



Oakridge V Condominium Association

Owner Booklet

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FEE INFORMATION (as of 1/1/26)

All Fees Are Due by 1st of Month

- 1. Oakridge V Monthly Fee: Call Seacrest (561) 697-4990** **\$ 440**
Covers building insurance, property management, operating expenses, and reserves (building remodels/repairs, landscaping, future expenditures, i.e., roof, elevator, washers/dryers, painting, etc.) Any payment questions or issues, please contact our Management Company: SEACREST Local office: 6601 Lyons Road, Suite A7, Coconut Creek, FL 33073
- 2. CVE Master Management Monthly Fee: Call (954) 421-5566** **\$185**
Community security, transportation systems, roads, walkways, bike paths, community lighting, irrigation, waterways, sewage disposal, garbage collection, water, basic cable per unit, etc. Office is located in LeClub building.
- 3. CenClub Monthly Fee: Call (954) 428-6892** **\$120**
Rent & operational costs of clubhouse, tennis & shuffleboard courts, swimming pools/bath houses, volleyball, pickleball and petanque courts, social programs, movies, shows, etc. Staff Office, Payment and ID Office, and the Ticket Office are located in the Clubhouse.

Keeping all payments current will help avoid past due fines

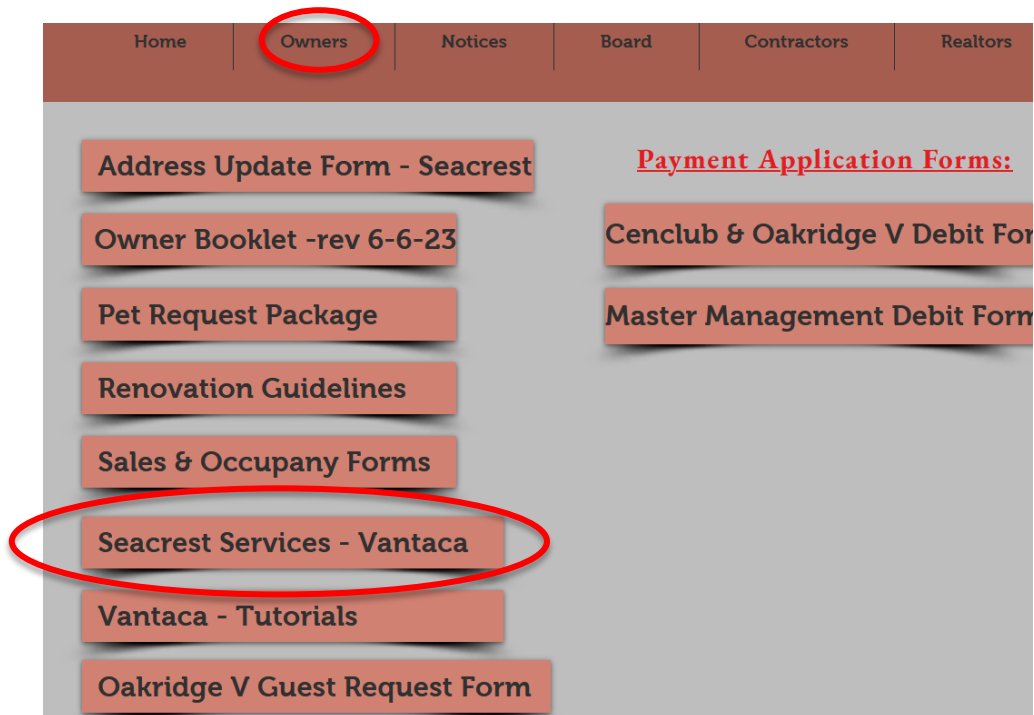
Please call the specific number provided above for any questions

OAKRIDGE V ACCOUNT and BALANCE INFORMATION

Owner account information and balance as well as Association information is available to all owners through Vantaca, the Seacrest Resident Portal.

A link to Vantaca can be found on the Oakridgev.com website:

- Go to “Owners”
- Hover over “Forms”
- Then select “Seacrest Services – Vantaca”



or on the Seacrest website at seacrestservices.com:



Additional assistance in setting up an account or learning how to use Vantaca can be obtained by calling the administrator at:
(888) 828-6464 ext. 208

CRITICAL “MUST KNOW” INFORMATION

You must provide the Association with:

1. Current keys to your unit or **at any time you change locks**. (Fla. Law 718-115-5)
2. Your phone number (cell & home phones and address of alternate residence)
3. Your email address(es)
4. Up-to-date Unit Owner Personal Data Sheet
5. **You must carry your own Homeowners Insurance (HO-6) policy**

In any condo unit purchase/sale transaction, the seller must provide the purchaser with:

1. Condominium Documents
2. Mail Box key
3. Storage Door & Locker Key

AS AN OWNER, YOU ARE RESPONSIBLE FOR STAYING WELL INFORMED. There are many places to obtain the information you need.

1. The OakridgeV.com website is helpful for Association information including NOTICES. (See page 4).
2. Broadcast emails from the Board (oakridgevcve@gmail.com)
3. Bulletin board – 1st floor across from the mailboxes

Building issues or concerns: CONTACT SEACREST – NOT THE BOARD!

For all building issues except sprinkler problems (see below), please enter a work order with Seacrest:

- through the Vantaca portal, or
- call Customer Service at 561-697-4990

Seacrest will let the Board know if their involvement is needed.

If you wish to communicate directly with the Board, the Board of Directors accept email at OakridgeVcve@gmail.com as a courtesy only.

NO TEXTING PLEASE!

Inside your unit is your responsibility. Other than for Pest Control, please DO NOT call Seacrest or Board members. Call a licensed professional, i.e., electrician, plumber, etc.

Condo Sitters/Owner Absence: Any owner who is away from their unit for more than two weeks, must:

- Arrange for a professional condo sitter to check their unit at least weekly and be on call if a problem occurs. A business card needs to be left in the front window.
- Leave A/C at 80 degrees or lower
- Turn off the water to the unit
- If a vehicle is left on site, the key must be left in an accessible location in the unit in the event it has to be moved.

Refer to Rules & Regulations #14 at the end of this booklet.

Parking: Each unit is assigned one parking spot for that unit. **Owners and/or occupants with a second vehicle are asked to park that vehicle in the large guest parking area** located near the low end of the building. The 5 guest spots in front of the building (2 in the center and 3 at the high end) are intended for temporary visitors and service providers, not for a unit's second vehicle. Refer to Rules & Regulations #3 at the end of this booklet.

Parking on the ramps in front of the garbage dumpster doors is not allowed as this concrete is not reinforced to hold the weight of vehicles and will crack.

Pest Control: Management Company (Seacrest) provides Pest Control

Enter a work order on the Seacrest Vantaca portal or call customer service to schedule pest spraying inside your unit.

Pets: Pets are not allowed in Oakridge V except for Service or Emotional Support Animals which have been Board approved. Refer to the Pet/Animal Policy – Rules & Regulations #10 at the end of this booklet.

Smoking: Oakridge V is a NON-SMOKING building. Smoking is not allowed on any common or limited common area of the Building. This includes:

- catwalks
- in the elevator
- anywhere in the parking lot as well as the bench in front of the building
- in the rear grassy area of the building

If you smoke inside your unit, all windows must be closed to eliminate smoke drifting into other units.

Owners are responsible for ensuring their guests and occupants are aware of this policy. Refer to Rules & Regulations #12 at the end of this booklet.

Washers/dryers: Laundry equipment can be paid with quarters or by credit card at the machine or by adding funds to your account on the CSCPay Mobile app. The app also provides an easy way to see if a machine is empty or in use before you go to the laundry room.

If laundry equipment is not working, or you lose money in a machine, use the CSC Pay Mobile app to report the problem. You will need to provide the machine code posted on the front of the machine. You can also call the service number posted on the front of the machine (providing the machine code) although it is sometimes difficult to get through to the service team. The app is very easy to use.

Wildlife and Birds: DO NOT FEED DUCKS, BIRDS, AND WILDLIFE!

Per Sections 10 & 14 of the Code Enforcement Laws for Deerfield Beach, feeding ducks, birds, and other wildlife is prohibited!

- They are unsanitary and pose a health hazard due to their defecation.
- They become attracted to the unit where they are being fed and are an annoyance to other owners.
- They become dependent on humans for their food.
- THEY ARE NOT PETS!

OAKRIDGE V WEBSITE

In order to continue to provide the specific Oakridge V information you need at your fingertips, we have created OakridgeV.com, our own website, just for this purpose. OakridgeV.com is an informational website only, and you can print or download what you need, i.e., “Wind Mitigation” report for your condo insurance discount, renovation guidelines before starting any construction project, guest forms, association financial reports, minutes of Board of Director meetings, etc. You can even direct your contractor or realtor to OakridgeV.com to directly obtain information they need.

SENSITIVE INFORMATION, MEANT FOR OWNERS ONLY, IS PASSWORD PROTECTED, i.e., owner contact info, Board Meeting Minutes, financials, etc. This means in order to go to those pages, you will first be directed to a page that says:

Guest Area

Please enter the password below.

Go

Enter the password, which should be easy to remember as it is our zip code: **33442** and click **Go**. Any password protected areas are **for owners’ use only**. **PLEASE DO NOT GIVE THE PASSWORD TO ANY OUTSIDERS!** If we see any odd activity on the site, we may need to change the password.

We hope you will visit OakridgeV.com soon. Hover over each of the four menu items: Owners, Board, Contractors, Realtors, and explore the drop-down boxes of information available to you. If you have any comments or there is something you suggest we place up on the site, please email the Board at oakridgevcve@gmail.com.

Please note: OakridgeV.com is specific to our association, informational only, and does not take the place of SeacrestServices.com where you create work orders or call Customer Service at 561-697-4990 regarding any building related issue.

ELEVATOR

**DO NOT HOLD or
BLOCK
the Elevator Door
for ANY reason**



It will shut down.

FIRE SAFETY EQUIPMENT & INFORMATION

NOTE: Smoke detectors in a unit ARE NOT CONNECTED to the building alarm system NOR to the Fire Department!!!

In case of a fire:

1. **ALERT** owners: Pull any alarm station outside the units, along the catwalks, to trigger the horn devices located inside the building units
2. **LEAVE** the building – **DO NOT USE ELEVATOR!**
3. **CALL** the Fire Department at 911



DO NOT TOUCH

Horn devices: These are located in both bedrooms near your AC vent and are required by Florida Building Code to assist with hearing the building fire alarm if sleeping or in the shower. **These horns are Association property, attached to the main fire alarm system which sounds outside on the catwalks, and they only go off if someone pulls the fire alarm pull station OUTSIDE along the catwalks.**

DO NOT ATTEMPT TO MOVE THE HORN DEVICE FOR ANY REASON!

Repair and/or replacement due to tampering can cost over \$1,000 and will be charged to the unit owner. Should you notice any problem, please contact the property management company.

Smoke Detectors: A smoke detector is required in the living area, with the code recommending it be placed right outside the bathroom in the hallway (most have a hardwired unit in the hallway). **IN ADDITION**, a smoke detector is required in each bedroom. These can be hardwired or a battery operated detector that is inexpensive and

readily available at Home Depot, Lowe's, etc. Smoke detectors should not be located in the kitchen as normal steam and fumes can trigger false alarms.

Battery operated smoke detectors should be replaced every 10 years from date of manufacture.

Grills/propane tanks: Code NFPA1-10.10.6 – Propane tanks and any type of grill **CANNOT** be stored or used within 10' of any structure. **No grills can be stored or used on balconies/patios.** All heating or devices used for cooking, such as hibachi, propane, or charcoal grills must be 10' away from the building (**CANNOT BE USED INSIDE UNITS!**)

Catwalks: Code NFPA1-14.4.2 – **NOTHING is allowed on catwalks**, including decorations. **THIS INCLUDES CORNER UNITS.** The entire catwalk is considered an egress (exit) under the fire code.

Stairwells: Nothing is to be stored under stairwells. If there is a fire, the items under the stairwell, including the plastic and rubber on bikes will cause smoke on the staircase which obstructs the ability for people to exit the building.

AVOID GETTING LOCKED OUT

Two great ways to avoid being locked out of your unit are:

1. **Use your top DEADBOLT LOCK only.** The deadbolt provides true protection. By using the deadbolt **ONLY**, you are prevented from locking yourself out (you cannot lock it without your key).

Those with NO bottom lock and ONLY a top deadbolt never get locked out.

2. Place a duplicate key(s) somewhere safe and secure in the event you are locked out, e.g., in your car, with a trusted neighbor, etc.

**Remember, keys the Association keeps in the office
are NOT for owner convenience but for
ASSOCIATION EMERGENCY USE ONLY.**

GARBAGE AND BULK TRASH PICKUP

TRASH CHUTES

Garbage collection days are Mondays and Thursdays. Trash chutes are located opposite the laundry room entrances on each floor. Everything that does not go into Bulk Trash must be placed into the trash chutes.

Everything going into the trash chute (food, cloths, rags, paper, tissues, etc.) **MUST be placed in plastic bags and tied.** Failure to do so causes loose items to be dumped into the garbage trucks as they make their collections. Loose items can blow free from the trucks, and garbage items can litter the parking lot and common areas.

IF YOU LIVE ON THE 2nd, 3rd, or 4th floors, DO NOT SHOVE CARDBOARD BOXES DOWN THE TRASH CHUTES EVEN IF THEY ARE FLATTENED. They jam the trash chute and removal or repairs are expensive! They can be placed directly into the dumpsters through the trash chute openings on the first floor or can be placed in the bulk trash pickup area.

Under no circumstances should fluorescent bulbs, tubes, or lights be placed down the trash chute, even if tied up in a plastic bag. These items should be disposed of at the City of Deerfield Beach Drop-Off Center located at 401 SW 4 Street in Deerfield Beach.

Broken glass should be contained in a sturdy box which is taped shut and small enough to fit easily down the trash chute. Alternatively, items can be placed directly in the dumpsters by putting them through the trash chutes on the 1st floor.

RECYCLING

Recyclable materials are no longer collected in Century Village by the City of Deerfield Beach. Owners are encouraged to take their recyclables to the Deerfield Beach Recycling Center located at 401 SW 4 Street, Deerfield Beach, FL.

BULK TRASH PICKUP

Trash items that are too large to dispose of in the trash chutes (furniture, chairs, bookcases, etc.) can be placed outside the building in the lane where the trash dumpsters are stored. Within the large painted box marked “NO PARKING,” you will see a smaller, unmarked yellow box which is where bulk trash items are left.

Bulk trash is picked up on Wednesdays, and you may place it out for pickup on Tuesdays, preferably in the afternoons. **Under no circumstances should bulk trash be placed out on any day other than Tuesdays** as Deerfield Beach Code Enforcement can levy fines against the Association for this.

STORAGE & LOCKER ROOM AREAS

Each owner is entitled to store one (1) collapsible grocery cart and two (2) bicycles in the locker storage room where their storage locker is located. **All bicycles must have a tag attached giving the owner's name and unit number.** No other items are to be stored outside an owner's locker.

In addition, several large grocery store-type carts are stored in the locker storage rooms on the 3rd and 4th floor at the low number end which may be borrowed by owners needing to carry large amounts to and from their units. Please be respectful of other owners, and return the carts to these locations when you are done using them.

Unit owners who store permissible personal property in any common or limited common storage area do so at their own risk and assume responsibility for any loss, theft, or damage to that property.

NOTE: ELECTRIC OUTLETS IN THE LAUNDRY OR LOCKER ROOM AREAS CANNOT BE USED FOR CHARGING WITHOUT BOARD PERMISSION!

SPECIAL PURPOSE STORAGE ROOMS

The Association has set aside two special purpose storage rooms located in laundry rooms behind the washer/dryers on the low number end of the building. They are kept unlocked for your convenience.

- 4th floor low number end: Health care items unit owners may need to borrow when necessary, i.e., wheel chairs, walkers, etc.
- 3rd floor low number end: Extra card tables, chairs, and old style removable shutters

If you have either type of item you would like to donate for building use, please see if there are already less than two of the same health care item (in the 4th floor room) or less than five card tables, etc. (in the 3rd floor room).

If you wish to remain the owner, but will let other owners use as needed, put your name and unit # visibly on the item. **DO NOT PLACE** bikes or any other items in the two special rooms. They will be placed in bulk trash.

OAKRIDGE V ASSOCIATION OFFICE

The Oakridge V Association Office is located in the laundry room located on the 3rd floor, high number end. A mail slot in the door can be used to drop off communications with the Board.

Since this area is not checked on a daily basis, please email the Board at oakridgevcve@gmail.com when leaving anything so it is not overlooked.

AIR CONDITIONING SYSTEM

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” in diameter and is connected to the main drain. A common main drain is shared by all 4 apartments in a stack, e.g., 1101, 2101, 3101, and 4101. The main drains are PVC 2” 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 which drips into the pan and flows into the main drain. In the high heat months here in South Florida, 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 can clog the flow of condensation. That causes the pan to overflow, and you get water dripping inside your apartment under the air handler. When you have Pride, ECM, or whoever 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.

Filters in your air handler should be replaced at least twice each year. Filters are 21 ¼” x 37 ¼” x 1” and are a size that is only sold at the Home Depot on Hillsborough Blvd. These filters have “Effective up to: 90 days” noted on the packaging.

When called out to service a dripping air handler, many companies routinely tell their customers to inform the Association that the main drains need to be cleaned, however, the root of the problem is in our apartments. The Association cleans the main a/c drains twice a year. If the buildup of scum/algae is 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. Any damage in your apartment caused by components of your air conditioning system is your responsibility.

PATIO ENCLOSURES (Florida Room or Lanai)

Patio enclosures are the unit owner's responsibility. Every 3-5 years you need to have the patio enclosure and windows caulked and sealed. Improperly maintained patio enclosures are the number one cause of leaks, not just in the owner's unit, but in neighboring units as well. **Owners and their insurance company can be held responsible for damages resulting from their failure to properly maintain their units.**

In the South Florida sun, caulking and weather stripping dries and cracks more quickly. Walk around the back of the building at least once a year and look at your patio enclosure to see if anything is hanging, looks worn, or is in need of repair. If so, call a patio enclosure company to help you.

As you look out your patio, if you see something hanging from above, walk out back to see what unit the item is hanging from and call the upstairs owner to request it be removed. You can also report the issue to the Property Management Company.

Please respect our documents and maintain your property to avoid causing issues for your neighbors.

CONSTRUCTION AND RENOVATIONS

If you plan ANY Construction or Renovations inside your unit,

Board approval is required BEFORE starting.

Please review the Construction/Renovation Guidelines posted on the
OakridgeV.com website.

If you have any questions about what work requires a permit, contact:

- the Board at oakridgevcve@gmail.com for guidance
- City of Deerfield Beach Building Department at 954-480-4250

Here's a message from Master Management which was included in the Insider Newsletter (June 2021, Vol. 4, Issue 6):

ARE YOU HAVING WORK DONE?

If you have ANY work done in your condo, you are responsible for ensuring ALL the required paperwork is in order. But what is the difference between a permit, a license, a contractor, and a handyman? Here is a quick summary for you:

- A **LICENSE** is issued to a contractor and proves they have the skills and authority to do the specific kind of work for which you are hiring them. Licenses are issued by either Broward County or the State of Florida, **NOT THE CITY**.
- A **PERMIT** is issued for a specific project and proves you have permission to have the work done. Permits are issued by the City of Deerfield Beach, **NOT THE COUNTY OR THE STATE**.

WHAT YOUR CONTRACTOR MUST HAVE:

- Every contractor is **REQUIRED** to have – and show you – a license for the kind of work for which you're hiring them.
- The license **MUST BE** issued by either Broward County or the State of Florida. Other county licenses **ARE NOT VALID** in Broward.
- **MAKE SURE IT'S IN YOUR PAPERWORK.** All contracts should have the contractor's license number in them. It should also be on their business cards.
- **DO NOT BE FOOLED BY A LOCAL BUSINESS TAX RECEIPT.** This is not a license.

(continued)

(WHAT YOUR CONTRACTOR MUST HAVE) continued:

- Licenses are for specific skills. If you need a plumber, don't be fooled by being shown a license to do electrical. Make sure your contractor **HAS THE SPECIFIC LICENSE** for the work you need.
- **ALMOST EVERY JOB REQUIRES A LICENSED CONTRACTOR.** There are only three jobs that do not require a licensed contractor: 1) replacing screens, 2) pressure washing, and 3) installing carpet. **ALL OTHER JOBS REQUIRE A LICENSE.**
- **THERE IS NO SUCH THING AS A HANDYMAN LICENSE!** If someone says they are a handyman, they are probably an unlicensed contractor. Don't be fooled by someone who tells you they do not need a license because they are a handyman.

WHAT YOU MUST HAVE:

- **ALMOST EVERY JOB REQUIRES A PERMIT.** There are only three jobs that do not require a permit: 1) replace flooring, 2) pressure washing, and 3) painting. If you are doing ANYTHING else, you need a permit.
- **YOUR CONTRACTOR MUST BE THE ONE TO GET THE PERMIT.** In Century Village East, residents are not allowed to apply for a permit. If your contractor asks you to get the permit, it might be because they are unlicensed and don't want to get caught!

WHO CAN YOU CALL?

- **QUESTIONS ABOUT LICENSES:** Call Broward County at 954-765-4400.
- **QUESTIONS ABOUT PERMITS:** Call City of Deerfield Beach Building Department at 954-480-4250.

And this is information we've received from **City of Deerfield Beach**:

**Deerfield Beach Building Department, 150 NE 2 Avenue
Deerfield Beach, FL 33441
Tel #954-480-4250 | Fax #954-422-5812**

What Needs A Permit From The Building Department In A Condo?

We all want to have a better place to live, and would love to improve our units. It is important to remember that Florida Building Code does not allow an owner of a Condo to do work on his unit. Also, a Florida Licensed Contractor must be hired (not a "handyman"), and a permit must be obtained, prior to allowing any contractor to start work. **Failure to hire a licensed contractor is a felony in the state of Florida -"Florida Statute 489.127(1) (f)".**

Permits are required for almost ALL work in your unit. Exceptions are interior painting and replacing floor covering, which may have some requirements implemented by your Association to comply with State regulation about noise transmittal.

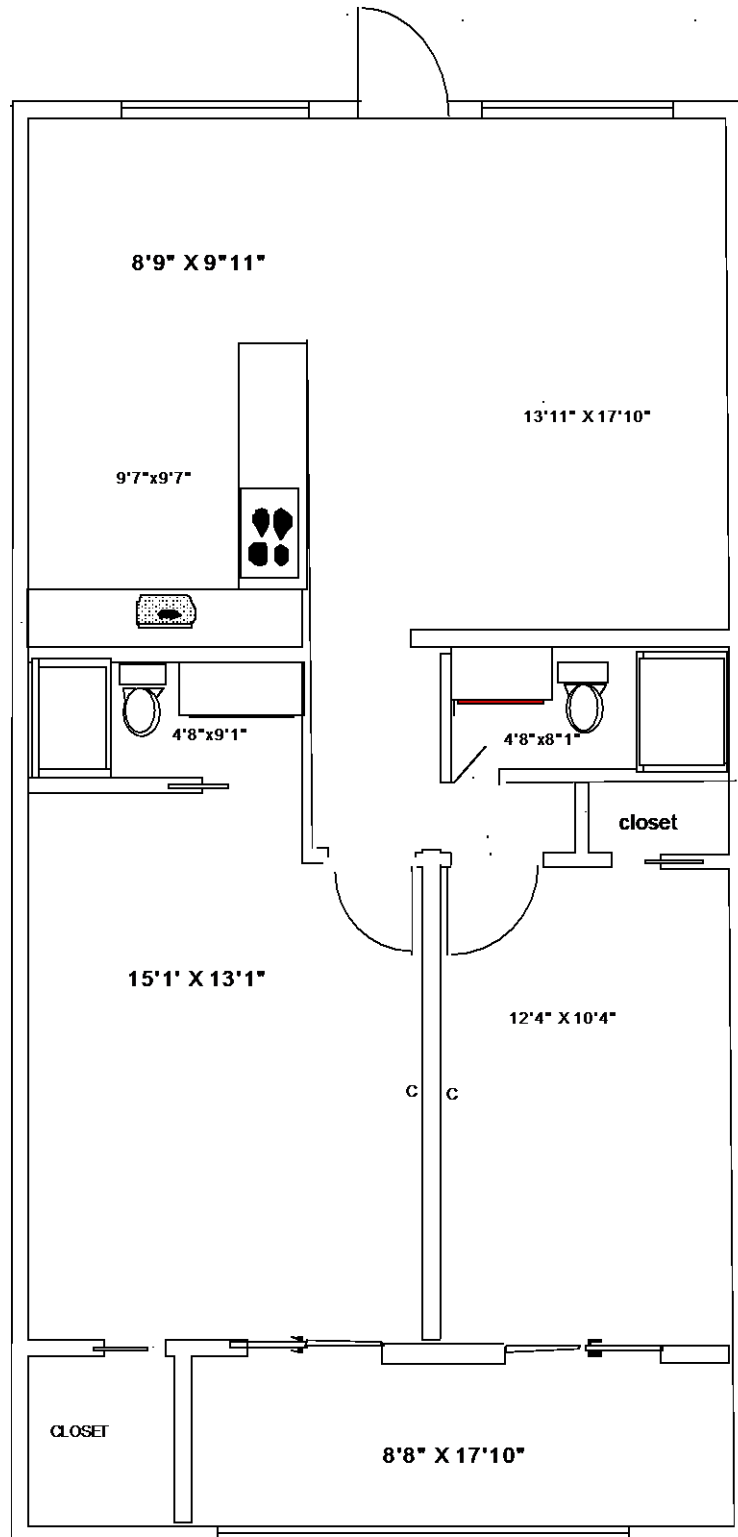
Here are some common examples of work that is typically performed by Condo owners which require a permit and a licensed contractor:

Replacing water heaters, replacing air-conditioning units, renovation for kitchens or bathrooms, replacing bathtub, replacing bathtubs or showers, replacing windows or doors, install hurricane shutters, replacing any balcony enclosures with screen/ acrylic windows, or enclosing balconies with windows to add a new room (which is an addition), adding light fixtures or electric fan connection and mold remediation works. The City's website, www.Deerfield-Beach.com has a wealth of information about permit requirements. We encourage you to visit the website and go to Departments/Building Services/Building Services FAQ's or call the Building Department.

After obtaining a permit from the Building department and prior to commencing work, the permit card must be displayed on the front of your unit (visible from the outside) during the progress of work until the permit is closed (Final inspection signed on the permit card in your possession). Original permit documents must be available at the time of inspections.

Once your contractor has applied for a permit, you can view information about the permit fees, payments, application, inspection results, permit status [still open/ expired (AP), or Closed (CL)] prior to final payment to your contractor. This can be done by visiting www.Deerfield-Beach.com and going to Departments/ Building Services/ Building permit status and payments.

UNIT FLOOR PLAN – OAKRIDGE V



NOTE: Nothing is allowed to extend through or past the outer wall of the patio enclosure.

CENTURY VILLAGE NEWS & INFORMATION

The following is a list of websites and resources which offer additional ways to keep up to date on what is happening around Century Village. **Be sure to sign up for the CVE Master Management INSIDER newsletter as they send out email announcements when important news occurs within CVE.**

CenturyVillageEast.com

This is the main website for everything you want to know about Century Village. Master Management has recently updated their website to contain links and information such as:

- The latest Village news
- **A link to sign up for the CVE Master Management INSIDER newsletter or to read past newsletters**
- Reporting concerns
- Link to the Deerfield Beach website (Deerfield-beach.com)
- Buses and Recreation information
- Village Improvements
- Coupon Payment information
- Video archives of Master Management, CenClub, and COOCVE meetings
- Village ID, Bar Code, and Vendor Registration information
- Village Governance information - who does what around CVE

CenClub.com - This is the main website and online portal for CenClub Recreation. Everything you need to know about the recreation services offered at CVE and access to signups for fitness classes and purchase of show tickets.

Clubhouse: The Staff Office in the Clubhouse also offers flyers and information about clubs and activities offered within CVE. Be sure to stop by to see all the recreation activities that are available!

Deerfield-beach.com - News and information about Deerfield Beach

- Activities
- Departments
- News alerts

CVEReporter.com - Monthly newspaper distributed to buildings, usually on a monthly basis. No emails are available, but the website includes past articles

Channel 98: Watch current meetings of Master Management, CenClub, and COOCVE.

BROWARD COUNTY SENIOR TOUCHLINE

Senior Touchline is a free service that offers a daily telephone call for people over 60 years of age who live alone. The purpose of the program is to ensure that older adults can maintain their sense of wellbeing while remaining in their homes and community. Many times, receiving daily Touchline calls can prevent older adults from requiring more costly services or institutional placement.

Each day, within a pre-determined time period, a 2-1-1 counselor calls registered seniors to make sure they are safe and well. If the 2-1-1 counselor is unsuccessful in reaching the senior after repeated attempts, the designated emergency contacts will be called and asked to check on the senior's wellbeing. If no one can be reached, the local police department is contacted to perform a senior wellness check to confirm the senior's safety. In some cases, the counselor will call to dispatch emergency services.

Touchline calls also provide social contact and emotional support. The 2-1-1 counselor establishes a relationship with the senior and provides them with a sense of security and safety. In some cases, the Touchline Counselor may be the only voice or human contact the client will hear that day or week. One simple phone call can help give a client peace of mind knowing that a volunteer will be checking in with them at the same time each day.

If you, or someone you know living in Broward County, is interested in this service, more information and the application forms can be found on the Oakridgev.com website under Notices.

The Touchline Service office can also be contacted at:

(954) 640-5800
2-1-1 Broward Touchline Coordinator
250 NE 33rd Street
Oakland Park, FL 33334



MASTER MANAGEMENT

Century Village East Community Services

Property Rules

1. NO ANIMALS allowed on CVE Master Management property except those defined under the ADA as Service Animals Guidelines.

ADA Definition: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Please see definitions, explanations, responsibilities regarding Service Animals at https://www.ada.gov/service_animals_2010.htm.

FL Regulation: 775.083. (9) A person who knowingly and willfully misrepresents 211 herself or himself, through conduct or verbal or written notice, 212 as using a service animal and being qualified to use a service 213 animal or as a trainer of a service animal commits a misdemeanor 214 of the second degree, punishable as provided in s.775.082 or s. 215 775.083, effective July 1st, 2015.

2. To enter the village, residents must have a WORKING, VALID BAR CODE, CVE ID or Photo ID with CVE address.
3. NON-RESIDENTS must show PHOTO ID for gate entry and admitted only if residents calls into security.
4. All persons and vehicles refused gate entry will be asked to leave, and upon failure to do so, will be deemed trespassers.
5. Invalid CVE ID Cards displayed by persons other than legal owner/resident will be confiscated.
6. Deliveries into the village must be completed between the hours of 8:00 am and out of the Village by 5:00 pm Monday-Saturday. No exceptions.
7. NO USE OF CITY WATER by Association (except for routine power washing) without written permission from CVE Master Management. Personal/individual use is NOT allowed under any circumstances. This includes lawn watering and vehicle washing.
8. NO fishing, swimming, wading, boating on CVE Master Management property, with the exception of the West Drive Bridge, where fishing will be permitted. Those fishing at the West Drive Bridge must do so from the concrete walkway along the railing and not from the grassy area.

CVEMM REVISED 07/2022

RULES AND REGULATIONS OF OAKRIDGE “V” CONDOMINIUM ASSOCIATION, INC.

1. RULES FOR UNIT OWNER PARTICIPATION IN BOARD OF DIRECTORS (referred to as Board) MEETINGS, BUDGET COMMITTEE MEETINGS AND MEETINGS OF ANY COMMITTEE AUTHORIZED TO TAKE ACTION ON BEHALF OF THE BOARD:
 - a. Right to Speak:
 - To the maximum extent practicable, the posted Board meeting agenda for each meeting will list the substance of the matters and actions to be considered by the Board.
 - Association may utilize, if it so chooses, to refer to and use the shortened and abbreviated version of Robert’s Rules of Order to govern the conduct of any meeting, when not in conflict with the declaration of condominium, the articles of incorporation or the bylaws.
 - After each motion is made and seconded by the Board members, the meeting chairperson will first allow a director and thereafter unit owner participation regarding a motion on the floor. This time may be limited depending on the complexity and effect of the Association. In no event will the right to speak exceed three (3) minutes. The chairperson shall have the sole discretion to reduce or extend the time to speak, without recourse, as to chairperson’s decision.
 - Unit owner participation will not be permitted after reports of officers or committees unless a motion is made after the report or the chairperson determines that it is appropriate or is in the best interest of the Association.
 - A unit owner wishing to speak must first raise his/her hand and wait to be recognized by the chairperson.
 - While a unit owner is speaking, he/she must address only the chairperson; no one else is permitted to speak at the same time.
 - A unit owner may speak only once for not more than three (3) minutes and only on the subject or motion on the floor.
 - b. The chairperson, by asking if there is any objection and hearing none, may permit a unit owner to speak for longer than three (3) minutes or to speak more than once on the same subject.
 - c. Only directors may object to a person speaking longer than three (3) minutes or more than once and said objection to be decided by a Board vote.
 - d. The chairperson will have the sole authority to see to it that all unit owner participation is relevant to the subject or motion on the floor.
2. RIGHT TO VIDEO OR AUDIOTAPE MEETINGS:
 - a. At least 24 hours advanced written notice shall be given to the Board by any unit owner or director desiring to use any audio/video equipment to record a meeting, and must receive authorization from the Board.
 - b. The Board has sole discretion by majority vote, to allow or disallow use of audio/video equipment in any meeting.
 - c. Equipment and devices authorized for owners to use at any meeting must not produce distracting sound or light emissions.
 - d. Audio and video equipment will be assembled and placed in a location acceptable to the Board or committee before the beginning of the meeting.
 - e. Any videotaping or recording of meeting will not be permitted to move about room to facilitate the recording.
3. PARKING SPACE ASSIGNMENT/CARS AND PARKING:
 - a. The Board has sole discretion to assign and reassign the use rights to parking spaces within the Association.
 - b. No owner and/or occupant or other guest or invitee has the right to use any space not assigned to a specific unit without the specific written approval of the Board.
 - c. Any request to exchange a parking space must be submitted to the Board for approval in a form provided by the Board.
 - d. No vehicle which cannot operate under its own power shall remain on Association premises for more than twelve (12) hours.
 - e. No repairs except emergency repairs shall be made on the property.
 - f. No cars are to be backed into parking spaces anywhere in CVE.
 - g. No campers, commercial trucks, boats, etc., are allowed and must be parked off-site.
4. EXTERIOR OF CONDOMINIUM PROPERTY:
 - a. To maintain harmony of exterior appearance, no one will make any changes, place anything on, affix anything to, or exhibit anything from any part of the condominium or Association property, which is visible from the exterior of the building or from the common elements, without the prior written consent of the Board.
 - b. There shall be no exterior radio, television, or data reception antenna, or satellite dish, or similar such product or any exterior wiring for any purpose installed on any part of the common elements of the Association without the prior and specific written consent of the Board.

- c. Nothing can be thrown, draped or hung over any railing, catwalk, or any other part of the Association and nothing can be stored, placed or otherwise left on any common area of the Association, including, but not limited to, welcome mats, furniture, plants, plant potholders, or articles of any type.

5. LOUD AND DISTURBING NOISES:

- a. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, MP3 players (i-pods), compact disc players, stereos, singing, and playing of musical instruments and all similar type of sounds will be regulated to sound levels that will not disturb others. If noise-producing items are used on any part of Association property or on the common elements they must be used only with earphones.

6. GUESTS/OCCUPANTS:

- a. Any unit owner in residence may be allowed guests for up to 2 weeks at time / 30 days max in one year. Board requires written notification of the following at least 10 days in advance of the guest(s) arrival:
 - Full names and ages of all guests
 - Guests permanent address, home telephone and cell phone
 - Relationship to owner
 - Car make/model/color & license plate
 - Dates of stay (from-to)
 - Any other information the Association may require.
- b. Any unit owner in residence may be allowed guests 18 years of age and older for a longer period. However, those requesting to stay longer will be deemed occupants and are required to file an Occupancy Application package (fee required) to the Board or its designated agent and receive written permission by the Board prior to occupying unit.
- c. Any unit owner NOT in residence may be allowed occasionally to have family member guests stay in the unit for 2 weeks at a time / 30 days max in one year. Same written notification/permission is required as in 2 a. Unless the owner will be in residence during guest visits, no guests are allowed beyond this time frame.
- d. The Board reserves the right to revoke guest privileges at any time. Upon notification by the Board privileges have been revoked, guest(s) must vacate the property immediately.

Section 6a. WAIVED

7. PROHIBITED ACTIVITY/INCREASE INSURANCE:

- a. Nothing will be done or kept in any unit or in the common elements that will increase the rate of insurance on the building or contents of the building without the prior written consent of the directors. No owner will permit anything to be done or kept in the owner's unit, or in the common elements, that will result in the cancellation of insurance on the building or the contents of the building, or that would be in violation of any law or building code.

8. MOVING AND REQUIREMENT:

- a. Persons moving furniture and other property into and out of units must take place between the hours of 8:30 a.m. and 6:00 p.m. only. Moving vans and trucks used for this purpose will remain on condominium property only when actually in use. Owners/occupants must ensure contractor, mover, delivery persons, etc., protect all surfaces of elevator.
- b. Unit owners may be required to place a security deposit with the Association before commencing any movement of \$300 to cover any damages that may be done to the condominium property by any mover or other agents of the unit owner. Unit owners will be responsible for any damage above and beyond the security deposit.

9. WORK HOURS:

- a. Repair, construction, decorating, or remodeling work will be done on Mondays through Saturdays between the hours of 8:30 a.m. and 6:00 p.m. only, and the rules for contractors, subcontractors, etc., must be complied with.

10. PET/ANIMAL POLICY:

- a. NO DOGS will be approved in Oakridge V unless required under ADA/FHA.
- b. Any unit owner or other requesting approval of a pet/animal must submit Oakridge V Pet/Animal Request Form and all required attachments to the Board and receive written approval **PRIOR** to the pet/animal being allowed anywhere in or on Association property.
- c. With exception of those legally required, no other pet/animal is allowed to walk or be walked at any time outside a unit on condominium property and must be fully contained and enclosed within a pet/animal carrier when outside the unit at all times when on any and all limited common and common association property.
- d. NO ANIMAL is allowed outside of the resident's unit at any time unattended.
- e. For legally required and approved dogs, the back lawn of the association property, not to exceed the sides of the physical building, is currently designated for dog waste discharge. Owner will be responsible for using that area ONLY and be responsible for cleaning up and ensuring all waste is removed from Association property and

properly disposed of in a waste container or the unit owner's own waste container. ADA Working Service Animals will be harnessed, leashed or tethered at all times when on any and all limited common and common association property, including when using the back lawn for waste discharge. All FHA assistance dogs must be fully contained and enclosed within a pet/animal carrier when outside the unit at all times when on any and all limited common and common association property, including to transport approved dog to the back lawn for waste discharge, during which time the dog must be harnessed, leashed or tethered at all times.

- f. If a pet/animal is being requested due to impairment and/or disability the applicant may be required to submit medical documentation from a Florida licensed physician documenting the disability and/or the need for the pet/animal. Additionally, the applicant may be required to execute an authorization allowing the Board and/or its legal counsel, to obtain medical records directly from the medical practitioners substantiating such disability and/or need for the pet/animal. All information acquired by the Association will be kept confidential.
- g. The pet/animal owner shall be required to execute a document agreeing to fully indemnify and hold harmless the Association, the Board, its officers and employees and agents from any and all claims arising out of the ownership or presence of the pet/animal while on Association property and further fully agree to completely reimburse and pay any and all claims due to injury or property damage brought as a consequence of any action of a homeowner or a pet/animal owner's pet/animal causing such damage.
- h. Unless waived by the Board, the pet/animal owner must maintain a liability insurance policy to cover and protect any injury and/or damage arising from the ownership or presence of the pet/animal on the Association property.
- i. Owners will not allow any pet/animal to become a nuisance or interfere with the peaceful enjoyment of the other members of the Association, such as barking, flying unconfined, unattended and untethered, etc.
- j. All unit owners and pet/animal owners will be responsible for ensuring the pet/animal does not exit the unit at any time nor have the ability to interfere with or cause harm to any Board member and/or Association agent when exercising their legal right to enter a unit at any time deemed necessary and as further outlined in the controlling documents of this Association.
- k. The Association may revoke the right for a unit owner or occupant to maintain a pet/animal at any time with written notice and demand that the pet/animal be removed. Upon receipt of such the pet/animal will be permanently removed from the Association property and common elements within seven (7) days with the unit owner and pet/animal owner verifying in writing that said pet/animal has been removed.
- l. The Board has sole discretion and authority to deny or restrict, for any reason (i.e., including but not limited to size, breed, type, etc.), an applicant's request to have a pet/animal. No other person may bring or allow a pet/animal to be brought into or onto Association property or on or in any unit or the grounds of Century Village East, be it a relative, heir, guest, contractor, agent, invitee, at any time for any reason.

11. TRANSFER OF INTEREST IN UNIT:

- a. The Board, in receiving and considering any application for the sale, lease or other transfer of interest in a unit, may take into consideration and use as a denial of such transfer if it chooses to do so, any evidence that the applicant or transferee is a convicted felon, is a registered sexual offender or sexual predator, has filed for bankruptcy or been discharged in bankruptcy at any time, has insufficient financial means to meet the financial obligations of an occupant/owner, has a poor credit history, has been litigious, has been involved in any type of a foreclosure proceeding or has had a placement of liens by any entity or agency lodged or filed against them, been subject to evictions, personal or business, does not meet the applicable age restrictions, where an application on its face evidences violation of the covenants and restrictions of the governing documents of the Association and for other reasons which may not be illegal, arbitrary, capricious or unreasonable; in no event shall the Board be required to set forth the cause for such disapproval of an applicant for sale, lease, occupancy or other transfer of an interest in a unit.

12. SMOKING:

- a. The Association has determined in the best interest in the health and welfare of the members of the Association that smoking is a source of unreasonable annoyance and a health hazard which can interfere with the peaceful possession and use of the condominium property by the unit owners and approved occupants, guests and invitee. Therefore, there is no smoking allowed on the condominium property, limited or common elements thereof. Unit owners and approved occupants shall be responsible to ensure all of their guests, invitees or other persons coming to the unit abide by this reasonable rule.

13. CONTRACTORS/RENOVATIONS:

- a. Renovations, including external changes, i.e., doors, windows, shutters, patio enclosures, etc. require actual city PERMIT (not application) displayed on front window prior to work commencing.
- b. Any and all permit work requires you provide the Board with copy of permit front page and Contractor's Certificate of Insurance showing Association named as Additionally Insured.

- c. New hard floor surfaces (except when laying carpeting or first floor unit) require specific sub flooring sound abatement material that has published Delta IIC minimum test rating of 20. Board approval required prior to sub flooring installation.
 - d. No work can be done on any common area, including the catwalk, laundry/storage areas, lawn, etc.
 - e. Your contractors must protect the walkway in front of your unit and if elevator used to move tools, furniture, equipment/materials, etc., contractor must use protective covering on all surfaces of the elevator.
 - f. Contractors must remove from the premises ANY and ALL debris from their work, including carpeting.
 - g. You must call all individual contractors in at gate. For long-term work, security forms are available at ID office.
 - h. ONLY insured service people can work on AC units on the roof. The roof hatch must be closed when work is completed.
 - i. You will ultimately be responsible for any damages that may occur to the building as a result of your, your contractor or guest actions. The Association will bill you directly for any and all cleanup, repairs, etc.
14. PART-TIME RESIDENTS/VACANT UNITS:
- a. Part Time Residents: Any owners away from unit for more than 2 weeks:
 - b. Owner must obtain a professional Condo Sitter to check unit at least weekly and be on call if problems occur.
 - Condo Sitter's business card must be visibly displayed on front window at all times.
 - Board or neighbor will contact Condo Sitter to report problem, i.e., leak into your neighbors unit below.
 - c. A/C must always be left on 80 degrees or lower to avoid condensation, mold, mildew.
 - d. Unit main water supply (back of building) must be turned off.
 - e. If motor vehicle is left on site during absence, vehicle key must be left with Board during absence as emergency or building work may require it to be moved. Board is held harmless for any issues arising from having to move a vehicle.
15. SANITATION:
- a. NOTHING can be kept in storage area outside storage bins except two (2) bikes and one (1) folding shopping cart per unit.
 - b. All trash must be in a tied, plastic bag before placing in garbage chute.
 - c. See proper use of all sanitation receptacles information on bulletin board or request it from Board or designated agent.
 - d. Place bulk trash on blacktop in front of building in designated BULK TRASH area on Tuesday for pickup Wednesday.
16. PERSONAL DATA SHEET:
- a. A Personal Data Sheet must be provided to the Board upon request with current information, some of which may be required by law under Florida Statute 718 or under these Rules and Regulations of Oakridge "V" Condominium Association, Inc.
17. TOWING:
- a. No owner(s) or approved occupant(s) shall park any vehicle in any space other than assigned to them. No vehicle will remain inoperable and remaining on Association property at any time. No recreational vehicles, campers, motor homes, buses, extraordinarily large trucks, commercial vehicles and the like are allowed to remain on Association property without specific written approval of the Board. However, people who are moving are allowed to have a moving van or truck on the premises for no more than twelve (12) hours.
 - b. Violators are subject to having the vehicle towed. The Association shall give advance written notice of violation and request immediate compliance and if not compliance is not completed in the time specified by the Board, then the Association may, at the unit owner or vehicle owner's expense, have the vehicle towed and removed from Association property. All expenses attendant to that process including any reasonable attorney's fees incurred by the Association will be the expense of the unit owner and/or vehicle owner, without recourse to the Association or any of its directors.

These rules & regulations do not purport to constitute all of the restrictions affecting the condominium and common property, and they may be amended from time to time. The Board, at its sole discretion, may make any exceptions to rules & regulations upon application and vote by the majority of the Board. Please reference condominium and Association documents as needed. Each unit owner/resident is responsible for providing these rules & regulations to all individuals coming on property and ensure compliance.

Oakridge V Condominium Association, Inc.

Document/Rules Compliance UNDERSTANDING & AGREEMENT

I understand and agree to abide by the documents/rules of the Association and, that if I do not, I may be fined and/or required to pay any costs associated with my non-compliance.

I understand owners receive most Association correspondence via email.

EMAIL to be used: _____

Additional EMAIL(s) as backup: _____

Owner Signatures: _____

Date: _____

Yes

No

I agree to have my phone numbers and email published in the Oakridge V Directory on the *OakridgeV.com* website for owner use only.

Owner Name: (print) _____

Home Phone: _____ Cell Phone: _____

Email: _____

Owner Name: (print) _____

Home Phone: _____ Cell Phone: _____

Email: _____

Occupant Name: (print) _____

Home Phone: _____ Cell Phone: _____

Email: _____

Occupant Name: (print) _____

Home Phone: _____ Cell Phone: _____

Email: _____

This information is intended for use by members of the OAKRIDGE V Condominium Association only

OAKRIDGE V Condominium Association, Inc.

CONSENT TO RECEIVE COMMUNICATIONS ELECTRONICALLY

The OAKRIDGE V Condominium Association's Board would like to send unit owners all official notifications of Board Meetings, documentation, and other information by email. To do this, we require your written permission. Please complete the information below, then sign and return this form to a Board Member for inclusion with your file.

To: The OAKRIDGE V Condominium Association Inc., Board of Directors

I agree to receive all communications from the Board of Directors of the OAKRIDGE V Condominium Association, Inc., either directly or on behalf of the Association by the current Property Manager, in electronic format utilizing the email address provided below.

Communications that are required to be provided in hard copy by Florida Statute will continue to be hand-delivered or sent by mail.

From: Unit Number _____

Unit Owner(s): _____

DATE: _____

UNIT OWNER SIGNATURE: _____

UNIT OWNER SIGNATURE: _____

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____