



# ***Summerfield at Meadow Woods***

## ***AUGUST 2018 NEWSLETTER***

### ***DWD Professional Management Offices – Closed for the Labor Day Holiday***

Please be advised that the DWD Professional Management offices will be closed **Monday, September 3, 2018** in observance of the Labor Day holiday. Please contact our office when we reopen on Tuesday, September 4, 2018. We hope you have a happy and safe Labor Day weekend.

Also, please remember that we have moved to a new location – **9419 Tradeport Drive, Orlando, FL 32827.**

The Kissimmee office will remain open until the end of this year for processing payments and providing pool access only. Residents will need to visit the new office in Orlando for any other request.

**Please remember that if you would like to speak to a community manager, you will need to call the office first to make an appointment.** The office hours for both locations will be as follows:

#### **Kissimmee Office:**

Monday – Thursday: 9 AM – 1 PM (Walk-ins); 1 PM – 5 PM (By Appointment Only)

Friday: 9 AM – 12 PM (Walk-ins); 12 PM – 5 PM (By Appointment Only)

#### **Orlando Office:**

Monday – Friday: 9 AM – 5 PM

Our office and fax numbers will remain the same: **Phone** 407-251-2200; **Fax** 800-759-1820. You also may always reach us by email at **info@dwdpm.com.**

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, **www.summerfieldatmeadowwoods.com**. Click on "Resident Services" then "Online Forms." Fill out and submit the form prior to making any exterior modifications to your home.

### **COMMUNITY MANAGER**

William Carey Webb, LCAM  
**info@dwdpm.com**  
407.251.2200 phone  
800.759.1820 fax  
DWD Professional Management, LLC  
9419 Tradeport Drive  
Orlando, FL 32827

### **Board of Directors**

**President:** Emily Smith

**Vice President:** Paulo M. Martins

**Treasurer:** Ernesto Santos

**Secretary:** Olga Rodriguez

## *New Pool Security System and Pool Keys*

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Envera Systems recently installed a new security system at the pool. This involved the installation of new gate access and the use of magnetic pool key fobs for gate entry. Envera Systems sent a representative to our community to issue residents their new pool key fob for amenity access.

Therefore, if you were not able to attend the meetings to obtain your pool key fob, please contact the management office at [info@dwdpm.com](mailto:info@dwdpm.com) or 407-251-2200. The management office will arrange a time for you to pick up your key fob at one of their offices.

Each household is eligible to receive 1 key fob at no charge if you currently have a pool key. If you do not already have a pool key, a key fob may be purchased for \$20.00.

Accepted methods of payment are exact cash, check, or money order made payable to Summerfield at Meadow Woods HOA.

Please bring the following with you to be issued your key fob:

Owners: You must bring a photo ID.

Renters: You must bring a photo ID and a copy of your current lease agreement.

If you have any questions or concerns, please contact the management office.

## *Secure Valuable Items*

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Please ensure your cars are locked at night, and that all valuables that do not need to be in your car are removed on a nightly basis.

If you notice anyone suspicious within the community, please call the Orange County Sheriff's Department at 407-836-4357. Thank you for your assistance with this matter.

## *Window and Door Replacement Options*

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Several residents have inquired about replacing their windows and doors. The Board of Directors approved new window and door options for residents to choose from for any proposed replacements. If you would like to replace your windows and/or doors, please contact the management company to obtain the new approved list or you may view the list on the community website (please use the following link:

<https://summerfieldatmeadowwoods.weebly.com/architectural-change-request.html>). You should then fill out and return an Architectural Review Board application for the Board's review and approval. You may find the Architectural Review Board application with this newsletter (see below) and on the community website: [www.summerfieldatmeadowwoods.com](http://www.summerfieldatmeadowwoods.com). If you have any questions or concerns, please feel free to contact the management office.

## *Parking at the Entrance*

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Now that the towing company is removing vehicles from the community without the proper parking permits, several residents are parking their extra vehicles along the entrance to the community on Stonebrook Place. This is causing some safety concerns as people enter and exit the community.

### *(Parking at the Entrance continued)*

Since Stonebrook Place is a County road, we asked the County to place “No Parking” signs along this street to eliminate the safety concerns. Unfortunately, the County does not believe that the safety concerns are significant enough to warrant the use of “No Parking” signs.

We are asking our residents to contact the County to voice your concerns. We are hoping that they will reconsider our request once enough residents describe the safety issues along this road.

Please contact Hector Bertran, Orange County Traffic Engineer, by phone at **407-836-7763** or **321-354-5490** or by email at [hector.bertran@ocfl.net](mailto:hector.bertran@ocfl.net).

## *Master Policy Insurance Information*

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If your mortgage lender requires information regarding the Association’s master insurance policy, please refer them to our insurance company, Academy Insurance Agency. Your lender may reach Academy by phone at 941-758-4600, by fax at 941-751-9232, or by email at [w.mahler@academyins.net](mailto:w.mahler@academyins.net).

Please be advised that the master insurance policy **does not cover** the inside of your unit. You should carry insurance to cover all items not covered by the master insurance policy. Please contact Academy Insurance Agency if you have any questions about what the master insurance policy covers for the community.

## *Parking Permits and Regulations*

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If your vehicle does not have a proper parking permit for our community, you run the risk of your car being towed. Starting on August 1, 2017, all vehicles without a proper parking permit or a visitor’s pass are to be towed **without warning** from the parking lots **at the owner’s expense**.

Per the rules of your community, there are only two (2) parking spots per unit. Visitors are to use the designated spaces provided at all times of the day and they **MUST** place a visitor’s pass on the rearview mirror when visiting from 12 AM – 6 AM. **Residents should park in resident spaces only.** We ask that you use the spaces that are numbered with your unit’s address that are located directly in front of your unit. However, residents may NOT park in visitor’s spaces. **Residents who park in visitor’s spaces are subject to towing.**

If you have more than two cars, you may find additional parking by asking one of your neighbors if they have another parking spot available. Some owners only have one car and they may “donate” a spot to you. These owners are under no obligation to do so. If an owner would like to donate one of their parking spaces to you, we must have their permission in writing. Please contact our office if you need more information. Please be aware that if you do not find another owner to donate a parking spot to you, you must remove the vehicle from the community’s parking lot or be subject to towing.

All owners who rent their units must inform their tenants of the requirement to have these parking permits **BEFORE** the tenants move into the unit. Also, if you purchase a new vehicle, please use your visitor’s pass temporarily until you can make arrangements with the management company to obtain a new parking permit.

Please remember that it is your responsibility to obtain the proper permits for your vehicles. This provides a protection for all homeowners and tenants. We want to keep our parking lots available for only those vehicles that are authorized.

If you need a parking permit, you may obtain the parking permits from our management office. The address is 1101 Miranda Lane, Suite 112, Kissimmee, FL 34741. You will need to bring your driver’s license (for each vehicle), your vehicle registration (for each vehicle), and a copy of your lease if you are renting. Parking permits are always free.

In addition, please be aware that your car may also be towed if you do not follow the parking regulations. **The towing company will be patrolling the parking lots looking for the following types of vehicles in violation of the parking regulations:**

### ***(Parking Permits and Regulations continued)***

- All commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows) (usually from 7 pm to 6 am, unless there is an emergency, i.e., you called a plumber at 3 am for a water leak.)
- Vehicles that do not have the proper parking permits. (This includes cars using inactive parking permits - permits that have been designated as inactive since they belong to a previous resident or a car that was sold by a current resident) (from midnight until 6 am)
- Boats, or any other recreational vehicles (24 hours a day, 7 days a week)
- Trailers (24 hours a day, 7 days a week)
- Vehicles without license plates or with expired license plates (24 hours a day, 7 days a week)
- Vehicles that are parked on the grass (24 hours a day, 7 days a week)
- Vehicles that are double parked (parked behind cars which are parked in parking spaces or cars parked in more than one parking space) (24 hours a day, 7 days a week)
- Vehicles parked in front of and/or blocking fire hydrants (24 hours a day, 7 days a week)
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more (24 hours a day, 7 days a week)

Finally, if your vehicle or a vehicle of a guest is towed due to a violation of the parking rules and regulations, you should **contact the towing company to resolve the situation**. The Board has not authorized the management company to make ANY exceptions to the parking rules and regulations, and management plays no part in the towing of any vehicles. If you do not have a parking permit or visitor's pass or if you violate any other parking rules, you will be towed **at your own expense** and **will not be reimbursed for any reason**. The towing company's contact information is as follows: Universal Towing and Recovery, 407-816-0102.

## ***Pool Rules***

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Please be advised that the pool closes at sundown every day. No unauthorized people may enter the pool after this time. Many people ask why the Association has chosen to close the pool at sundown. The answer is simple. **We did NOT choose this time**. The State of Florida decided this for us! **Since there is not enough light per State guidelines, we must close the pool when the sun goes down.**

Next, there is a list of pool rules located in the pool area. Please take a minute and review these rules. One of the most important rules is the age limit for use. If you are under the age limit, ***you may NOT use the pool without a parent or guardian being present.*** Accidental drowning in a swimming pool is a leading cause of death in Florida for children. Please be advised there are no lifeguards at the pool, and the maintenance personnel are **not** trained in CPR or pool safety. Failure to comply with the Pool Rules may also result in you being asked to leave the area. Thank you for your cooperation with this matter.

**Finally, now that the installation of the Envera Security system is complete, the pool area is monitored. Therefore, anyone found at the pool from dusk to dawn will be asked to leave by Envera Security. Envera will call the Orange County Sheriff's Department if necessary for anyone in violation of the dusk to dawn requirement.** If you have any additional concerns or questions regarding this issue, please contact the management office.

## ***Off-Duty Sheriff's Deputy Patrols and Suspicious Activity***

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Your community is patrolled several days per month by an off-duty Orange County Sheriff's Deputy. The deputy is on patrol to spot suspicious activity, to help enforce traffic laws, and to help the people in communities we manage in Meadow Woods. If you see the deputy on patrol, and if you have noticed any suspicious activity, please stop the deputy and talk with him regarding your concerns. You should also call the Orange County Sheriff's Department at (407) 836-4357 to report suspicious or criminal activities. **The Sheriff's Department is**

*(Off-Duty Sheriff's Deputy Patrols and Suspicious Activity continued)*

the only organization charged with the protection of your property, and they are the only organization with the authority to approach and stop these people and their activities.

Please be aware that the deputy is only able to enforce state law and county ordinances. If you see a community violation (i.e., parking on the grass, people with water balloons in the pool area, etc.), please call DWD Professional Management to address these concerns. Thank you.

### ***Please Pick-up After Your Pets***

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We understand that many of the residents in our community are pet owners. Owning a pet is a wonderful experience for the "parent" and it brings many joys to you as well. However, having a 4-legged addition to your family also brings many responsibilities.

If your new bundle of joy happens to be a dog, then one of the responsibilities is picking up after your pet. When you live in a community you cannot just let your dog out and then close the door. Your pet must be on a leash at all times, and any pet waste **MUST** be picked up and disposed in a waste receptacle. This is not only a community rule; it is an Orange County ordinance as well.

The Association has installed several doggy stations throughout the community for your convenience. Please use these receptacles to dispose of any dog waste. Dog waste is a hazardous substance and causes damage to grass and may spread illnesses to others. Thank you for your understanding and cooperation in this matter.

### ***Garbage Cans***

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It has come to the Board's attention that many of the residents in the community are putting their garbage cans out a day or two before garbage collection day. In some instances, garbage cans are left out by the road for three to four days at a time. Per your community documents this is not allowed. All garbage cans are to be stored away from the road unless they are being placed out for garbage collection. The Board asks that all residents place their garbage containers out on the road no earlier than 6 PM the night before collection, and they must be returned to their proper storage areas by 6 PM the day of collection. Thank you for your understanding and cooperation with this matter.



# Community Services Phone Numbers

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## Emergency:

Fire, Police, Medical Emergency:	911
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## Law Enforcement:

Orange County Sheriff's Dept. (Non-Emergency):	407-836-4357
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## Utilities:

Orange County Utilities:	407-836-5515
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## Chamber of Commerce:

Orlando Chamber of Commerce:	407-425-1234
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## Miscellaneous:

Orange County Public Schools:	407-317-3200
Orange County Office of Emergency Management:	407-836-9140
Orange County Health Department:	407-858-1400
Florida Poison Information Center:	800-222-1222
Orange County Public Library:	407-836-7390
Social Security Administration:	800-772-1213
Orange County Voters' Registration Office:	407-836-2070
Orange County Animal Services:	407-836-3111



**SUMMERFIELD AT MEADOW WOODS HOMEOWNERS' ASSOCIATION, INC.**

MAIL OR EMAIL FORM TO: 9419 Tradeport Drive, Orlando, FL 32827

PHONE: 407-251-2200 FAX: 800-759-1820 EMAIL: [info@dwdpm.com](mailto:info@dwdpm.com)

**ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION**

Owner Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s) Home: \_\_\_\_\_ Work \_\_\_\_\_ E-mail: \_\_\_\_\_

In Accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rule and Regulations, installation must conform to this approval and the Association's guidelines.

I hereby request consent to make the following changes, alteration, renovations and /or additions to my property.

( ) Fence ( ) Swimming Pool ( ) Lawn Ornament ( ) Screen Enclosure ( ) Landscaping  
( ) Patio ( ) Exterior Color ( ) Lawn Replacement ( ) Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition.

Attach two (2) drawings of your plan(s).

Attach two (2) color samples, if applicable.

**NOTE: Applications submitted by fax or without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it will not be processed and will be returned to you.** I hereby understand and agree to the following conditions.

1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt DWD Professional Management, LLC will forward the ARB Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**DO Not Write Below This Line**

**This Application is hereby:** ( ) Approved ( ) Denied

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

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**Date Received** \_\_\_\_\_ **Mailed to Assoc.** \_\_\_\_\_ **Mailed to Owner** \_\_\_\_\_

# August and September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>August</i>			1 Recyclables/ Yard Waste/Bulk Pick-Up Monthly Assessment Due	2	3	4
5	6	7 Trash Pick-Up	8 Recyclables/ Yard Waste/Bulk Pick-Up	9	10 Grace Period for Assessment Ends	11
12	13 First Day of School	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Pick-Up	16	17	18
19	20	21 Trash Pick-Up	22 Recyclables/ Yard Waste/Bulk Pick-Up	23	24	25
26	27	28 Trash Pick-Up	29 Recyclables/ Yard Waste/Bulk Pick-Up	30	31	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>September</i>						1 Monthly Assessment Due
2	3 Labor Day DWD Professional Management Office Closed	4 Trash Pick-Up	5 Recyclables/ Yard Waste/Bulk Pick-Up	6	7	8
9	10 Grace Period for Assessment Ends	11 Trash Pick-Up	12 Recyclables/ Yard Waste/Bulk Pick-Up	13	14	15
16	17	18 Trash Pick-Up	19 Recyclables/ Yard Waste/Bulk Pick-Up	20	21	22 First Day of Fall
23	24	25 Trash Pick-Up	26 Recyclables/ Yard Waste/Bulk Pick-Up	27	28	29
30						