

# *Summerfield*

## *At Meadow Woods*

### *August 2023 Newsletter*

#### ***Hurricane Idalia***

According to the latest reports from the National Hurricane Center, Hurricane Idalia is on track to impact our area starting on Tuesday evening. Therefore, please continue watching the news to obtain updates and to take the necessary precautions to secure your home and to obtain emergency supplies. In addition, please check the outside of your unit (especially in your patio areas) and remove any loose items which may become projectiles in high winds.

We are also making preparations in advance of the storm for the community. The pool will stay closed until the storm has cleared and until the local authorities have determined it is safe to return everything back to normal.

We want to ensure that you and your family are prepared for

Hurricane Idalia. Here are some additional suggestions:

Please build an emergency kit with water, non-perishable food, a flashlight, first aid kit, personal hygiene items, cell phone chargers, copies of important papers, blankets, maps of the area and emergency contact information.

If you already have an emergency kit, make sure all food and water is consumable and important documents updated.

Make an evacuation plan.

Protect windows with storm shutters or invest in one-half inch marine plywood that is pre-cut to fit your doors and windows. Please remember that you should not attach anything to the building. Only attach shutters/plywood to the frames of your doors and windows.

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.summerfieldatmeadowwoods.com](http://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](mailto: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  
**Secretary/Treasurer:** Olga Rodriguez

[Download the free Red Cross Emergency App](#) where you can get guidance from experts before, after, and throughout the event.

For further information about weather conditions please visit [The National Hurricane Center and Central Pacific Hurricane Center](#).

We will continue to monitor Hurricane Idalia, and will provide updates to the community as needed. Please see the emergency numbers and information below if you need assistance.

Orange County Emergency Management: 407-836-9140

Orange County Individuals with Special Needs: 407-836-9319

Animal Services: 407-836-3111

Emergency Medical Services: 911

Finally, please be advised that the offices for DWD Professional Management will be closed tomorrow, Wednesday, August 30<sup>th</sup> for in person visits. We will be available by phone (407-251-2200) and email ([info@dwdpm.com](mailto:info@dwdpm.com)). We will return to the office on Thursday, August 31<sup>st</sup>.

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

Take care, and stay safe.

## ***Please Pick Up Debris***

Hurricane Idalia is approaching, and it is of the utmost importance that you and your family take the proper steps to ensure the protection of your loved ones and neighbors. You received information on this topic in the previous article. However, we would like to reiterate that if you or anyone in your household has placed debris outside the unit, it must be picked up as soon as possible to prevent these items from becoming projectiles during high winds.

We appreciate your contribution to the community and its well-being.

## ***Labor Day - DWD Offices Closed***

Please be advised that the offices of DWD Professional Management will be closed on Monday, September 4<sup>th</sup> in observance of Labor Day. We hope everyone enjoys their Labor Day weekend!



## ***Owner Access Platform - Enumerate Portal***

We are pleased to announce that the owner online platform has been upgraded and we will be sending you a new registration email to the email address on file with our office by the end of next week. This new platform will replace the previous online portal and will provide you with additional features and information. With your Internet-enabled device, you will be able to view your current account balance, check your payment history, view your open records (violations, work orders, and service requests), view announcements and alerts for the community, link multiple properties under the same login, and more!

To ensure your privacy, only homeowners whose email address is on file will receive a registration email. If you have not provided your email, please send your information to [info@dwdpm.com](mailto:info@dwdpm.com) and include your community's name and property address within the community. Once your email address has been opted into the system, you will receive an email to register. For security purposes, a return email will be sent to confirm you are the owner of that email account. The link to the new portal is as follows:

[Portal - Login](#)  
[goenumerate.com](https://goenumerate.com)

Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email you can create your password and your account will be registered. You will then be able to log into your account using your email address and the password you created when you registered. Please make sure to use Google Chrome which is the preferred web browser for the platform. We encourage everyone to utilize the new on-line access platform in order to review your property account and obtain community information.

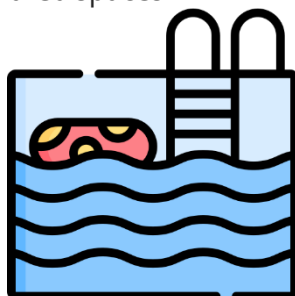
## ***Pool Area/Cabana Usage and Reporting Protocol***

Unfortunately, we have recently observed a series of incidents at the pool area/cabana that require immediate attention and your cooperation.

It has come to our attention that individuals have been jumping the fence to gain unauthorized access to the pool area/cabana. This behavior poses significant security concerns and compromises the safety of our residents and guests. Additionally, we have noticed instances of smoking and drinking within the pool area/cabana, which is strictly prohibited and poses risks to the well-being and comfort of others. Lastly, there have been cases of individuals failing to clean up

after themselves, which impacts the cleanliness and enjoyment of the shared space.

We kindly request your support in addressing these issues. If you witness anyone attempting to or successfully jumping the fence, please immediately report this activity to Orange County Sheriff's Department at (407) 836-4357. Your timely reporting is crucial in ensuring the safety and security of our community. Similarly, if you notice individuals smoking or consuming alcohol within the pool area/cabana, please notify us promptly with the date and time of the observed behavior, enabling us to investigate and take appropriate action in accordance with community rules. Please be advised that Envera Security monitors the pool area after dusk, and the Sheriff's Department will be notified if the individuals do not leave the premises. Maintaining cleanliness is a collective responsibility. Please remind your household members, tenants, and guests about the importance of adhering to the rules and regulations regarding pool area/cabana usage. Together, we can foster a sense of responsibility and respect for our shared spaces.



## ***Hurricane Season***

**Hurricane season began on Thursday, June 1<sup>st</sup> and will continue through the end of November.** The National Oceanic and Atmospheric Administration is predicting a near normal season this year with between 12 to 17 total named storms (winds 39 mph or higher) of which 5-9 may become hurricanes (winds 74 mph or higher) including 1 to 4 major hurricanes (category 3, 4, or 5; with winds of 111 mph or higher). Therefore, please take the time now to prepare your home and your family for hurricane season. Please see the pages below for additional information about hurricane preparedness provided by HIG Insurance. The Federal

Alliance for Safe Homes (FLASH) also issued a brochure for the hurricane season. Please use the following link to access this information:

<https://hurricanestrong.org/wp-content/uploads/2023/05/5-22-23-HurricaneStrong-Family-Guide-Guide.pdf>.

Tropical Cyclone Names 2023			
Atlantic Basin			
Arlene	Gert	Margot	Tammy
Bret	Harold	Nigel	Vince
Cindy	Idalia	Ophelia	Whitney
Don	Jose	Philippe	
Emily	Katia	Rina	
Franklin	Lee	Sean	

\* New names in 2023 replacing Harvey, Irma, Maria and Nate

## ***Debris on Common Areas***

As a member of a homeowners' association, it is important to remember that there are rules and regulations in place to maintain the appearance and functionality of our community. One issue that has been brought to the attention of the association is the placement of items outside of units on association property, particularly on non-trash pick-up days. **Please be advised that the Association will remove the debris from the area at the owner's expense.** This is a violation of the HOA rules, and it's important for residents to understand why.

First and foremost, placing items outside of your unit on non-trash pick-up days can create a safety hazard for residents and visitors. Objects that are left unattended can become tripping hazards, especially for those with mobility issues. Additionally, these items can obstruct pathways and emergency exits, making it difficult for emergency responders to access the area in the event of an emergency.

This practice can negatively impact the appearance of the community. The HOA works hard to maintain the common areas, and the presence of clutter can make the community look unkempt and unsightly. It can also decrease property values and deter potential buyers from considering the community as a desirable place to live.

So, what should you do if you have items that you need to dispose of on a non-trash pick-up

day? The best course of action is to store them inside your unit until the next trash pick-up day. 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.**

In conclusion, it is important to remember that we all have a responsibility to maintain the appearance and functionality of our community. This includes adhering to the rules and regulations that have been put in place. By working together, we can ensure that our community remains a safe and desirable place to live.



### ***Vehicles Driving Over the Grass***

we have observed a concerning trend of vehicles driving over the grass in various areas. We feel it is important to address this issue and seek your cooperation in preserving our shared spaces. Driving over the grass not only damages the aesthetic appeal of our community but also poses several risks, including:

1. **Turf Damage:** The repeated driving over grass areas leads to the destruction of the grass and can result in unsightly bare patches. Repairing and restoring these areas can be time-consuming and costly, impacting our community's overall appearance.
2. **Safety Hazards:** Driving over grass poses safety risks, both for the drivers and pedestrians. Uneven terrain, hidden objects, and potential damage to sprinkler systems are just a few examples of the dangers that arise from this practice.

We kindly request your assistance in upholding the following guidelines to protect our community grounds and promote a safe environment for all:

1. **Stick to Designated Roads and Parking Areas:** Please ensure that you, your household members, tenants, and guests follow designated roads and parking areas. These designated pathways are designed to safely accommodate vehicular traffic and minimize damage to our community's green spaces.
2. **Educate Visitors:** When hosting guests or welcoming service providers to your property, kindly inform them about the designated roads and parking areas. By extending this information, we can collectively contribute to the preservation of our community's aesthetics.

- Reporting Incidents: If you witness any vehicles driving over the grass or notice any turf damage, please promptly report the incident to the community management office. Your timely reporting enables us to address the issue promptly and take appropriate measures to prevent further damage.

Preserving the integrity of our community grounds requires the collective effort of each homeowner. By adhering to these guidelines, we can maintain a beautiful environment that we can all take pride in.

### ***Please Pick-up After Your Pets and Keep Pets on a Leash at All Times***

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We understand that many of the residents in our community are pet owners. Owning a pet is a wonderful experience 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 of 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.

It is also extremely important that your dog is on a leash for the protection of other animals and for the protection of people (especially children) who may encounter your pet within the community. Keeping your dog on a leash is also a protection for your pet since it safeguards them from dangerous situations.

If you see a dog unattended within the community, please notify **Orange County Animal Control** at the following number: **407-836-3111**. Thank you for your understanding and cooperation in this matter.

### ***Washing Vehicles in The Community***

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We would like to remind all residents that washing vehicles in the community is not allowed, as it represents an unbudgeted expense for the association, which may cause instability in the current 2023 budget. Please refrain from washing your vehicle on Association property. Thank you for your understanding and cooperation.



### ***Vehicles Speeding in The Community***

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We have received multiple complaints about speeding vehicles in our community. This is a serious safety concern, and we want to remind everyone of the importance of driving responsibly and adhering to the posted speed limits.

Speeding not only endangers the driver but also puts pedestrians, pets, and other drivers at risk. Children and pets, in particular, are vulnerable to speeding vehicles and can easily be injured in an accident.

As a community, it is our responsibility to ensure the safety of everyone who lives here. Here are some steps you can take to help promote safe driving in our community:

- Follow the posted speed limits at all times, especially in residential areas where children and pets may be playing.
- Encourage your visitors and guests to drive responsibly and park their vehicles in designated areas.
- Report any incidents of speeding or reckless

driving to the association or local law enforcement.

4. Be aware of your surroundings and always drive defensively.

Let's work together to keep our community safe and enjoyable for everyone. Remember that speeding is not only against traffic ordinances but also puts lives at risk.

Thank you for your cooperation.

## ***Pool Rules and the Pool Security System***

**Please be advised that the pool closes at sundown (dusk) every day.** No unauthorized people may enter the pool after this time nor may they stay in the pool area after dusk even if they arrived prior to sundown. We would like to remind all residents that **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.** We have had several instances recently of Envera Security needing to ask residents to leave the area at or after dusk. Therefore, please ensure that you leave the pool area at the appropriate time.

**Please be aware that Envera Security system monitors the pool every evening after dusk. 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 and the responding officer will issue trespass warrants if needed.**

This is considered trespassing even if you are a resident of the community. This is the law for the State of Florida, and it will be enforced for the protection of our community assets and the safety of our residents. In addition, the Association will pursue recuperating any costs associated with damage to the pool caused by the inappropriate use of the facilities.

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.*** This rule will be strictly enforced when personnel are present in order to ensure the safety of the children in our community. 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. If you have any additional concerns or questions regarding this issue, please contact the management office.

## ***2023 Budget Requests***

If you are interested in obtaining the 2023 Budget for your community, please feel free to review the document on the community website using the following link:

<https://summerfieldatmeadowwoods.weebly.com/budget.html>

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

Your community is patrolled each week 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 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), please call DWD Professional Management to address these concerns. Thank you.



## ***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. 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 may not use a visitor's permit as a third or fourth permanent parking permit. ***Visitor's permits may only be used by someone staying overnight, and not for more than a week. This means seven (7) days total, whether or not they are seven (7) consecutive days.*** **Residents should park in the resident spaces assigned to their unit only.** Residents must use the spaces that are numbered

with your unit's address that are located directly in front of your unit. Residents may NOT park in visitor's spaces. **Residents who park in visitor's spaces are subject to towing.** **In addition, visitors may NOT park in reserved resident spaces AT ANY TIME.**

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. **You may not transfer your parking permits from one vehicle to another vehicle.** Each permit is assigned to a specific vehicle and they are non-transferable.

Please remember that it is your responsibility to obtain the proper permits for your vehicles, and that you only use the parking permits assigned to you. 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 9419 Tradeport Drive, Orlando, FL 32827. We will need a copy of 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:**

- 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**. Please be advised that the towing company, **Universal Towing and Recovery**, has moved from their previous location. The towing company's contact information is as follows: Universal Towing and Recovery, 407-816-0102, **206 6th Street, Lot 300 Orlando, Florida 32824.**



### ***No Fishing in Pond***

It has been observed that there are individuals fishing in the pond in the community. This is strictly prohibited. Eating the fish from these ponds is not healthy for several reasons. First, most of the fish in the drainage ponds around Central Florida are genetically modified carp. They have been bred so that they are sterile and cannot breed if they escape the pond and enter other waterways around the area. Another reason you should never eat the fish from these ponds is that these ponds are designed for the drainage of water off of the roads in the area. These waters are polluted with motor oil, radiator fluid, transmission fluid,

brake fluid and any other fluid that may leak from a vehicle.

Finally, even if you plan to "catch and release" the fish, you are on private property and do not have the Association's permission to fish on the property. The insurance policy for our community does not cover any accidents that may occur from these types of activities.

Finally, these ponds may contain dangerous wildlife such as poisonous snakes or alligators. Therefore, for your safety, please obey the "No Fishing" signs and refrain from fishing in the community's pond. If you see anyone fishing in the pond, please contact the Orange County Sheriff's Department on their non-emergency line at 407-836-4357.



### ***Window and Door Replacement Options***

Please be aware that the doors and the windows belong to the unit owners. 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 approved list or you may view the list on the community website. Please use the following link to access this list:

<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.

## Payment Plan Options

If you are experiencing financial difficulties or job loss, please contact our office to set-up a payment plan. **It is very important that you contact us to discuss this matter. We cannot set-up a payment plan if we are not aware of your financial situation.**

If you have any other questions or concerns regarding your account balance, please feel free to contact the management office at 407-251-2200 or at [info@dwdpm.com](mailto:info@dwdpm.com).



## Water Usage - Please Conserve

**We ask that all residents conserve water as much as possible and repair leaking sinks or toilets.**

We also ask that you do not participate in water intensive activities that are against community rules and guidelines. For example, you may not use outdoor pools, water the grass outside your unit, or wash your vehicles. Outdoor pools not only use large amounts of water, they also pose a liability threat to the community since they are located on Association property and they are a danger to children due to possible drowning. Therefore, the use of these pools is strictly prohibited.

Please be aware that the grass is already watered using the Association's irrigation wells. The use of the wells for irrigation does not cost the Association money through Orange County Utilities. If you are concerned about an area that may need water, please contact our office so we can make the needed irrigation repairs.

Finally, washing your car in the community parking lot is also prohibited, as stated before.

If you are found engaging in any of these activities, the Board may fine your unit or take legal action against the owner if needed.

**Please conserve water to the best of your ability since the increase in water usage has already required that the Association increase monthly assessments to cover these rising costs.** We appreciate everyone's cooperation in this important matter. Thank you.

## Pool Keys

If you need to obtain a pool fob for the community pool, 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 their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool fobs cost \$20.00 each.

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

Please bring the following with you to the management office in order to receive your pool key fob:

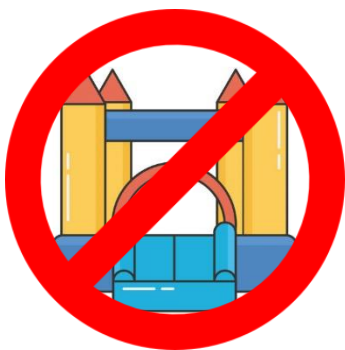
Owners: You must bring a photo ID.

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



## *Use of Bouncy Houses*

Please be advised that the use of bouncy houses in multi-family housing such as Summerfield is **NOT** permitted under any circumstances. Please remember that all of the outside areas belong to the Association and are considered common area property. If someone were to get hurt, the Association could be held liable and the Association's insurance does not cover this activity. In addition, common area property could be destroyed or damaged. Therefore, bouncy houses are not permitted and should not be installed in any area within the community. Thank you for your cooperation and understanding.



## *No Trash or Storage of Items on Patios or at Front Entrances*

The front door areas are to remain free of any furniture, trash, garbage bags or children's toys. Please be aware that these areas are under the Architectural Control of the Association. Any items placed in the front door area without an approved Architectural Review can be removed by the Association and a removal fee may be added to your account.

The back-patio area, even if is covered with a screen enclosure may **not** be used for storage. The only thing that may be placed in a screen enclosure room is patio furniture items.

These areas are NOT meant for the storage of boxes, trash, used car parts, old tires, broken electronics, or anything else other than the items mentioned above. We will be conducting an inspection of the property next month. If your front door area or back patio is currently being used for storage, you will receive a violation notice to remove these items. Thank you for your understanding concerning this issue.

## *Architectural Review Change Procedures*

If you would like to make any changes to the exterior of the unit, including landscaping changes (i.e., adding landscape edging or potted plants), or if you intend to make any structural changes to your property (i.e., screen enclosures

or door/window replacements), then you will need to fill out the Architectural Review Board (ARB) application. An application must be completed and approved by the Board of Directors before any project may begin.

**\*\*\*Please be advised that the exterior of the unit, including landscaping, belongs to and is maintained by the Association. Therefore, you may NOT remove or add items to this area without Board approval.**

These applications will always be available on your community's website and they are included in this monthly newsletter (please see below). Please follow the instructions on the form and submit all of the required documents for your requested change. When you are submitting an application to the ARB remember to include the following:

1. Two (2) copies of the property survey that show the location of the proposed change, alteration, renovation or addition.
  2. Two (2) drawings of your plan(s).
  3. Two (2) copies of color samples, if applicable.
- Please note that applications submitted 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.

If you have any questions, please call us at 407-251-2200, and we will be happy to assist you. Also note that management does NOT approve or deny any of these requests. We collect the applications and then submit them to the community's Architectural Review Board (ARB). The ARB is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria. Per Florida Statutes, this process may take up to 30 days.

As soon as the Board makes a decision, we will mail you a letter of approval or denial. Please make sure you do not proceed with any improvements until you receive your letter of approval. I hope this helps everyone understand the Architectural Review process a little better. If this still leaves you with any questions, please feel free to contact our office.

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## Community Services Phone Numbers

### 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: \_\_\_\_\_

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

## HURRICANE PREPAREDNESS PLAN



# Supply Kit Checklist

### Water

- ☐ One gallon of drinking water per person per day for at least three to seven days
- ☐ One gallon of water for each person per day for cooking and personal hygiene
- ☐ Don't forget water for your pets!

### Ice

- ☐ Freeze water in zip-type freezer bags and two-liter soda jugs
- ☐ Fill coolers with ice. Ice can be used to preserve food once the power goes out

### Food

- ☐ Non-perishable packaged or canned food to last at least three to seven days
- ☐ Ready-to-eat canned meats, fruits and vegetables:
  - Canned or boxed juice
  - Canned or boxed milk
  - Cereal
  - Soup
  - Peanut butter and jelly, granola bars, trail mix
  - Instant coffee or tea
  - Dried fruits and nuts
  - Bread, crackers and cookies
  - Raw Vegetables
  - Fresh fruit
  - Special food for babies and the elderly

### For The Home

- ☐ Cooler for ice and food storage
- ☐ Flashlights with extra batteries or hand-crank flashlights
- ☐ Battery or solar powered lanterns
- ☐ Battery powered NOAA
- ☐ Weather radio with extra batteries or hand-crank radio
- ☐ Car charger for mobile phone
- ☐ Battery operated digital TV with car charger adapter
- ☐ Grill with extra propane, charcoal, or sterno (Outdoor Use Only)
- ☐ Matches in waterproof container or butane starter for grill
- ☐ Paper plates/bowls/cups, plastic eating utensils, napkins, paper towels, moist towelettes
- ☐ Manual can opener and bottle opener
- ☐ Cleaning supplies
- ☐ Non-scented liquid household chlorine bleach or water purification tablets
- ☐ Work gloves
- ☐ Duct tape
- ☐ Heavy-duty outdoor extension cords
- ☐ Waterproof tarps
- ☐ Plastic sheeting
- ☐ Rope
- ☐ Basic tool kit
- ☐ Corded phone

- ☐ Smoke detectors
- ☐ Carbon-monoxide detectors
- ☐ Two-way radio if power, terrestrial telephone and cell towers fail
- ☐ Fire extinguisher
- ☐ Waterproof container or resealable plastic bag to store important papers like insurance, medical, bank, or Social Security documents/numbers
- ☐ Cash (without power, credit cards are unusable)
- ☐ First Aid Kit
- ☐ Two weeks supply of prescription drugs
- ☐ Two weeks supply of vitamins
- ☐ Over the counter pain reliever
- ☐ Antibacterial hand soap
- ☐ Toilet paper
- ☐ Plastic garbage bags
- ☐ Mosquito repellent
- ☐ Sunscreen
- ☐ Toiletries/Hygiene items

### Health Essentials

- ☐ Documentation, license
- ☐ Non-perishable food
- ☐ Medications
- ☐ Water



 HURRICANE PREPAREDNESS PLAN

## Your First Aid Kit

*A first aid kit should be kept in the home and each automobile and should include:*

- ☐ Sterile adhesive bandages
- ☐ Sterile gauze pads
- ☐ Hypoallergenic adhesive tape
- ☐ Triangular bandages (3)
- ☐ Sterile roller bandages, antibiotic ointment, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue blades (2)
- ☐ Tube of petroleum jelly or other lubricant
- ☐ Assorted sizes of safety pins
- ☐ Cleansing agent/soap
- ☐ Latex gloves (2 pairs)
- ☐ Sunscreen
- ☐ Bug repellent
- ☐ Aspirin or non-aspirin pain reliever, anti-diarrhea medication, antacid
- ☐ Bottled water and other fluids





# Hurricane Family Preparedness

- ☐ Hold a family meeting
- ☐ Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of and encourage everyone in the family to contribute their ideas.
- ☐ Discuss whether you'll need to evacuate
- ☐ Determine whether you live in an evacuation zone and, if so, where you will go if an evacuation order is given. Going to a family or friend's house or hotel outside the evacuation area is your best choice. If you choose to go out of town, do so well in advance of the storm. Since shelters provide for only basic needs, this should be your choice of last resort.
- ☐ Ensure your assets are protected
- ☐ Inventory your home possessions and videotape or photograph items of value. Review your insurance policies to ensure you have adequate coverage.
- ☐ Assess your home for vulnerable areas
- ☐ Do a walk-through of your home and property to evaluate your roof, windows, garage door, landscaping, etc. and determine what actions you will take.
- ☐ Make a plan to protect your vehicles
- ☐ Decide where you will store or park your vehicle, boat or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
- ☐ Secure your home
- ☐ Decide what actions you will need to take to protect your home and your property (shutters, generator, trim trees), and to keep as comfortable as possible during recovery.
- ☐ Discuss whether anyone in your home is elderly or has special needs and, if so, make arrangements in advance to accommodate those needs.

 HURRICANE PREPAREDNESS PLAN

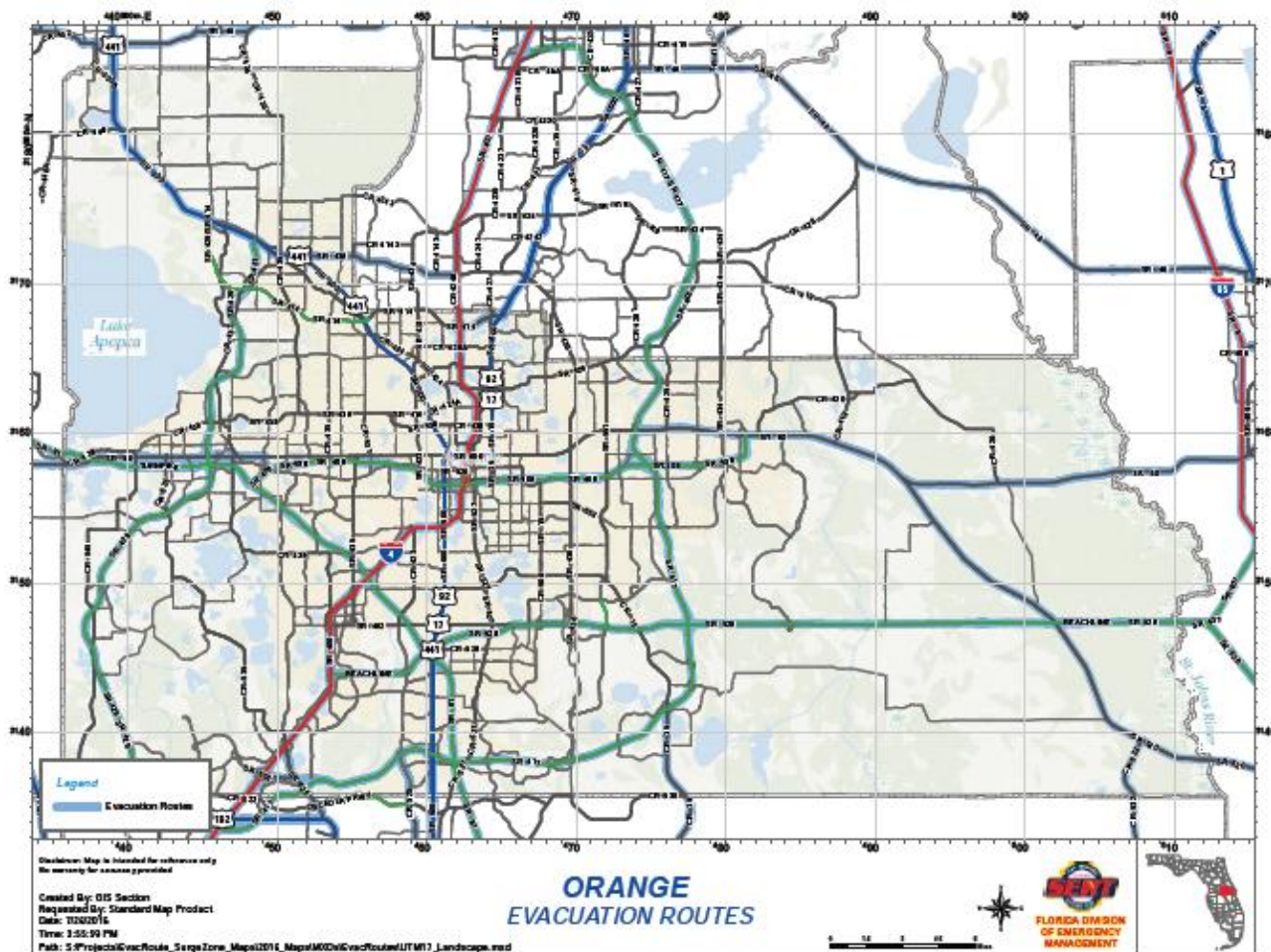
# Hurricane Family Preparedness

- ☐ Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- ☐ Gather your supplies
- ☐ Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see sidebar for essential items to include)
- ☐ Notify others of your plan
- ☐ Let family or friends know what your hurricane plan is so they can check on you in the aftermath of the storm. Establish an out-of-town contact
- ☐ Plan ahead for the possibility of becoming separated from your family and friends, whether it is a personal emergency or a larger-scale disaster
- ☐ Start by designating a single, out-of-town contact that your family or household members can call, e-mail or text message should a disaster occur. If local phone service is overwhelmed, it may be easier to call outside the area. Your contact should be aware that they are your family's designated contact
- ☐ All of your loved ones should agree to call the out-of-town contact to report their whereabouts and welfare
- ☐ Regular contact with your designated person will help to keep everyone informed. After initial contact and depending on the circumstances, you might set a specific check-in time
- ☐ When telephone lines are busy, e-mails or text messages may go through when calls cannot
- ☐ Create an emergency contact list; include phone numbers and e-mail addresses for your designated out-of-town contact, loved ones, neighbors and other emergency numbers such as police, fire and your physician
- ☐ Make copies of the list for every family member and print a copy to keep by the phone and with your emergency supplies
- ☐ Make sure to secure outside structures and get all outside items and bring everything inside including patio chairs, grills potted plants and balcony items

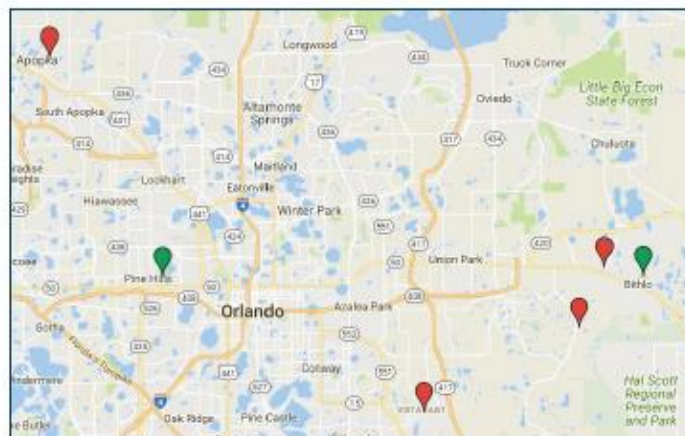
# HURRICANE PREPAREDNESS PLAN



## Orange County Evacuation Zones



## Emergency Shelter Locations



## August and September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August</b>		1 Monthly Assessment Due Trash Pick-Up	2 Trash Pick- Up/Bulk Items Pick-Up	3	4	5
6	7	8 Trash Pick-Up	9 Trash Pick- Up/Bulk Items Pick-Up	10 Grace Period for Monthly Assessment Ends Back to School	11	12
13	14	15 Trash Pick-Up	16 Trash Pick- Up/Bulk Items Pick-Up	17	18	19
20	21	22 Trash Pick-Up	23 Trash Pick- Up/Bulk Items Pick-Up	24	25	26
27	28	29 Trash Pick-Up	30 Trash Pick- Up/Bulk Items Pick-Up	31		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>September</b>					1 Monthly Assessment Due	2
3	4 	5 Trash Pick-Up	6 Trash Pick- Up/Bulk Items Pick-Up	7	8	9
10 Grace Period for Monthly Assessment Ends	11 	12 Trash Pick-Up	13 Trash Pick- Up/Bulk Items Pick-Up	14	15	16
17	18	19 Trash Pick-Up	20 Trash Pick- Up/Bulk Items Pick-Up	21	22	23 Start of Fall (Autumnal Equinox)
24	25	26 Trash Pick-Up	27 Trash Pick- Up/Bulk Items Pick-Up	28	29	30