

# A GUIDE FOR LIVING AT LAUDERDALE WEST

**1. Maintenance Fee:** Your Maintenance Assessment is due the 1<sup>st</sup> 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 10<sup>th</sup> day are subject to a late fee. If you have any questions regarding the monthly maintenance assessment, contact Bernadette Brodmerkel, Director.

Single Family Home Maintenance for 2024	\$488.00 - Per Month
Plex Home Maintenance for 2024	\$494.00 - Per Month

Mail maintenance checks to:	Maintenance Assessments P.O. Box 189115 Plantation, Florida 33318-9115
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**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 mailbox. Bags can be purchased at Publix and Walmart stores in Plantation: Blue plastic bags for trash and clear plastic bags for recycle items. The City of Plantation will NOT pick up trash in black plastic bags. Plant and garden debris cannot be disposed of in black garbage bags. Only metal, 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 will be picked up, including televisions. Trash/Recycle bags may be put out after 5PM the night before only. Monthly Bulk Pick-up is usually the 2<sup>nd</sup> Tuesday of the month. Check the calendar as the date may change. 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.

4. **Communications:** It is important to review, on a regular basis, the Newsletter, Blue Stream Channels 901 and 902, and our website, [lauderdalewest.org](http://lauderdalewest.org), for updates on important notices from the Board of Directors. Notices are also posted on the official bulletin boards in front of the Main Clubhouse and at the annex building. 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:** Front pole lights are on a sensor and must remain lit from dusk to dawn in the front of all the homes in LW and it is mandatory. 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 rains and storms. The area in front of some driveways on the curb side is called the swale and it is part of the terrain drainage in the City of Plantation. It usually retains water for 48 hours after the rain stops before water is reabsorbed into the environment. Drainage ditches between the homes exist on the grassy areas to permit storm runoff to be absorbed, similar to the swale. It may remain muddy for several days after the rain stops. Please use extreme caution when walking on 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. The mailbox **MUST** be cleaned regularly by the homeowner. This is a USPS requirement. Decorative (magnetic) mailbox covers are permitted, and it is recommended that it 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.Minor Plumbing and Electrical Repairs:** Contact the Maintenance Department for minor repair service on your home. We will issue a work order for the service request, and the repair will be put on the schedule which is usually the next day. Please remember to get a work order number to make sure that your request is received. Any plumbing or electrical repair that requires a licensed professional or special tool is the responsibility of, and at the expense, of the homeowner. 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 and expense. Homeowners or tenants may call in a service request. If you have any questions, please call Maintenance - (954) 473-2595.

**11.Exterminating:** Lauderdale West is responsible for exterminating outside the home and spraying is done monthly. If you wish monthly interior exterminating, you can call Beach Environmental at (954) 458-1104 and 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 we will treat for exterior termites as needed. If your home needs to be tented for termites, you must vacate the home for at least two nights. In that instance, you are responsible for your housing for those nights. Lauderdale West is not responsible for the cost of that housing. 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 exterminating contact Bernadette Brodmerkel, Director, Ext. 104.

**12.Lawn Maintenance:** All common areas must remain grassed. LW is responsible for lawn maintenance, watering, and fumigation with chemicals on all grassy areas. Homeowners are not permitted to install any plantings or trees on the common areas, which must remain grassed, around their homes that would interfere with proper lawn maintenance. They will be removed at homeowner’s expense. If you have any questions, please contact Johnny McLean, Director, Ext. 125.

**13.Plantings:** Written Board approval, via the Landscaping Application, is required for all plantings. Homeowners are not permitted to plant bushes, plants or trees without written Board approval. Plantings will be removed at homeowner’s expense. If you purchased a home with existing plantings within three feet of the home, 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. If you have any questions regarding trees contact Johnny McLean, Director, Ext 125.

**15.Roofs:** LW is only responsible for repairing and/or replacing of tile, shingle and flat roofs in our Community due to normal wear and tear. LW is not responsible for additions made to the property such as a screened-in area or metal roof nor single family home roofs due to hurricane, wind or fire 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. If you have any questions regarding your roof contact Barbara Bucci, Director, Ext 124.

**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 those residents who will be away for an extended period of time must make prior arrangements for 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 with no colored stripes. Front and back patios and concrete balustrades are the owner's responsibility. If you have any questions regarding painting your home, contact Sally Zayas, Director, Ext 117.

**18.Modifications:** All improvements to the home, interior or exterior, require written Board approval, via the Modification Application, 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 Settlement Statement are 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, Ext. 109.

**20. Pet-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 that is available on our website. Completed applications with all documentation should be submitted to the Board of Directors for written Board approval. Animals, including emotional support animals, are not permitted in the clubhouse, gym, pools or spa areas, and tennis courts except service animals. Animals that pose a danger or nuisance must be removed. If you have a cat, that cat must remain indoors and is not allowed to roam freely throughout the Community, nor are they allowed to be kept in the front screened porch on fourplexes. If you have any questions regarding animals, contact Olga Sifonte, Director, Ext. 107.

**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 Association office on all renewal dates. 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). 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 Hal Spector, Director, Ext 112.

**22. Homeowner's Responsibility:** Homeowner's are responsible for all charges for electricity, water and sewer, telephone, taxes, insurance, and monthly maintenance assessment payments. Contact Florida Light & Power (FPL) for electrical service at 800-834-1050. Contact Plantation Utility Dept. for water and sewer at 954-797-2290.

**23. Leasing/Tenants:** Single Family Homeowner's and Plex Homeowner's 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 property monthly. Lease renewals are due 30 days before expiration or a penalty of \$100 will be placed on the account. Exterior maintenance must be complete 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 Marlene Newman, Director, Ext. 113.

**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. The Clubhouse is open daily from 8:00 am to 9:00 pm. Please check the bulletin board, channel 901, and our website for office 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 Alfredo Arroyo, Director, Ext. 111.

**25. Gym/Pool Annex:** The Gym/Pool Annex is located next door to the Maintenance Office at 1301 NW 87<sup>th</sup> Lane and is open 6:00 am to 9:00 pm daily. 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 participant. An Emergency 911 telephone is in the gym. If you have any questions about the gym, please contact Johnny McLean, Director, Ext. 125. 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 one hour per week up to five days from 9:00 am to 12:00 noon. If you have any questions about volunteering, please contact Anna Bender, Director, Ext 103.

**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 written Board approval. All vehicles will be towed at the vehicle owner's expense. If you need a temporary parking permit, please contact Anna Bender, Director, Ext 103. 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 also done for homes that will be having a new roof, roof repairs, house painting, new leases, modifications and termite tenting. Homeowners are responsible for the exterior maintenance of their homes at their expense. Routine maintenance of your home and approved residential landscaping is required. Please do not wait to receive a violation letter from the Association.

**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 Approvals Office at the Main Clubhouse, 1141 NW 85<sup>th</sup> Avenue, Plantation, FL 33322. Notaries are available at no charge at the Main Clubhouse by appointment. Notaries are: Joanne Hill, Bernadette Brodmerkel and Kristi Woods.

**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 make arrangements 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 and settlement statement 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. We cannot update our records without this information and failure to do so may be a violation. Records must be updated before you can receive your Lauderdale West photo ID and key fobs and become a member of the Association.

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