



Summerfield at Meadow Woods

FEBRUARY 2020 NEWSLETTER

New Owner Access Platform

We are thrilled to announce our new online owner access feature where you can login to manage your account and access community documents. With your Internet-enabled device, you will now be able to view your current account balance, check your payment history, view your open records and more!

To ensure your privacy, only homeowners whose email address is on file will receive a registration email. **If you have not already provided your email, please email your information to info@dwdpm.com** and include your community name, address within the community, and the email address you want on file. This extra step is designed for the safety of your personal

information because it allows us to verify each homeowner.

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.

Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email, 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 be on the lookout for your invitation via email. You should receive it within the next couple of weeks. If you have any questions, please contact the management office.

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

2020 Budget Requests

If you are interested in obtaining the 2020 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>. You may also contact the management office to obtain a copy via email or regular mail.

Parking Permits and Regulations

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 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.** We were recently informed that residents are having issues with visitors parking in their reserved spaces. Please contact the management office if you encounter this issue. We are working with the towing company to address the problem. Please be advised that your visitors may be towed at any time for parking in a reserved parking space without approval from the resident of the said unit.

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. 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:**

- 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.**

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

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 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.

In addition, we were recently informed of a tragic incident in a nearby community in which a dog was killed by another dog that was not on a leash. Therefore, it is 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.

Painting of Front Doors

Please be aware that the doors and the windows belong to the unit owners. Therefore, if you would like to repaint your front door, please complete and submit an Architectural Review Board application (please see page 9 of the newsletter or the community website for the application) for the Board's review and approval. If you have any questions regarding the approval process, please contact the management office.

Pool Rules

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.

In addition, 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.

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

It has come to the Board's attention that many people are storing items on their rear patios or at their front door areas. This is not allowed per the Community rules.

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

Window and Door Replacement Options

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

Pool Security System and Pool Keys

In order to obtain access to the pool area, you will need to obtain a pool key fob from the management office. You may contact the management office by email at info@dwdpm.com or by phone at 407-251-2200. The management office will arrange a time for you to pick up your key fob at their offices located at 9419 Tradeport Drive, Orlando 32827. Each household is eligible to receive 1 key fob at no charge if you currently have an old 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 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.

Master Policy Insurance Information

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.

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.

Off-Duty Sheriff's Deputy Patrols and Suspicious Activity

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 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.

Garbage Cans

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

Emergency:

Fire, Police, Medical Emergency:	911
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Law Enforcement:

Orange County Sheriff's Dept. (Non-Emergency):	407-836-4357
Parking Enforcement Unit	407-836-0800

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

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 _____

February and March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>February</i>						1 Monthly Assess. Due
2 Groundhog Day	3	4 Trash Pick-Up	5 Recyclables/ Yard Waste/Bulk Items Pick-Up	6	7	8
9	10 Grace Period Ends for Monthly Assessments	11 Trash Pick-Up	12 Recyclables/ Yard Waste/Bulk Items Pick-Up	13	14 Valentine's Day 	15
16	17 President's Day 	18 Trash Pick-Up	19 Recyclables/ Yard Waste/Bulk Items Pick-Up	20	21	22
23	24	25 Trash Pick-Up	26 Recyclables/ Yard Waste/Bulk Items Pick-Up Ash Wednesday	27	28	29
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>March</i>						
1 Monthly Assess. Due	2	3 Trash Pick-Up	4 Recyclables/ Yard Waste/Bulk Items Pick-Up	5	6	7
8 Daylight Savings Begins at 2AM	9	10 Trash Pick-Up Grace Period Ends for Monthly Assessments	11 Recyclables/ Yard Waste/Bulk Items Pick-Up	12	13	14
15	16	17 Trash Pick-Up St. Patrick's Day Primary Elections	18 Recyclables/ Yard Waste/Bulk Items Pick-Up	19 Spring Begins	20 Earth Day	21
22	23	24 Trash Pick-Up	25 Recyclables/ Yard Waste/Bulk Items Pick-Up	26	27	28
29	30	31 Trash Pick-Up				