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**“Welcome Packet”**

**Grantham C Condominium Association**

Welcome to Century Village East (CVE) and the Grantham C Condominium Association. We are delighted that you have decided to become a member of our family. As you may know, the Unit Owners in one or more buildings in CVE have come together to form their own Condominium Association which elects its own Board of Directors, and is responsible for its own services such as landscaping, building repairs, laundry facilities, etc. Each Association strives to provide a well-maintained property and facilities; but this can only be done with your cooperation and assistance. Remember: you are an OWNER, not a tenant!

Perhaps after you have settled into life here at CVE you will decide that you would like to have a say 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.

Information in this “Welcome Packet” is an overview of some of the regulations, guidelines, and forms established by the Grantham C Condo Association and are based upon the official Documents and Rules and Regulations you agreed to when you purchased your Unit. To be aware of what is required of you as an Owner in our specific Condo Association we strongly recommend that you once again review and become familiar with all of the Documents (i.e. “Declaration of Condominium”; Bylaws; etc.) that you received from the seller when you purchased your Unit.

It is also recommended that you become familiar with the rules and regulations that govern the CVE recreation facilities (i.e. Clubhouse, pools, tennis courts, etc.). You may obtain this information at the Clubhouse. Updates on policies/procedures regarding CVE community services may also be found in the “CVE Reporter”, on the CVE local access TV channel 98 and channel 99, and 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).

Following the closing on your Grantham C Condo Unit, we will be happy to share a copy of our Grantham C **Directory of Unit Owners** phone numbers and emails.

Again, on behalf of the Grantham C Condominium Association, and your fellow owners, welcome to the family. We look forward to getting to know you.

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**GRANTHAM C WELCOME PACKET**

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

* **Age Restrictions**
* **Air Conditioning**
* **Assessments**
* **Automobile and Other Vehicle Regulations:**
* **Buses**
* **Cable TV**
* **Catwalks**
* **Common Property**
* **Condo Sitter**
* **Damage to Common Areas**
* **Fire Alarm**
* **Garbage, Recycling, Bulk Trash**
* **Guest Passes, etc.**
* **ID Card**
* **Internet**
* **Keys**
* **Laundry Facilities**
* **Mail Forwarding**
* **Noise**
* **Occupancy in the Absence of an Owner**
* **Pets**
* **Property Management Company**
* **Property Taxes**
* **Rentals**
* **Renovations**
* **Service Contracts**
* **Storage Areas (Bin Rooms)**
* **Tile Floors**
* **Unit Owners Personal Data Sheet**
* **Visitors**
* **Water Use**
* **Water Valves**
* **Document/Rules Compliance – Signature(s) Required**
* **APPENDIX: Flyers and Forms**

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**Welcome Packet – Grantham C Condominium Association**

**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**]

**AIR CONDITIONING**

While it is highly recommended that all Unit Owners who leave their Units for more than a couple of days keep their air conditioners (A/C) set at 78 degrees and the humidistat (if applicable) at 65, since devices vary it is best to check with your A/C service provider for the recommended settings for your specific equipment. This will help prevent mold and mildew in your Unit and adjacent properties.

**ASSESSMENTS (Common Expenses)**

As an Owner of a Unit in Century Village, you will be required to pay several different assessments. Among other things, these assessments cover the use of the Clubhouse, recreation areas, pools and CVE buses, as well as the Security at the gatehouses and Clubhouse, the maintenance of the roads and ponds, the irrigation, our household water, the garbage collection, and Cable TV.

In addition, an annual assessment will be due to your 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 Director’s at an annual budget meeting.

The annual Association assessment usually 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 own fire/theft/liability insurance.

Please be aware that your Association’s Board of Directors as well as the other CVE managing organizations have the authority to levy additional assessments (often referred to as “special assessments”), if necessary.

**AUTOMOBILE AND OTHER VEHICLE REGULATIONS**

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

Vehicle-owning Unit Owners must provide the Century Village I.D. Office (located in the Clubhouse) with information about each motor vehicle owned. When a Unit Owner is issued his/her CVE permanent photo identification card, he/she will also be assigned a Bar Code Label. A CVE Security Officer will place the bar code label on your vehicle. This bar code allows the driver to enter CVE through any of the gates without having to show his/her photo identification card.

***Parking Spaces:***

Each Unit is assigned one parking space. 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, repair/delivery service personnel. The Guest parking spaces on the east side of our building are labeled “Guest”; the Guest parking spaces in the front of our building are labeled with C 1000 #’s.

***No Parking Areas:***

No Parking Areas mean just that: **NO PARKING**. These areas must remain empty so that in case of emergency, vehicles such as ambulances, fire engines, etc. may 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).

***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 in any way adversely affect another vehicle, building, or passageway.
* Be aware that there are restrictions regarding the parking of **commercial and** **recreational vehicles** on our Association property. Please check your 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 these types of vehicles to be placed in your Storage Room. 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.**

**BIN ROOMS: see STORAGE AREAS**

**BULK TRASH: see GARBAGE**

**BUSES:**

CVE has its own 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.

**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 to connect to your tv.

**CATWALKS**

All Catwalks must remain completely unencumbered. Chairs, plants, and all other items may not be kept on the catwalk; nor is anything allowed to be hung from, or placed on, the balustrades. Nothing which might impede walking on the catwalk, or which might present an obstacle to people using walkers/wheelchairs is permitted. There are no exceptions.

**COMMON PROPERTY**

Any space 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 Statute 718, a Unit owner may not plant, construct, or place anything on common property without the permission (vote) of the Board. Further, if any of these changes are a material alteration (see FL Statute 718), then all Unit owners must vote on that issue.

**“CONDO SITTER”**

If you plan on being away from your Unit for an extended period of time, it is strongly suggested that you have someone check on your Unit on a regular basis. There are a number of companies in the area that provide this service for a fee. Check with your neighbors for recommendations. **Please remember to complete the Grantham C “Unit Owner Personal Data Sheet” indicating your current Condo Sitter and other contact information.** [see also **AIR CONDITIONING; OCCUPANCY IN THE ABSENCE OF AN OWNER; WATER VALVES**]

**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 by movers, repair people, deliveries, etc. **Unit Owners are required to leave a deposit with the Board of Directors before having any furniture, appliances or construction materials moved in or out of the building (check with your Board of Directors regarding the amount of the current fee).** The Unit Owner is required to instruct the movers to hang “blankets”/”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. In case of damage, the deposit will be applied toward the cost of repairs with any balance returned to the Unit Owner. If the damage exceeds the deposit, the Unit Owner will be responsible for the difference. The entire deposit will be returned if there is no damage.

Similarly, a Unit Owner planning major renovations or repairs and/or moving of furniture or appliances in or out of the building will be required to give a deposit to the Board of Directors. Return of the deposit will be on the same terms as above.

**FIRE ALARM:**

In 2020, Grantham C upgraded its fire alarm system. Alarm devices have been installed in both bedrooms near the AC vent; and, associated wiring has been installed in your hall closet. These devices are now required by code to assist with hearing the building fire alarm throughout your entire condo unit. The devices and wiring are Grantham C Association property and are attached to the main fire alarm system located on the outside of the building along the catwalks. The devices only sound if someone pulls one of the fire alarms located on each floor on the outside of the building. **Please DO NOT TOUCH or attempt to move these alarm devices or the wiring under any circumstances. Painting the devices will cause damage to the alarms and render them inoperable. Repair/replacement from tampering is costly and will be charged to the Unit Owner.** Should you notice any problem, please contact a Grantham C Board Member.

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 horns in each condo Unit. Next, call 911 to alert the fire department of our emergency.

**GARBAGE**

***Garbage:***

Food garbage not placed in a sink garbage disposal unit should 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 should be double-bagged and tied securely before disposal in the building’s garbage chute.

***Cardboard Cartons:***

If you have an appliance or furniture delivered and the items come 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. 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 still interested in separating your recyclables 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 most up-to-date 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 ON THE EVENING BEFORE THE SCHEDULED PICK-UP.** There is no charge for the pick-up. Fines are levied by the City for items placed out prior to the day before scheduled pick-up. **BULK TRASH PICK-UP IS ON FRIDAYS.**

**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. **Note: There is also a “Guest Form” that must be completed by the Unit Owner. This “Guest Form” must be signed by our Association President and stamped with the Grantham C building Association seal.** 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.

**ID CARD:**

After you close on your Grantham C Condo Unit, you may 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 also be given a copy of the *CVE Clubhouse Rules and Regulations.* This document is also available online at [www.cenclub.com](http://www.cenclub.com).

**INTERNET**

At this time, 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.

**KEYS**

As per Florida Statute 718, each Unit Owner is required to provide the Board of Directors with a key(s) to open the door to the Unit. The Board of Directors will keep those keys in a locked area. Those keys will be used only in case of emergency. If you are planning to change your condo lock(s), please make sure to notify the Board and submit the new key(s).

**LAUNDRY FACILITIES**

There are two laundry rooms on each floor of the building. We ask that you follow instructions for the use of the washer and dryer and help maintain cleanliness in the room and inside the machines. The machines do not accept foreign coins. The use of machines is on a first come first served basis.

**REMEMBER THAT YOUR ASSOCIATION DOCUMENTS PROHIBIT UNIT OWNERS FROM HAVING WASHERS OR DRYERS IN THEIR UNITS.**

**MAIL FORWARDING**

Seasonal residents need to remember to arrange to stop and forward their mail as they plan to leave 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 any nuisance noise.

**OCCUPANCY IN THE ABSENCE OF AN OWNER**

No guests of any Unit Owner (other than children, grandchildren, parents, brothers or sisters 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. The proper forms must be completed by the Unit Owner and authorized by your Association’s Board of Directors. It is in the best interests of all Unit Owners that the same forms be completed when any guest will be occupying a Unit in the Owner’s absence. Forms must be signed by the Association President and stamped with the building seal.

**PETS**

No dogs, cats, or other walking pets are permitted. In addition, the Grantham C 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 C resident’s quiet, safe, or healthy enjoyment of his/her home.

**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 infestation of ants.]

**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 C Condominium Association documents **do not permit** rentals 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.

You must submit to the Grantham C Association a deposit before any 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. The City of Deerfield Beach requires “Permits” for all construction/renovation work with the exception of painting and flooring projects.

Please remember to notify the Grantham C 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.

**STORAGE AREA [BIN ROOMS]**

There is a storage area available to each Unit. You should receive a key to that area at your closing. The area is divided into separate “cages” which are allocated, one for each Unit. It is your responsibility to provide a lock for the door to your specific area.

**NO COMBUSTIBLE MATERIALS NOR FOOD PRODUCTS ARE TO BE LEFT IN THE STORAGE AREA. WE ALSO DISCOURAGE CARDBOARD BOXES.**

**THE CONDO ASSOCIATION IS NOT RESPONSIBLE FOR ANYTHING DAMAGED OR STOLEN.**

Also check the Grantham C memo regarding Storage Cabinets in Bin Rooms.

**TILE FLOORS**

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. 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 C Association asks Unit Owners to update the Personal Data Sheet kept on file in the Grantham C Office for each Unit Owner. 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 our Century Village Community.

To call-in a visitor, you must do so 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 who are in possession of 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.

**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 couple of days. 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 area.

**Grantham C 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 C Directory”.**

**Phone #:**

**H (Grantham C):\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GRANTHAM C WELCOME PACKET**

**Appendix**

**FLYERS:**

* **CVE Important Phone #s \***
* **Bulk Trash Service \***
* **Permit Requirements for Condominium Owners \***
* **Storage Cabinets in Bin Room (memo) \*\*\***
* **Pool Rules – short version \*\*\***

**FORMS:**

* **Request for Guest Occupancy \*\*\***
* **Guest Pass \*\***
* **Gate Pass Request \*\***
* **Companion/Caregiver Pass \*\***
* **Outside Contractors Entry Request \*\***
* **Unit Owner Personal Data Sheet \*\*\***

**\* copies available at Clubhouse Staff Office**

**\*\* copies available at the Clubhouse ID Office**

**\*\*\* copies available at Grantham C Office**

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