

RULES AND INFORMATION
FOR
DORCHESTER
OWNERS

August 1, 2021

-INDEX-

Welcome	Page 2, 3
Board of Directors/Management Company	Page 4
General Information	Page 5-7
Emergency Contact Information	Page 7
Moving in/Moving out	Page 8
Parking	Page 9
Guests	Page 10
Remodeling/Construction	Page 11
Pool	Page 12, 13
Trash/Recycling	Page 14
Recycling Guidelines	Page 15
Storage Closets/Rooms	Page 16
Board Meetings	Page 17
Social Committee	Page 17
Bulletin Boards	Page 18
Poinciana Clubhouse	Page 19
Poinciana Community Newsletter	Page 19
Rentals/leases/transfers	Page 20-22
REMODELING/CONSTRUCTION APPROVAL FORM	Page 23
MOVE-IN APPROVAL REQUEST	Page 24
MOVE-OUT NOTIFICATION	Page 25
VEHICLE INFORMATION FORM	Page 26

**WELCOME TO THE DORCHESTER AT POINCIANA
3286 ARCARA WAY
LAKE WORTH, FL 33467**

The Board of Directors and the owners of The Dorchester welcome you to your new home. We hope you find living here to be enjoyable.

We are providing this booklet for your reference and you will find information pertinent to Rules and procedures established for The Dorchester at Poinciana.

The Dorchester has 64 Units and Rules and Regulations are important to have a safe and secure building and most of all an enjoyable living experience for all.

Owners, please read your Condo Documents which should have been provided to you by your unit's previous owner. Your Association By-Laws, concerned with Rules and Regulations, spell out the use, decorum and conduct of each unit owner and states that **“These By-Laws are in effect until amended and are binding upon all Unit Owners.** The Unit Owners shall, at all times, obey the same and see that the By-Laws and Rules and Regulations are observed by their families, guests, invitees, servants, lessees, and all persons over whom they exercise control and supervision. It is the fiduciary responsibility of your Board of Directors to take proper action on violations.

Please read this booklet as well. These items should be your first source of information when you have a question or concern. If you cannot find the answers you need for the documents or this booklet, please contact the **Condo Management Office (CMC Management 561-641-1016 Pat Palmer)**. If the voicemail comes on, please leave a message. He will get back to you. Please do not rely on friends, neighbors, relatives, or other residents of other buildings for answers.

This booklet will provide you with important resources and Rules and Regulations established for the Dorchester at Poinciana as well as forms you may need for remodeling/construction, pool rules, information about the catwalks and parking stickers.

THIS IS YOUR HOME! THIS IS OUR HOME!

THIS IS YOUR HOME. PLEASE BE PROUD OF YOUR UNIT AND BUILDING. BECAUSE THERE ARE 64 UNITS, IT IS QUITE DIFFERENT THAN A SINGLE-FAMILY HOME. PLEASE BE CONSIDERATE OF ALL YOUR NEIGHBORS AND ONE ANOTHER. IF WE ALL KEEP THAT ONE THOUGHT IN MIND, WE CAN HAVE A HOME TO BE PROUD OF AND A PLEASANT LIVING EXPERIENCE.

DORCHESTER BOARD OF DIRECTORS 2021-2022

PRESIDENT: Andrea Ford 781-760-8840

VICE-PRESIDENT: Jerry Ann Vitale.

TREASURER Fernando Rodriguez 561-354-8160

SECRETARY Maria Jimenez 561-255-6232

DIRECTOR Phil Antico 561-410-4910

CMC MANAGEMENT INC.

2950 JOG ROAD

GREENACRES, FL 33467

TEL: 561-641-1016

FAX: 561-641-9118

CMC MANAGER FOR DORCHESTER BUILDING: PAT PALMER

BOARD MEETINGS

REGULAR BOARD MEETINGS WILL BE NOTIFIED ON THE TWO BULLETIN BOARDS LOCATED NEAR THE ELEVATORS.

GENERAL INFORMATION

- **MAINTENANCE PAYMENTS:** Due before the 10th of each month. Late payments will incur a \$25.00 late charge.
- **ASSESSMENT PAYMENTS:** Assessment payments are due as requested by the Board.
- **EXTRA KEY:** Unit owners are required to provide an entry key to the Board of Directors in case entry is needed to your unit in case of an emergency. Your key is kept in a locked box in a locked room and Board Members have the only access. If access is needed to your unit, two Board members will be present.
- **NOISE:** Please be considerate of the other residents. Keep noise to a minimum before 8 am and after 11 pm. **Noise includes loud voices on patios, TV volume, and Washers and Dryers. Noise carries in these buildings.**
- **ELEVATORS:** We have two elevators, one each located at the north and south ends of the building. Unit owners, guests, and contractors should take care not to damage any part of the elevators. If you are having work done or deliveries, please notify a Board Member so floors can be protected. Please use the “**Hold Door Open**” button to keep the door open if needed. Do not force the doors to stay open by holding the door open.
- **SMOKING** is not permitted in the elevators, walkways, or catwalks. **The pool has a designated smoking area.**
- Please do not throw liquids, cigarettes, or trash from the balconies.
- Please do not throw any trash items or cigarettes in the parking lot, walkways, spraycrete, catwalks or landscaping.
- **Railings and Balconies** may not be used for hanging carpets, tablecloths, bathing suits or any other items. Shaking out of mops, mats, tablecloths, carpets etc. is forbidden.
- Spraycrete, catwalks, pathways and pool areas: No rollerblades, skates etc., are to be used on spraycrete surfaces.
- Please do not spit on the catwalks, walkways, or pool deck.

- Doorways, catwalks, stairways, stairwells, pathways and grass areas must be kept free of mats, plants, lounges, chairs, carts, bicycles, trikes, and any other articles.
- **CHILDREN:** Condo owners and residents are responsible for the well-being and safety of visiting children.
- **LUGGAGE RACK/CART:** Luggage cart for unit owners to use for moving luggage, clothing, etc. Is located in the Men's Room at the Pool. Please return the cart immediately after use.
- **SIGNS, LETTERING OR EXTERNAL APPURTENANCES MAY NOT BE ERECTED WITHOUT APPROVAL OF THE BOARD,**
- **PETS:** No Pets or animal shall not be kept on the Condominium Property or within the confines of the Condominium Unit without the prior written consent and approval of the Board. Such consent may be given upon such conditions as the Board of Directors may direct and shall be deemed provisional and subject to revocation at any time.
- **Bulletin Board** over mailboxes is designed to disseminate Dorchester Condo Board official information. Business advertising and/or business cards are not permitted with the exception of a 3 x 5 card listing the sale or rental of a unit in the Dorchester Condo. Preference in the use of our space will be given to Poinciana Place based organizations. All notices must be dated and approved by the Board.
- Board of Directors Mailbox is a small black mailbox located near the other mailboxes. Owners may use this to address the Board for suggestions or matters they would like to bring to the Board's attention.
- The Poinciana Community has volunteers who participate in the Palm Beach County Citizens Patrol. You will see these volunteers driving around the properties in Sheriff Department vehicles.
- For your own safety, **NEVER** open your door to unknown people who may come to your door. Please call the Management Company or a Board Member if you notice anything you are concerned about on the property. Please call 911 in the event of an emergency.

- When you leave the Pool area, please take all your personal items and dispose of any trash items. Please return chairs, tables and lounges to their original positions.
- Each unit has a MailBox and the box key should be provided to you by the previous owner.
- For safety reasons, please follow the directional signs in the parking lot.
- Owners may be eligible for a Homestead Exemption. Please contact the Palm Beach County Tax Collector's office for information.
- **Waterbeds:** Waterbeds are not to be brought into the units for any purpose.
- Contractors are not allowed to work in common areas such as catwalks and walkways. All work must be done in the unit owner's own unit or patio.
- Do not feed the wild life. (Birds, ducks, geese, squirrels or any other wildlife.)

EMERGENCY CONTACT INFORMATION

Residents, please provide the Board with your emergency contact information. Please complete the Homeowner Information Update form and give it to a Board member upon approval as a resident.

MOVING IN/OUT

All Residents must go through an approval process before moving into the Dorchester Building. Approved residents must then submit a form to the Dorchester Board for approval regarding their intended move-in date. Likewise, when moving out of the Dorchester Building, a notification must be given to the Dorchester Board. Forms are provided for these notifications.

Moves are permitted Monday through Saturday from 9 am until 6 pm.

IMPORTANT: WHEN YOU ARE MOVING FROM THE DORCHESTER BUILDING, YOU MUST RETURN YOUR PARKING STICKER(S) AND ANY STORAGE ROOM KEY YOU HAVE.

PARKING

A numbered reserved parking space is assigned to owners by the Dorchester Board. Do not park in any other numbered reserved space. If an owner is away and is having a guest stay in their unit, the owner may permit the guest to use the owner's numbered reserved space; however, in this instance, please notify the Board. If you have more than one vehicle, park your second vehicle in a guest space. If you get a new vehicle, please remember to provide the current information to the Condo Management Office or a Board Member.

You must provide the following information about your vehicle:

- Year
- Make/Model
- Color
- License State/Number
- We have provided a form to list your vehicle(s) information. Please complete it and provide it to the Condo Management Office or a Board Member.

For Safety and security reasons, a parking sticker will be provided to residents. The sticker must be affixed to the outside of your back window driver's side on all your vehicles, even those parked in guest spaces.

You must pull into your parking space. **DO NOT BACK INTO** your space.

Handicap parking is provided for GUESTS who have a handicap parking placard. Residents **MAY NOT** park in the handicap spaces unless approval is granted by the BOD. **There is a 2-hour limit and is noted on the sign.**

ANY GUEST YOU HAVE, INCLUDING CONTRACTORS OR A SERVICE COMPANY, MUST USE GUEST SPACES. If you have a guest with a vehicle who is staying overnight, please notify a Board Member. It is the responsibility of each resident to ensure their guests park in guest spaces only.

****Auto repairs, car washing and commercial waxing** are not permitted in the parking areas. **Trucks, motor homes, boats and trailers are NOT permitted to park overnight.**

GUESTS

All owners and renters of the Dorchester Building are interviewed and approved by the Board of Directors prior to move-in and given the rules and regulations for the Building. Owners are responsible for ensuring their **GUESTS FOLLOW THE RULES AND REGULATIONS.**

VISITOR/GUEST LENGTH OF STAY: All unit owners and lessees must notify, in advance, the Board or Management Company of all guests and visitors who will occupy the unit in their absence. The names of all occupants and length of stay must be provided. Any stay over one month (except for members of the immediate family) will be considered an unauthorized rental and will be treated as such.

Any Guest who intends to stay in your unit for more than 30 days, **MUST APPLY FOR BOARD APPROVAL.** In this instance, please contact the Condo Management Office (CMC) to begin the approval process.

REMODELING/CONSTRUCTION

Any remodeling/construction projects which include any part of the exterior of the Dorchester Building (doors, windows, or patios) or replacing FLOORS require Board approval PRIOR TO COMMENCING THE WORK. The Remodeling/Construction Approval form must be completed and given to the Condo Management Office with the required documents as listed on the approval form.

The Unit owner is responsible for their contractors. If any damage is done to the Dorchester Building, the unit owner will be charged.

It is the responsibility of the owner to ensure that contractors REMOVE ALL MATERIALS INVOLVED IN THE CONSTRUCTION FROM THE DORCHESTER PROPERTY. THE CONSTRUCTION MATERIALS ARE NOT PERMITTED TO BE PLACED IN THE BUILDING TRASH DUMPSTERS OR LEFT OUTSIDE FOR LARGE ITEM PICK-UP.

Work by contractors may only be done between 8 am and 5 pm Monday through Saturday. Construction is not permitted on Sunday. Contractors are not permitted to cut materials of any kind on the Catwalks or walkways or any common areas of the property.

If you have questions regarding the type/style of doors, screen doors, windows, screens which may be used, please contact the Condo Management Office (CMC) prior to getting estimates for your project.

POOL RULES

The pool is for the exclusive use of Dorchester Unit Owners, their guests, lessees, and visitors.

- The Dorchester Pool is open from dawn to dusk. Swim at your own risk.
- **Pool is unattended.** It is recommended that a person does not swim alone.
- Pool deck hours are from 8 am to 11 pm.
- Proper cover-up is required upon entering and exiting the pool area.
- Bathing Load - No more than 15 persons in the pool at one time.
- **Shower before entering the pool.**
- The pool is only 6 feet deep; **therefore, no diving or jumping into the pool.**
- No ball playing, horseplay, jumping or running.
- No Pets Allowed.
- Scuba gear and surfboards are prohibited. No floats of any kind are to be left behind in the pool area or restrooms or any other common area overnight.
- No Chaises or Chairs or tables may be reserved (unless approved by the Board for an approved event).
- No Chaises or Chairs or tables may be removed from the pool deck. If any of these items are removed, they must be returned to the original place where you found them.
- Beach or pool towels must be used on chairs and chaises. Do not hang towels over the rails.
- Safety equipment, life preserver and gaff are for emergency use only
- Please close and tie umbrellas when you leave the pool area.
- If fans under the canopy are turned on, please shut the switch when leaving the pool area.
- Children under 3 are not permitted in the pool. The Board of Health requires all children must be toilet trained when using the pool. Any expenses incurred for draining the pool will be the responsibility of the unit owner.

POOL CONTINUED....

- Children under 12 must be accompanied by an adult.
- Loud radios are not allowed.
- Food and drinks are permitted under the canopy only.
- Drinks in plastic containers and plastic or paper plates are permitted. No glass of any kind is permitted in the pool area.
- Personal barbecuing is permitted. Those people using the barbecue are responsible for cleanup and care of the barbecue and the surrounding areas. A wire brush is provided for cleaning the barbecue which must be cool before re-covering.
- Guests visiting the pool should be accompanied by the unit owner or unit lessee.

ATTENTION:

THE AREA BETWEEN THE BRICK OUT-LINE AND POOL LEDGE (ABOUT 4 FEET) MUST BE KEPT CLEAR AT ALL TIMES.

TRASH/RECYCLING

Trash Rooms are located on each floor at the North and South ends of the building to the elevators. The building upper levels have trash chutes to reach the trash bins only, not the recycling bins. Recycling items must be placed directly in the appropriate recycle bins.

TRASH CHUTES: Please do not place overstuffed bags or large items into the trash chutes as this will cause a jam. **Make sure trash bags are tied.** Do not use store bags or paper bags.

- **OPENED BAGS SHOULD NOT BE THROWN INTO THE DUMPSTERS OR THROWN DOWN CHUTES.**

SINK GARBAGE DISPOSALS: Most organic wastes should go down your garbage disposal. This includes all leftover food (meat, fruit, bread, etc.)

Contractors MAY NOT use the trash bins. They must remove all the construction materials/debris from the Dorchester Property. It is the owner's responsibility to ensure that contractors follow this rule; otherwise, owners may be charged for the trash removal.

BULK PICK-UP: Put out Wednesday afternoon for Thursday pick-up. Large household items i.e., chairs, lamps, etc. should be placed in two different areas. One area is across the parking lot from the North elevator on the grassy area and the other one is located just outside the South Elevator area on the grass. It is also where the recycling bins are put out every Tuesday.

RECYCLING GUIDELINES:

- **YELLOW BINS:** Newspapers, broken down small cardboard boxes and other paper goods. Place broken down moving boxes behind the yellow bin.
- **BLUE BINS:** Plastic, glass, steel and aluminum cans and *Milk and Juice Cartons*. PLEASE DO NOT PUT THESE ITEMS IN PLASTIC BAGS WHEN PLACING IN THE BINS. Do not leave beer bottles in their cartons.

NEVER EVER RECYCLE THE FOLLOWING ITEMS

Plastic Shopping or Store Bags

Foam Products

Aluminum Foil or pans

Shredded Paper

Plastic Eating Utensils or Straws

Paper Plates

Paper Towels or Napkins

Coat Hangers

And

Light Bulbs

Needles

STORAGE CLOSETS

Storage closets are located on the 2nd, 3rd and 4th floors of the Dorchester Building. The storage closet on the 3rd floor by the South Elevator is not available. Residents who wish to place items in the storage rooms, the following rules apply.

DO:

- Place your name, unit number and the date on items you store.
- Make sure your items are packaged securely.
- Place your items against walls, stacked neatly.
- Remove your items when you no longer have a need for them.

DO NOT:

- Store medications, perishables, walkers, canes, portable commodes or any other type of medical supply.
- Store any large pieces of furniture, tools or machinery.
- Store any paints, thinners, tiles, carpet, wood or contractor supplies.
- Provide your own shelving without permission from the Board.
- Store any items belonging to non-residents.

All storage closets are locked. Owners who need to use a storage room will be given a key. The Board of Directors of the Dorchester Building is NOT responsible for lost or stolen items from the storage rooms.

When using the storage rooms, please be considerate of others living in our building who may need to use the storage room by only storing what absolutely needs to be stored. Please do not take or use any items that do not belong to you.

When moving from the Dorchester Building, all stored items must be removed or they will be disposed of or donated to charity. You must return the storage room key.

If there are any questions, please contact a Board Member.

BOARD MEETINGS

The Dorchester Association Board meetings are held a minimum of four times a year. Please check the bulletin boards for the date/time of meetings. It is important to attend whenever possible.

SOCIAL COMMITTEE

The Dorchester Building has a Social Committee. This committee plans activities such as lunches, dinners, wine and cheese parties, etc. so residents can get to know each other. Notices of these activities are posted on the bulletin boards. Join us for an enjoyable time.

New members of the Social Committee are always welcome. If interested, please contact any member of the Social Committee.

BULLETIN BOARDS

There are bulletin boards located near each of the two elevators. Please check these boards frequently for:

- Board workshops and Board meetings
- Social Committee events
- Safety messages
- Upcoming Dorchester and Poinciana events.

Please do not write on any of the postings or remove any postings or pins and pens or add any notices. If you want to inquire about posting an item, please contact the Board President.

POINCIANA CLUBHOUSE

Many activities are held at the Clubhouse. There is a restaurant as well as a gym, library, and pool room. Owners may purchase a key card to access the Clubhouse at the Activities office located in the Clubhouse.

POINCIANA COMMUNITY NEWSLETTER

A newsletter is published for the Poinciana community each month from October through June. Please read this publication for news of the community and activities.

APARTMENT TRANSFERS AND LEASING PROCEDURES XVIII

The Declarations of the Dorchester Condominium grant the Association the authority to adopt, promulgate and enforce such rules and regulations governing the use of the apartment unit, common elements and limited common elements as the Board of Directors may deem to be in the best interest of the Condominium. (IX, DECLARATION OF CONDOMINIUM).

1. APARTMENT TRANSFERS: The Declarations further indicate the transfer of an apartment must be approved by the Board of Directors (XIX, Declaration of Condominium). Transfers include the sale, gift, devise, inheritance, or any other means. Lease of an apartment is also covered by the Declarations and must be approved by the Board of Directors. A unit owner intending to lease his/her apartment, make a sale, or who has obtained title by gift, devise, inheritance, or any other manner, shall give the Board of Directors notice of such action. Failure to give notice may result in the disapproval of the action taken and may result in Financial Penalties determined by the Board.

The Declarations provide that apartment lease or transfer approval by the Board of Directors will be based on an investigation of the transaction and subject to the payment of a fee specified in the By-Laws. The By-Laws reinforce the rules pertaining to transfers and leases, indicating that the Board of Directors is required to approve or disapprove proposed purchasers or lessees of units. The fee is established (\$100 - \$150) to cover the expenses of investigating potential new owners or lessees of apartments. Apartments may be rented only once each fiscal year, with occupancy restricted to two (2) adults per bedroom. (Oct. 1st through Sept. 30th of the following year). (DECLARATION OF CONDOMINIUM III - CHAPTER 1).

The provisions of the Declarations on transfers shall not apply to a transfer between joint or con-tenants, among spouses, or between members of the immediate family.

CONTINUED...APARTMENT TRANSFERS AND LEASING PROCEDURES.

**3. TRANSIENT ACCOMMODATIONS ARE PROHIBITED.
(DECLARATION OF CONDOMINIUM XVIII-B).**

4. PROCEDURE FOR LEASING: At least 69 days before the effective date of the lease, the unit owner shall advise the Board of Directors of intent to lease the apartment on the appropriate application obtainable from the management company. The fee of \$100-\$150 to cover the expenses of investigating the proposed lessee should accompany the application.

Information to be furnished shall include the name, address, and telephone number(s) of the proposed lessee; the length of time the apartment will be leased; the three (3) references to vouch for the good character of the lessee. The date of the last period of rental shall also be furnished. The Screening Committee or Management Service Company will process the documentation and inform the Board of its recommendation. The Board, in turn, will either approve or disapprove and notify the unit owner of such action no later than 30 days before the effective date of the proposed lease, providing the application and other documentation is available in a timely manner. The Board reserves the right to demand a personal interview with the applicant if it deems such action is necessary.

5. The Association reserves the right to interview all applicants for leasing or purchasing.

Continued....Apartment transfers and leasing

6. PROCEDURE FOR TRANSFER: At least 60 days before the effective date of the transfer, the unit owner shall advise the Board of Directors of intent to transfer the apartment. In the case of title to an apartment being obtained by gift, devise, or inheritance, the new unit owner shall immediately advise the Board of such acquisition in order to continue ownership. Notification of transfer should be made on the appropriate form obtainable from the Board, accompanied by the fee of \$100 - \$150.00 to cover the expenses of investigating the transferee. Information to be furnished should include the name, address, and telephone number(s) of the proposed transferee, or new owner where the title has been obtained. Three (3) references to vouch for the good character of the new owner should be provided also. The Screening Committee or Management Service Company will process the documentation and inform the Board of its recommendation. The Board, in turn, will either approve or disapprove and notify the unit owner of such action no later than 30 days after receipt of the appropriate form. The Board reserves the right to a personal interview with the applicant if it deems such action is necessary.

AMENDMENT XVIII (M)

Lease Waiting Period: No owner shall be entitled to lease or rent his or her Unit during the first two years of Ownership.

REMODELING/CONSTRUCTION APPROVAL

TO: Dorchester Condo Management Office (for Board Approval)

FROM: _____(Resident)

UNIT: _____ **DATE:** _____

This approval is required prior to the beginning of any project regarding doors, windows, or patios.

CHECKLIST FOR APPROVAL:

Please attach:

- Remodeling/Construction Approval Form
- Written estimate of project cost
- Drawing of completed project
- Copy of Contractor's Liability and Workers' Compensation Insurance Coverage.

APPROVED BY: _____

DATE: _____

MOVE-IN APPROVAL REQUEST

PLEASE PROVIDE REQUEST TO THE BOARD A MINIMUM OF 24 HOURS BEFORE REQUESTED MOVE--IN DATE

TO: Dorchester Board President or Vice President

FROM: _____(Resident)

UNIT #: _____DATE: _____

PROPOSED MOVE-IN DATE: _____ TIME: _____

SIGNATURES:

APPROVAL OF MOVE-IN DATE: _____
President or Vice President

PRE-MOVE BUILDING INSPECTION DONE BY: _____

POST-MOVE BUILDING INSPECTION DONE BY: _____

SECURITY DEPOSIT RETURNED TO RESIDENT: _____

MOVE OUT NOTIFICATION

PLEASE PROVIDE NOTIFICATION TO THE BOARD A MINIMUM OF 24
HRS PRIOR TO MOVE OUT DATE.

TO: DORCHESTER PRESIDENT OR VICE PRESIDENT

FROM: _____(Resident)

UNIT #: _____ **DATE:** _____

MOVE OUT DATE: _____

MUST RETURN: Car Sticker(s) _____

Any storage room key you have _____

DATE: _____

MOVE OUT BUILDING INSPECTION DONE BY: _____

COMMENTS:

VEHICLE INFORMATION

UNIT #: _____ PARKING SPACE: _____

OWNER NAME: _____

VEHICLE 1:

YEAR _____ MAKE AND MODEL: _____

LICENSE STATE/NUMBER _____

COLOR: _____

VEHICLE 2 (IF APPLICABLE)

YEAR _____ MAKE AND MODEL: _____

LICENSE STATE/NUMBER _____

COLOR: _____