

Colonial Manor West  
2424 NE 9<sup>th</sup> Street  
Fort Lauderdale, FL 33304

To all new residents:

Welcome to our community! We trust you will enjoy living here.

Attached are the current rules, regulations and guidelines of our community. Please read, save, and follow them. We ask that any guests that visit you follow these same guidelines.

We pride ourselves on having a well maintained and quiet community. Good neighbors respect the needs and rights of all the people that live in the building. We ask all the residents to consider their neighbors in every aspect of how they pursue and live their lives.

Each apartment at Colonial Manor West has been assigned one parking space. This is the only spot where an owner may park their automobile on the premises. If you have a second car, you should know that the Galleria Mall has been very cooperative in permitting our residents to park in the garage located across the street so long as you register your car with the Mall's Security Office. The Security Office is located in the hallway behind the escalators, just outside Dillard's near the food court. Residents are not permitted to park in our "Guest" parking spaces on a regular basis. Those parking spaces are temporary parking spots reserved for car washing, deliveries and visitors.

If you haven't already done so, we ask that you supply us with an emergency access key to your unit. This key is used only in an emergency (e.g. water leak) and we would always attempt to contact you before entering your unit. Our Board keeps emergency keys for all of our units. Also, please supply us with your contact information, and if renting out your unit, renter/ management company contact information in the event we need to contact you. This should be a phone number, email address, and mailing address. Please use the attached sheet and give this to any one of the board members listed below or drop it in the Community Association mailbox located directly next to the elevator on the first floor. Your contact information is confidential and is not given out to other owners. It is only used for the Board to contact you.

If you have any questions feel free to contact any of the following board members or officers:

- Derik Wagner (#303), Director, President ([Derikwagner@gmail.com](mailto:Derikwagner@gmail.com)); (954) 903-8684
- Ann Smalarz (#208), Director Vice President ( [smalarz57@aol.com](mailto:smalarz57@aol.com) ); (954) 829-9974
- Simon Malak (#202 , #207, #311), Director, Treasurer ([simon.says769@gmail.com](mailto:simon.says769@gmail.com)); (310) 701-2600
- Analia Tower (#309), Director, Secretary, ([analiagiorgis@hotmail.com](mailto:analiagiorgis@hotmail.com) ); (954) 548-6342
- Gerasim Nyagolov (#101), Director, ([gerasimdimitrov@yahoo.com](mailto:gerasimdimitrov@yahoo.com) ); (954) 205-8618

You can also find a lot of useful information from our web site at: [colonialmanorwest.yolasite.com](http://colonialmanorwest.yolasite.com) This includes: Board Meeting Minutes, Parking Assignments, Quarterly Reports, Insurance Policies, Recommended Vendors, Our Condo Documents, Financial Statements, Inspection Reports, and other information.

Thank you for your cooperation.

Colonial Manor West Condominium Association

### Colonial Manor West Resident Contact Information

Unit # \_\_\_\_\_

1. Name (please print)

Phone# \_\_\_\_\_

E-Mail \_\_\_\_\_

2. Name \_\_\_\_\_ (please print)

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

The Colonial Manor West Condo Board needs your contact information for our records. We also need the ability to contact you with our community newsletters, and in case of an emergency situation. If you haven't already done so, please fill out this form and drop it in the Colonial Manor West mailbox which is located to the left of the elevator door in the first floor lobby area.

# RULES AND REGULATIONS STIPULATED WITHIN OUR DOCS

1. Residents shall exercise extreme care about making noise, or the use of musical instruments, radios, television and amplifiers that may disturb other residents.
2. An owner shall not place or cause to be placed in the lobbies, vestibules, stairways and other project areas and facilities of a similar nature, both common and restricted, any furniture, packages or objects of any kind.
3. No resident of the project shall post any advertisements, or posters of any kind, in or on the project except as authorized by the Association.
4. An owner shall grant the right of entry to the management agent or to any other person authorized by the Board of Directors or the Association in case of any emergency originating in or threatening his unit, whether the owner is present at the time or not.
5. No unit owner shall make any alteration in the portions of improvements of the condominium which are maintained by the Association, or remove any portion thereof, or make any additions thereto, or do any work which would jeopardize the safety or soundness of the building containing his unit.
6. An owner shall not make structural modifications or alterations in his unit or installations located therein, without previously notifying the Association in writing, through the Management Agent, if any, or through the President of the Board of Directors, and obtaining written consent therefore.
7. All the repairs of internal installations of the unit, such as water, light, gas, power, sewage, telephones, air conditioners, sanitary installations, doors, windows, lamps and all other accessories belonging to the unit area shall be at the owner's expense.
8. An owner shall permit other owners, or their representatives, when so required, to enter his apartment for the purpose of performing installations, alterations or repairs to the mechanical or electrical services, provided that requests for entry are made in advance and that such entry is at a time convenient to the owner.
9. Every owner must perform promptly all maintenance and repair work within his own apartment, which, if omitted, would affect the project in its entirety or in a part belonging to other owners, being expressly responsible for the damages and liabilities that his failure to do so may engender.
10. No owner, resident or lessee shall install wiring for electrical or telephone installation, television antennas, machines or air conditioning units on the exterior of the project or that protrude through common elements or the roof of the project.
11. An owner shall reimburse the Association for any expenditure incurred in repairing or replacing any common elements and facility damaged through his fault.
12. Apartments shall not be used for a school, or to give instructions in music, or singing, or for any other professional, commercial or gainful purpose, and said apartments shall not be offered for sale or for lease by placing notices on any door, window or wall of the building.
13. It is prohibited to hang garments, or rugs from the windows or facades of the project. 14. It is prohibited to throw garbage or trash outside the disposal installations provided for such purposes.
15. The pool shall be used only by residents and guests during such hours and under such conditions which will not annoy other residents.
16. Effective 5/5/09, as a result of the settlement and dismissal of a lawsuit brought against the Association, the following PET POLICY now applies:

By virtue of the 1970 Amendment to the original documents (see our website), pets are not allowed. However, under the "Agreed Final Order", current owners are "grandfathered" or excepted. Our interpretation of what this means is that owners as of 2/5/09 who had pets may continue to keep & replace them. (There is a limit of two, each under 25 pounds). However, if a unit is sold, any new owner (as of 2/5/09) is not permitted to have

pets. With respect to renters, those who rented their unit before 2/5/09 may keep their pets but not replace them. New renters (as of 2/5/09) may not have pets. You should be aware of these restrictions especially if you offer your unit for sale or rent.

## **Guidelines for Residents of Colonial Manor West**

**(These guidelines are not in our condo documents, but are still important to follow)**

- If you are performing repairs and/or remodeling work in your unit which can create a lot of noise, please restrict this work to the hours between 9 AM and 6 PM (normal contractor's hours). This will allow other unit owners to have a quiet evening and restful night's sleep.
- Our plumbing system is old and heavily corroded. As a result, items other than toilet paper can easily catch on the rough plumbing and clog the system. Never flush diapers, tampons, sanitary napkins, condoms, baby wipes, paper towels, or other items not intended to be flushed.
- Don't place personal items (chairs, tables, decorations, garbage, etc.) on the public walkways nor in other common areas. Personal decorations (e.g. wreaths) on your door are allowed. Bicycles may only be stored in the areas under the stairwells (6 spots available on a first-come-first-serve basis) and in the east parking lot. They may not be locked to the railings nor placed in the storage rooms. If there is no space available in the racks, you will have to keep the bike(s) in your unit.
- No items of any sort can be placed in the meter room across from the elevator (Fire regulations). ● There are 6 spots available outside (3 under each walkway) but they are only available on a first come first serve basis. You may NOT store your bicycles on the walkways, in storage rooms, in laundry rooms, nor in any other public area of the complex.
- Patios are considered "common area, limited use". That means only your unit can use your personal patio. However the Association is still responsible for the maintenance and general appearance of the patios. So please don't use them for storage of cleaning supplies, empty pots, dead plants, garbage, etc. Keep them looking neat. For those with 1<sup>st</sup> floor patios, make certain any of your items are on the patio and not on the lawn. The lawn must be kept clear for mowing.
- While the gates are supposed to be self-closing, a lot of times they do not close and latch. Please make certain the gates close and latch when entering or leaving the complex. Also, please close the gates quietly. Do not let them slam.
- If you borrow a shopping cart, ladder, two-wheel cart, folding chairs, or any other items belonging to the Association, please return them when done. Do not keep them in your unit overnight or for long periods of time. They are for everyone's use.
- Park your car only in the spot assigned to your unit. If you have more than one car, register it at the security office at the Mall and they will allow you to park in their lot/garage across the street. Guest spots may not be used by owners or renters for long-term parking.
- The community room is available for your use at no cost. To reserve it for an event, notify the Association (via the drop box) a few days in advance. You must clean the room after your event and leave it in the same clean condition as you found it.
- When moving in/out, or moving large items on the elevator, you must line the elevator with protection pads (on top of the cabinets in the community room) and place a protective cover on the floor (behind the cabinets). This will protect the elevator walls and floors from dents, scratches or breakage.
- When using the washers & dryers, please remove your clothes promptly when the cycle is completed so that others have access to the machines. If the machines malfunction, please call CSC (their number is listed on the wall of each laundry room). The Association does not maintain the washers/dryers and is not able to fix them or refund any lost money.
- If your contact information changes, or if there are new/additional residents, please notify the Association promptly so that we can update our contact list and mail box label. You can notify us of any changes just by

dropping them into the Association mail box next to the elevator.

We hope you will abide by the above guidelines as common courtesy to others. The only way we are able to "enforce" these rules is to remind you of them and hope that you will follow them.

## **POOL RULES**

- Pets are not permitted in pool area.
- No glass is permitted in pool area.
- No diving at any time.
- Children under the age of 12 must be accompanied by an adult at ALL TIMES ● All pool lounge chairs must be covered with beach towels when sun bathing. ● Remove all personal items such as towels, floats, lotions and trash when you leave the pool area. ● If you move the pool furniture, put it back when you leave.
- Lower pool umbrellas when you leave the pool area.
  - Shower before entering pool. (Shower is just outside the window of the 1st floor laundry room)

# **Pool Hours Dawn to Dusk**

## **HOA Dues Payment Options**

The following are the ways to send payment:

### **1. Routing numbers**

- **Direct deposits & electronic payments (ACH)** **063107513**
- **Domestic wire transfers** **121000248**
- **International wire transfers** **WFBIUS6S**  
**Recipient/receiver: Colonial Manor West Apartments**  
**Account number: 2989-648-346 (must add \$35 wire fee)**

### **2. Zelle**

**Recipient/receiver: Colonial Manor West Apartments**  
**To: colonialmanorwest@gmail.com**

### **3. Check**

**Write check with your HOA Dues amount**  
**Recipient/receiver: Colonial Manor West Apartments**

**Mail to:**  
**Colonial Manor West**  
**2424 NE 9th St**  
**Fort Lauderdale FL 33304**

Please call or email the Board Treasurer Simon Malak with any questions

Phone: 310-701-2600  
Email: simon.says769@gmail.com