



1141 NW 85 Avenue • Plantation, FL 33322-4624

Phone: 473-8219 • Fax: 474-5433

West Community Association No. 1, Inc.

Maintenance &

Emergencies: 473-2595

Guide to Living*

This booklet serves as a guide to living in Lauderdale West. It is based on the Articles of Incorporation, Declarations of Condominium and Restrictions, By-Laws, L.W. Rules and Regulations, as originally formulated by the developer and amended from time to time by L.W. Directors and members. We are also guided by State Condo Law, (Sec. 718), the Florida Administrative Code and State Corporate Law as they apply to our organization. We trust that the information in this booklet will enable all to enjoy living in L.W. in full appreciation of its facilities and residents.

I. OWNERSHIP:

Those who purchase an APARTMENT own a CONDOMINIUM pursuant to the provisions of the Florida Condominium Act. A condominium title provides exclusive ownership to the area within the apartment boundaries defined in the Declaration of Condominium and an undivided fractional interest in common in the rest of the property described in the Declaration.

Those who purchase a SINGLE FAMILY HOME own their house and the land upon which it stands, in fee simple. They also own an undivided fractional share of "Parcel C" according to their plan in common with the other owners of houses in their platted subdivision (phase). The single family homes are NOT condominiums.

II. RESTRICTIONS:

Because there are two forms of ownership at L.W., the basic restrictions governing an owner's use of his property are to be found in two different documents. Those affecting the condominium apartments are found in the Declaration of Condominium. Those affecting the single family homes are to be found in the Declaration of Restrictions. These Documents are primarily designed to affect the USE of property. The Rules and Regulations affect the CONDUCT of owners, tenants, guests and other occupants of the property.

* Please refer to various documents: *Declaration of Condominium,*

Declaration of Restrictions, By-Laws and Articles of Incorporation, for details.

III. ORGANIZATION:

A. THE ASSOCIATION: Lauderdale West Community Association No. 1, Inc. is a not-for-profit membership corporation incorporated under Florida law. It is not a stock corporation. Its members consist only of owners of apartments and houses at L.W. Each unit and house is entitled to one vote in the affairs of the Assn. If an apartment or home is owned by one person, or if there is one trustee, or is occupied by one life tenant, that individual shall be entitled to cast a vote on all Association matters. If two or more persons are owners of record, or if the property is held in a trust, or is occupied by life tenants, ***the first of these persons to appear at the polling place or present written ballot or proxy, will be considered the person entitled to cast the vote.***

B. BOARD OF ADMINISTRATION (DIRECTORS): The affairs of the Association shall be managed by a Board of not less than five nor more than eleven directors. Every director and/or officer shall be a resident member of the Association or the spouse of such member. For purpose of election to the Board, a resident member of the Assn. or the spouse member is defined as one who resides in the community not less than six consecutive months in the year immediately preceding the date of nominations for directors. Only one member of a family entity may seek election or serve on the Board at the same time. Members of the Board shall serve for two years, with terms of six members and five members serving alternately for continuity of administration. Elections are held at the Annual Meeting or adjourned date thereof in the Spring of each year. (See IV)

C. OFFICERS: The Board shall select a President who shall act as Chairperson of the Board, one or more Vice Presidents, Secretary and Assistant Secretary, from among its membership. The Board may also select a Treasurer, Assistant Treasurer and Recording Secretary who need not be members of the Board.

IV. ASSOCIATION RESPONSIBILITIES:

(Board of Administration-Directors)

The Association is charged with the conduct of the community maintenance program, the enforcement of the restrictions, operation of the recreation facilities and promulgation and enforcement of rules and regulations. The Board develops and adopts two annual budgets and assesses the members for their pro rata share of the budget. These budgets for the condominium apartments and the single family homes contain direct costs and pro rata share of common expenses. The calendar year is the fiscal year the Association.

LAUDERDALE WEST MAINTENANCE PROGRAM consists of:

- A. Operation, maintenance and repair of lawn sprinkler systems of Lauderdale West.
- B. Lawn Care: cutting of grass, fertilization, pest control, and periodic trimming of developer-installed trees.
- C. Exterior maintenance of all buildings, including roofs (*normal wear & tear*).
- D. Maintenance of private roads.
- E. Maintenance of recreation facilities.
- F. Provision of insurance for condo unit structures, all common elements and payment of taxes as legally required.
- G. Such maintenance services within apartments and homes as determined by Board, including, but not limited to minor plumbing and electrical repairs and pest control. Other items may have charges for parts such as those listed below. Check with Maintenance for specific information and prices:

<u>ITEM</u>	<u>ITEM NO.</u>
MOEN CARTRIDGE (Plex only).....	9-MO1-1P
MOEN KITCHEN HANDLE.....	9-MO3-3
MOEN KITCHEN HANDLE ASSEMBLYKIT.....	9-MO#-1
MOEN BATH SHOWER HANDLE.....	9-MO60-1A
DELTA KITCHEN HANDLE (metal lever).....	9-DE-1-1
DELTA LAV. & SHOWER HANDLE (crystal).....	9-DE62-3
DELTA KITCHEN SPOUT.....	9-DE1-4
DELTA POP-UP STOPPERS.....	9-DE40-P
DELTA BUTTONS (for crystal handles).....	9-DE62-1
BATHTUB SPOUT (diverter).....	31639
KITCHEN SINK STRAINER BASKET ASSBLY.....	3663
KITCHEN SPRAY HEAD.....	35152
TOILET TANK HANDLE (regular).....	95705
TOILET TANK HANDLE (Eljer).....	99-EL95-14
A/C DISCONNECT PLUS Labor of Licensed Electrician	
BALLAST (large 2-light).....	01404
BALLAST (small 1 -light).....	01394
SHOWER ARM.....	31605
FLUORESCENT BULBS (4 ft.)	
WINDOW CRANK	
AERATOR	

NOTE: Since many toilet tanks and other bathroom fixtures are 30+ years old, tightening of fittings may crack the porcelain. Therefore, our maintenance men cannot service them. For replacement, please make your own arrangements.

V. COMMON RESTRICTIONS: The following restrictions are common to all areas at L.W. and are designed to insure that our community is maintained at a uniformly high standard.

A. LANDSCAPING: All portions of the land not occupied by a building or other permanent structure or road shall be grassed and kept as lawn.

1. All requests for landscaping, additions, changes or plantings must be made in writing on a form provided by L.W. and shall include a diagram of the area of the proposed planting, and location of proposed planting.

2. The application shall include description of each proposed plant by common and horticultural name and size.

3. All plantings installed by owner with Board approval shall be maintained by owner, with periodic trimming. Cuttings are to be removed by gardeners, or placed in Plantation trash bags, or tied in small bundles for regular sanitation pickup. Debris must NOT be dumped into lakes or canals, or on recreation lands or roads. Bundles must be 3 feet in length and no more than forty pounds.

4. The following trees are prohibited: Ficus, Mahoe, Melaleuca, Australian Pine, Bischoffia, Florida Holly, Black Olive and Acacia, Norfolk Pine and all fruit trees. Cactus, Spanish Bayonets and other spiny plants are prohibited.

5. Plantings may not be permitted to hang over roofs, obstruct maintenance or painting of buildings, or obstruct lawn care or vehicular driver vision, or present damage to buildings or slabs, or interfere with sprinkler or utility lines.

6. Association will trim the developer-installed trees, (usually ONE tree in front of each home or unit), on an as-needed basis. Requests for removal of developer installed trees will be considered by the Board on an individual basis, according to City of Plantation rules, if roots or branches cause hazardous conditions to walkways, homes, roofs or sprinkler lines. No tree may be removed without Board and City written approval. According to City rules, replacement must be made with trees on approved City list, in same or different location. Ground level must be restored and sod replaced when any removal is made. Trees and bushes installed by owners without Board approval will be removed by order of Board, at owner's expense.

B. OCCUPANCY: Each living unit is restricted to occupancy by a single family, its household, servants and guests. A qualifying resident is a person

who is an owner or lessee who has attained seniority (age 55). Each unit or home is entitled to two fobs. If more than two reside in unit or home on permanent basis, fobs will be issued according to rules adopted by the Board.

Each dwelling shall be occupied by at least one person who has attained seniority (age 55). **Exceptions:** persons over 18 years of age who have inherited unit/home due to death of resident owners, as long as at least 80% of units in entire project area are occupied by at least one person 55 years of age or older. No person under the age of 18 shall reside permanently in Lauderdale West. The Board shall have discretionary power over exceptions in individual cases.

Any occupancy of an apartment or home, where the owner is not present, shall require owner notification to Association of starting and ending dates of occupancy, and names and relationship to owner of all occupants. (See rental rules that follow.)

C. SALE, TRANSFER OR LEASE of apartments and homes are subject to written Board approval, applications for which are to be submitted at least 30 days prior to proposed transfer of title or occupancy by tenant. A personal interview is required of all prospective members and persons constituting the household. The Board shall make inquiries concerning financial and moral responsibility of prospective members and residents. An investigation/processing fee will be due to the Association for applications for approval of sales, rentals, at a rate set by the Board.

Newly purchased apartments or homes may not be sold or leased prior to expiration of one year from date of acquisition of title, with certain exceptions. Rentals shall be approved only where the tenants would fully qualify to be members of the Association. Rentals shall be limited to a minimum of three months and maximum of one year. Renewal will also be subject to Board approval. Board will disapprove occupancy of any unit by more than four persons under one lease. Subleases and assignments will not be approved.

Renters will be issued fobs for the term of lease upon payment of required fees. All renters must comply with all rules and regulations of the Association as adopted by the Board. Fobs are necessary for access to pools and for entry to Clubhouse.

No renter is to take possession of any apartment or house without prior written approval by the Board. Violation of this provision will result in pro-

ceeding to evict such renter at the expense of owner and renter. Owners who sell or rent must surrender their I.D. cards and fobs and surrender all rights to use of Association facilities except as guests.

D. GUESTS Guests must be informed of the rules and regulations by their hosts, particularly those regarding the pools and other recreation facilities, and are expected to observe all such rules. Each owner is responsible for the acts of his guests. A violation of any of the rules and regulations by any guest shall result in a forfeiture of guest's privileges.

A guest is someone who pays no consideration for occupancy of premises and is limited to thirty consecutive days' occupancy in any calendar year. Guests shall register with the Real Estate Office.

E. ARCHITECTURAL REGULATIONS:

Any modification or alteration desired by owners must be submitted to Board for prior written approval, on forms supplied by Administration Office. The Board shall set requirements, standards, and specifications for all modifications. No alteration or change affecting the exterior of buildings will be approved which, in the opinion of the Board, adversely affects the appearance or safety of the building in the area. Proposed alterations must meet with City Building Dept. approval and must be done with licensed and insured contractors. Any interior alteration involving modification of floor level or removal of walls must receive City permit. Application must be made to City of Plantation Building Dept. for permits along with prior written Board approval of requested modifications. The unit or home owner is responsible for all alterations as well as any dangerous condition or damage caused by or as a result of any alterations or improvements.

No air conditioners may face the front of a building. Where requested elsewhere, air conditioners may not extend more than 12" beyond the exterior building wall. Sliding glass doors or concrete block or modular walls may not be installed in garage openings of homes. Storm shutters, awnings and enclosures, as well as exhaust fans, shall be of type approved by Board and may be installed only with prior approval of Board and must meet current City and County specifications. City permits are required. Roof turbines are not permitted.

The installation of exposed shelving or storage areas is not permitted, except for developer-built storage area at rear of duplexes. Nothing may be hung on any exterior walls or doors. No signs or advertising may be displayed on buildings or grounds. Exterior television antennas are prohibited. Laundry and clothing, etc. shall not be hung outside of premises.

No flammable, combustible or explosive material or chemical substance, except for normal household use, shall be stored in apartments or homes or on lawns, roads or premises.

F. TRASH must be placed in official City of Plantation trash bags purchased at supermarkets, and shall be placed at roadside for collection **no earlier than 5 p.m.** of evening prior to pickup on Tuesdays and Fridays. Cooperation with recycling programs is encouraged.

Tree and bush cuttings may be cut into 3 ft. lengths and tied together and placed on top of blue Plantation bag for pickup along with trash on regular pickup days. (See Landscaping #3, page 9).

Bulk Pickups: Bulk pickups for 2011 are scheduled for April 12, May 10, June 7, July 5, August 9, September 6, October 11, November 8 and December 6. Place your items by the street. No black bags, only clear bags. No paints, glass, mirrors, televisions or toxic materials will be picked up. For more information about bulk pickups and trash, go to <http://www.plantation.org/Public-Works/solid-waste>.

G. PARKING: All cars must be parked head-in in designated parking spaces. Visitors may park in available paved spaces or on swales with care not to damage lawns. No sleep-in recreational vehicles may be parked anywhere in L.W. without express written permission on a temporary basis only. No commercial vehicles may be parked overnight or stored anywhere in L.W. Parking in fire lanes at clubhouse is prohibited.

No boats may be kept on land or water. No docks may be constructed on canals or lakes.

Lawns and parking spaces in front of apartments and homes may NOT be used for storage of boats, trailers, campers, inoperable autos, or for any purpose other than parking facilities. Vehicles shall NOT obstruct walkway.

H. OWNER RESPONSIBILITIES: Declarations of Condominium and Restrictions require that all owners maintain, repair and replace at their own expense all portions of their apartments and homes except those to be maintained by the Assn. Owners are also required to maintain, replace and repair at own expense, the air conditioning and heating equipment serving the apartment or home, as well as all appliances and built-in cabinets in the kitchens and bathrooms, floor, wall and ceiling, painting and carpeting.

Owners are also required to keep living units in a good state of preservation and cleanliness, and also to prepare units/homes properly if occupant will be away for some time during the year, especially during hurricane season.

Florida law requires that all owners must have proper homeowner's insurance that covers hurricanes.

Owners must notify Administrative or Maintenance Office as to local persons who possess key to premises if owner absent, for access thereto for

emergency repairs or pest preventive service. If no one is so designated, the Maintenance Manager has the authority to enter and make emergency repairs at owner's expense. The Association or its representatives have authority to enter an unoccupied unit which has been allowed to deteriorate to the point where other units are being adversely affected.

Sidewalks, walkways and entrances of units shall not be obstructed or used for any other purpose than ingress to and egress from units.

All front pole lights shall be lit from dusk to dawn. Lights at rear of Plexes shall be lit from dusk to dawn. Owners of Single Family Homes are urged to install rear lighting and to keep side door lights on where available.

PAYMENTS OF MONTHLY ASSESSMENTS are due on the first day of each month for the coming month, and if 10 or more days late, are subject to late charges and penalty as specified in our Documents.

No owner, tenant, or guest shall play or permit to be played, any musical instrument, phonograph, radio, television set or loudspeaker, or permit other noises if the same shall disturb other residents.

No owner, tenant, or guest shall direct, supervise or in any manner assert any control over any of the employees of the Assn. or send any employees upon private business.

Approved colors for driveway: black, gray, green. Driveway pavers must be approved by the Board.

WHERE HEALTH OR PHYSICAL HAZARDS ARE EVIDENT AND OWNER REFUSES TO CORRECT THE SITUATION, THE ASSN. MAY TAKE APPROPRIATE ACTION, IN WHICH CASE THE COST WILL BE BILLED TO OWNER. THIS INCLUDES NECESSARY LEGAL ACTION.

Complaints regarding the maintenance of buildings or grounds or regarding actions of other owners shall be made in writing to the Assn. and signed by complainant.

Requests for service shall be made to Maintenance Office which is open Mondays thru Fridays, 8:00 a.m. to 4:00 p.m. Call 473-2595 for all service calls. This is also the number to call for all weekend and holiday emergencies of a maintenance nature.

Residents of L.W. rendering services or conducting activities for the Association shall not charge for such services. No director or officer shall receive compensation for services rendered.

Instructors who are paid by outside agencies such as Broward County Community College or School Board may direct activities or teach classes at L.W. with proper notification to and approval by the L.W. Board. Infractions of rules and regulations will be pointed out to residents and penalties may be imposed for violations. Committee will inspect reported violations. Hearing committee procedures are in effect.

VI. USE OF RECREATION FACILITIES:

1. All recreation facilities are available for use by all members and their guests. ALL PERSONS USING FACILITIES DO SO AT THEIR OWN RISK.
2. All residents are required to show L.W. photo I.D. or fob when entering Clubhouse or using any facilities. FOBS ARE NOT TRANSFERABLE.
3. Non-residents accompanied by resident(s) for a tour of the Club-house must sign-in at the Hospitality Desk.
4. Replacement charges for lost resident I.D. or fobs are determined by the Board.
5. The Clubhouse will be open daily from 8 a.m. to 11 p.m. except when necessary to accommodate special events.
6. Smoking is prohibited in the Multi-purpose Auditorium and in the Clubhouse. Food and drinks are permitted only in designated areas. Smoking areas are designated at pool decks.
7. Private parties are not permitted in L.W. facilities, except in Room 113 and Auditorium, subject to regulations and Board approval. Clubs and groups of L.W. residents wishing to use facilities shall apply to Coordinating and Calendar Committees for clearance and are subject to Rules and Regulations and final approval of the Board. A charge for clean-up may be set by the Board, as well as refundable deposit to cover possible damage.
8. Persons in bathing or wet attire or barefoot are not permitted inside the Clubhouse.
9. Children under the age of 16 must be accompanied by responsible adult.
10. Gambling or use of money when playing in cardrooms is prohibited.

POOL REGULATIONS:

1. The pools may be used from dawn to dusk. Rules for use of pools are posted at the pools and must be observed by owners, renters and guests.

2. Children under the age of 12 must be accompanied and supervised by a responsible adult. Children in diapers are not permitted in the pools at any time **unless** they wear special waterproof cover-ups.

3. All bathers must shower before entering the pools. Suntan lotion, creams and oils must be removed before entering pools or whirlpools. Last person using whirlpool shall shut it off. **PERSONS WITH INFECTIOUS OR CONTAGIOUS HEALTH CONDITIONS SUCH AS COLDS, FUNGUS, SKIN DISEASES, ETC., OR THOSE WHO ARE INCONTINENT, MUST NOT USE THE POOLS.**

4. Pool furniture must be covered before use by those using any lotions, etc. All objects of glass, food and drinks are prohibited in the pool or deck areas.

5. Children under 16 are not permitted in the whirlpools or saunas. For health and safety reasons, adults must limit use of whirlpools to no more than 10 minutes at a time. Water must **not** be thrown on indoor sauna heaters, as it will damage the mechanism.

SHUFFLEBOARD REGULATIONS: Courts are open from 8 a.m. to 10 p.m. daily. Those playing shall sweep the courts before playing, shall not walk or play on wet courts. Players shall wear soft-sole sneakers. Equipment shall be handled carefully to avoid damage to playing areas or equipment, and shall be returned to storage areas after play. Food or drinks are not permitted in the court area.

BOCCI REGULATIONS: Equipment shall be returned to storage area after play. No food or drinks permitted in court area.

TENNIS COURT REGULATIONS: I.D. tags must be worn. Courts are open from 8 a.m. to sunset daily. All persons using courts shall abide by scheduling and rules set by Tennis Committee and approved by the Board. No food or drinks are permitted within court enclosure. Non-player must not walk across courts or play area during play.

BILLIARD ROOM REGULATIONS: Room shall be supervised by member of committee. No one under 18 may use billiard room unless accompanied by resident.

TABLE TENNIS ROOM: Youngsters must be accompanied by a responsible adult.

HORSE SHOE PITCHING: Youngsters must be accompanied by a responsible adult.

IN CASE OF EMERGENCY, CALL 911

Do not call a Director – he/she can't help you.

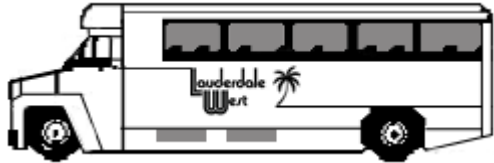
If there is a maintenance emergency on weekends, call the regular maintenance number, 954-473-2595, someone will help you. If flooding is involved, first turn-off your main water supply valve (see below).

MAIN WATER SUPPLY VALVE'S LOCATION

1. On duplex buildings the valves are in front between the two units where the hose bib is. Turn right (clockwise) to shut water.
2. On four-plexes it is the same.
3. On S.F.H. main water valve is located on the side of house under hose bib. Turn right (clockwise) to shut off water.
4. If valve does not work - call Maintenance Office so that it can be repaired.

BUS:

Lauderdale West provides a small bus for transportation to nearby shopping centers.



PICK-UPS ARE MADE AT:

L.W. Dr. 12 St. & 10 St. - Main Clubhouse - 10 St. & 85 Terr.
Campanelli: 88 Ave. & 12 St. - Phase 4 Park - 90 Dr. & 12 Pl. & 17 St
17 St. & L.W. Dr. - 83 Ave.: 10 -12 Sts. - 84 Ave.: 10 Ct. - 12 St.

LAUDERDALE WEST BUS SCHEDULE

MONDAY AND FRIDAY 9:00 A.M. to 2: P.M. every 30 minutes to **Publix** and **Bank of America**.

TUESDAY: 1st Tuesday of each month to **Walmart Food Store (Pine Island & Sunrise)**

WEDNESDAY: 5 trips, **1 trip per hour** 9:00 A.M. to 2: P.M. to **Walmart (Oakland and University)**

THURSDAY 5 trips, **1 trip per hour** 9:00 A.M. to 2: P.M. to **44 St. Shopping Area**
Last return trip 1:30 P.M. (Bus leaves LW at 1:00P.M. for last pick-up at 44th St. and arrives back at LW about 2:00P.M.)

NOTE: County Bus #56 runs on Lauderdale West Drive between Cleary & Sunrise Blvds. and goes to to Broward Mall. **To return, take #56 bus marked "Welleby."** It stops in front of the Clubhouse.

Please check with Office as schedules may change.