

# Ventnor O Condominium Association, Inc. Owner's Manual

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# VENTNOR O CONDO ASSOCIATION

## **BUILDING OFFICERS FOR 2024**

President, Treasurer – Howard Robins

Unit 1048 954-419-9329

Secretary - Marilyn Goldman

Unit 2047 954-326-0266

Other Board Members:

Barbara Gerson

Unit 3045 908-725-4490

Frank Reda

Unit 4053 917-859-9248

Marian Mitchell

Unit 1047 216-258-8904

### **COOCVE Directors**

Barbara Gerson  
Lester Gerson  
Howard Robins

### **COOCVE Alt. Directors**

Frank Reda  
Judy Flusser  
Marian Mitchell

Board Meetings are held on the 1<sup>st</sup> Thursday of every month at 3 pm. All unit owners are welcome to attend. **The Board meets via Zoom. If you wish to attend a Board meeting, please let a member listed above know in advance, and you will be provided with a link or other arrangements can be made to accommodate your attendance.** Typical agenda: Approval of previous meeting minutes, financial update, old business updates, new business, adjourn.

## **SEACREST SERVICES**

We will support your community by providing Property Management, Maintenance, Customer Service Administrative Support, Landscape, and Accounting Services. The Customer Service Team is staffed with friendly representatives who are prepared to capture your association-related requests and concerns through direct communication with the respective service divisions to ensure a proper resolution is provided. Our work-order process is designed in a manner that will make your experience with Seacrest pleasant and productive.

Here are the most convenient ways to submit your request:

### Option #1:

(This is the preferred option.) Simply submit an online work order by accessing our website (<https://seacrestservices.com/work-orders/>) and follow the required instruction.

### Option #2:

- 1) Call our Customer Service Team at (561) 656-6310 or toll-free 1-888-828-6464 and speak with a live Seacrest Customer Service Representative.
- 2) Provide the representative with a detailed description of your request.
- 3) You will be provided a confirmation number, and the request will be sent to the appropriate personnel for execution of service.

Upon completion of service, communication (usually via door hanger) will be provided confirming the status of your request. All concerns including emergencies (whether during or after business hours) should be called into Customer Service, as should calls regarding other association matters, such as maintenance payment/account inquiries. You can reach us 24 hours a day 7 days a week.

In an effort to ensure effective communication between yourself and the Association, we have provided a QR Code (below) for unit-owner information update. Please know that the information you provide will be kept confidential and only accessed for Association-Related Matters and Communication as warranted.



## Ventnor O Fire Alarm System

Our building has a modern fire alarm system that does not automatically call the fire department when a catwalk pull station is pulled, or if a common area smoke detector goes into alarm. ***IF THERE IS A REAL FIRE ALARM/SITUATION, PLEASE GO AWAY FROM THE BUILDING AND CALL 911. DO NOT USE THE ELEVATOR.***

**ANNUNCIATORS:** The fire alarm system has horns that sound out on the catwalks, and annunciators that sound in our bedrooms; both are very loud. 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 the image below. Please do not tamper with these devices. If you wish to paint the room, please paint ***around*** it. 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! After the system has been fully restored, any tampering with the annunciator in your unit will be at your expense to repair.



**COMMON AREA SMOKE DETECTORS:** As part of the building's fire alarm system, we have smoke 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 conduits. 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 instruct your movers/helpers to stay clear of them.

**SPRINKLER SYSTEMS:** We have sprinkler systems in our trash chutes/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.

**APARTMENT SMOKE DETECTORS:** When these condo units were new, fire safety code required only one smoke detector which was installed in the hallway near the air conditioner's return duct. These original smoke detectors are **NOT** tied into the building's fire alarm system. Building codes have changed as fire safety experts discovered that a running air conditioner could interfere with the smoke detector's proper operation. The new code calls for 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). 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 to your bedrooms; they are inexpensive, and now come with 10-year batteries, so you won't have annoying "dead battery" chirps that were common with older detectors.

**FIRE EXTINGUISHERS:** We have fire extinguishers placed in strategic locations on the catwalks. If there is a fire, please use them! We have them inspected and certified annually, so they will be ready should they be needed.

**EXIT SIGNS:** On Floors 2, 3, and 4, there are exit signs at the stairwells. In low-light situations (lights out, heavy smoke, etc.), these signs help identify where to go to exit the building.

**ELEVATOR:** Should the fire alarm sound, and thus the need to evacuate the building, **PLEASE DO NOT USE THE ELEVATOR!** You could get trapped in it, or 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 the call buttons at the elevator lobby will not work. If you are mobility impaired, we will let the fire department know that you will need assistance evacuating the building.

Should you have questions, please contact a board member.

# Ventnor O Air Conditioning Systems

Our systems are split with a unit on the roof and an air handler in the middle of the hallway ceiling.

Air conditioners remove humidity from the air in our apartments. That humidity becomes condensate – water that drips into a pan in the air handler (this is similar to the pan that collects water at the bottom of most refrigerators). The refrigerator is a confined space and the water that collects in that pan just evaporates. The water in the A/C pan flows through a tube that is 1-inch in diameter that is connected to the main drain. A main drain is shared by all 4 apartments in a stack, e.g., 1048, 2048, 3048, and 4048 all share a common main drain. The main drains are PVC 2-inch diameter pipes that run from the roof and empty out at the rear building foundation. The more humid it is, the more the A/C runs and the more condensation is produced and drips into the pan and flows into the main drain. In the high heat months here, our A/C systems are running constantly.

The water that collects in the pan and flows into the main drains grows scum/algae. Without adequate maintenance, the scum grows and could clog the flow of condensation. That causes the pan to overflow, and you get rain inside your apartment under the air handler. When you have Pride, ECM, or whomever comes to service your A/C, before they leave, they drop a large tablet or two into the pan. Those tablets help stop the buildup of scum/algae. What needs to be understood is that those tablets dissolve in one to three months. If you have your A/C serviced once each year, at best there are 9 months that scum/algae could build up. Unless these tablets are placed into the pan every 3 or 4 months, one service per year here is not enough.

You should also consider replacing the filter in your air handler at least twice each year. Filters are 21 ¼" X 37 ¼" X 1". These filters have "Effective up to: 90 Days" noted on the packaging.

ECM routinely tells their customers to tell us to clean the main drains. We do that twice each year, but the route of the problem is in our apartments. If the scum/algae are killed at the source, before it creates a problem, the main drains will be free of buildup.

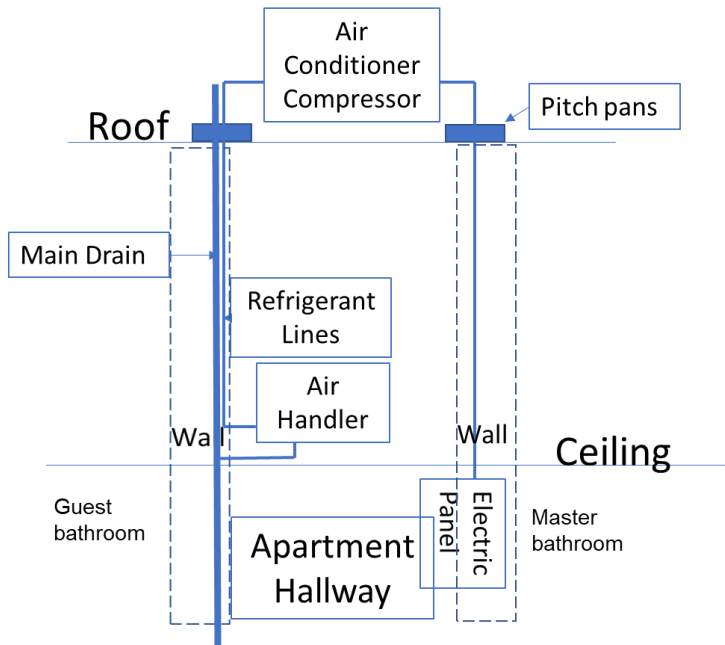
While the association is responsible for the roof, unit owners are responsible for their respective refrigerant lines, electrical conduits, fuse boxes, etc. associated with their air conditioning systems. Some fuse boxes and conduits were found open to the weather. Rain can and does get into these openings and makes its way into the electrical panel in your apartment. Also, some refrigerant lines are not insulated. Refrigerant lines are very cold and when uninsulated, humidity freezes on them. When not so cold, that frost becomes

water that could follow the lines down inside the wall in your apartment or others in your stack.

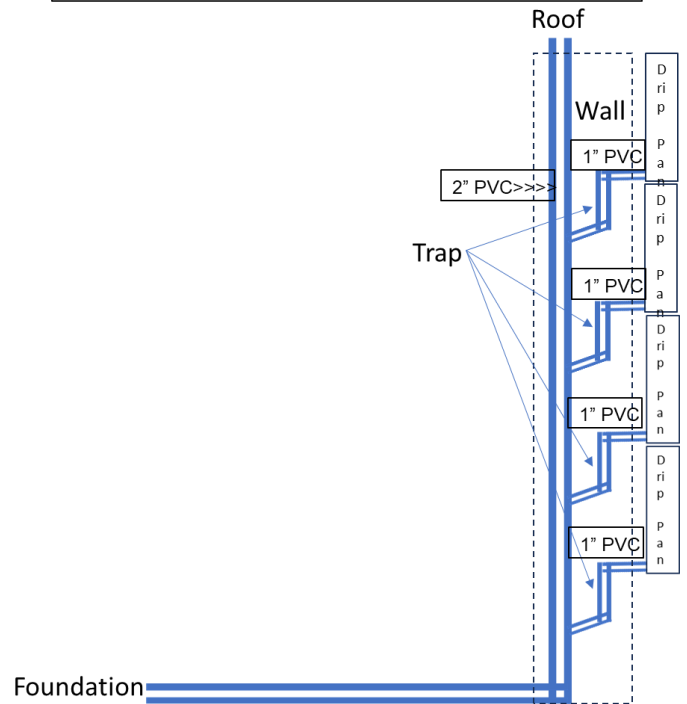
Any damage in your apartment caused by components of your air conditioning system is your responsibility.

We suggest that you have your air conditioning service people check and repair any issues that may exist with your systems – particularly components on the roof.

### Ventnor O Air Conditioner Configuration



### Anatomy of an AC Main Drain



This configuration is of a typical even numbered apartment. Odd numbered apartments have components in the opposite walls, i.e., what is in the left wall, is in the right wall, and visa-versa.

This link is to pictures showing how the main drain connection is routed inside the wall:  
<https://photos.app.goo.gl/GYaHhSX4rEyAnv848>



Unit owners need to make sure that when their AC is serviced that the following is done and should be getting pictures of proof:

- Refrigerant lines on the roof are insulated
- Electrical wiring/conduits on the roof are closed to the weather
- The air handler connection to the main drain is cleaned out – including the p-trap.

These should be done at least twice each year and be part of the tune-up that we get with our service contracts.



# HOT WATER HEATER



Location: Guest/small bedroom closet – usually boxed-in under a shelf in the closet.

Hot water heaters are electric and plumbed in. Deerfield Beach Building Department permits are required. Licensed contractors are required to obtain permits to install new heaters. Please see: <https://www.deerfield-beach.com/294/Building-Services#condo> for more permitting information.

Hot water heaters should be replaced every 10 years.

Please check the date on your heater tank.

Understand that these tanks hold 30 – 40 gallons of water, and when they go bad, can drop that much rusty water all over, and into the apartments below you. You will be responsible for all damage caused by your hot water heater, and insurance does not cover this damage.

**Tankless hot water heaters are not permitted.** They require high current (50 amps) wiring and circuit breakers that conventional heaters do not. Each apartment is wired for and to a 100-amp main circuit breaker. If you are running hot water while the air conditioning is running, and have other things, like refrigerators, etc. running at the same time, you risk exceeding the 100-amp breaker capacity.

## Laundry

If a laundry machine - washer or drier is not working, do not call a serviceman. Service calls can be expensive. Contact a board member who will check out the problem and if needed, they will call for service.

If the nearest laundry machines are in use, you can use any of the other machines in the building.

PLEASE REMOVE YOUR LINT FROM THE LINT TRAP AFTER EACH USE.

Inspect your quarters before putting them into a coin box. Make sure they are US quarters (not Canadian), not bent, and clean. Many jams are caused by inappropriate coinage.

The washers run for about 30 minutes and driers for 60 minutes. Please keep track and be courteous to your neighbors. This can be more of an issue in season when everyone is here.

Wash = \$0.75

Dry = \$0.50

## **DEALING WITH SOLID WASTE AT VENTNOR O**

- **Dumpsters are emptied on Mondays and Thursdays**
  - **Please check – look out to the roadway – make sure the dumpster is in its space before throwing trash into the chute. The trash collectors do not pick up trash that falls to the ground. Trash on the ground (not in the dumpster) invites vermin and requires someone to pick it up.**
  - Recycling: Deerfield Beach has discontinued the recycling program.
  - All trash should be put in the chute to the dumpsters. Please break down large boxes. If trash is too large for the chute, save it for bulk pickup on Wednesday.
  - Please be courteous to you neighbors – all 4 floors use the 2 dumpsters – if you have a large amount of trash consider other means of disposal or dispose of it a bit at a time.
  - Realize that the trash chute is only so wide – do not try to force items too large to fit.
  - Make sure that trash is securely bundled – loose papers can fly out of the dumpsters when they are emptied and litter our neighborhood.
  
- **BULK ITEMS ARE PICKED UP ON WEDNESDAYS - ONLY**
  - Place bulk pickup items on the grassy areas in front of the “Bulk Pickup” signs near the dumpster driveways – do not block access to the dumpsters.
  - <https://www.deerfield-beach.com/361/Residential-Services#bulk>
  - **Place your bulk pickup items on Tuesday – do not leave trash out in front of our building all week.**
  - Bulk waste that will not fit in garbage dumpster may include:
    - Furniture/Mattresses
    - Appliances
    - Bicycles/Toys
    - TVs
    - Large packaging materials, etc.
    - Tree limbs/palm fronds/stumps

# VENTNOR O CONDOMINIUM ASSOCIATION

## Rules and Regulations

1. Rental of any individual units is not permitted.
2. All garbage (food etc.) must be bagged (plastic) and securely tied and deposited in the garbage chute on your floor. Note: These chutes are NOT to be used between the hours of 8 a.m. and 10 a.m. on Mondays and Thursdays - due to garbage pickups.
3. Bulk trash (<https://www.deerfield-beach.com/361/Residential-Services#bulk>) should only be placed in the designated areas next to, not in front of, the dumpster garages. Our pickup day is Wednesday – every week. Please do not put stuff out before Tuesday afternoon. Recycling is also available off-property: <https://www.deerfield-beach.com/1723/Recycling#dropoff>
4. No walking animals or walking pets are allowed anywhere on Ventnor O property.
5. Bedding and clothing may NOT be aired on the catwalk.
6. The laundry rooms may be used between the hours of 8 a.m. and 10 p.m. each day. Remove any lint from the lint filter and deposit it in the wastebasket. If you spill anything, please clean it up. Be considerate of your neighbors. Remove your clothes from the washer or dryer as soon as the machine has completed its operation. Please close the outside door when you leave.
7. Be considerate of your neighbors by reducing the sound of your TV, radio, or stereo after 11 p.m. loud yelling is not permitted as it may disturb your neighbors.
8. Learn the location of and become familiar with the nearest fire extinguisher on your catwalk.
9. No cooking is permitted anywhere on Ventnor O property other than inside of your unit.
10. Only use the storage bin assigned to your apartment. Be sure the storage bin room is locked when you leave (except for the 4th floor - south).
11. No furniture, tools, or equipment, which is the property of the building, may be used without written permission of the board.
12. No doormats or any other object may be left on the catwalk. The building's common areas such as sidewalk, entrance passages, elevators, vestibules, stairways, corridors, catwalks may not be obstructed, encumbered, or used for any purpose other than egress or ingress.

13. Keys to your apartment must be left with the Board President, or such other person designated by the Board to hold the key, so that the apartment may be entered in case of an emergency. An alternative, you may leave your keys with a neighbor and the neighbor's name and phone number. If the door must be forced, the owner will be responsible for any damage incurred.

14. Owners are responsible for the removal of replaced or discarded appliances. The removal of boxes or packing materials, or discarded parts is also the responsibility of the owner. If a contractor or repairman is supposed to remove these items, the owner is responsible to see that this is done.

15. No skating or bicycling is permitted on the catwalk.

16. If your bathing suit is wet, do not enter the elevator. Either let it dry first or use the stairs.

17. Owner may only park in his/her own designated numbered parking space. The owner's second car (if it exists) or guest cars may use the guest spaces. No repair work, except for emergency repairs, such as changing a flat tire or recharging/replacing the vehicle battery, is permitted on condominium property. Use of the building's garden hose to wash your car is prohibited.

18. No owner's boats may be placed on any lake/canal within Century Village.

19. No awnings, enclosure, canopy, shutter or like item except removable hurricane shutters shall be placed on the porch, outside wall, or roof.

20. Except for the owner's name and/or apartment number, no sign, advertising notice or other lettering shall be affixed, exhibited, displayed, or painted on any part of the condo unit that is visible from outside the unit. This also includes – no flags, banners, notices, posters, stickers, or lettering of any kind.

21. No inflammable, combustible or explosive fluid, chemical substance shall be kept in any unit, except those required for normal household use.

22. Unit owners must advise their guests or workers of these rules and regulations and are responsible for any damage caused by these persons due to a violation of any rule. Loitering is not permitted in any common area.

23. Apartment may NOT be used for commercial purposes.

24. When advised by a Board member or fellow owner of a breach of these rules by you or your guests, please treat them with respect as they are protecting everyone's best interest.

25. When using any Century Village public facility -- a pool, clubhouse, tennis courts, golf course, please adhere to the rules of that facility.

26. No unit may be occupied by any person under eighteen (18) years of age, except that any relative of a unit owner under 18 may be permitted to visit overnight for reasonable periods not to exceed two (2) consecutive weeks or thirty (30) days in any 12-month period.

27. If any unit owner violates these rules and regulations, this condo association may levy a fine. The association will provide both written notice and the opportunity for a hearing before any fine is levied.

28. Annual assessments, annual insurance payments, and monthly carrying charges must be paid on time.

29. A \$500.00 refundable deposit, pending an inspection by a Board Member, will be levied on all persons moving in or out of the building. Should any damage be done by movers, etc., this money will be used to cover the cost of any repairs. If the damage is in excess of \$500.00, the estimates on the costs of the repair will be received, and this cost will be charged to the Unit Owner.

30. Smoking is not allowed anywhere on the property.

31. Electric bicycles:

- Follow manufacturer's instructions concerning charging and storage of batteries.
- All bicycles may be stored in the storage room at the owner's risk.
- Batteries may not be left or charged in the storage rooms.
- Charging may be done in the owner's apartment but must follow all safety protocols provided by the manufacture.
- Under no circumstances should a battery be left unattended while charging.
- When leaving for any length of time the battery must be disconnected and stored in an environmentally safe container (<http://www.lithiumsafety.com/fire-safety-bag-e-bike-batteries/>) or something equivalent.

**VENTNOR O CONDOMINIUM ASSOCIATION INC.  
ARCHITECTURAL MODIFICATION APPLICATION FORM**

DATE \_\_\_\_\_ UNIT # \_\_\_\_\_

UNIT OWNER(S) \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF MODIFICATION BEING REQUESTED (Please provide a description, including materials, color, size/dimensions or areas involved, use additional paper if needed).

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**BEFORE APPLICATION WILL BE CONSIDERED, THE FOLLOWING MUST BE ATTACHED:**

1. ARCHITECT'S PLANS, DRAWINGS, AND MATERIAL SPECIFICATIONS. HAND DRAWN SKETCHES ARE OK.
2. COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE LISTING THE UNIT OWNER, VENTNOR "O" CONDOMINIUM ASSOCIATION INC., VENTNOR O BOARD OF DIRECTORS, AND PROPERTY MANAGER – SEACREST SERVICES AS ADDITIONAL INSURED. YOU SHOULD BE LISTED AS "CERTIFICATE HOLDER".
3. COPIES OF VALID CONTRACTOR'S LICENSES.
4. COPIES OF PERMIT APPLICATIONS.

**ALSO BE ADVISED:**

- ANY PERMITS REQUIRED BY THE CITY OF DEERFIELD BEACH MUST BE OBTAINED BY CONTRACTORS AND POSTED IN A WINDOW PRIOR TO COMMENCING WORK.
- CONTRACTOR MUST HAVE AN ENGLISH-SPEAKING SUPERVISOR DURING EXECUTION OF WORK. NO SUBCONTRACTORS WORK WITHOUT SUPERVISION.
- CONTRACTORS ARE RESPONSIBLE FOR REMOVAL OF ALL DEBRIS RESULTING FROM MODIFICATIONS.
- WINDOWS & DOORS: EXTERIOR SURFACES MUST BE PROPERLY PATCHED AND PAINTED.
- APPROVAL DOES NOT RELIEVE UNIT OWNER'S AND CONTRACTOR'S RESPONSIBILITY OF MEETING ALL STATE AND LOCAL CODES.
- UNIT OWNERS ARE RESPONSIBLE FOR ANY DAMAGE TO VENTNOR O COMMON ELEMENTS (BUILDING, CATWALK, ELEVATOR, STAIRS, LAUNDRY/BIN ROOMS, ROAD AND GROUND AROUND THE BUILDING) CAUSED BY THEIR CONTRACTORS.

I/We:

- Hereby make application to Ventnor "O" Condominium Association, Inc. for the above-described item to be approved in writing.
- Understand and acknowledge that approval of this request must be granted and appropriate permits issued before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/ installation and subsequent restoration to original form at my expense.

**VENTNOR O CONDOMINIUM ASSOCIATION INC.  
ARCHITECTURAL MODIFICATION APPLICATION FORM**

- Understand that any damage to the building, catwalks, elevator or any common property during remodeling or other activities relating to the remodeling, will be the financial responsibility of the unit owner and/or contractor.
- Give permission to the Board or its agents to enter the property at reasonable times to inspect for compliance.

**Please ensure that your contractors follow the guidelines listed below:**

- **Work is only permitted Monday through Friday between the hours of 9:00am and 5:00pm.**
- **No work shall be performed in common areas (catwalk, storage, etc.).**
- **Contractors must clean up the catwalk and walkway floors at the end of each day while work is performed.**
- **Contractors must remove any construction debris and dispose of it outside the community.**
- **Contractors must remove any appliances and/or other items removed from the apartment outside of the community. No items are permitted to be left in the trash room area.**
- **Contractors are not permitted to leave any materials and/or equipment in the walkways or common areas.**
- **Contractors are not permitted to use the catwalks or front area of the building for any work in connection with any alteration being done inside the owner's unit.**
- **All work should be executed by licensed and insured contractors and all required permits must be obtained by the Unit Owner(s) and/or their contractors.**
- **Owners are responsible for making sure elevator protection (wall pads) is used when required.**
- **Any contractor work requires Board approval and a refundable security deposit of \$500.00, made payable to Ventnor O Condo Association, Inc. and delivered to the Association's President.**

**Failure to comply with any rules and regulations above will result in placing charges on the unit owner's account ledger. By signing below, I/We agree to and will abide by all statements in this application.**

\_\_\_\_\_  
Unit Owner Print Name

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Unit Owner Print Name

\_\_\_\_\_  
Unit Owner Signature

**Please scan and send this completed form and attachments as a pdf to:  
ventnorobod@bellsouth.net**

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This Section for Office Use Only

**APPLICATION APPROVED APPLICATION DENIED**

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





# SERVICE ANIMAL/EMOTIONAL SUPPORT ANIMAL APPLICATION

## CENTURY VILLAGE EAST DEERFIELD BEACH, FLORIDA

Ventnor O Condominium Association, Inc.

### Introduction - Reasonable Accommodation Policy

Many people who choose to move into our community have allergies or other health issues related to animals. Therefore, anyone requesting a service or companion animal must follow the application and approval process set forth herein.

You have indicated that you, or a member of your household, need reasonable accommodation because of a disability/handicap, and that you intend to reside in a Unit located in Century Village East. To protect the health and safety of all residents in our community, it is our responsibility to obtain the necessary information to evaluate the requested accommodation in compliance with the current policies and rules of Century Village East.

Please take this policy and the attached Authorization for Release of Information to your healthcare provider or other appropriate individual, clinic, or agency so that a professional with expertise in the area of the disability being claimed and who has personal knowledge of the individual's disability, may provide verification of the disability through the use of the attached forms.

To the extent a disability/handicap is not permanent, we may periodically request additional or updated medical information as it deems necessary, to determine if there is a continued need for the requested accommodation. We may also request updated vaccination records and certificates, as applicable.

Please be aware that some disabilities may be temporary and resolved in time. When that is the case, you will be required to remove the animal after periodic renewal and find that the disability no longer exists.

Additionally, since an individual's need for an accommodation may change over time as a result of changes in the individual's own level of disability/handicap or impairment, treatments, and/or other circumstances affecting the individual, it is your responsibility to notify us if you need, or no longer need, a reasonable accommodation. Please note that owners are not permitted to have more than one support animal unless the distinction of separate needs for each animal has been established. A separate form is required for each animal.

If your request for a reasonable accommodation is granted, we reserve the right, pursuant to Florida Law, to withdraw this approval at any time should the service animal or emotional support animal become a nuisance to others, which includes, but is not limited to: barking, biting, aggressive behavior, attacking, owner's failure to properly dispose of excrement or waste, failure to comply with all state and local ordinance and statutes, not maintaining the animal on a leash at all times when outside of the unit, insect/extermination

issues and/or sanitation/odor problems.

Additionally, the approval of the animal may be withdrawn if the requesting party is no longer disabled. Further, the applicant/owner is required to provide updated medical information concerning his/her disability (if such disability is not permanent), current and annual vaccination records, immunization and Veterinarian records for the animal, and all certifications or trainings the animal possesses.

Failure to comply with any of these requirements shall be grounds to withdraw the approval of the animal. The animal Owner is solely responsible for all damages caused by the animal, whether to person or property.

All information received in conjunction with a disabled Owner's or Resident's request for reasonable accommodation will be kept confidential in compliance with Florida Statute. **Please turn this form in for processing to: Seacrest Services Inc., 6601 Lyons Road, Suite A7, Coconut Creek, Florida 33073.**

Patient's Consent for Healthcare Provider's Release of Information

Healthcare Provider's Name: [Redacted]

Address: [Redacted]

City: [Redacted] State: [Redacted] Phone: [Redacted]

.....

I, [Redacted] hereby provide my consent to [Redacted] my healthcare provider, so that they may speak with an authorized representative of Ventnor O Condominium Association, Inc. in conjunction with my Service Animal / Emotional Support Animal Application if it is necessary for clarification of statements in the Statement of Qualifying Health Professional. I understand that the only information my healthcare provider is permitted to release is that which is related to my need for the service or companion animal. The healthcare provider will not be requested to state my medical diagnosis, only the ways in which my disability substantially limits one or more major life activities, and the reason(s) I need the animal.

[Redacted]

*Requesting Party's Signature*

[Redacted]

*Date*

[Redacted]

*Printed Name of Requesting Party*

SERVICE ANIMAL / EMOTIONAL SUPPORT ANIMAL REGISTRATION

Owner's Name:  Unit #:

Animal's Name:

Breed:  Color:

Weight:  lbs. Animal's Gender: Male  Female

Date Animal Was Acquired: \_\_\_\_\_

Veterinarian's Name:

Veterinarian's Phone Number:

Emergency Contact's Name:

Emergency Contact's Phone Number:

Does this animal have any individualized training and/or certifications?

Yes  No

Please attach the following:

Copy of photograph of the animal

Copy of veterinarian's certification that all shots/inoculations are up to date.

STATEMENT OF QUALIFYING HEALTH PROFESSIONAL

- i. My name is [REDACTED]
- ii. I am licensed by [REDACTED]  
and my license number is [REDACTED]
- iii. My practice specialty is [REDACTED]
- iv. My office is located at [REDACTED]  
[REDACTED]
- v. I am the healthcare provider treating:  
[REDACTED] (hereinafter "Patient").  
I began treating Patient on [REDACTED]
- vi. On or about [REDACTED], I diagnosed Patient with  
a reasonable degree of medical certainty as suffering from a physical  
and/or mental disability/handicap. (CIRCLE ALL THAT APPLY).
- vii. Within a reasonable degree of medical certainty, I have concluded  
that Patient's medical/mental condition substantially limits Patient's  
major life activities as follows: [REDACTED]  
(list the major life activities affected by the disability):  
[REDACTED]
- viii. I prescribe a service animal or emotional support animal (CIRCLE  
ONE) as part of Patient's medical treatment.

- i. The (service animal / emotional support animal / reasonable accommodation) is medically necessary and will assist Patient and will ameliorate the symptoms of one or more major life activities in the following ways (please state specifics):

[Redacted]

[Redacted]

- ii. It is my medical opinion that Patient is handicapped as that term is defined under the Fair Housing Act and Florida Fair Housing Act\*, and the animal is medically necessary to afford Patient an equal opportunity to use and enjoy the unit/home.
- iii. This statement is made to induce Ventnor O Condominium Association, Inc. to make substantial and material alterations to its use restrictions based upon a medical, mental and/or physiological disability/handicap substantially limiting one or more of Patient's major life activities which does not include current, illegal use or addiction to a controlled substance.

[Redacted]

Signature of Health Professional

[Redacted]

Printed Name

Qualifying health professionals should be aware that Florida Statute, section 760 provides a basis to professionally discipline, or impose criminal penalties, upon health care practitioners who issue supporting documentation without personal knowledge or aid in a fraudulent claim of need.

\*The Federal Fair Housing Act (42 U.S.C. 3602) defines the term handicap as follows:

“Handicap” means, with respect to a person -

- (1) A physical or mental impairment which substantially limits one or more of such person’s major life activities,
- (2) A record of having such impairment, or
- (3) Being regarded as having such impairment, but such term does not include current illegal use of or addiction to a controlled substance.

\*\* The Florida Fair Housing Act (Fla. Stat. 760.22) defines the term handicap as follows:

(7) “Handicap” means:

- (a) A person has a physical or mental impairment which substantially limits one or more major life Activities, or he or she has a record of having, or is regarded as having, such physical or mental Impairment;  
or
- (b) A person has a developmental disability as defined in s. 393.063.

# VENTNOR O CONDOMINIUM ASSOCIATION, INC. OWNER'S MANUAL

## VENTNOR O PARKING POLICY

The Board of Directors has designated the first four parking spaces on either side of the main entrance/elevator for assignment and use of unit owners with special needs.

The eight spaces reserved for use by unit owners with special needs may not be exchanged. If a unit owner no longer has use for special needs parking, the Board of Directors should be advised. The Board will reassign or hold in reserve special needs parking for owners it feels could benefit from parking closer to the main entrance/elevator, either permanently or on a temporary basis. No user of these spaces should take it upon themselves to determine who should use this space in their absence.

For all other assigned parking, unit owners may exchange spaces. A letter signed by both parties is required to accomplish this exchange. This letter must be given to the Board of Directors, who will arrange the renumbering of the respective tire stops.

Every unit owner is assigned one parking space for one vehicle (whether they do or do not own a vehicle). We have limited guest parking spaces. No unit owner may use a guest parking space as their personal second space. Therefore, to prevent even the appearance of doing so, that if a vehicle is parked in a guest space it must NOT be the same guest spot that was used the previous day. You must move your second vehicle to a different space every 24 hours.

## ELEVATOR PADS

- They are in the closet room behind the clothes washer on the 3rd floor, north end of the building (Ventnor G side).
- The room is now unlocked.
- They are on a small shopping cart – to be used to move to/from the elevator.
- They are the responsibility of the unit owners to get them, hang them, and return them after use.
- They should always be used when material that could scratch the elevator walls is transported.



VENTNOR O CONDOMINIUM ASSOCIATION, INC.  
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# VENTNOR O BBQ GRILL RULES AND REGULATIONS

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## Safety First

- When in use, users shall have a spray bottle of water available to knock down flames before they get out of control.
- A fire extinguisher must be present at all times of use.
- Any residue (grease, oil, etc.) must be properly disposed of after each use.
- The grill and gas bottle shall be chained in place at all times.
- All debris (paper, plastics, etc.) must be removed and properly disposed of after each use.
- Never leave a hot grill unattended.

## Ongoing Maintenance

- A committee of at least 3 users shall be responsible for the maintenance of and compliance with these Rules.
- The area around the BBQ grill must be maintained to assure that no mess is ever left that could attract vermin or reflect badly on our building.
- At the end of the season and before the part-time residents leave for home, the BBQ grill and all other related materials must be stored in a space designated by the Ventnor O Board of Directors. No loose items should be left out around hurricane season.
- Gas bottles must be evacuated (left empty with the valve open), when stored for the off-season.

## Curtesy to Others

- **Users are responsible for the fuel used. Do not leave an empty bottle for the next user.** A fuel gauge should be used with the LP gas bottle for this purpose.
- Clean up your mess. Do not leave debris around, make every effort to burn-off/clean the grilling surface and clean other surfaces that could be contaminated by your use.

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## Unit Owners leaving the Village for the season:

- Please make sure that we have the names and telephone numbers of your apartment watchers.
- If you are leaving a vehicle here, it must be parked in your designated parking space. Please leave us with vehicle keys so that we can move it in case of an emergency. Vehicles parked any place other than your own will be towed at your expense.
- Please make sure that your water main is turned off (handle in horizontal position) at the rear of the building, and that your hot water heater is turned off at the breaker before you leave. Photo is typical. Note that there are some anomalies. Tags are color coded: 1<sup>st</sup> floor – black, 2<sup>nd</sup> floor – green, 3<sup>rd</sup> floor – red, 4<sup>th</sup> floor – blue. Even numbered units have tags numbered left to right, odd number units are numbered right to left.



- Empty your refrigerator.
- Leave your air conditioning on to prevent mold and mildew.

# VENTNOR O CONDOMINIUM ASSOCIATION, INC. OWNER'S MANUAL

## **Unit Owner Rights, Duties and Opportunities**

### Condominium Living

While you are responsible for your unit, your unit is part of the building and association known as Ventnor O. The association manages and is responsible for the building property including the catwalks, stairs, elevators, laundry rooms, the street in front of the building, the guest parking spaces, the two dumpster chutes, the storage and laundry rooms, the roof, etc., and the grass area around our building. The cost of maintaining these facilities, including obtaining insurance and the authorization to do so, are the responsibility of the Ventnor O Board. The board is also required to enforce the board rules and bylaws.

The Ventnor O Board consists of seven residents elected by the residents to prepare an annual budget, which sets the monthly coupon payable to the Ventnor O Association. These funds are used to pay for mowing the grass, landscaping, painting of the building, building insurance and any maintenance. In addition, the funds are also used to hire a management corporation (Seacrest Services) to help carry out the tasks authorized by the board.

### Board Elections

Every year the owners of every unit receive a pack of documents from the association. It includes a copy of next year's budget and a letter of intent to run. If you would like to serve on the board, you complete the letter of intent and mail it back. By doing so, your name will appear on the ballot. If the number of votes (one per unit) is in any of the seven largest groups of votes cast, you are elected for a term. The board elects its officers – a president, a vice-president, a secretary, and a treasurer. The board usually meets once per month, and except for a meeting to discuss litigation against a resident, every board meeting is publicized and open for every owner to attend and participate. You may attend and listen and if you have a problem or suggestion, you may speak or present it in writing.

### Organization of Century Village East

In addition to our condominium associations, Century Village East ("CVE") is managed and maintained by three other corporate entities – CVE Master Management, CENCLUB, and COOCVE.

Every unit owner pays three separate monthly coupons. These are the Ventnor O, CVE Master Management, and CENCLUB coupons. COOCVE is funded by contributions from Master Management and CENCLUB.

# VENTNOR O CONDOMINIUM ASSOCIATION, INC. OWNER'S MANUAL

## COOCVE

The 253 Century Village Condo Associations/buildings together members of the Condominium Owners Organization of Century Village East or what is better known as COOCVE (pronounced COOK VEE). COOCVE is an organization focused on issues related to the 253 associations. COOCVE provides community leadership and educational seminars and strives to resolve problems or supply information to both association boards and their residents. Three COOCVE Directors (and one COOCVE Alternate Director per director) are elected by the unit owners in the same manner as that of the Ventnor O board. The COOCVE Directors act as the "congress" of Century Village East. The COOCVE Board, consisting of all the elected COOCVE Directors, usually meets on a regularly scheduled basis and is open to all residents. The COOCVE Directors elect COOCVE Officers (President, 1st, 2nd, and 3rd VP, etc.), the seven members of CENCLUB and the nine Board Members of Master Management. There are several committees within the COOCVE structure not elected by the Directors like Presidents Forum and council of Area Chairs, each with its own important function and role. At an annual election in January, the COOCVE Directors elect about one-third of the Master Management Board for a three-year term, about one-half of the CENCLUB board for a two-year term, and every other year, elect the COOCVE officers for a two-year term. Note: The COOCVE Alternate Directors vote if their respective COOCVE Directors are not present. The best and most comprehensive way to learn about COOCVE is to read the COOCVE documents. In addition, the unit owners of each area such as Ventnor Area annually elect an area chair and an area vice-chair which serve on the COOCVE Executive Committee. Their function is to bring to both CVE Master Management Board and CENCLUB any problems or suggestions affecting their area. The COOCVE Board also owns the CVE Reporter (our village newspaper) and elects its Board of Directors.

## CVE Master Management

They are responsible for internal transportation, security, the bulk cable TV contract, electricity, and water to every building, own and maintain Century Boulevard, West Drive and East Drive, maintaining every roadway in the village, irrigation to its property and every association, the perimeter fencing, gate houses, Le Club and Activity Center, the recreational features near the CVE Master Management Building, the 68 acres of the former golf course and the CVEMM website.

## CENCLUB

CENCLUB owns and manages the clubhouse, and all the tennis courts and swimming pools (except those near the CVEMM area) as well as the shuffle board, pickle ball, and volleyball courts. The clubhouse includes an enormous theater, party room, and numerous rooms for exercise equipment, classes, ceramics, ping pong, library, etc.

# VENTNOR O CONDOMINIUM ASSOCIATION, INC. OWNER'S MANUAL

Below are some links that may be of some help to you:

<https://bcpa.net/forms-dl.asp> - As a new Florida resident home owner, you should apply for a Homestead Exemption to significantly reduce your property taxes.

[www.seacrestservices.com](http://www.seacrestservices.com) – Seacrest Services – After you have closed on the apartment.

<https://www.centuryvillageeast.com/> - CVE Master Management Website

<https://www.cverepporter.com/> - CVE Reporter newspaper

<https://coocve.com/> - COOCVE

<https://cenclub.com/> - Cenclub Recreation

[https://drive.google.com/drive/folders/1IRD6o-NK6-qjBWx8uo6FO1pHcLOg7T8r?usp=share\\_link](https://drive.google.com/drive/folders/1IRD6o-NK6-qjBWx8uo6FO1pHcLOg7T8r?usp=share_link) - Ventnor O Governing Documents

## **Excerpted from the recorded Ventnor O Declaration:**

10. MAINTENANCE AND REPAIR OF THE CONDOMINIUM PROPERTY, ALTERATIONS, AND IMPROVEMENTS.

10.1 MAINTENANCE BY ASSOCIATION. The ASSOCIATION, at its expense, shall be responsible for and shall maintain, repair, and replace all of the COMMON ELEMENTS.

10.2 LIMITATION UPON LIABILITY OF ASSOCIATION AND MANAGEMENT FIRM. Notwithstanding the duty of the ASSOCIATION and the MANAGEMENT FIRMS to maintain and repair parts of the CONDOMINIUM PROPERTY, the ASSOCIATION and UNIT OWNERS shall fully indemnify and hold the MANAGEMENT FIRMS harmless from all loss, cost, expenses including reasonable attorney's fees for injury or damage, whether caused by any latent condition of the property to be maintained and repaired by them, natural elements, other persons, or caused by any other reason whatsoever.

10.3 MAINTENANCE BY UNIT OWNER. The UNIT OWNER shall, subject to the other provisions of this DECLARATION, maintain, repair and replace, at his or her sole cost and expense, all portions of his or her UNIT including, but not limited to, all doors, door frames, windows, window frames, glass, screens, electric panels, electric wiring, electric outlets and fixtures, heaters, hot water heaters, refrigerators, dishwashers and other appliances, drains, plumbing fixtures and connections, interior surfaces of all walls, floors and ceilings, and all other portions of his or her UNIT. The UNIT OWNER shall maintain and repair the air conditioning compressor, refrigerant and electrical line appurtenant to his or her UNIT, and such other portions of the air conditioning system as set forth in Article 4.2.5 above. And repair the air conditioning compressor, refrigerant and electrical line appurtenant to his UNIT.

VENTNOR O CONDOMINIUM ASSOCIATION, INC.  
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## Important Phone Numbers

### Emergency.....911

Non – Emergency.....954-764-4357

CenClub Recreation Management Inc.....954-428-6892

COOCVE Office..... 954-596-0775

CVE Master Management .....954-421-5566

Fax: 954-421-9269

CVE Reporter..... 954-708-2816

### **Municipal Services:**

American Medical Response (Non-Emergency).....954-312-1700

Animal Control.....954-524-4302

FL. Fish & Wildlife.....561-625-5122

Broward County Courthouse (Deerfield).....954-831-6565

Broward County Property Appraiser..... 954-357-6830

Century Plaza Library..... 954-357-7740

Medical Center (Unimed Health System) ..... 954-426-1000

Post Office.....1-800-275-8777

Social Security Office.....1-800-772-1213

Veterans Services..... 954-357-6622

Voters Registration.....954-357-8683

### **Property Management:**

Seacrest Services.....1-888-828-6464

East Coast Maintenance & Management .....954-428-7015

The Wright Community Management.....954-349-8777

### **Utilities:**

Broward County Sanitation .....954-765-4999

Bulk Pick – Up (Trash).....954-480-4391

City of Deerfield Beach..... 954-480-4200

Comcast.....1-800-266-2278

Deerfield Code Enforcement.....954-480-4241

Florida Power & Light..... 1-888-988-8249

### **Elderly Services:**

Aging & Disability Resource Center (Broward)..... 954-745-9567

Adult Protective Service/Elder Abuse.....1-800-962-2873

Meals on Wheels.....954-731-8770

NE Focal Point Senior Citizen Center.....954-480-4449

Senior Touchline.....211

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## Important Phone Numbers

### Security:

Main Gate House.....Machine: 833-773-0808  
Person: 954-421-3552  
East Gate House.....Person: 954-596-9893  
West Gate House.....Person: 954-596-8551  
Office .....954-708-2818  
24 Hour Emergency.....954-421-3552

### Local Places of Worship:

Our Lady of Mercy Catholic Church.....954-421-3246  
Temple Beth Israel.....954-421-7060  
Temple B’Nai Shalom.....954-426-2532  
Young Israel .....954-571-3904  
Chabad of Deerfield Beach.....954-422-1735

### Recreation Offices:

Admin.....954-428-6892 ext. 1  
Athletic Office .....954-428-6892 ext. 6  
Clubhouse Library.....954-428-6892 ext. 9  
Clubhouse Restaurant.....954-428-6892 ext. \*  
Events & Class Office .....954-428-6892 ext. 4  
ID Office.....954-428-6892 ext. 3  
Fax: 954-428-6764  
International Library.....954-428-6892 ext. 8  
Movie & Show Information.....954-428-6892 ext. 7  
Staff Office .....954-428-6892 ext. 2  
Ticket Office .....954-428-6892 ext. 5

### Transportation Services:

Airport Shuttle.....1-800-244-8252  
Broward Transportation.....954-357-8400  
Department of Motor Vehicles.....954-497-1570  
First Transit (CVE Mini Bus).....954-347-6275  
TOPS (Paratransit Service).....954-357-6794  
Yellow Cab (Taxi).....954-777-7777

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## Mental Health Resources

- Debra Burton, Victim Advocate for BSO- 954-321-4655; part of a national network of local crisis responders (from local police and Sheriff offices) and turned out to be the most helpful and willing to come out to offer services at CVE. They offer free weekly online group support and other services.
- Henderson Behavioral Health Services (Emergency, anytime): 954-606-0911
  - o Mobile Crisis Response Teams: Services are available at any time for people experiencing an emotional crisis. Response teams provide immediate on-site assessment, crisis intervention and counseling, linkage and referral, follow-up to promote crisis resolution and evaluation, and inpatient hospitalization as necessary.
  - o Automatically called by BSO following a crime to support the victim and family.
- Henderson Behavioral Health Services:(non-emergency) 954-791-4300 Open Mon.-Fri.
- Chrysalis Mental Health Agency: 954-587-1008; Open Mon-Fri: - specialize in grief counseling, especially for family member deaths.