

## **Grantham A Operating Manual**

This document is designed for new owners in Grantham A as well as those who are current owners. We are delighted that you are a member of our family. The Unit Owners in our building came together to form the Grantham A Condominium Association which elects its own Board of Directors, and is responsible for many services in our building, such as landscaping, building repairs, laundry facilities, etc. Each Association in Century Village East (CVE) strives to provide well-maintained property and facilities; but this can only be done with your cooperation and assistance. Remember: you are an OWNER, not a tenant!

At some point, whether a new owner or a current owner, you may decide that you would like to have a voice in how the affairs of your Association are conducted. Please feel free to attend the Board meetings, and to volunteer your services for a committee or a special project so that we can maintain the ongoing success and wellbeing of our communal property.

Information in this Operating Manual provides an overview of some of the regulations, guidelines, and forms established by the Grantham A Condo Association and are based upon the official Grantham A Documents and Rules and Regulations you received when you purchased your unit. We strongly recommend that you periodically review or become familiar with all of the Documents (e.g., "Declaration of Condominium"; Bylaws) that you received from the seller when you purchased your Unit. The current version of these documents (2019) can be obtained from the Board Secretary, Carol Kurtz.

You should also become familiar with the rules and regulations governing the CVE recreation facilities (e.g., Clubhouse, pools, tennis courts). These regulations are available at the Clubhouse. Updates on policies/procedures regarding CVE community services may also be found in the "CVE Reporter" newspaper which is published monthly, and on the CVE local access TV channels 98 and 99. Further information can be found at the CVE Master Management website [www.centuryvillageeast.com](http://www.centuryvillageeast.com) and its auxiliary website [www.keepingcvebeautiful.com](http://www.keepingcvebeautiful.com).

Listings of shows, movies, fitness opportunities, classes, and special events may be found at the Cenclub recreation website [www.cenclub.com](http://www.cenclub.com). A Grantham A email listserv is operated currently by Frank Major, who will be inviting you to join it.

The Grantham A **Directory of Unit Owners** phone numbers and email addresses may be obtained from any current Board member.

**The Content of this Handbook is arranged alphabetically, and includes:**

- ❖ **Absentee Owners**
- ❖ **Age Restrictions**
- ❖ **Assessments**
- ❖ **Automobile and Other Vehicle Regulations:**
- ❖ **Buses, Elevator and Pool Use by Children**
- ❖ **Cable TV**
- ❖ **Catwalks**
- ❖ **Combustible materials**
- ❖ **Common Property**
- ❖ **Condo Watcher**
- ❖ **Condominium Documents**
- ❖ **Damage to Common Areas**
- ❖ **Fines**
- ❖ **Fire Alarm**
- ❖ **Garbage, Recycling, Bulk Trash**
- ❖ **Guest Passes, etc.**
- ❖ **ID Card**
- ❖ **Internet**
- ❖ **Interview and Investigation**
- ❖ **Keys**
- ❖ **Laundry Facilities**
- ❖ **Mail Forwarding**
- ❖ **Noise**
- ❖ **Occupancy in the Absence of an Owner**
- ❖ **Occupancy Limits**
- ❖ **Pets**
- ❖ **Property Management Company**
- ❖ **Property Taxes**
- ❖ **Rentals**
- ❖ **Renovations**
- ❖ **Service Contracts**
- ❖ **Smoking**
- ❖ **Storage Areas (Locker Rooms)**
- ❖ **Tile and Appropriate Floor Covering**
- ❖ **Unit Owners Personal Data Sheet**
- ❖ **Visitors**
- ❖ **Water Use**
- ❖ **Water Valves**
- ❖ **Document/Rules Compliance – Signature(s) Required**
- ❖ **APPENDIX: Flyers and Forms**

## **ABSENTEE OWNERS**

**The Association must have written record of your condo watcher's name and contact data. When leaving your unit for periods exceeding 2 weeks, shut off water and selected circuit breakers such as water heater. Never turn A/C off. Air conditioning should be set to 80 degrees or below; humidistat on 65. This will help prevent mold and mildew in your Unit and adjacent properties.**

**Your condo watcher must have keys to any vehicle left in the parking lot.**

## **AGE RESTRICTIONS**

Century Village East (CVE) is an adult retirement community. Occupancy or residence in a Unit of any person under the age of 18 is prohibited.

However, Unit Owners are permitted to have a person, under the age of 18, as a guest for reasonable periods of time. Such periods should not exceed a total of 30 days for the year. [See also **OCCUPANCY IN THE ABSENCE OF AN OWNER**]

Under the Fair Housing Act, at least one of the permanent residents of a Unit must be 55 years or older.

## **ASSESSMENTS (Common Expenses)**

An annual assessment will be payable monthly to the Grantham A Condominium Association. This assessment is based on the Association's projected budget for the coming year. The assessment is approved by your Association's Board of Directors at an annual budget meeting. The annual Association assessment includes the Unit Owner's proportional share of the Association's Building Insurance Policy. This policy does not preclude the need for the Unit Owner to have his/her/their own fire/theft/liability insurance.

As an Owner of a Unit in Century Village, you will be required to pay several different assessments. The first is a monthly assessment to Master Management (CVEMM). Second is a monthly assessment payable to CenClub. Among other things, these two assessments cover the use of the Clubhouse, recreation areas, pools and CVE buses, as

well as the Security at the gatehouses and Clubhouse, maintenance of the roads and ponds, irrigation, household water, garbage collection, and Basic Cable TV service.

Please be aware that your Association's Board of Directors as well as Master Management and Cenclub have the authority to levy additional assessments (often referred to as "special assessments"), if necessary. Delinquency in payment of Grantham A assessments are subject to lien and foreclosure proceedings. The Unit Owner will bear all costs of such legal action by the Association.

## **AUTOMOBILE AND OTHER VEHICLE REGULATIONS**

### **CVE Motor Vehicle Bar Codes:**

To obtain a bar code for a vehicle owned or leased by a Unit Owner, the following steps are required:

- Come with your vehicle to the Security Office located on the South side of the Master Management Building near the West Gate near the Tilford tennis courts. The door to the Security Office is to the right of the medical offices. The Security Office is open for these purposes between 9 and 12 a.m. Monday through Friday.
- Bring your car registration or, if your car is a rental, bring your rental agreement.
- You must show either a BLUE or PURPLE CVE ID badge.
- The Bar Code will be put on your car by security personnel.

### **Parking Spaces:**

Each Unit in Grantham A is assigned one parking space only. Cars should be parked head in, with the rear of the vehicle facing into the parking lot. In general, each parking space is designated by a number. **Your parking space is for your use only. If anyone parks there without your permission, that person is in violation of the rules and their vehicle may be towed. If you authorized someone else to use your parking space for an extended period, you must notify the Board of Directors of that authorization in writing and get Board approval.**

Our Association has designated **Guest Parking** spaces that may be used by your visitors, aides, and repair/delivery service personnel. The guest parking spaces for our building are on the South side of the building with one group facing Century Boulevard on the south and the other group facing Grantham Drive to the west.

### **No Parking Areas:**

No Parking signs mean just that: **NO PARKING**. These areas must remain empty so that in case of emergency, vehicles such as ambulances, fire engines, etc. have easy access to and egress from the building. However, the No Parking areas may be used for briefly loading and unloading vehicles. The unloaded vehicle should then be moved to an appropriate parking space (i.e., Guest or the owner's assigned space).

### **Additional Vehicle Regulations:**

- Vehicles from which the tires have been removed and/or are on blocks are not permitted to remain in the parking area.
- Major repairs requiring removing parts of the vehicle and/or laying out a variety of tools on the parking surface are prohibited.
- No vehicle may be washed using a hose attached to a building's water valve. If an Owner chooses to have a mobile vehicle washing service come to wash the vehicle, that service must provide its own water and must do the washing in a Guest parking area that will not adversely affect another vehicle, building, or passageway.
- Note there are restrictions regarding the parking of **commercial and recreational vehicles** on our Association property. Please check your Condo Documents.
- **Bicycles, tricycles, scooters and similar vehicles** must be parked either in your assigned parking space, at our Association's designated "bike rack", or, if space allows, in the Storage Area (Locker Room) on your floor. Please check with our Association regarding the rules you will be expected to follow.
- **If you leave any vehicle(s) in our parking lot while you are away, we suggest you leave keys/codes on your counter or table so that the vehicle(s) may be moved in case of emergency.**

### **BULK TRASH: see GARBAGE**

### **BUSES, ELEVATORS AND POOL USE BY CHILDREN**

CVE has a shuttle bus system. These buses travel to and from the Clubhouse and many other areas within CVE as well as to several local shopping areas outside of CVE. The

buses pick-up and drop-off only at stops designated with CVE bus stop signs. A complete bus schedule is available in the Clubhouse. Young children are NOT permitted to ride unattended on the Village buses or the Broward County buses. They also should be accompanied by an adult when using the Building elevators and the Building pool.

### **CABLE TV**

One of the amenities available in CVE is basic cable tv (including several premium channels, i.e., HBO) provided through a bulk package service that was negotiated by Master Management. The cost of this service is included in the assessment fee you pay monthly to CVE Master Management. Once you move in, contact Comcast/Xfinity (1-866-405-9365) to establish your service and arrange to obtain the necessary digital box if there is not one in the Unit to connect to your tv.

### **CATWALKS**

All areas of the catwalks must remain completely unencumbered. Chairs, plants, and all other items must not be kept on the catwalk; nor is anything allowed to be hung from, or placed on, the balustrades. Anything which might impede anyone walking on the catwalk, and which might present an obstacle to people using walkers/wheelchairs is permitted. Nothing is to be draped over the catwalk railing or thrown down from a catwalk. No shaking of rugs, towels, tablecloths or similar items or towels from the catwalk. There are no exceptions.

**COMBUSTIBLE MATERIALS** are prohibited in all areas.

### **COMMON PROPERTY**

Any space within the boundaries of the Condominium property outside of your condo Unit is considered "common property" ("common elements"). This includes, but is not limited to the catwalks, and the property immediately behind the rear windows/doors of the first floor Units. As per our Association documents and Florida law, a Unit owner may not plant, construct, or place anything on common property without the permission (vote) of the Board.

Back porches are limited common property for the exclusive use of the unit owner(s).

Rear patios on the first-floor units are expressly forbidden by our Condo Association rules.

**CONDO WATCHER**

The Board of Directors has adopted the following policy:

In order to prevent damage to their own and other's units:

- All owners who are absent for more than two weeks must turn off their outside water valve behind the building below their unit and engage a qualified condo watcher to visit and inspect their unit a minimum of every two weeks, with a dated report to the owner.
- The condo watcher's contact information must be given to the Association Secretary, and the condo watcher must be available to be called in if needed.

We recommend the services of a professional condo watcher, available at reasonable cost.

[see also **OCCUPANCY IN THE ABSENCE OF AN OWNER; WATER VALVES**]

**CONDOMINIUM DOCUMENTS**

The Seller must turn over to the Buyer a copy of the recorded Condominium Documents and all Amendments. The Association has copies of all relevant documents, which are available to new owner for the cost of copying.

The Seller must surrender all ID's and automobile bar codes to CVE on the sale of his/her/their unit.

**CONSTRUCTION: See RENOVATIONS**



## **DAMAGE TO COMMON AREAS**

The Unit Owner is responsible for any damage done to any elements of the building and/or property caused by movers, repair people, deliveries, etc. hired by the Unit Owner. The Unit Owner is required to instruct the movers to hang blankets or pads to protect stairwells, balustrades, elevators, light fixtures, Exit signs, etc. Movers and service people are to be instructed to use rubber-wheeled dollies and hand trucks, rather than those with metal wheels to prevent damage to steps and the catwalk finish. See also RENOVATIONS.

## **FINES**

Fines will be imposed for noncompliance with the Rules and Regulations as permitted by law.

## **FIRE ALARM:**

If you are aware of smoke or fire anywhere in our building or on our property, immediately pull one of the fire alarms located on the outside of the building which will sound the alarm. Next, call 911 to alert the fire department of our emergency.

## **GARBAGE, RECYCLING, BULK TRASH**

### **Garbage:**

Food garbage not placed in a sink garbage disposal unit must be put into plastic bags, along with other food preparation items (foils, cling wrap, paper towels, etc.) and other normal household garbage. The plastic garbage bag must be tied securely before disposal in the building's garbage chute.

### **Cardboard Cartons:**

If you have an appliance or piece of furniture delivered in cardboard cartons, it is the responsibility of the delivery person to remove the carton from CVE. If the driver does not take the box with him, you must cut the carton apart into pieces small enough to be placed in the garbage/trash bins or take the cardboard to a recycling bin. The pieces must be flat. This procedure must be used for disposing of cardboard cartons of all sizes.

### **Recycling:**

In October 2020, the City of Deerfield Beach discontinued the recycling program inside of CVE. If you are interested in separating your recyclables, which is encouraged, and not disposing of them in the building's garbage bins, you will find a community recycling bin located just outside the CVE West Gate next to the firehouse. Check the City of Deerfield Beach website [www.deerfield-beach.com](http://www.deerfield-beach.com) for the current information on acceptable recyclable items.

### **Unwanted Furniture, Kitchen Appliances, etc. [BULK TRASH]:**

Unwanted items such as furniture, appliances, exercise equipment, old carpeting etc. may not be placed in the garbage/trash bin. If you are replacing these items, you should arrange with the dealer to have the old items removed when the new ones are delivered.

If you have a piece of furniture or an appliance that you wish to discard you may do so via the Deerfield Beach "**BULK TRASH PICK-UP**" procedure. **IT IS THEN YOUR RESPONSIBILITY TO SEE THAT IT IS PLACED OUTSIDE, IN THE AREA DESIGNATED BY OUR ASSOCIATION. IT SHOULD BE PLACED THERE NO EARLIER THAN THE EVENING BEFORE THE SCHEDULED PICK-UP.** There is no charge for the pick-up. Fines are levied for items placed before Tuesday evening. **BULK TRASH PICK-UP IS ON WEDNESDAY MORNING.**

### **GUEST PASSES**

Guest passes for individuals 18 years of age and older, who will be staying with the Unit Owner for short periods of time and who may want to use the Clubhouse facilities when not accompanied by the Unit Owner, may be purchased at the I.D. Office of the Clubhouse. The guest must accompany the Unit Owner to the Office to secure the pass, and must present a photo I.D. The pass allows that guest temporary use of the Clubhouse and recreation facilities. In addition, there is available a "Gate Pass" for a family member within a 50-mile radius of CVE; and there is a "Companion/Caregiver Pass". There are fees required for each of these "Passes". Please check with the Clubhouse ID Office for further information.

Guest and Gate pass forms must be signed and stamped with the condominium seal. See the board secretary to do this before going to the ID Office to get the pass.

***NOTE: As of January 1st, 2022, until further notice, there will be no guest passes issued, due to Covid precautions. No guests are allowed in the Clubhouse or theatre shows.***

### **ID CARD:**

After you close on the purchase of your Grantham A Condo Unit, you must bring your proof of ownership to the CVE Clubhouse ID Office to receive your CVE Photo ID card. Please call the ID Office (954-428-6892) prior to your visit to confirm all the documentation required. With this card you will be able to enter the Clubhouse, register for classes, and purchase tickets for shows. This card may also be shown at the Gatehouses for entry into our Community if you are not in a vehicle with a CVE bar code. When you receive your CVE photo ID card you will be given a copy of the *CVE Clubhouse Rules and Regulations*, also available online at [www.cenclub.com](http://www.cenclub.com).

### **INTERNET**

Unit Owners are responsible for contracting Internet service for their home. Cenclub Recreation Management does provide free wifi service at the CVE Clubhouse, and at the satellite pools.

### **INTERVIEW AND INVESTIGATION**

A personal appearance/interview by purchaser(s) of a Unit before the Board of Directors or its designee is mandatory. Similarly, a non-refundable \$100 application fee for a background investigation is required.

### **KEYS**

As per Florida law, each Unit Owner is required to provide the Board of Directors with a key(s) to open the door to the Unit. This key is for emergency use only and will be kept in a locked area. For all other purposes (e.g., being locked out of one's Unit), it is suggested that reliance on one's condo watcher or a friend or neighbor should be utilized. If you change your condo lock(s), please make sure to notify the Board and submit the new key(s). Anyone leaving a car for more than two weeks while not in residence must leave the key to the car with their condo watcher or in their apartment so that the condo watcher can access it.

Owners purchasing impact doors should make sure that the lock can be opened by the Association's master key. You should check with a Board member before purchasing such a door to insure that the master key will work.

Mailbox key and storage area (locker room) key are obtained by the purchaser of a unit from the seller.

### **LAUNDRY FACILITIES**

There are two laundry rooms on each floor of the building. Follow instructions for the use of the washer and dryer and help maintain cleanliness in the room and inside the machines. The use of machines is on a first come first served basis. **MACHINES ARE FOR THE EXCLUSIVE USE OF GRANTHAM A RESIDENTS AND THEIR GUESTS.**

**Do not use coins. Just push coin slider in without coins to start washer and dryers.**

**NOTE THAT YOUR ASSOCIATION DOCUMENTS DO NOT PERMIT WASHERS OR DRYERS IN INDIVIDUAL UNITS.**

### **MAIL FORWARDING**

Seasonal residents need to remember to arrange to stop and forward their mail when leaving CVE at the end of the season. This may be done online at [www.usps.com](http://www.usps.com) or at a local post office. The nearest post office to CVE is located at 100 S. Military Trail. Remember to reverse the service when you plan to return to CVE.

### **NOISE**

Unit owners are asked to respect the sensibilities of other owners. For that reason, TVs, radios, stereos, musical instruments should be played at a sound level that will not be annoying to neighbors.

This also includes not scraping/dragging chairs, tables, or other furniture across floors.

We also ask for common sense and common courtesy when doing renovations and repairs in your Unit. Renovations/repairs are permitted Monday through Friday, 8 am until 6 pm. Weekend work is allowed only if it does not cause excessive noise.

## **OCCUPANCY (GUESTS) IN THE ABSENCE OF AN OWNER**

No guests of any Unit Owner (other than children, grandchildren, parents, or siblings of the Owner[s]) are to occupy the Unit in the absence of the Owner(s) without the written consent of the Board of Directors. Occupancy cannot exceed 30 days in any calendar year. The Association may require a form to be completed. The rules covering guest occupancy of units are to be found at pp. 14-15 of the Amended and Restated Declaration of Condominium of Grantham A in Section 9.2 The proper forms must be completed by the Unit Owner and authorized by your Association's Board of Directors.

## **OCCUPANCY LIMITS**

One Bedroom Apartments=maximum of 3 adults, but only 2 ID cards. Two Bedroom Apartments-maximum of 4 adults, but only 3 ID cards. Normally only 1 or 2 persons occupy CVE apartments. Should any additional persons want to live in the apartment, written request must be made to the Board of Directors. The Board will write an approval letter with affixed corporate seal. Both letters shall be taken to the Clubhouse ID Office to obtain proper documentation to receive valid ID Cards/auto decals. Permission for occupancy other than by the immediate family of the owner(s) in the absence of the owner(s) must be obtained in writing from the Building President and/or Board of Directors **PRIOR TO ENTRANCE INTO THE VILLAGE.**

**No other persons are permitted to occupy the unit in the absence of the owner except upon written application and approval by the Board of Directors.**

**If title to the apartment is in the name of a daughter, son, niece, etc., either alone or in conjunction with the parent, uncle, aunt, etc. such title will not entitle the son/daughter/niece/nephew who is not a bona fide resident to an ID card or a bar code for the car.**

## **PETS**

Generally, no dogs, cats, or other walking pets are permitted, other than Board approved Service and Emotional Support Animals. In addition, the Grantham A Board of Directors reserves the right to prohibit the temporary or permanent occupancy of any other animal that in any way interferes with a Grantham A resident's quiet, safe, or healthy enjoyment of his/her home.

### **Rules for all Owners of Service and Emotional Support Animals**

1. All service and support animal requests must be approved by the Board, supported by competent professional documentation (a) of the condition needing remediation or support, and (b) the ability of the specific animal to provide appropriate service or support to the diagnosed condition.
2. All animals will be leashed at all times when outside the owner's unit and on common property
3. Owners must thoroughly clean up after their animal
4. An animal deemed a nuisance (e.g. by barking, biting or harassing others) must be removed.
5. Fines can be imposed for non-compliance.

## **PROPERTY MANAGEMENT COMPANY**

Our Association contracts with Seacrest Services to manage various aspects of our common property (landscaping, janitorial, lighting, etc.), as well as general accounting. A Property Manager who is assigned to our Association periodically meets with our Board of Directors. [Note: Included in the contracted service are visits to individual Units, upon request, to address any pest infestation.] Seacrest Services also has forms to be filled out by prospective purchasers. These forms will be given to prospective purchasers by the seller. To submit a work order to Seacrest Services, the preferred method is to go to its website at [www.seacrestservices.com](http://www.seacrestservices.com) (the icon for doing so is on the main page in the upper left). Alternatively, you may call its Customer Service Center at (561) 656-6310 or 1-888-828-6464.

## **PROPERTY TAXES**

Usually in the month of August, the Broward County Tax Collector's Office mails to all property owners a notice of proposed property taxes. If you have questions regarding your value or exemptions, you should call the phone number(s) provided on the notice.

You will receive your annual property tax bill from Broward County on or before November 1. The bill and accompanying brochure provide information on the discounts available and the various ways you may pay the bill.

**RENTALS**

The Grantham A Condominium Association documents **do not permit** rentals, boarders, or time sharing in our building.

**RENOVATIONS**

When a Unit Owner hires a contractor to renovate his/her Unit, the Owner must notify the contractor of the contractor’s responsibility to remove all construction material from CVE, and not place that material in or by the building’s dumpster(s). It is your responsibility to make sure the contractor is licensed and insured. The City of Deerfield Beach requires “Permits” for all construction/renovation work except for painting and flooring projects.

You must submit to the Grantham A Association a deposit before any renovation work begins. [Please check with the Board regarding the current fee.] This is to protect against any damage that may occur to the building’s common area property. This deposit will be returned to the unit owner upon final inspection by the City.

Please remember you must submit a renovation plan form and receive approval from the Grantham A Board of Directors prior to commencing any renovation or construction project. [See also **NOISE**]

**SERVICE CONTRACTS**

It is highly recommended that the Owner(s) of a Unit obtain a Service Contract covering the appliances in the Unit. There are several Service companies (i.e. ECM; Pride) in the area. These policies generally cover repairs to your appliances (including your air conditioner), and often replacement when repair is not possible.

## **SMOKING**

**This is a smoke-free property.**

**Smoking (including e-cigarettes or vaping) is prohibited in condominium units. This includes rear porches, common and limited common areas, including but not limited to catwalks, stairwells, laundry rooms, locker rooms, elevator and elevator lobbies, and building grounds. This applies to all residents, occupants, guests, invitees and other persons coming to your unit.**

## **STORAGE AREAS [LOCKER ROOMS]**

There is a storage area available to each Unit. You should receive a key to that area at your closing from your seller. The area is divided into separate "cages" which are allocated, one for each Unit. It is your responsibility to provide a lock for your cage.

No additional private storage enclosures are permitted in common areas of Grantham A. Owner(s)' property should be stored only in the Storage Area containing their assigned cage.

Any owner(s)' property left outside lockers in the Storage Area common area must be placed within two feet of the wall to keep passage clear and can occupy no more than five feet of wall space, except for bicycles.

The 4th floor south storage area is always kept unlocked because it has a ladder to allow access to the roof and AC units for inspection and maintenance. Instead of using the unlocked locker room, 4th floor south residents are provided a key to use the locked room adjacent to the washing machine for bicycles and other items which need to be locked up.

It is important that every item outside the cages, including bicycles, must be labelled with the name of the owner(s) and Unit Number.

All items outside the cages must be clearly visible or accessible to inspection.

Owner(s) should review items outside cages annually and keep them to a minimum.

**None of the following can be stored: combustible material, construction materials, food, glass, and unframed mirrors. Empty cardboard boxes can be stored for no more than 60 days.**



No shelving or vertical storage units or attachments to the wall are permitted outside of assigned cages.

**THE CONDO ASSOCIATION IS NOT RESPONSIBLE FOR ANY THEFT OF OR DAMAGE TO ITEMS STORED IN THE STORAGE AREAS. ANY DAMAGE CAUSED BY ITEMS STORED TO THIRD PARTIES OR TO ASSOCIATION PROPERTY IS THE RESPONSIBILITY OF THE OWNER(S), NOT THE ASSOCIATION.**

### **TILE AND APPROPRIATE FLOOR COVERING**

Any Unit Owner who decides to have tile laid on all or any portion of the floor must inform the workman that the tile must be laid over an acceptable sub-floor, typically cork or other acoustical materials. Similarly, vinyl wood or carpeting will be properly installed for acoustical effectiveness. Please check with your vendor regarding the sound-buffer sub-floor products recommended at the time of your installation.

### **UNIT OWNERS PERSONAL DATA SHEET:**

Periodically the Grantham A Association will ask Unit Owners to update the Personal Data Sheet kept on file in the Grantham A Office. The Association needs this information in case of an emergency and to carry out business.

### **VISITORS:**

All visitors (contractors, service people, guests) must be "called in"\*\*\* at the Gate House in order to enter CVE.

To call in a visitor, you must call from the phone number(s) you submitted to the Clubhouse ID Office.

- Call 954-421-2556
- Speak the name(s) of your visitor(s)
- Hang up

\*\*\*The exception to this would be those visitors who possess a Guest Pass, Gate Pass, or Companion/Caregiver Pass.

## **WATER USE**

The cost of your water use is included in the assessment fee you pay each month to Master Management. Please be environmentally responsible in your daily use of this precious resource. It is forbidden for residents to use external faucets.

## **WATER VALVES**

Each Unit has its own main water valve. All main water valves are located behind the building. Each Unit Owner is required to turn-off the water to his/her Unit if the Unit is going to be unoccupied for more than a week. If a Unit Owner (or his designee) in turning the water valve to the on or off position breaks either the valve or the pipe, the Unit Owner is responsible for the repair and/or replacement of the broken equipment.

## **Appendix**

**FORMS:**

**Grantham A Condominium Association, Inc.**

**Document/Rules Compliance**

**UNDERSTANDING & AGREEMENT**

**I understand and agree I will abide by the governing documents/rules of the Association, and that if I do not I may be fined and/or have to pay any costs associated with my non-compliance.**

**I agree to have my phone # and email published in the "Grantham A Directory".**

**Phone #:**

**H (Grantham A):\_\_\_\_\_ H (other):\_\_\_\_\_**

**C:\_\_\_\_\_ Person name:\_\_\_\_\_**

**C:\_\_\_\_\_ Person name:\_\_\_\_\_**

**I understand owners receive most Association correspondence via email.**

**EMAIL to be used:\_\_\_\_\_**

**Name attached to email:\_\_\_\_\_**

**Signature(s): \_\_\_\_\_**

\_\_\_\_\_

**Printed Name(s): \_\_\_\_\_**

\_\_\_\_\_

**Date: \_\_\_\_\_**

# IMPORTANT PHONE NUMBERS

**Broward Sheriff Emergency** ..... 911    **Broward Sheriff Non-Emergency**..... 954-764-HELP (4357)  
**Deerfield Fire Rescue Emergency** ..... 911    **Deerfield Fire Rescue Non-Emergency**.....954-480-4340

American Medical Response (non-emergency).....954-776-3300  
 Animal Control.....954-524-4302  
 Broward County Courthouse (Deerfield).....954-831-1400  
 Broward County Property Appraiser .....954-357-6830  
 Broward County Sanitation (Deerfield).....954-480-4382  
 Bulk Pick – Up (Trash) .....954-480-4379  
 Century Plaza Library .....954-357-7740  
 CVE Master Management.....954-421-5566  
     Receptionist .....Ext 954201  
     Customer Service .....Ext 954206  
     customerservice@cvedb.com  
     Fax.....954-421-9269  
     www.cvedb.com  
 CVE Reporter .....954-708-2816  
     www.cvereporter.com newsroom@cvereporter.com  
     facebook.com/centuryvillagedeerfieldbeach  
 COOCVE .....954-596-0775  
 FL Fish & Wildlife .....561-357-4200  
 International Library .....954-429-3608  
 Medical Center – UniMed.....954-426-1000

**City of Deerfield Beach:**  
 Bernie Parness – City Commissioner .....954-870-0214  
 City of Deerfield Beach.....954-480-4200  
 Code Enforcement.....954-480-4241

**Utilities:**  
 Florida Power & Light.....954-797-5000  
 Comcast Bulk Service .....1-866-405-9365  
 Department of Motor Vehicles .....954-497-1570

**Elderly Services:**  
 Aging & Disability Resource Center (Broward).....954-745-9779  
 Elder Abuse.....1-800-962-2873  
 Meals on Wheels .....954-731-8770  
 NE Focal Point Senior Citizen Center .....954-480-4449  
 Senior Touchline.....211  
 Veteran Services .....954-357-6622

**Local Places of Worship:**  
 Chabad of Deerfield Beach .....954-422-1735  
 Our Lady of Mercy Catholic Church .....954-421-3246  
 St. Ambrose Church .....954-427-2225  
 Temple Beth Israel .....954-421-7060  
 Temple B'Nai Shalom .....954-428-8231  
 Young Israel .....954-571-3904

**Security:**  
 Gate House..... Machine.....954-421-2556  
 24 Hour Emergency ..... Person.....954-421-3552  
 Office (Mon-Fri 9 a.m.-5 p.m.).....954-596-4411

**Real Estate Offices:**  
 Bailey Woodruff Real Estate Company .....954-482-0352  
 Bailey Woodruff Title Company (Documents).....954-571-7919  
 Century Village Real Estate .....954-698-5900  
 Preferred Properties International Realty .....954-428-8040

**Recreation Offices:**  
 CenClub Admin Office.....954-428-6892 ext: 1  
     Fax.....954-429-3613  
 Staff Office (8 am-11 pm Daily).....954-428-6892 ext: 2  
 ID Office (9am-4:30pm M-F/ Wed. 9am-7pm).....954-428-6892 ext: 3  
     Fax.....954-428-6764  
 Events and Classes (9 am-5 pm/ Mon-Fri).....954-428-6892 ext: 4  
 Old Florida Café.....954-708-2423  
 Ticket Office (9 am-4:30 pm/ Mon-Fri).....954-428-6892 ext: 5  
     www.cenclub.com  
 Athletic Office (7 am-5 pm/ Mon-Fri).....954-428-6892 ext: 6  
 Entertainment Information.....954-428-6892 ext 7  
     Show Information.....ext 1  
     Movie Information.....ext 2  
 CVE Clubhouse Library .....954-428-6892 ext: 9

**Service Contract Providers:**  
 East Coast Maintenance & Management.....954-428-7015  
     Fax.....954-596-4883  
 ECM Service.....954-772-0972  
 Pride Air Conditioning.....954-977-7433  
 Seacrest Service.....888-928-6465  
     Fax.....954-960-8408  
 Total Appliance .....954-454-6801

**Transportation:**  
 Airport Shuttle.....800-244-8252  
 Broward Transportation.....954-357-8400  
 First Transit (CVE Mini Bus) .....954-421-5566 ext: 954201  
 TOPS (Paratransit Service).....954-357-6794  
 Yellow Cab (Taxi) .....954-565-5400

## Other Important Numbers

**Federal Agencies:**  
 FEMA Registration .....800-621-FEMA (3362)  
     TTY for hearing/speech impaired .....800-462-7585  
 FEMA Fraud Detection .....866-720-5721  
 National Flood Insurance Referral Center .....888-275-6347  
 US Small Business Administration.....800-659-2955  
 Social Security Administration.....800-772-1213  
 Internal Revenue Service.....800-829-1040  
     TTY for hearing/speech impaired .....800-829-4059  
 Dept. of US Housing and Urban Development.....800-669-9777  
 Dept. of US Department of Veterans Affairs.....800-827-1000  
 Post Office .....1-800-275-8777  
 Social Security Office .....1-800-772-1213  
 Voters Registration .....954-357-7050

**State Agencies:**  
 Florida Dept. of Economic Opportunity.....800-204-2418  
 Arbitration.....850-414-6867  
 Attorney General's Office & Fraud Hotline .....866-966-7226  
 Condominium Ombudsman .....954-202-3234  
 Bilingual Line .....954-202-3235  
 Contractors (Dept Bus Prof Registration).....850-487-1395  
 Department of Agriculture Consumer Service .....800-435-7352  
 Department of Business and Professional Regulation (DBPR) 850-488-1122  
 Department of Elder Affairs .....800-963-5337  
 Department of Financial Services.....800-342-2762  
 Anti-Fraud Hotline .....800-378-0445  
 Hurricane Help Line.....800-22-STORM (8676)  
 Children & Families Access Line .....866-762-2237  
 Florida Commission on Human Relations .....850-488-7082  
     ext. 6802

4075 Esplanade Way, Room 110, Tallahassee, FL 32399  
 Road Information – State Highway Department .....888-638-0250  
 Veterans Affairs .....727-319-7400

**Voluntary Agencies:**  
 American Red Cross .....800-HELP-NOW (435-7669)  
 Salvation Army .....800-SAL-ARMY (725-2769)

**Volunteer Florida – Volunteer/Donation:**  
 Information .....800-FL-HELP1 (354-3571)  
 Feeding America .....800-771-2303

**County Emergency Management Offices:**  
 For immediate disaster needs, residents can call their county emergency management office. For information about services in the area, call 211, if available in the county.  
 Brevard/Community service 211 .....321-637-6670  
 Broward/Community service 211 .....954-831-3900  
 Collier .....239-252-3600  
 Glades .....863-946-6020  
 Hendry.....863-612-4700  
 Indian River/Sheriff's Office.....772-569-6700  
 Lee/Community service 211 .....239-477-3600  
 Martin/Community service 211 .....772-288-5694  
 Miami-Dade/Community service 311 .....305-468-5900  
 Monroe.....305-289-6065  
 Key West.....305-809-1058  
 Okeechobee.....863-763-3212  
 Palm Beach/Community service 211 .....561-712-6400  
 St. Lucie/Community service 211 .....772-462-8100

**Important Websites:**  
 Condominium Ombudsman .....www.myflorida.com/condos  
 Dept. of Bus & Prof. Regulation.....www.myflorida.com/dbpr  
 Dept. of Financial Services.....www.myfloridafco.com  
 Federal Fair Housing .....www.hud.gov/offices/theo  
 FL Commission on Human Relations .....http://fchr.state.fl.us/  
 Florida Statutes.....www.leg.state.fl.us/Welcome/index.cfm

FORMS

GRANTHAM A CONDOMINIUM ASSOCIATION

Office Information

**REMINDER: Your confidential data is NEVER given to anyone except emergency medical personnel**

Unit Owner(s) # \_\_\_\_\_

Owner 1 \_\_\_\_\_

Owner 2 \_\_\_\_\_

Phone: (L) \_\_\_\_\_

(C) \_\_\_\_\_

Email Address(es) \_\_\_\_\_  
\_\_\_\_\_

Non-CVE Residence

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

Next of Kin

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Contact

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

Insurance Information

Appliance Contract # \_\_\_\_\_ Contractor \_\_\_\_\_

Homeowner's Insurance Policy # \_\_\_\_\_ Company \_\_\_\_\_

Agent \_\_\_\_\_ Phone# \_\_\_\_\_

Hot Water Heater

Date of Installation \_\_\_\_\_

Auto Insurance Policy# \_\_\_\_\_ Company \_\_\_\_\_

Agent \_\_\_\_\_ Phone# \_\_\_\_\_

Information for Hurricane Season, other Emergencies and Absences of at least 2 weeks

Condo Watcher \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Do you need physical assistance if evacuation is ordered? (circle one) Yes No

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Medical Emergency Information (to be used only in an emergency)

Name of Physician \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Physician \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Medical conditions that could be important to know about in an emergency (i.e., heart, respiratory, diabetes, etc.)

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Insurance

Medicare Owner 1 \_\_\_\_\_ Name \_\_\_\_\_ # \_\_\_\_\_

Medicare Owner 2 \_\_\_\_\_ Name \_\_\_\_\_ # \_\_\_\_\_

Supplemental Insurance Policy # \_\_\_\_\_

Company \_\_\_\_\_

Supplemental Insurance Policy # \_\_\_\_\_

Company \_\_\_\_\_

Signature of Unit Owner(s)

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GRANTHAM A CONDOMINIUM ASSOCIATION  
VOTING CERTIFICATE

(This form must be filled out if you are a new owner or you are an existing owner making a change in the designation of the person who will be voting)

Owner(s) of Unit # \_\_\_\_\_

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Owner #1 (please print)

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Owner #1 (please sign)

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Owner #2 (please print)

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Owner #2 (please sign)

We, being all of the owners of the said property do hereby certify that the following named ONE of us is the authorized voter for the foregoing parcel on all matters coming before the Association and shall remain such designated voter until this certificate is revoked by subsequent certification.

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NAMED AUTHORIZED UNIT OWNER/VOTER

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DATE OF COMPLETION



Grantham A Condominium Association

Remodeling Alterations to Unit

Application Form

*The Board, as provided in the governing documents, exists to maintain high standards for design, development and maintenance of the building. When an Owner wishes to remodel a unit, application must be made to the Board using this form. The form will provide the Board with the information necessary to review the proposed construction for compliance with the governing rules.*

**Application must be submitted to the Board no less than 14 days from anticipated start date.**

Unit # \_\_\_\_\_ Owner(s) \_\_\_\_\_

Submission Date \_\_\_\_\_ Start Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Contractor/Builder** \_\_\_\_\_

Phone \_\_\_\_\_

License type \_\_\_\_\_ License # \_\_\_\_\_

Insured by \_\_\_\_\_ Insurance Expires \_\_\_\_\_

Workers' Compensation covers all workers on site? Yes No

**Job Description:** Include all aspects of **plumbing, electrical, structural & enclosures (or attach plans):**

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Anticipated completion date: \_\_\_\_\_

When elevators are used to carry renovation equipment and material, owners are responsible for obtaining elevator blankets from 1<sup>st</sup> floor south locker room (to obtain keys, see a Board member, especially in the summer). Owners are financially responsible for any lost or damaged blankets.

GRANTHAM A CONDOMINIUM ASSOCIATION, INC.  
DEERFIELD BEACH, FL 33442

Homeowner Acknowledgement of Remodeling Responsibility  
and  
Hold Harmless Waiver from any Grantham A Association Liability

I/We the owner(s) of Unit \_\_\_\_\_ understand that Florida law holds the homeowner liable for all personal injuries and property damages related to the remodeling job in my/our unit and for any damage to adjacent units and common areas.

Further, I/we understand it is my/our responsibility to hire competent, trained personnel with proven credentials who are covered with sufficient insurance covering the duration of the job. It is also my/our responsibility to fill out the Remodeling Alterations to Unit Application Form and return it to a Board member.

I/We assume financial and legal responsibility for all aspects of all job hires. This waiver will be available for inspection in the owner's information folder in the Grantham A office.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Title \_\_\_\_\_

Grantham A Board Officer

Grantham A Condominium Association

**Agreement for Remodeling Alterations to Unit**

\_\_\_\_\_ Approved (project approved as submitted)

\_\_\_\_\_ Approved as noted (subject to conditions)

\_\_\_\_\_ Not approved (reasons noted on form)

Date\_\_\_\_\_

I/we have read the following Rules and the Application Form. I/we understand the requirements and agree to comply:

1. Remodeling plans and any changes to the approved remodeling plans will be submitted to and approved by the Board prior to implementing the changes.
2. By signing this agreement, specific permission is granted to the Board or its agents to enter the property at reasonable times to inspect for compliance.
3. Any damage to the building, catwalks, elevator or any Common Property during remodeling or other activities related to the remodeling will be the financial responsibility of the unit's owner(s) and/or contractor.
4. It is the responsibility of the unit's owner(s) to insure that the contractor removes all debris from the site. Building garbage chutes may NOT be used for construction debris. If debris is not removed promptly, the Association will remove it at the expense of the owner(s).
5. Work hours are from 8 a.m. to 7 p.m. (Monday-Friday). Weekend work only if job causes no loud noise.
6. Contractors have provided evidence of current licensure and insurance.
7. In order to enforce its standards, the Association may call for Building Code enforcement, seek injunctions from a court of law or other legal remedies.

Owner signatures (all owners must sign)

Owner \_\_\_\_\_ Date\_\_\_\_\_

Owner \_\_\_\_\_ Date\_\_\_\_\_

Contractor---I have read the above and agree to comply

Signature\_\_\_\_\_ Date\_\_\_\_\_

Company name/phone\_\_\_\_\_

Grantham A Condominium Association

Price:

**GUEST PASS**

First Two Weeks \$10.00

Every Week Thereafter \$25.00

Please entitle the holder to the use of all recreational facilities and allow the purchase of show tickets 3 days prior to event if space is available

Guests may not participate in any recreation classes, including tennis, swimming, and aerobics

**A liability waiver must be completed and signed to access the Fitness Center**

**IN SEASON (November 1 through March 31)** guests are permitted to use the Fitness Center from 1 p.m. through closing.

From April 1 through October 31 there are no restrictions on Guest use of the Fitness Center

Name \_\_\_\_\_

Address \_\_\_\_\_

Guest of \_\_\_\_\_

Unit # \_\_\_\_\_

Beginning and Ending Dates \_\_\_\_\_

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President's Signature

Date \_\_\_\_\_

Condominium Seal