

# Summerfield

## At Meadow Woods

### March 2023 Newsletter

#### *Use of Common Areas: Playing Sports*

While we understand that sports are a great way to stay active and enjoy the outdoors, it is important to remember that the common areas are shared spaces that need to be respected and maintained. Playing sports in these areas can cause damage to the grass, landscaping, and amenities, which can be costly to repair. Additionally, it can be a safety hazard for other residents and their guests who may be using the same space. We kindly ask that all homeowners refrain from playing sports in the common areas. Thank you for your cooperation in keeping our community a safe and enjoyable place to live.



#### *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 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 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

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***

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.



## ***Gnats in Common Areas***

We have received reports of an increased presence of gnats in the common areas of our community. We want to assure you that gnats are a seasonal pest and are common during springtime. Once we get consistent summer weather, they will go away. Their life cycle is short.

While the association does not provide pest control services outside of the individual units, we want to reassure you that the pond in our community is treated on a monthly basis, which can help reduce the presence of gnats in the surrounding areas.

Thank you for your cooperation in keeping Summerfield at Meadow Woods a clean and comfortable place to live.



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

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:

1. Follow the posted speed limits at all times, especially in residential areas where children and pets may be playing.
2. Encourage your visitors and guests to drive responsibly and park their vehicles in designated areas.
3. 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***

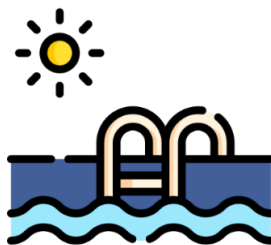
**Please be advised that the pool closes at sundown (dusk) every day.** No unauthorized people may enter the pool after this time nor may they stay in the pool area after dusk even if they arrived prior to sundown. We would like to remind all residents that **We did NOT choose this time.** The State 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>



## ***Owner Access Platform***

Please be advised that you may utilize an online owner access portal where you may login to manage your account and access community documents. With your Internet-enabled device, you are able to view your current account balance, check your payment history, view your open records and more!

We encourage everyone to utilize the on-line access platform by using the following link:  
<https://owner.topssoft.com/DWDProfessionalManagement/Account/Login>.

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. **If you have not already provided your email, please email your information to [info@dwddpm.com](mailto:info@dwddpm.com)** and include your community's 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.

If you received the registration email but the time has expired and you are in need of a new registration email, please contact our office by email at [info@dwdpm.com](mailto:info@dwdpm.com) with your request. Please make sure to include the email address you want us to use and we process a new registration email for you.

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.

### ***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.



### ***Garbage Cans/Bulk Pick-Up***

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.**

In addition, please remember that bulk pick-up is on Wednesday each week. Please follow the same rules for placing your items for bulk pick-up at the curb as you do for garbage pick-up as listed above. We also encourage you to contact the Orange County Solid Waste Department to ensure that your bulk items meet their guidelines. You may be required to schedule a specific pick-up time depending upon the type of item. You may contact **Orange County Solid Waste at 407-836-6601**. Finally, please do not place bulk pick-up in front of your neighbor's unit. Please place the items in front of your own unit.

Thank you for your understanding and cooperation with these matters.



### ***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. 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 changed, 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.



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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## March and April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>March</i>			1 Monthly Assessment Due Recyclables/ Yard Waste/Bulk Items Pick-Up	2	3	4
5	6	7 Trash Pick-Up	8 Recyclables/ Yard Waste/Bulk Items Pick-Up Int'l Women's Day	9	10 Grace Period for Monthly Assessment Ends	11
12 Daylight Savings Time Begins Spring Forward	13	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Items Pick-Up	16	17 	18
19	20 First Day of Spring 	21 Trash Pick-Up	22 Recyclables/ Yard Waste/Bulk Items Pick-Up Ramadan (Begins)	23	24	25
26	27	28 Trash Pick-Up	29 Trash Pick- Up/Bulk Items Pick-Up	30	31	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April</i>						1 Monthly Assessment Due
2	3	4 Trash Pick-Up	5 Recyclables/ Yard Waste/Bulk Items Pick-Up	6	7	8
9 	10 Grace Period for Monthly Assessment Ends	11 Trash Pick-Up	12 Recyclables/ Yard Waste/Bulk Items Pick-Up	13	14	15
16	17	18 Trash Pick-Up -Tax Day (Taxes Due) -Holocaust Remembrance Day	19 Recyclables/ Yard Waste/Bulk Items Pick-Up	20	21	22 Earth Day
23	24	25 Trash Pick-Up	26 Trash Pick- Up/Bulk Items Pick-Up	27	28 Arbor Day	29
30						