



CENTURY
VILLAGE
EAST

Welcome Guide

YOUR GUIDE TO BUYING, SELLING & LIVING
IN CENTURY VILLAGE EAST



COOCVE Welcome Brochure

Guide to Buying, Selling and Living in Century Village

Condominium Owners Organization of Century Village East (COOCVE) is a volunteer, 617, not-for-profit organization solely responsible for Education, Research & Recommendations on issues intended to improve overall quality of life in CVE. COOCVE owns no property and has no jurisdiction whatsoever over any of CVE's 8,508 condominium owners and their respective 253 associations.

The information COOCVE provides is not intended to be and does not constitute legal advice. We advise you to refrain from taking any action solely based on information provided by us. It is recommended that you consult with your own legal counsel for legal advice related to your specific situation.

Century Village is a 55+ Community

To meet this designation each building association is registered as a senior living community with the Florida Commission on Human Relations and must publish and adhere to rules and policies that demonstrate its intent to be a provider of senior housing. At least 80% of the units must be occupied by someone 55+. There is a preference that all housing be intended for seniors. The 20% exception should be for surviving partner, surviving residential adult child, or hardship exemptions (if the Documents allow). Each building association must survey residents every two years to verify that they continue to meet this demographic.

When Buying or Selling

Governing Documents – When selling a Unit, the Seller is required to give his/her Building Association Documents and Amendments to the Buyer. These documents specify the operating bylaws and rules that must be followed by all building residents and are crucial reading for new owners. The Bylaws and Rules may vary by building. If not received, Buyer can request them from the real estate agent, or from the Building President, or may purchase a copy from Knight Barry Title Company (954-571-7919). Copies may also be found at

<https://officialrecords.broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/SearchTypeName>

Keys -- The Seller should give the Buyer keys to the unit and mailbox, as well as any Laundry Rooms and Storage areas that require keys for entry. If locks are changed, make sure the Association Board has a key to the unit for access in emergencies and for pest spraying.

ID Cards-- The Clubhouse ID Office (954-428-6892 Ext. 3) issues CVE ID cards, gate passes and guest passes. The ID office should also provide you with information on Clubhouse services, community rules, access to community services by guests and more.

Barcodes – Barcodes for your car are issued at the Security Office (954-596-4411) located adjacent to the Master Management Office.

Remodeling: Contractors & City Permits

Before beginning any new remodeling or construction, residents should notify their Board of Directors in writing of proposed changes to their property that may require a permit. The Building President or Property Management Company may be able to help identify contractors who are licensed and bonded to work in Deerfield Beach. The **COOCVE.com website has a list of what permits are required** as well as a **listing of contractors** that have been rated by CVE building associations and. **Use only licensed contractors.** It is the responsibility of your contractor to obtain the Permit(s).

Permits must be displayed in the front window before work can begin. When project is completed, the contractor contacts the Permitting Office to request a final inspection of the work. Homeowners should contact the city's Permitting Office to verify that the permit has been closed to protect from future fines and should document to the Association that the permit has been closed.

All debris from the work must be taken away by the contractor, **not disposed of in CVE dumpsters**, or the Building Association will be charged for this service and the cost transferred back to the offending unit owner.

Helpful Tips

Bulk Garbage – Each area has a designated area or dumpster for bulk trash items that are too large to fit in the trash dumpsters, such as furniture, electronic equipment, small appliances, etc. Pick-up is on Wednesdays and items may not be put out earlier than Tuesday evening. The city will not pick up demolition, construction or renovation materials. These and large appliances

need to be carried away from CVE by the contractor or vendor delivering new appliances.

Violations will result in fines for the building Association.

Cable TV – Basic network and cable TV service and basic equipment are included in the monthly assessment fee you pay to Master Management. Once you move in, contact the Comcast/Xfinity bulk package service at 1-866-405-9365 to establish your cable TV service and to obtain the necessary digital box to connect to your TV.

Condo Insurance – Your building Association assessment usually includes your proportional share of the Association’s building insurance policy. This policy does not preclude the need for Unit Owners to have their own fire/theft/liability/hurricane insurance.

Condo Sitters – Hire a condo sitter when absent from the unit for extended periods and notify the building President of the sitter’s name and contact information.

Leaks: Who’s Responsible -- Unit Owners are responsible for damage to their property and any other affected unit if they cause a leak that affects another unit or common association property. Board members are NOT responsible for ascertaining the source of the leak or intervening with neighbors or plumbers.

Prevent Leaks -- Monitor unit’s hot water tank, whose life is approximately 10 years. Use a moisture alert device to assist. Have air conditioners serviced and condensate drains inspected yearly. Use tablets or vinegar to dissolve build-up and keep tubing and drains clear. If you are planning to be away from home for more than a day, it is a good idea to close the main water valve to your Unit.

Handy Telephone Numbers

Broward Sheriff Emergency	911
Broward Sheriff Non-Emergency	954-764-4357
Deerfield Fire Rescue Emergency	911
Deerfield Fire Rescue Non-Emergency	954-480-4340
CVE Security:	
Gate House Voice Mail and Auto Entry	954-421-2556
24-Hr. Emergency Person	954-421-3552
Office (Mon-Fri 8 am - 4 pm)	954-421-5566 ext 2
CVE Master Management	954-421-5566 ext. 2
COOCVE (Condominium Owners Assoc of CVE)	954-596-0775

CenClub Recreation Offices:	
Administration Office	954-428-6892 ext. 1
Athletic Office (Mon-Fri 6 am- 2 pm)	954-428-6892 ext. 6
Class Office (Mon-Fri 9 am - 5 pm)	954-428-6892 ext. 4
ID Office (M-F 9 am-4:30 pm, W 9 am-7 pm)	954-428-6892 ext. 3
Staff Office (Mon-Sun 8 am – 11:00 pm)	954-428-6892 ext. 2
Ticket Office (Mon-Fri 9 am - 4:30 pm)	954-428-6892 ext. 5
Entertainment Information	954-428-6892 ext. 7
International Library	954-428-6892 ext. 8
CVE Library	954-428-6892 ext. 9
CVE Reporter (open to the public by appt. only)	954-708-2816
Medical Center - UniMed	954-426-1000
MD Now Urgent Care Center (Mon-Sun 8 am - 8 pm)	954-428-3880
Utilities:	
Florida Power & Light (only to report/check status of an outage)	800-468-8243
Comcast Bulk Service	866-405-9365
Elderly Services:	
Aging & Disability Resource Center (Broward)	954-745-9779
Elder Abuse	800-962-2873
Meals on Wheels	954-731-8770
Center for Active Aging (formerly Focal Point)	954-480-4449
Veteran Services	954-357-6622
Service Contract Providers:	
East Coast Maintenance & Management	954-428-7015
Seacrest Services	888-928-6465
NextGen Management, LLC	954-349-8777
ECM Service	954-772-0972
Pride Air Conditioning	954-977-7433
Transportation:	
Broward Transportation	954-357-8400
First Transit - CVE Mini Bus (Master Management)	954-421-5566
TOPS (Paratransit Service)	954-357-6794
Century Plaza Library - Leon Slatin Branch (M-F 10 am - 6 pm)	954-357-7740
Old Florida Cafe (Mon-Sun 8 am - 2 pm)	954-708-2423
Deerfield Beach - City Hall	954-480-4200

Get Involved

- ❖ Be familiar with your building's Documents
- ❖ Read the CVE Reporter (monthly newspaper) that lists meeting dates, minutes of past meetings, movie & show schedules, club activities, etc.
- ❖ Sign-up for Master Management e-mail blasts and "Insider" Newsletter on their website
- ❖ Sign-up at the CenClub website for notices of their upcoming events.
- ❖ Attend Building Association Board Meetings
- ❖ Attend Area Chair Meetings in your area
- ❖ Attend or watch videos of monthly COOCVE, Master Management and CenClub Board Meetings

❖ Helpful Links

- ❖ www.coocve.com – COOCVE (Condominium Owners of CVE) website with Calendar of Meetings & Seminars, Resources, Official Forms and more.
- ❖ www.centuryvillageeast.com -- CVE Master Management
- ❖ www.keepingcvebeautiful.com -- CVE Master Management Infrastructure Projects
- ❖ www.cverepoter.com --CVE Reporter Newspaper
- ❖ www.cenclub.com - CenClub Recreations
- ❖ <https://officialrecords.broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/SearchTypeName> – find your building documents and amendments

Taxes & Homesteading

New Florida resident homeowners can apply for a Homestead Exemption to significantly reduce property taxes. To qualify residents must apply for a Florida Driver's license (or Non-Driver ID), or Voter Registration card. For information on the Homestead Exemption, check the Broward County Property Appraiser's Office.

Pets

Each building Association establishes its own policies and regulations regarding animals. In general, no dogs, cats, or other walking **pets** are permitted in CVE. If you require a Service Animal or Emotional Support Animal, your request must be approved by your Condo Association Board and registered with the CVE ID Office

Satellite Pools

Open from 8am till 10pm – CVE residents may use any of the satellite pools in the village. Children under 18 years of age cannot be left alone and must be under supervision of CVE adult resident.

Car Washing

Washing your car with drinking or hose water is prohibited in the village. Only car washers that bring their own water are allowed.

Who Manages CVE?

CenClub Recreation Management, a not-for-profit corporation, operates and maintains the Clubhouse services and facilities and the CVE sports courts and satellite pools. In addition, CenClub schedules stage shows, movies, dances, classes and other recreation and fitness activities.

Master Management (MM), a not-for-profit corporation, is responsible for the operation and maintenance of the CVE infrastructure, which includes the security, CVE buses, main roads, irrigation, drainage and lake systems. MM also serves as liaison between CVE and the companies that provide water, sewer, trash, and basic TV service.

COOCVE, a not-for-profit corporation, is a source of education, support, and information for the CVE building Association Unit Owners and their Boards of Directors. They sponsor seminars and community forums and provide support materials and resources.

COOCVE's Council of Area Chairs provides a forum for each of the 21 Areas to discuss mutual concerns within their Area and to explore Village-wide solutions. Area Chairs are elected at an Area Meeting, open to all Owners.

CVE Building Associations are the 253 individual corporations whose Boards of Directors are responsible for the maintenance and management of their Association properties. Board Members are elected each year at an Annual Meeting.

COOCVE Directors: In addition to electing their own Board of Directors, Unit Owners in each building elect **COOCVE Directors**, who are their building associations' voting representatives to COOCVE.

Both the **COOCVE Board of Directors** and the **Council of Area Chairs** meet once a month.

To receive e-mail notices for these meetings and for the Seminars and Forums sponsored by COOCVE, residents may sign up on the **COOCVE.com** website.

In January there are **Village Wide Elections**. The COOCVE Directors, representing their Owners, elect the COOCVE Executive Officers and the Board Members for both the CenClub Board and Master Management Board.

Property Management Companies are hired by building Associations to assistance with the maintenance and business operation of the Association property.

Contact COOCVE

Phone -- 954-596-0775

Office -- Check the **COOCVE.com** website for current office hours.

The Office is in the stand-alone building at 3500 West Drive (across the street from Master Management Offices). Contact us any time: the phone and e-mails are checked regularly.

E-Mail -- COOCVE@COOCVE.com : for meetings, seminars and other communications.

COOCVE.com Website -- Meetings Notices & Videos, Seminar Sign-Ups, Announcements, Useful Resources including Manual for Condo Boards, Sample Condo Association Documents and the CVE Contractor Survey.