

VENTNOR H CONDOMINIUM ASSOCIATION

ORIENTATION/INTERVIEW

UNIT #: _____	RESIDENT #1: _____
	RESIDENT #2: _____
DATE: _____	TIME: _____
Board members attending meeting: _____	

This is to verify that I/we attended an orientation/interview at Ventnor H Condominium Association. I/we are in receipt of the detailed copy of the information discussed, understand its contents, and agree to abide by all the rules and regulations set forth below and in the Associations' By-Laws and Declarations.

What made you choose Ventnor H? _____

Will you be living here on a permanent basis or are you a snow bird? _____

Have you been provided with a copy of all condominium documentation? _____ If not, a copy can be provided from your realtor or Seacrest. The Condominium documents are also published on the Ventnor H website: www.ventnorh.org. You are required to read and understand the Ventnor H Association declaration and by-laws.

Are you bringing an emotional support animal? _____ If yes, did you submit to the Board, the required application from Master Mgt and Ventnor H along with the required medical documents completed by a Florida physician and Florida Veterinarian documents with updated proof of your service/emotional support animals' credentials and recent vaccinations for approval? YES NO

Ventnor H is a NO PET Association therefore, does not have a "dog walk" area. At no time are unleashed service/emotional animals permitted to run around on the property.

ITEMS DISCUSSED:

- WEBSITE:** Ventnor H has a resident website (www.ventnorh.org) where you can find a wealth of information. You can find agendas and minutes to monthly Board meetings, forms such as Unit Modification application, parking space swap form, where to find your water shut off valve, important phone #'s and links to CenClub, CVE site, Master Management and CoocVE... among other information.
- VENTNOR H EMAIL:** If you have any questions/concerns, you can email the board at ventnorh@gmail.com
- SUGGESTION BOX:** We have a suggestion box located on the first-floor lobby mail room. This box is checked on a regular basis.
- INSURANCE** – it is strongly recommended that your insure your condo and it's belongings. Ventnor H has insurance for the property but this does not include inside your unit.
- PARKING:** each unit has 1 (one) assigned parking space. If you have a second vehicle, parking is not guaranteed. Any additional vehicles must park in a Ventnor H guest space on a first come first serve basis. If a unit owner who does not use their space gives you permission to use theirs, please make the board aware of this agreement and for how long, either through a letter or email.
- RENTALS/LEASES:** **We are a NO RENTAL BUILDING. NO RENTALS, LEASES, AIR BNB, VRBO OR ANYTHING SIMILAR ALLOWED. NO EXCEPTION!**

- SMOKING/VAPING: This is a NON-SMOKING association.** Smoking/vaping is only permitted inside your unit with your windows and doors closed in order to prevent smoke from entering a neighbor's unit. Some of our residents have respiratory issues which can be triggered by exposure; this includes any contractors you engage.
- 55+ ASSOCIATION:** Pursuant to our Declaration, at least one resident must be 55 or older. Please refer to the Declaration of Condominium, section 9.9 for additional occupancy conditions and restrictions.
- GUESTS/VISITORS:** Visitors are allowed to stay for a maximum of 30 days per year, 2 weeks at a time.
- UNIT DOOR LOCKS:** We recommend changing your door lock. Although you have received keys from your realtor, the previous owner could have given friends/relatives/realtors sets of their keys.
- KEYS:** In accordance with Ventnor H By-Laws, you must provide the Board with a copy of your keys or combination to the lock on your unit door. Keys are kept in the locked key box in the locked office. No one other than a board member has access to the office or the key lock box. Keys are needed in the event of an emergency (*fire, water intrusion, personal injury/accident*).
- MOVING IN/OUT & LARGE DELIVERIES:** when moving in/out or expecting any large deliveries such as furniture, it is your responsibility to ensure that the elevator pads are properly installed in the elevator to prevent any damage. (*elevator pads are located in the first floor storage/laundry room in the back of the storage room*). It is also your responsibility that they are removed and returned to their original location.
- LAUNDRY:**
 - There are 8 laundry rooms with 1 washing machine and dryer in each (1 on each end of the building on each floor)
 - Compact/portable washing machines and dryers are not permitted in the units
 - Machines are for personal, residential use only! **No commercial laundry is permitted!** (*rags, mops or anything used with chemicals*)
 - No chemicals or dyeing of items is permitted!
 - The cost of each washer and dryer is 50 cents. A roll of quarters can be purchased through the Board with 2 days advance notice via email (ventnorh@gmail.com). (*nothing smaller than a roll of \$10 can be purchased*)
- STORAGE ROOMS/CAGES:** Storage rooms are not to be used to store items outside of your unit's enclosed storage cage.
 - You should have received a key for the storage room from your realtor. **PLEASE ENSURE THIS DOOR IS LOCKED AT ALL TIMES!**
 - You must provide your own lock.
 - All personal belongings must be stored inside your storage cage/locker. Anything left outside will be thrown away.
 - Bikes can be stored up against the wall in the storage room but must be tagged with your unit # otherwise they will be donated to charity. These must be a minimum of 3 feet away from the cage doors. **DO NOT BLOCK ANY CAGE DOORS!**
 - No storing of paint cans or any flammable liquids and flammable liquid drenched rags/cloths.
 - No storing of empty boxes outside your storage unit/cage.
- PETS: This is a NO PET association.** We do not have a "pet walk" area.
- WELCOME MATS:** No welcome mats are permitted on the catwalk in front of your unit door (*as per our insurance company*). Mats could cause trip hazards for our residents who use walkers and wheelchairs. It is also an issue for paramedics.
- SMOKE DETECTORS INSIDE YOUR UNIT:** Please ensure your smoke detectors are operational at all times. If you leave for any length of time, please ensure you put fresh batteries in any battery-operated smoke detectors.
- PEST CONTROL:** Pest control is included in your maintenance. You must contact Seacrest and put in a work order either online at www.seacrestservices.com or call 1-888-828-6464. **DO NOT CONTACT THE BOARD TO ARRANGE SPRAYING!** *SOMEONE MUST BE HOME WHEN THEY COME TO SPRAY.*
- AC PREVENTATIVE MAINTENANCE:** It is recommended that you hire a licensed AC contractor to perform maintenance on your unit twice a year and change your filters a minimum of twice a year. Condensate lines

need to be drained periodically and it is recommended to place algae tablets in the drain pan on a regular basis to avoid algae buildup which cause water leaks.

- SNOWBIRDS:** It is highly recommended that you have a reliable friend/family member/neighbor or you hire a condo sitter to check on your unit on a regular basis when you are out of residence for any length of time. Before you leave, please ensure:
 - Water to your unit is shut off (*valves are located at back of building on the ground. Each tier has a different color*). **PLEASE ENSURE YOU TURN OFF THE CORRECT VALVE OTHERWISE YOU WILL BE TURNING OFF SOMEONE ELSE'S WATER SUPPLY.**
 - It is not required however highly recommended that:
 - you set your AC unit to at least 76° to prevent mold. If your AC control works on batteries, replace them before leaving,
 - humidistat is on to prevent mold and mildew,
 - ensure all windows/doors and shutters (f you have them) are securely closed in the event of any storms,
 - close all window coverings (curtains, blinds etc) to keep it cool inside,
 - empty your fridge from any food which can spoil,
 - turn off the ice maker in your fridge,
 - turn off circuit breaker to your fridge and open the doors to prevent any odors,
 - ensure you place new batteries in any smoke detectors,
 - ensure all windows and doors are secure in the event of any storms.
- UNIT MODIFICATIONS:** As per our Declarations, no modifications are allowed until you receive Board approval and any applicable City of Deerfield Beach permits are visibly posted in your front window. (*UNIT MODIFICATION application can be found on the Ventnor H website*) You must use only Florida licensed contractors.
- PATIO/B-B-Q AREA:**
 - This area is for Ventnor H resident use only.
 - The area cannot be reserved for private events.
 - Please enter your name and unit # in the log book when using the b-b-q.
 - If the propane tanks are empty, please feel free to have them refilled and bring your receipt to the Treasurer for reimbursement.
 - **REMEMBER: ALWAYS CLEAN UP AFTER YOURSELF SO THAT THE AREA IS READY FOR USE BY YOUR NEIGHBORS.**
- TRASH CHUTES:**
 - **ONLY HOUSEHOLD TRASH CAN BE THROWN DOWN THE TRASH CHUTE!**
 - **NO CARDBOARD BOXES! BOXES CAN GET LODGED AND PREVENT TRASH FROM GOING DOWN.** Any expenses incurred to dislodged boxes will be passed on to the resident.
 - All trash must be securely tied in bags to prevent trash from flying around when the truck empties the dumpster.
- BULK TRASH:**
 - **Bulk pick-up is on Wednesdays ONLY.**
 - Bulk should **only** be put out on **TUESDAY AFTER 6PM AND NO LATER THAN WEDNESDAY 8AM.**
 - Any bulk put out on Wednesday after 8am might not be picked up and cause the building to be fined.
 - All large items **INCLUDING CARDBOARD BOXES** must be placed **INSIDE** the dumpster by the roller door.
 - All cardboard boxes must be broken down before placing in the dumpster. **PLEASE DO NOT LEAVE THEM OUTSIDE ON THE PAVEMENT!**
 - Please ensure you close the roller door once finished.
- CAR WASHING/REPAIRS: VEHICLE/TRUCK WASHING IS PROHIBITED EVERYWHERE WITHIN CENTURY VILLAGE EAST!** No vehicle/truck repairs are allowed anywhere within Century Village East property.
- CABLE TV** – you need to contact XFINITY to obtain the cable boxes and to hook up your cable. Basic cable is part of your maintenance.
- INTERNET** – you must provide your own internet. This is not part of your maintenance.

