

A GUIDE FOR LIVING AT LAUDERDALE WEST

Residentsupport@lauderwest.org

1. **Maintenance Fee:** Your Maintenance Assessment is due on the 1st day of the month. You have three (3) options to pay: (1) Send the monthly coupon with a check payable to Lauderdale West Community Assn No. 1 Inc. (hereinafter sometimes referred to as "LW"); (2) Complete a Maintenance Fee Auto Debit Form available on our website or (3) Pay online by contacting our accountants, Juda, Eskew and Associates, (954) 577-9700, for instructions. Coupons are mailed out in December after the new budget is approved. Payments received on or after the 10th day are subject to a late fee. If you have any questions regarding the monthly maintenance assessment, contact Davi Marinez, Asst. Property Manager, 954-473-8219 Ext. 114.
2. **Trash/Recycle Pickup:** Trash pickup is on Tuesday and Friday mornings. Recycle pickup is on Tuesday mornings. All Trash/Recycle items must be put into Official City of Plantation Plastic Bags and left at least five feet from your mailbox. Do not hang bags from mailboxes or place bags on top of the mailboxes. Bags can be purchased at Publix and Walmart stores in Plantation: Blue plastic bags for trash and clear plastic bags for recycling. The City of Plantation will NOT pick up trash in **black plastic bags**. Plant and garden debris must be disposed of in clear plastic garbage bags. Lawn/garden bags are available for purchase at local supermarkets and Home Depot. Only metal, small glass, paper, plastic, newspapers, and cardboard will be picked up. All boxes should be flattened and can be left near the bags. No mirrors or large glass items, including televisions, will be picked up. Trash/Recycle bags may be put out **only after 5 PM the night before**. Monthly Bulk Pick-up is usually the 2nd Tuesday of the month. Check the calendar as the date may change. **NO BLACK BAGS** will be picked up, only clear plastic bags. All trash put out earlier will be returned to your front door.
3. **Cable/Internet:** Basic cable and internet are provided by Blue Stream as part of your monthly maintenance assessment to LW. Contact Blue Stream directly at (954) 282-6578 to open your account.
4. **Communications:** It is important to review on a regular basis the Newsletter, Blue Stream Channel 901, and our website, lauderdalewest.org, for updates on important notices from the Board of Directors. Fill out the attached Notices are also posted on the official bulletin board in front of the Main Clubhouse. It is a homeowner's responsibility to know what is always going on in our community. If you have any questions regarding our website or channel 901, contact Kristi Woods, Director.
5. **Over 55 Community:** We are a State of Florida-registered Over 55 Adult Community. At least one person over 55 must be the primary resident and must occupy the premises the majority of the year. No one under 18 may reside at LW; children are not permitted to reside in any home at LW.
6. **Guests:** Homeowners are responsible for the behavior of their guests, who must abide by all Lauderdale West restrictions. Homeowners are permitted to have guests in their home for no more than thirty days in any calendar year. Any guest staying more than thirty days must complete a residency application and receive written Board approval.

- 7. Front Pole Lights:** It is mandatory that front pole lights remain lit from dusk to dawn in front of all the homes in LW. Police and Firemen need to identify your home in an emergency. Rear lights are mandatory for all Plex homes. Plantings of any kind are not allowed around the pole lights. If you have any questions regarding front or rear lights, contact the Maintenance Department (954) 473-2595.
- 8. Drainage/Swales:** We have several areas that assist with drainage after heavy rain and storms. The area in front of some driveways on the curb side is called the swale, and it is part of the City of Plantation's drainage system. It usually retains water for 48 hours after the rain stops before water is reabsorbed into the environment. Drainage ditches between the homes run through the grassy areas to allow storm runoff to be absorbed, like the swale. It may remain muddy for several days after the rain stops. Please use extreme caution when walking in the grassy areas, which may be uneven and under trees, where exposed roots may cause a tripping hazard.
- 9. Mailboxes:** White is the preferred color, and it must be cleaned regularly by the homeowner. Decorative (magnetic) mailbox covers are permitted, and it is recommended that they be strapped on for reinforcement. Plantings of any kind are not allowed around the mailbox posts. Call Maintenance - (954) 473-2595 - if you have any questions regarding your mailbox.
- 10. Plumbing:** It is suggested that you use only single-ply toilet paper. Wipes, even those that are “flushable”, paper towels, or cigarette butts must never be flushed down the toilet. We have very old sewer pipes. You will be charged for repeated calls for the same problem, or you can call a contractor of your choice if you have any questions, please call Maintenance - (954) 473-2595.
- 11. Exterminating:** Lauderdale West is responsible for exterminating outside the home. Spraying is done monthly. If you want monthly interior pest control, at your expense, you can call Beach Environmental at (954) 458-1104 to make arrangements for interior spraying. Beach Environmental requires a yearly contract/commitment. Lauderdale West does not enter the home to exterminate for any reason. We perform routine termite inspections and treat for exterior termites as needed. Black rodent bait boxes have been placed by our exterminators strategically throughout our community. These should not be touched as they contain poison. If you have any questions regarding extermination, call Maintenance - (954) 473-2595.
- 12. Lawn Maintenance:** All common areas must remain grassed. LW is responsible for lawn maintenance, watering, and chemical fumigation of all grassy areas. Homeowners are not permitted to install any plantings or trees in the common areas, which must remain grass, to avoid interfering with proper lawn maintenance. They will be removed at the homeowner's expense. If you have any questions, please contact Maintenance - (954) 473-2595.
- 13. Plantings:** Written Board approval is required for all plantings. Homeowners are not permitted to plant bushes, plants, or trees without written Board approval. Plantings will be removed at the homeowner's expense. If you purchase a home with existing plantings, they become your responsibility, and they must be maintained or removed. If you have any questions regarding plantings around your home, contact Kristi Woods, Director, Ext 109.

- 14. Trees:** LW is responsible for trimming all approved trees prior to the hurricane season and as needed. Fruit trees are not permitted and may be removed. Homeowners are not permitted to plant any trees on the common areas, or they will be removed at the owner's expense.
- 15. Roofs:** LW is responsible for repairing, installing, and replacing all roofs and flat roofs in our community. LW is not responsible for replacing or repairing the roofs of single-family homes due to hurricanes, wind damage, or fire. Personal homeowner's insurance is mandatory to cover the damage. Plex roofs are covered under the Lauderdale West insurance for hurricane or wind damage. No one is permitted to go on any roof for any reason otherwise the roof warranty is void. If you have any questions regarding your roof, contact Maintenance - (954) 473-2595.
- 16. Awnings:** All awnings and shutters must be clean, painted, and kept in the fully open position unless a hurricane warning or hurricane watch is posted by Broward County. Snowbirds and residents who will be away for an extended period must make prior arrangements for the closing and opening of their shutters and awnings during a hurricane warning or watch. Partially closed awnings can be a hazard. Snowbirds are not permitted to close awnings or shutters if they leave their unit for an extended period. Awnings and shutters that are not maintained properly or kept closed give the appearance of abandonment and neglect and may appear negligent to your neighbors and others.
- 17. House Painting:** LW is responsible for painting the exterior of your home white on a scheduled basis. Painting of the exterior of homes by the owner is not permitted. This includes fascia boards, shutters or doors. Awnings are the owner's responsibility and must be painted white. Front and back patios and concrete balustrades are the owner's responsibility. If you have any questions regarding painting your home, contact Charlie Gervolino, Director.
- 18. Modifications:** All improvements to the home, interior or exterior, require written Board approval before any work can be done. Homeowners are not permitted to erect any structures on porches or patios without written Board approval, including installation of satellite dishes or additional A/C units. If you have any questions regarding home modifications, contact Kristi Woods, Director, Ext. 109.
- 19. Access Fobs and LW Identification Cards:** Homeowners are given two (2) fobs. Additional fobs cost \$25. Fobs must be returned when vacating the home or a \$25 charge for each fob will be placed on your account. Fobs permit access to all pools, gym, and clubhouse facilities. Identification cards will be issued after a warranty deed and HUD settlement statement is received after closing and a photograph of the person(s) is taken. You must present your ID card when requested. If you have any questions regarding fobs or ID cards, contact Kristi Woods, Director, Ext. 109.
- 20. Animal Free Community:** LW is a pet-free community as stated in our Association documents. We comply with all ADA Federal, local, and state laws. If you need the services of an animal in your home, you must complete an Animal Accommodation Request form, available on our website. Completed applications, with all documentation, should be submitted to the Board of Directors for written approval. Animals are not permitted in the clubhouse, gym, pools, spa areas, or tennis courts. Animals that pose a danger or nuisance must be removed. If you have any questions regarding animals, contact Jay Stahl, Director, at Ext, 101.

- 21. Insurance:** Single-family homeowners are required to purchase and maintain individual homeowner's insurance for their home and property (HO-3) with hurricane/wind coverage. A copy must be received in the office on all renewal dates with LW named as "**Additional Interest**". Plex homeowners are required to purchase and maintain individual homeowner's insurance for the interior of their home and property (HO-6). LW maintains insurance for the exterior of the Plex buildings. Landlords are required to purchase and maintain an individual homeowner's insurance policy when they lease their home (DP-3), with a copy provided with the lease and rental approval. Lauderdale West Community Association No. 1, Inc. must be added to all policies as "**Additional Interest**". All insurance policies must be kept current, and a copy must be filed in the homeowner's file. If you have any questions regarding insurance, contact Davi Martinez, Asst. Property Manager, 954-473-8219 Ext. 114.
- 22. Homeowner's Responsibility:** Homeowners are responsible for all charges for electricity, water and sewer, telephone, taxes, insurance, and monthly maintenance assessment payments.
- 23. Leasing/Tenants:** Single-family homeowners and Plex Homeowners may lease their property after they have owned it for one year. Written Board approval is required. Applications are available on our website. Landlords are responsible for their tenants. Landlords must maintain the exterior of their properties (shrubs, patio, power washing, awnings, etc.) monthly. Lease renewals are due 30 days before expiration; otherwise, a \$100 penalty will be added to the account. An exterior inspection will be conducted, and all repairs will be completed before a lease is processed. A landlord or tenant may contact the Maintenance Department at 954-473-2595 to request services covered by the Association. If you have any questions regarding leasing, contact Terry Delarosa, Director, Ext. 118.
- 24. Business Office:** The Business Offices are in the Main Clubhouse, and they are open daily, Monday through Friday, from 9:00 am to 12:00 noon. Please check the bulletin board, channel 901, and our website for closings. We are a volunteer; self-managed Association and we encourage you to get involved in your community. If you have any questions regarding the Association and its business practices, please contact Laura Serrano, Property Manager, Ext. 108.
- 25. Gym/Pool Annex:** The Gym/Pool Annex is located at 1301 NW 87th Lane. There are restrooms and showers available for residents and their guests. No one under 18 may use the gym at any time. You are cautioned not to use the gym or equipment if you are alone or unfamiliar with its use. Use of the gym and exercise equipment is at your own risk. Only rubber-soled shoes, such as sneakers, are permitted. No bathing suits or clothing that interferes with the safe use of the equipment are permitted. All equipment must be cleaned before and after use by the participants. An Emergency 911 telephone is in the gym. If you have any questions about the gym, please contact Ralph Rickel, Director, Ext. 127. Questions regarding the pools and spas, please contact Alfredo Arroyo, Director, Ext. 111.
- 26. Volunteer Opportunities:** We welcome all residents to share their time and talent working with our neighbors in the Association. We have many different opportunities for you to help. Your time is valuable to us, and we have positions that require as little as 1 hour per week or up to 5 days, from 9:00 am to 12:00 noon. If you have any questions about volunteering, please contact Rose Marie Richmond at Ext. 104.

- 27. Parking:** LW is a private development in the City of Plantation. Parking is limited to your driveway availability. There is no public parking available in LW. Parking lots are for those residents and guests using the clubhouse, gym, tennis courts, pools, and patio. Parking on grassy areas is allowed with only two wheels on the same side of the vehicle on the grass. No overnight parking is permitted in any lot, area, or street in LW without the Board's written approval. All vehicles will be towed at the vehicle owner's expense. If you need a temporary parking permit, please contact Laura Serrano, Property Manager, at Ext. 108. Only vehicles with current and valid registrations are permitted. We are not authorized to issue permanent permits.
- 28. Exterior Home Inspections:** To maintain our property values, exterior home inspections on all homes are done on a routine basis. Inspections are completed for homes scheduled for new roofs, roof repairs, house painting, new leases, modifications, termite tenting, and change-of-ownership. Homeowners are responsible for the exterior maintenance of their homes, at their expense.
- 29. Affidavit:** The Affidavit attached must be signed by all owners/residents residing full or part-time in Lauderdale West. It must be notarized by a Notary Public and returned to the Applications Office at the Main Clubhouse, 1141 NW 85th Avenue, Plantation, FL 33322. Notaries are available at the Main Clubhouse by appointment at no charge.
- 30. Snowbirds** and residents who will be away from their unit for any length of time must turn off the water, hot water heater, and ice maker. You must provide the Association with the name and telephone number of a local person who has your key in case of an emergency. You must plan for someone to maintain the exterior of your home monthly while you are away.
- 31. New Owners** must provide the Association with a copy of their deed, settlement statement, and homeowners' insurance declaration page within 7 days of closing their purchase to ensure that they are registered as the owner of the property in Lauderdale West Community Association No. 1, Inc. It is the owner's responsibility to ensure our records have a main phone number and an active email address for official correspondence. We cannot update our records without this information, and failure to do so may be a violation. Lauderdale West Records must be updated before you can receive your Lauderdale West photo ID and key fobs.
- 32. Change of Name on Deed or Will/Trust added:** A copy of the new deed must be submitted for approval and change of official records. The first 3 pages and signature page of a Will or Trust must be submitted to the office.
- 33. Join the Fun:** There are many activities and clubs you are invited to join. All activity and club schedules can be found on the website: <http://www.lauderdalewest.org>.

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AFFIDAVIT

I/We certify under penalty of perjury that I/we read, understand, and agree to abide by all the items and conditions in the attached Guide for Living at Lauderdale West and that this Affidavit will become a part of my/your Application for Residency and a part of my/your permanent file.

Resident – Printed Name

Co-Resident – Printed Name

Resident – Signature

Resident – Signature

Date

Date

Lauderdale West Address

Unit No.

STATE OF _____

COUNTY OF _____

The foregoing document was acknowledged before me, by means of physical presence, this _____ day of _____, 20____, by _____
And _____, who is/are personally known to me or has produced identification: _____, and who took an oath and who state(s) that he/she has read the foregoing and will abide by the items and conditions therein.

Notary Public

SEAL

My Commission Expires: _____