unit owners responsibility to make arrangements in advance.

FIRE ALARM SYSTEM AND ANNUNCIATOR INSIDE UNITS

We care about all our residents and their safety, and thus want to share some important information about our building's fire safety systems, should they ever be needed. ***Please retain this for future reference.***

Our building had a modern fire alarm installed in 2018. The board wisely opted **NOT** to have it automatically call the fire department should someone use a catwalk pull station, or if a common area smoke detector goes into alarm. It was a well-considered decision made by the board, and we still agree it is the correct option for our building. ***IF THERE IS A REAL FIRE ALARM/SITUATION, OUR RESIDENTS MUST CALL 911.***

ANNUNCIATORS: Our fire alarm system has horns which sound out on the catwalks, and annunciators which sound in the bedrooms; both are very loud, but they are loud for a reason. Should there be a fire, and you are asleep, the sound should wake you, even if your hearing is impaired. The annunciators in our bedrooms look like this:



Please do not tamper with these devices, or remove them from the wall as the wires could be easily disconnected. If you wish to paint the room, please paint ***around*** these devices (Tip: You should use blue painter's tape to mask around the annunciator grille, then remove the tape after your painting project has been completed).

Disabling/disconnecting them in your unit will actually impact other units in the building. Finding and repairing these situations is time-consuming and expensive, and not in our budget! Any tampering with the annunciator in your unit will be at your expense to repair.

YOUR UNIT'S SMOKE DETECTORS: When these condo units were new, fire safety code required only one smoke detector. It was installed in the hallway at the air conditioner's return duct. These original smoke detectors are **NOT** tied into the building's fire alarm system (**they are independent**). Codes have changed as fire safety engineers discovered that the air conditioner, when running, could cause the smoke detector to receive insufficient smoke to initiate an alarm. Thus the new code is to have a smoke detector in each bedroom, away from the air conditioning vent (by 3 feet) but still close to the ceiling (4 to 6 inches). Many may think smoke detectors are annoying, but they do save lives. If there

were a fire in your unit, its alarm could allow you to safely exit your unit without being trapped by a growing fire. **Please do not remove the battery from your smoke detectors or remove the detectors from their mounting points!** And if you only have the hallway smoke detector, consider adding additional detectors in your bedrooms. They are inexpensive and now come with 10-year batteries, so you shouldn't get any annoying "dead battery" chirps until it's time to replace the detector again (they have service lives too!).

COMMON AREA SMOKE/HEAT DETECTORS: As part of the building's fire alarm system, we have smoke/heat detectors installed at the elevator lobbies, in the laundry rooms, and in the storage rooms. Please ensure you do not hit them or hang anything from them or the associated cable covers. When moving into or out of a unit and using the elevator, extra care should be used not to hit the ones in the elevator lobbies. Please ensure you instruct your movers/helpers to stay clear of them. We have had to replace the one on the 1st floor 1 elevator lobby within the last 3 years, as someone bumped it, breaking the detector's mounting system. These are approximately \$375 each to replace and will be the unit owner's expense.

FIRE EXTINGUISHERS: We have fire extinguishers strategically placed on the catwalks. These are installed inside tamper-evident and weather-resistant boxes, with paper/adhesive seals at the top, and a locking mechanism at the bottom of the front/access panel. If there is a fire, please use them! But please do not take them out of the boxes for any other reason as the front/access panels are a "**use-once**" panel. If it is opened, it cannot be reattached, so we have to pay for a new door (~\$40) and the service fee (roughly \$60 per visit). We have replaced a couple of these in 2022. We have them inspected and certified annually, so they will be ready should they be needed.

EXIT SIGNS: On the 2nd, 3rd and 4th floors, there are exit signs at the stairs. In low-light situations (lights out, heavy smoke, etc.), these signs help identify where to go to exit the building. We have had three broken recently due to longer items being carried somewhat out-of-control, causing the load to strike and break the signs. This left the signs dangling by their electrical wires. Both have been replaced, but while they were broken, they would not have clearly pointed to a safe exit point.

ELEVATOR: Should the fire alarm sound, and thus the need to evacuate the building, ***PLEASE DO NOT TRY TO USE THE ELEVATOR!*** You could get trapped in it, and although it should go straight down to the 1st floor, it could open to the floor with the fire. If the fire department is on-site, they will use their special keys to take control of the elevator, so our typical call buttons at the elevator lobby will not work. If you are mobility impaired, please ensure that the Board is informed so that we can let the fire department know that you will need assistance evacuating the building.

SPRINKLER SYSTEMS: Currently, our building does not require sprinkler systems inside our units, however, Tallahassee may change that in the near future. It has been under consideration for years. We have not budgeted for this, but if it becomes a requirement, we will address it. We do have sprinkler systems in our trash chutes and dumpsters. They are tied to smoke/heat detectors, which will trigger the sprinklers to flow, and the building's fire alarm system to sound. Those are our only sprinkler systems at present.

PLEASE KEEP IN MIND, any damage done to fire sprinklers, fire extinguishers, elevators, exit signs, annunciators, common area smoke heat detectors etc. are not free to repair/replace. If a resident does not accept responsibility, the expense is passed on to the entire Association, which in essence is paid through your monthly maintenance fees...**SO PLEASE TAKE CAUTION!**

AIR CONDITIONING SYSTEMS AND HUMIDISTATS

All units in our building have a two-piece air-conditioning system. One part resides in the ceiling of your hallway above the large grille (industry term for it is “pancake unit”), and contains a fan to distribute cool air through vents inside your unit. The other portion resides on the roof, and is called the condensing unit. These two pieces are linked via electrical power and refrigerant lines.

Periodically (approximately once a year), you will want to carefully swing the grille down to perform maintenance, by either you or an air conditioning maintenance vendor. The grille is hinged on one long side. There are usually two latches to release it. **WARNING:** When you swing the grille down, the air filter will fall out and potentially hit you unless the fan is running (the suction will hold it in place!

The first item requiring maintenance will be your air filter. Depending upon the type of filter, you may want to change it every 3 to 6 months. This is a unit owner’s responsibility. **TIP:** on the side of the filter, use a pen or marker to write the date you change it before installing it. The air filters are a very large (21¼ inches x 37¼ inches) size, but the nearby Home Depot on Hillsboro Boulevard does stock them (this is not an endorsement, however, they are about the only local store to stock them), however, you may also purchase them online.

Also, the ceiling-mounted system contains a drain pan to collect the condensate. For those not familiar, air conditioners work by removing moisture or humidity from the air; this is called condensate. The drain pan collects all this moisture and funnels it via a horizontal tube to a vertical drain pipe. The drain pan does not fully drain (there is not enough slope to make that happen). The residual moisture sitting in the drain pan can create algae and fungus, which eventually clogs the drain pan and drain line. When this happens, the water in our drain pan will overflow and leak onto your floor. ***It is the unit owner’s responsibility to treat the drain pan.*** You can have an air conditioning maintenance vendor do this, or you can add tablets or strips which prevent the growth of algae and fungus; tablets (like Nu-Calgon 4296-60 Pan-Treat Scum 200 Tablets) and/or strips can be acquired from online vendors or some local stores. Some use a 50/50 mixture of white vinegar and water, but this can cause corrosion of the drain pan and other parts. The horizontal drain lines from your unit connect to a common area vertical drain line. The maintenance of the horizontal drain line is the unit owner’s responsibility. The building is responsible for maintaining the vertical drain line, which is the common area drain and exits the rear of the building.

Many of us have thermostats which require batteries, which reside behind a swing-down front panel. These retain your settings in the event of a power failure. You may see “LOW” on the display panel, which indicates the battery power is running low. When the batteries fail, the air conditioning will no longer cool your unit, but the fan can still be manually operated. Replacing these batteries will restore air conditioning and can save you a service call! If you are a snowbird or leaving for an extended period of time, **please resist the urge to turn off the air conditioner to save money.** The high humidity of Florida will cause mildew to quickly form on all surfaces in your unit, ruining items and causing an unsafe environment inside your unit. It is recommended to place new batteries inside your AC thermostat before leaving to avoid your AC unit from not functioning properly and only blowing warm air which will create mildew inside your unit. Mold remediation is expensive!

Most units also have a humidistat in addition to a thermostat. This humidistat controls how much moisture is in your unit’s air. Typically, you want to simply turn the dial to “ON”. This allows the air conditioner to run and remove the excess moisture from your unit’s air, preventing mold and mildew. **Recommended setting: between 40 – 50.**

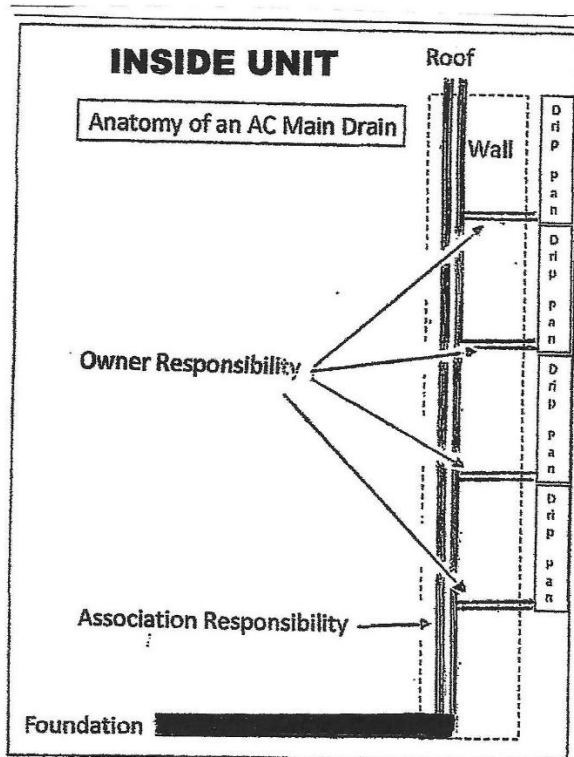
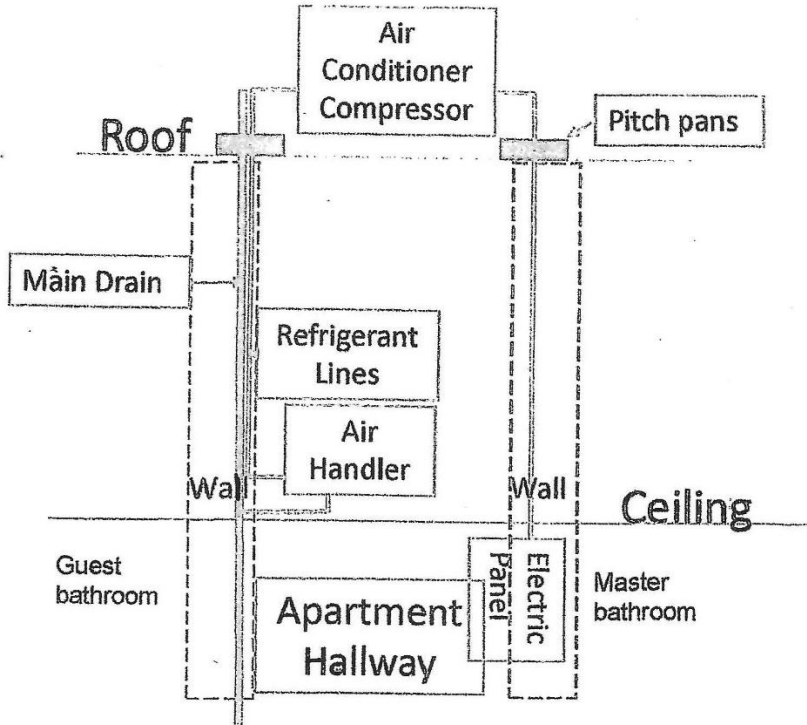
Unit owners are responsible for the maintenance of their entire AC system; this includes the condensing unit on the roof and all the associated refrigerant lines. These lines transport the refrigerant between the two major pieces of your system. The portion leaving the condensing unit should have insulation on the copper tubing. This will greatly improve the efficiency of your system’s ability to cool your apartment, and is something you should have your air conditioning maintenance company check, repair, or replace during their service visit. Older insulation was black in color, but newer versions are white (reflecting more of the sun’s heat!). Each version has a short life span in Florida’s intense sun and heat, so it should be checked at least annually. In the picture below, you can see good refrigerant line coverage at item #1; at item #2, you can see the exposed copper lines; at item #3, you can see where they painted the black insulation with white paint, and how it is flaking off; this will lead to an early deterioration of the insulation.



Because the roof portion uses electricity to operate, there are electrical connection boxes for each system; these too are the responsibility of each unit owner to maintain. If your air conditioning service company accidentally breaks the mounting point, you will need to hire an electrical service company to repair the issue. Failure to do so will result in water entering into the conduit and down to your electrical panel, and could result in electrical issues like shorts or fires. So please ask your air conditioning service company to check your electrical connection box on the roof. In the picture above, item #4 shows a broken electrical box (see it tilting to the side).

In regards to air conditioning service companies, it is highly recommended that you hire an air conditioning maintenance service company in our area. There are pros and cons to having one, and each company's contract offers different features, which is well beyond the scope of this guide. Please consider having your system checked at least prior to the start of summer, so that you are not left without air conditioning on the hottest days. They should check, at a minimum, the air filter, the drain pan and hose, the refrigerant level, the refrigerant line insulation on the roof, and the roof-mounted electrical connection box (to ensure it is mounted correctly and is watertight).

EXAMPLE OF TYPICAL AC CONFIGURATION



WATER SHUT-OFF VALVES

Some residents feel it is enough to only turn off the water to their toilet when going out of town. Leaks do not only originate from toilets! Ice machines in freezers, hot water heaters and burst pipes under a sink are also major concerns for water leaks. If your water is not shut off and a pipe under your sink burst, there will be a constant flow of water gushing into your unit until someone turns off your water at your shut-off valve. It is required that you turn off the water to your unit and also place your ice maker into the "OFF" position (if your refrigerator is so equipped) to prevent any water leaks while you are away for any extended period of time; whether you are a snowbird or going on vacation for more than a few days. This will prevent any water leaks from becoming a major issue for not only your unit but also adjacent units beside you and below you.

A broken toilet flapper can result in a lot of water over several days. Also, if we lose electricity for any length of time and your ice maker keeps filling, the water can build up in your freezer and leak out onto your floor if the seal on the door is not tight. Once the electricity comes back on you will have a major accumulation of ice and it will freeze your door closed. You will have to keep your fridge turned off to defrost the freezer before you are able to open the freezer door without damaging the rubber seals.

Each unit has their own water shut-off valve. These are located behind the building. For each stack of four units, there are four shut-off valves. They are color-coded to make it easier to identify the correct valve for your unit.



- | | |
|--------|---------|
| Green | Floor 1 |
| Red | Floor 2 |
| Yellow | Floor 3 |
| White | Floor 4 |



If the handle is in-line with the piping, the water is on to your unit; if the valve is 90 degrees from the piping, the water is turned off to your unit.

Please be very careful to turn off the correct valve for your unit! First, ensuring you are behind the correct stack of units. 2nd, ensuring you are turning off the correct valve to YOUR unit prior to rotating a valve.

IF YOU TURN OFF THE WRONG ONE, YOU'RE TURNING OFF SOMEONE ELSE'S WATER!

Unit owners have been known to turn off the wrong valve which as you can well imagine, caused quite an issue and inconvenience!



Prior to turning off your water, it is recommended that you turn off your hot water heater at the circuit breaker as well as your ice maker if your refrigerator is so equipped. This will prevent damage to those systems. Your circuit breaker panel is located in your hall, typically behind a gray panel. As water heaters pull a lot of current, they are typically double-breakers. Hopefully, your panel has a listing (schedule) inside to make it easy for you to determine which breaker controls which circuits. We suggest you open your panel and familiarize yourself with which breaker controls which circuit, should you need to quickly power down a circuit in an emergency. Also related, if your circuit break panel is a Federal Pacific panel, it is over 40 years old and it is highly recommended that it be replaced.

It is the responsibility of the unit owner to turn off the water to their unit. If you need assistance the first time to understand the process, please contact a Board or Committee member (names and numbers are posted on the bulletin board and can also be found on our website at ventnorh.org) and we will walk you behind the building and show how to locate your valve and how to turn it off.

UNIT MODIFICATIONS/RENOVATIONS

Unit owners often like to make changes to their units to fit their needs and style. The Board understands this, and welcomes the changes, but stress that some renovations require permits from the city. This is not a “money grab” by the city, but to ensure that the work is completed correctly to protect you and the Association from any issues such as fires or floods in the future. The city also does not hesitate to fine those who did not obtain the building permits. It is understood that the fines are \$100 per day. Ventnor H gets no money from any renovation. We were told by a City inspector that CVE is flagged due to the many renovations being done without permits.

Our Association has a Unit Modification application (copy can be found on our website at Ventnorh.org) which all residents are required to complete and submit to the Board for approval before any work can commence. As part of the modification form, we require a \$250 refundable security deposit check to cover any damages to the common areas, such as exit signs, catwalks, elevators, etc.; we will not deposit the check, it will be returned to you upon completion of the modifications if there are no damages to common elements. If damages occur, and exceed \$250, your security deposit will be applied to the cost of the repairs and you will be billed for the remainder of the cost. Also required is an insurance form which protects you and the Board should an issue arise such as injury, fire, flood etc. caused by your contractor.

The modification application requests you specify the nature of the modification, including any applicable drawings and supplemental documents to help the Board understand all aspects of the renovations. This application is not required if you are only painting or performing small repairs (replace light fixtures, fans etc.)

When hiring a contractor to perform your modifications, you must ensure you hire one who is licensed, bonded, and insured in the State of Florida. While one might dismiss this as an unnecessary added expense, it really does protect you from fly-by-night “contractors” who take your deposit and run without doing any work; this happens a lot in South Florida.

Noise producing renovations are not allowed on Saturdays or Sundays, so please refrain from hammering or other loud noises on these days. As a new unit owner, you may not be aware of how well sound travels in the concrete slabs in our building; banging on your floor can easily travel 4 to 8 units away!

BUDGETS

Our building has an elected treasurer; it is a volunteer position. The treasurer has a fiduciary responsibility to our unit owners to monitor and authorize valid invoices for services performed. This person also reviews the monthly financial statement prepared by the property management company to ensure the building has sufficient funds to pay for those services, including the collection of monies owed.

Additionally, the treasurer will analyze the mandatory expenses, and adjust the next year's budget to accommodate those expenses; you would be quite surprised by how many there are!

Our building is now 40+ years old, and by Florida and Broward County law, periodic building structural inspections are required. The new condo safety bill (SB 4D) of 2022 now requires additional inspections by either a Florida-licensed engineer or architect, who will set budgets for reserves items, so that sufficient funds are available when the item needs to be replaced or renovated. Please know that the Board will still do their absolute best to keep our monthly fee as low as they can, but still maintain a structurally sound and functional building we all call home.

The treasurer, with the guidance of the SIRS (Structural Integrity Report Study) also analyzes the monies needed in the reserve funds to pay for future maintenance items. Currently, these include the roof, elevator, exterior building painting, paving, and structural repairs. The treasurer continually reviews the expenses, and with the guidance of the property manager, begins preparation of next years' budget in July of the current year, and then shares the information with the building's Board. Suggestions are made by the Board members, and questions answered by the treasurer, then the budget is presented in the November meeting for approval by the Board; residents do not get to weigh in, but can ask questions about the budget.

Starting in 2024, the new Florida condo safety bill (SB 4D) will require that a Florida-licensed engineer or architect assess our building every 10 years, evaluating the remaining life in the various systems noted above, then set a reserve budget and target date for the maintenance to be fully funded so the maintenance can be performed. This is intended to prevent another building collapse such as which occurred in Surfside, FL in 2021 because of deferred maintenance. ***Please note that we cannot change the amount of the reserve fund targets set by the engineer or architect, nor can we opt out of using those figures.***

While most residents don't care about the particulars of the process, it has been noted here for clarity about what happens to keep our building operating.

CENCLUB AND RECREATION

CenClub provides almost all the recreation within Century Village East, including the Clubhouse with its many offerings. This is one of the three monthly fees you pay.

The village offers some amazing outdoor recreational facilities, such as 16 different pools (including one indoor salt water pool at the Clubhouse), shuffleboard, multiple tennis and pickle ball courts throughout the village, a badminton court, sand volleyball court, horseshoe pits, cornhole, bocce, pétanque, putting green, and so much more. You can use their online website (<https://www.cenclub.com>) to reserve barbeque grills, shuffleboard courts, and the gazebo near the Clubhouse. You can also reserve meeting and banquet rooms, purchase show tickets, courts, and more.

Within the Clubhouse, you will find facilities for many interests, such as stained-glass studio, art studio, clay studio, sewing room, library, card playing rooms, fitness center, party room, bingo, dances, billiards room, ping pong, movies, performances, and so much more. The Clubhouse has a large theater which is used for live shows and movies. The live shows are plentiful and quite varied. Another large room, named the Party Room, is used for dances, movies, bingo, meetings, and more. For a full listing, please go to the Clubhouse or visit the website for more detailed information, including scheduled classes such as yoga, water aerobics, and more. Some of these are offered online, so you can participate from the comfort of your own home. And the mandatory monthly fee is amazingly low considering all that is offered.

CenClub also helps host many different clubs to keep people active and involved. Their office has a list of clubs, or you can visit their website to see the many clubs and the points of contact for each. CenClub will also help set up a club if there is sufficient interest in a new club, so they are open to input from the residents.

CenClub also has the Old Florida Café onsite. They offer breakfast and lunch, and offer catering as well.

All told, CenClub provides a lot for the residents to do, and you can be as active and involved as you choose.

MASTER MANAGEMENT

Master Management is one of three mandatory monthly coupon payments you make. They provide a number of key functions for the village. They have a security team who patrols the village, as well as operating the three entrance gates into the village. They also operate the buses which offer rides throughout the village and to some of the nearby locations outside the village such as Publix grocery store, Target, and more. Master Management also takes care of landscaping of common areas. They also operate the pool, tennis courts, and pickle ball courts adjacent to the Master Management office. They also install the fountains in many canals throughout the village, enhancing the beauty of the village as well as providing aeration of the canal waters for aquatic life.

They have two (2) websites (<https://centuryvillageeast.com> and <https://www.keepingcvebeautiful.com/>) to help residents stay informed and facilitate communications. The first covers most of the day-to-day functions, and lists the volunteers on their board; there is also an organizational tree of the paid employees, which shows it is a very lean staff, especially considering how many things they do for the village. The latter allows you to see the various projects and their status.

Security works for Master Management. The security team patrols the village, as well as providing guards at the three entrance gates. They also provide guards and emergency medical personnel at the Clubhouse. While Security does not have the ability to pull you over for speeding or running stop signs, Broward Sheriff Office can, and are paid to patrol the village. Their fines are STEEP, so we encourage you to follow the posted speed limit signs and stop at the stop signs. If there are issues, please do call Security. They also escort emergency personnel when in the village to manage traffic.

Security also issues and installs the barcodes on your vehicles so that you can use the automated entry gates. This alleviates the need for you to show your village ID when entering the village. Note that the barcodes tend to fade due to the sun and carwashes, so they typically need to be replaced every 3 or so years. For this, simply go to the Security office within the Master Management offices off West Drive, and they can assist you. Make sure you bring your vehicle registration and CVE ID card.

Master Management also provides the free buses which circulate within the village and around the outside of the village. Inside the village, there are 5 (five) designated (Ventnor H is on Route 5); all routes go to the Clubhouse, so you can transfer from one route to another. The Clubhouse is also where you can catch one of the 2 external routes. For a list of the exterior stops, please go to the Clubhouse Staff Office for a bus schedule. And on Sundays, one bus will even provide transportation to and from the beach for a small fee.

Master Management is working with CenClub to convert the former golf course into a “Central Park” over a period of years. This will include the area behind our building too! It will have walking and cycling paths, exercise (stretching) stations, and lots of landscaping. We eagerly await this project to be completed.

Master Management also takes care of the village’s infrastructure, to include water and sewer, in essence, they are a very important part of keeping the village operating. Part of this is the irrigation of the entire village using advanced systems. They also manage the lighting along our common areas and roadways.

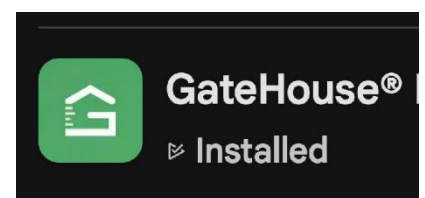
In regards to water... washing vehicles with the village water is STRICTLY PROHIBITED! This is due to an agreement the village has with the City of Deerfield Beach, which keeps our water usage rates a bit lower than non-village users. Please either go to a car wash, or hire a vendor to wash your vehicle with water they bring into the village.

CABLE TV

Master Management has an agreement with Comcast/Xfinity, providing cable TV service to every unit in the village. This package is pretty good, and includes some premium content, but does not include internet. You can add the internet and additional packages at your expense. The current plan allows you to have popular TV, HD and MAX, 2 HD TV boxes with 20 hours of X1 Cloud DVR and 2 HD TV adapters. If you have lived in Century Village for a number of years, you might want to call **Xfinity at 1-800-934-6489** or drop by the Xfinity store and get the upgrades which went into effect as of Jan 1, 2024. Or if you just purchased your unit, go to a Comcast/Xfinity store, tell them you live in Century Village East, provide your address, and that you would like control boxes for your unit.

GATEHOUSE APP FOR PHONE – GUEST ACCESS

Master Management has an app you can install on your Android or Apple phones, which allows you to check bus schedules (and soon, track the buses!). The app will also allow you to call Master Management, call in guests to the village, call security, and much more. You can also place Master Management work orders for common area lighting issues, irrigation issues, and more. You can also watch past Master Management Board Meetings. It is a free app, and you can download it from the Apple App Store or Google Play Store. Simply enter CVE MASTER MANAGEMENT and download the free app.



Part of the Master Management complex is Le Club, which is a meeting area for smaller events. Nestled behind it is the Activity Center, which has 3 meeting rooms, which can be joined or operated separately. Reserving this meeting space is controlled by CenClub, so you can see the good working relationship between Master Management and CenClub.

CVE REPORTER – VILLAGE NEWSPAPER

The village distributes a newspaper nearly every month except for the summer months when the village population decreases due to snowbirds going home. Copies can be found in the cubicles under the mailboxes. Inside is a list of key phone numbers. We urge you to save this page and post it somewhere you can find quickly. It will be helpful in urgent situations and during times when issues are not so urgent.

COOCVE

Condominium Owners Organization of Century Village East (COOCVE, and pronounced COOK-V) is the overarching condominium organization for all 253 condominiums within the village, although not all buildings may participate. They help the various buildings find resolutions to issues they are experiencing, functioning as a knowledge base but in human form. Their office is located near the Master Management office, near the West Gate. They have limited hours, as they too are staffed only by volunteers.

COOCVE has a website (<https://www.coocve.com>) with links to notices, their guiding documents, offered meetings and seminars, common forms, and a list of resources, to include contractors/vendors providing a variety of services (with ratings by residents, based on their experiences with the contractor/vendor). We encourage you to make use of this valuable resource.

They host meetings with each buildings' designated directors on a near monthly basis. These are paused during the summer months when fewer people are in the village. They also host building presidents' meetings, and area chairs (think of neighborhood) meetings. These forums allow the various representatives (building presidents and those elected by each building as a "director") to share solutions, or ask questions if they are having an issue so that a solution can more quickly be found.

MISCELLANEOUS ITEMS

CATWALK LIGHT OUTAGES

Your volunteer Board works with a property management company (currently Seacrest Services, Inc.) to help manage some of the condominium's business. We pay them to maintain our grounds (lawn cutting and trimming of shrubs), manage our finances, and assist with other duties, all for a contracted fee. If you see a catwalk light which has failed, you can file a work order with them to get it fixed, by either calling them (888-828-6464) or going online to their website (<https://seacrest-services-work-order.herokuapp.com/>). Keep in mind, this is not the responsibility of the board! **IF YOU SEE SOMETHING, SAY SOMETHING!**

Your Board also ensures that all maintenance to the base building is completed so that the elevator functions, the roof remains watertight, and water is delivered to each unit. Accordingly, we prepare a budget to ensure that all required annual fees are covered, as well as budgeting for anticipated and unplanned repairs, base building insurance, and more. Your Board has a fiduciary responsibility to keep the costs as low as possible, but yet ensure the building is well maintained now and in the future; to be sure, it is a fine line to balance. Each November, the Board votes on the budget for the next year.

UNIT PEST CONTROL

If you want your unit sprayed for insects/pests, it is covered in our property management contract. You need to place a work order by contacting Seacrest either via phone at 1-888-828-6464 or you can place a work order at www.seacrestservices.com **PLEASE DO NOT CONTACT THE BOARD, THEY HAVE NOTHING TO DO WITH PEST CONTROL INSIDE YOUR UNIT. YOU MUST MAKE THE APPOINTMENT YOURSELF AND ENSURE SOMEONE IS HOME WHEN THEY COME.**

SUGGESTION BOX

If you have suggestions to improve the quality of life here in Ventnor H, please be sure to share it via our Suggestion Box, at the 1st floor 1 elevator lobby. You can remain anonymous if you wish, but we do welcome having your name on it should we need additional information about your suggestion.

HOMESTEADING

We recommend that you contact the Broward County Property Appraiser – Marty Kiar martykiar@bcpa.net, 954-357-6830, <https://bcpa.net>, to ensure your deed is properly recorded. For full-time residents, please check to ensure you are getting the homestead exemption. You may also qualify for tax exemptions, and the savings can be significant, so it is worth the few minutes of your time.

CONDO SITTER IN YOUR ABSENCE

When you are going to be away from your unit, issues can happen. It is required that you appoint a condo sitter, either a neighbor, family or friend (if it is someone who lives outside CVE you will have to leave their name at the gatehouse every day that they come) in your absence to check your unit at least twice a week at the minimum to ensure there are no water leaks, that your AC unit is functioning to prevent any mold and mildew buildup, in the event of a storm to ensure no windows have been blown open, after a storm to ensure you have no damage which has allowed rain to enter your unit, pick up any packages that arrive at your door and possibly clear out your mailbox if you are away for an extended period of time. Keep in mind, if your mailbox is full, the mailperson will not be able to put any additional mail inside your mailbox and it will be returned to the post office for you to pick up. You must send an email to our building's email address (ventnorh@gmail.com) to let us know your departure and return dates, as well as the name of anyone you have looking after your unit in your absence. This way, should we see packages at your door, we can alert the personnel watching your unit.

PARCEL AND FURNITURE/APPLIANCE DELIVERIES

Parcel deliveries by USPS, UPS, FedEx, Amazon, and similar are allowed on Sundays; however, deliveries of furniture, appliances, etc. are not allowed by village rules on Sundays therefore, please schedule your deliveries accordingly. Security is instructed to turn those types of deliveries around at the gate.

DO NOT FEED ANY ANIMALS

Please do not feed the animals! Bread is actually very bad for the fowls and turtles populating the village. We also have coyotes on property, so leaving food out could draw them to our building. They have been becoming a bit more aggressive of late therefore, please stay away from them.

VEHICLE REPAIRS – STRICTLY PROHIBITED

The Association documents indicate that we are not allowed to perform vehicle repairs in our parking areas. Obviously, if you have a flat, you are allowed to change your tire, and you can change your wiper blades, but **no oil changes or other mechanical work is allowed.**

PERSONAL CONDO INSURANCE – HO6 STANDARD POLICIES

Our condominium documents stipulate that you should have insurance on your unit (the interior and contents). We strongly encourage you get this coverage in the event you have damage, especially to your unit from an adjoining unit or damage to an adjoining unit from your unit. As an example, you would be responsible for repairs to the units below you should you have a water leak in your unit and damage those below you. Those below you

may file a claim with their insurance company and their insurance company will come to you for reimbursement. **IT IS IMPORTANT THAT YOU UNDERSTAND THE DIFFERENCE BETWEEN THE ASSOCIATION'S INSURANCE AND YOUR PERSONAL INSURANCE FOR YOUR UNIT. THE ASSOCIATION INSURANCE DOES NOT COVER DAMAGE INSIDE YOUR UNIT UNLESS THE DAMAGE IS CAUSED BY A COMMON AREA PIPE OR FROM THE ROOF.**

IMPACT WINDOWS AND DOORS

Many residents have installed impact windows and doors for their units. This is an expensive improvement to your unit; however, this improvement should give you a bit more peace of mind should a tropical system cross this area. It may also reduce your energy bill and provide you with a credit on your homeowners insurance. Unit owners are responsible for their windows in the front *and* rear, as well as their entry door.

FLOOD INSURANCE – ONLY FOR MORTGAGES

The southeastern corner of our building is considered to be in the flood zone. This means if you have a mortgage on your unit, you will need to carry flood insurance for your unit. We have tried to get this ruling revised, however, have failed. Maybe in the future it can be revisited however, as of now, FEMA still insists we are in a flood zone.

CONDO LIVING

This is a tight-knit community, with many people living in a very dense setting. Many are used to this kind of living arrangement, but others are just getting used to it. It can be difficult for those who have moved here from a house and now have to abide by the many rules Associations have. Sometimes, people have bad days, and are a little short on patience. Please be kind and patient with one another! Should you have issues with neighbors, try to calmly, peacefully work it out with them. Your Board is not someone to call immediately when you are upset or feel slighted! The board members are not referees, and they will not get involved. Please take a deep breath, let things calm down, and then approach your neighbor and deal with the issue. If the issue becomes a bigger issue, please call Security or the Broward Sherriff's Office.

If there are issues which clearly violate our condominium documents, you can reference them when talking with your neighbor. If the issue repeats or persists, particularly if it is a clear violation of the condominium documents, then by all means, reach out to the Board member either via email or phone call, or drop a note in our Suggestion Box located in the 1st floor elevator lobby. The Board does read all notes shared there. Feel free to also drop notes if you want to acknowledge something positive; the Board appreciates those also!

WATER LEAKS FROM YOUR NEIGHBOR INTO YOUR UNIT

If a leak occurs from your neighbor above, it needs to be resolved between the 2 unit owners (or three or four, depending on how many floors are involved) and be reported to

your insurance companies. The Board does not get involved in these types of issues other than to possibly look at it and help you contact your neighbor if they are out of town.

To help prevent leak issues, please use a licensed, bonded, and insured plumber when replacing toilet seals, flappers, replace sink piping, or replace bathroom fixtures. This way, if an issue is the result of their work, the plumber is responsible for the repairs. City of Deerfield Beach building code states that all repairs within condominiums must be performed by licensed, bonded, and insured professionals in the state of Florida. Residents should not and typically are not allowed to perform these types of tasks on their own, especially electrical work, in order to prevent such issues and/or injury from occurring.

REMEMBER, ESPECIALLY ELECTRICAL WORK IF NOT DONE PROPERLY CAN CAUSE FIRES WHICH IMPACT MORE THAN JUST YOUR UNIT!