



Summerfield at Meadow Woods

JUNE 2018 NEWSLETTER

New Pool Security System and Pool Keys

Envera Systems is installing a new security system at the pool. This also involves the installation of new gate access and the use of magnetic pool key fobs for gate entry. Envera Systems had a representative at our community pool on Monday to issue residents their new pool key fob for amenity access. The representative will be at the community pool again on **Thursday, June 28, 2018 from 6:30-8:00 PM.**

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 at the meeting.

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.

Also, to receive a key fob free of charge, please bring your current pool key to exchange for a new one.

If you are unable to attend the meeting this Thursday, please contact the management office at info@dwdpm.com or 407-251-2200.

The management office will arrange a time for you to pick up your pool key fob.



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

DWD Professional Management Office – Changing Location

Please be advised that the DWD Professional Management offices will have limited availability at our Kissimmee location (1101 Miranda Lane, Suite 112, Kissimmee 34741) from Monday, June 25th through Tuesday, July 3rd due to the movement of our main office to a new location – **9419 Tradeport Drive, Orlando 32827**. Our offices will also be completely closed on Wednesday, July 4th in observance of the 4th of July holiday. On Thursday, July 5th we will reopen at our new location in Orlando.

From Monday, June 25th through Tuesday, July 3rd, the administrative staff will only be able to process payments, create work orders for maintenance issues, accept Architectural Review Board applications, and provide parking permits and pool keys. All other issues will be addressed after our reopening at our new Orlando location on Thursday, July 5th.

The Kissimmee office will remain open until the end of this year for processing payments and providing parking permits and pool keys 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 at either location, 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.

We look forward to seeing everyone at our new office location next month. Please feel free to contact us if you have any questions or concerns.

Window and Door Replacement Options

Several residents have inquired about replacing their windows and doors. At the last Board of Directors meeting, the Board members 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. 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.

Parking at the Entrance

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.

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.

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 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

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, once the installation of the new Envera Security system is up and running, the pool area will be 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.

Orange County Off-Duty Sheriff's Deputy Patrols

An off-duty Orange County Sheriff's Deputy is patrolling our community several days per month. The deputy is on patrol to spot suspicious activity, to help enforce traffic laws, and to help the people in the community. If you see the deputy on patrol, and you have noticed any suspicious activity, please stop the deputy and talk with him.

(Orange County Off-Duty Sheriff's Deputy Patrols continued)

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 for assistance.

Please Pick-up After Your Pets

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

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.



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** _____

June and July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June</i>					1 Monthly Assessment Due	2
3	4	5 Trash Pick-Up	6 Recyclables/ Yard Waste/Bulk Pick-Up	7	8	9
10 Grace Period for Assessment Ends	11	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Pick-Up	14 Flag Day 	15	16
17 Father's Day	18	19 Trash Pick-Up	20 Recyclables/ Yard Waste/Bulk Pick-Up	21	22	23
24	25 Envera Systems Meeting – Pool Key Fob Exchange/ Handout 6:30-8:00 PM	26 Trash Pick-Up	27 Recyclables/ Yard Waste/Bulk Pick-Up	28 Envera Systems Meeting – Pool Key Fob Exchange/ Handout 6:30-8:00 PM	29	30
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>July</i> 1 Monthly Assessment Due	2	3 Trash Pick-Up	4 4th of July 	5	6	7
8	9	10 Trash Pick-Up Grace Period for Assessment Ends	11 Recyclables/ Yard Waste/Bulk Pick-Up	12	13	14
15	16	17 Trash Pick-Up	18 Recyclables/ Yard Waste/Bulk Pick-Up	19	20	21
22	23	24 Trash Pick-Up	25 Recyclables/ Yard Waste/Bulk Pick-Up	26	27	28
29	30	31 Trash Pick-Up				