



# ***Summerfield at Meadow Woods***

## ***MAY 2021 NEWSLETTER***

### ***Common Areas Reopening & DWD Professional Management Office Procedures (COVID- 19)***

Based on the Executive Order issued by Governor DeSantis on May 3rd, the new CDC guidelines that were recently issued, and upon reviewing the advice of the Association's legal counsel, we are very pleased to announce that the Board has voted to reopen the community pool beginning on Tuesday, June 1st. **Therefore, beginning on June 1st, the pool and common areas will reopen for all residents.** The following rules will be in effect for these common areas of the Association:

***1. Anyone using this common area does so understanding the risk for being infected with COVID-19 and assumes that risk.***

***2. While present in this common area, unvaccinated individuals must maintain a distance of at least 6 feet from other individuals at all times, except for those individuals residing in the same household.***

***3. Anyone violating these rules will be subject to removal and/or subject to suspension of future rights to use this common area.***

We appreciate everyone following these guidelines for the safety of all residents within our community.

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**

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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

In addition to the reopening of the common area, the management office will also follow new procedures based on this new guidance at the local, state, and federal levels. Appointments will no longer be required to visit the office. **Therefore, the lobby is now open from 9 AM – 5 PM Monday through Friday for walk-ins.** You may still contact our office to make an appointment if you would prefer. However, it will no longer be required.

We will still require that all visitors and staff wear face masks while inside the management office and that proper social distancing is followed. We also still encourage residents to conduct business online using the resident portal or on the phone as much as possible.

Please be advised that for the time being, all Board meetings will continue to be held via teleconference or videoconference.

We greatly appreciate everyone's cooperation and understanding during this last year. This has been a difficult time for everyone, and we look forward to better times for us all in the coming months.

We will continue to monitor the situation at the local, state, and federal level and will provide updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health.

**Center for Disease Control:** <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Florida Department of Health:** <http://www.floridahealth.gov/> or call the COVID-19 Hotline if you have questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at [info@dwddpm.com](mailto:info@dwddpm.com). Take care, and stay safe.

## ***Hurricane Season***

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**Hurricane season will begin on Tuesday, June 1<sup>st</sup> and will continue through the end of November.** The National Oceanic and Atmospheric Administration is predicting another busy season this year with between 13 to 20 named storms (winds 39 mph or higher) of which 6-10 may become hurricanes (winds 74 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 Florida Attorney General also issued a hurricane guide for all Florida residents. Please use the following link to access this information: <http://www.myfloridalegal.com/hurricaneguide>.



## *Memorial Day - DWD Office Closed*

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Please be advised that the offices for DWD Professional Management will be closed on **Monday, May 31, 2021** in observance of the Memorial Day holiday. We wish everyone a happy and safe Memorial Day weekend!



## *Pool Rules and the Pool Security System*

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Please be advised that once the pool reopens on Tuesday, June 1<sup>st</sup>, the pool will close 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.*** 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.

**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.** Thank you for your cooperation with this matter. If you have any additional concerns or questions regarding this issue, please contact the management office.

## *Pool Keys*

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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.

## *Water Usage – Please Conserve*

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Please be aware that due to many more people working from home due to COVID-19, water usage has dramatically increased over the last year within the community. 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. However, when you use a spigot and a hose to water the grass outside of your unit, you are costing the Association hundreds if not thousands of dollars in utility bills. 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. Cleaning a car uses an extensive amount of water. Therefore, it is not permitted under any circumstances.

If you are found engaging in any of these activities, the Board may charge your unit for the extra expense or take legal action against the owner if needed. Please conserve water to the best of your ability during these difficult times in order to limit the economic impact of the water bill on the Association. Remember that if the water bill increases too high, this will lead to assessment increases in 2022 to cover these rising costs. We appreciate everyone's cooperation in this important matter. Thank you.

## *Window and Door Replacement Options*

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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*

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If you are experiencing financial difficulties or job loss due to COVID-19, 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).

### ***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.

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

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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.

### ***Master Policy Insurance Information***

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

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

## ***Parking Permits and Regulations***

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

Per the rules of your community, there are only two (2) parking spots per unit. Visitors are to use the designated spaces provided at all times of the day and they **MUST** place a visitor's pass on the rearview mirror when visiting from **12 AM – 6 AM**. Residents 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. 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. During the COVID-19 crisis, we are mailing these permits to you. Please contact our office for further instructions.



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**.

## ***2021 Budget Requests***

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If you are interested in obtaining the 2021 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.

## ***Owner Access Platform***

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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!

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@dwdpm.com](mailto: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.

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.

We encourage everyone to utilize the new on-line access platform at <https://owner.topssoft.com/DWDProfessionalManagement/Account/Login> in order to review your account balance and obtain information. Please let us know if have not received your invitation to join the platform, and we will help you set-up your account.

### *Use of Bouncy Houses*

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Please be advised that the use of bouncy houses in multi-family housing such as Summerfield is **NOT** permitted. 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.

### *Please Drive Safely*

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It has been observed that some of the residents and many visitors are driving way too fast in the community. **Please follow the posted speed limits within the community.** Anyone caught speeding may be fined by the Board for their activities. Also, please be aware that residents have expressed their concern for the speeding because many children walk in the parking lots. We are all concerned about the safety of the children and the residents of our community. Thank you for your understanding concerning these issues and **please drive safely.**

### *Architectural Review Change Procedures*

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It has come to our attention that some homeowners are not familiar with the steps of the Architectural Review process. That is quite understandable. We would like to take this opportunity to help anyone in our community better understand this process.

**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.

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

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

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

they must be returned to their proper storage areas by 6 PM the day of collection. Thank you for your understanding and cooperation with this matter.

### *Use of Gas and Charcoal Grills*

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We would like to remind all resident that the use of gas and charcoal grills in multi-family housing such as Summerfield is strictly regulated by the County and the Association. These grills may not under any circumstances be used in the units, in the parking areas, or on any of the porches or patios within 10 feet of the building. **Their use is restricted to the open areas of the Association, at least 10 feet away from the buildings and any other flammable structure.** Your cooperation regarding this matter and the safety of the community is greatly appreciated.



## 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





## 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.



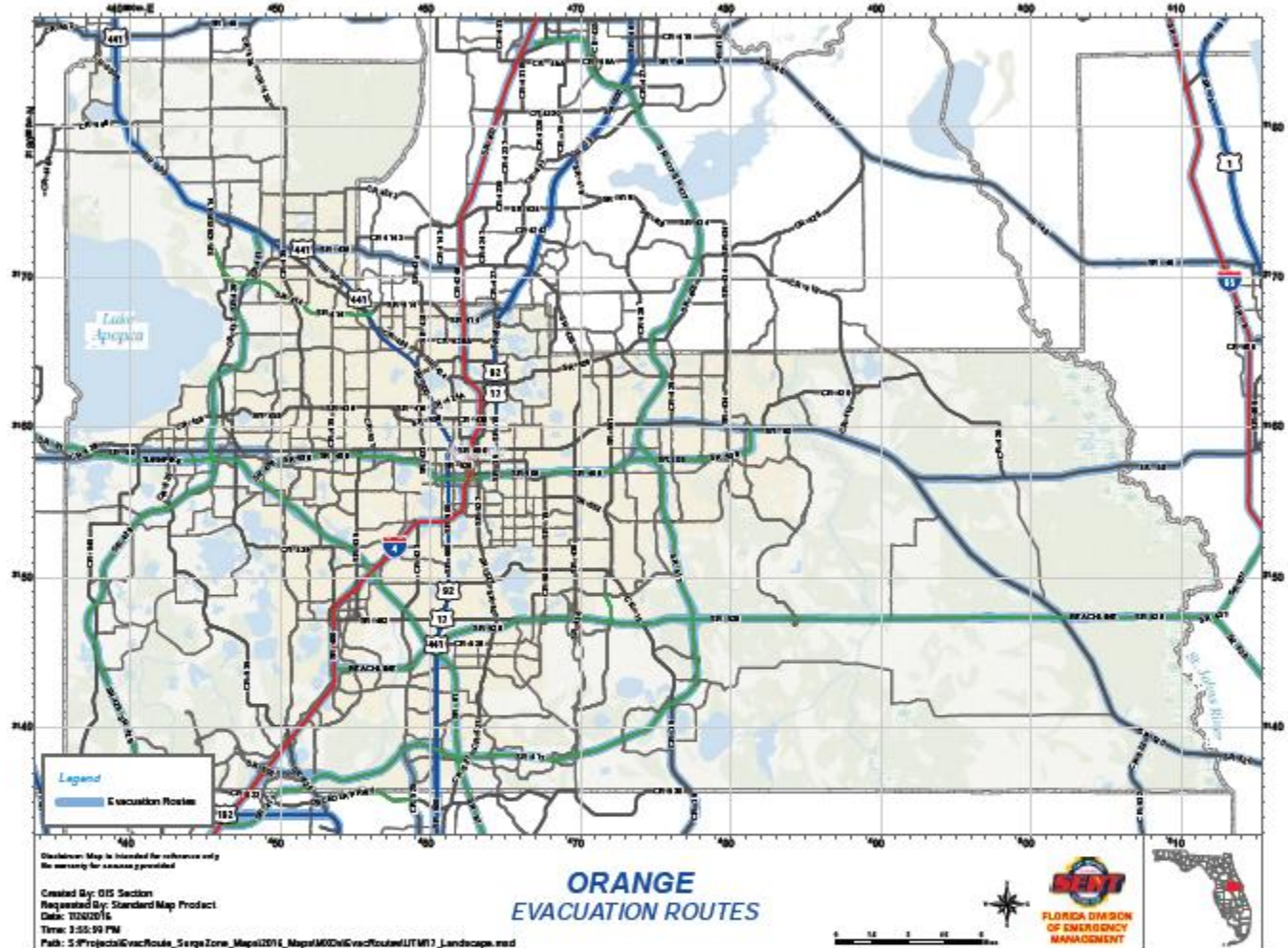
# Hurricane Family Preparedness

- ☐ 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

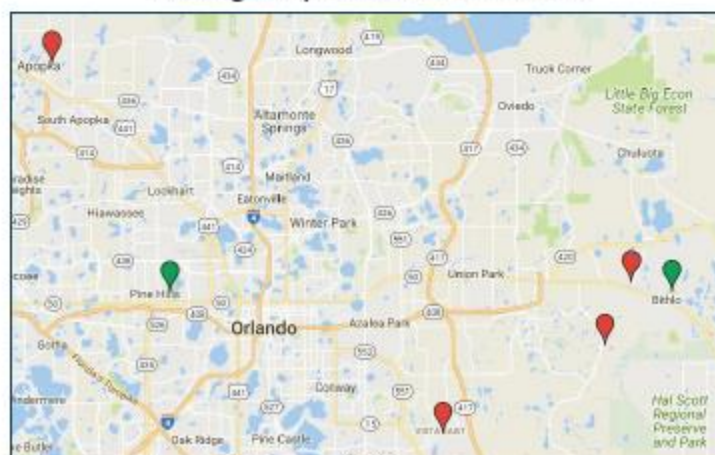




# Orange County Evacuation Zones



## Emergency Shelter Locations



# SYMPTOMS OF CORONAVIRUS DISEASE 2019

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



CS371257-A March 20, 2020, 12:55PM

**[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)**

## Community Services Phone Numbers

### Emergency

|                                    |     |
|------------------------------------|-----|
| Fire, Police, Medical<br>Emergency | 911 |
|------------------------------------|-----|

### Law Enforcement

|  |              |
|--|--------------|
| Orange County Sheriff's<br>Dept. (Non-Emergency) | 407-836-4357 |
|--|--------------|

### Utilities

|                         |              |
|-------------------------|--------------|
| Orange County Utilities | 407-836-5515 |
|-------------------------|--------------|

### Chamber of Commerce

|                                |              |
|--------------------------------|--------------|
| Orlando Chamber of<br>Commerce | 407-425-1234 |
|--------------------------------|--------------|

### Miscellaneous

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



## May and June 2021

| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday   | Friday | Saturday                       |
|---|--|--|--|--|--------|--------------------------------|
| <i>May</i>  |  |  |  |  |        | 1<br>Monthly<br>Assessment Due |
| 2   | 3  | 4<br>Trash Pick-Up                                 | 5<br>Cinco de Mayo<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up | 6  | 7      | 8                              |
| 9<br> | 10<br>Grace Period Ends<br>for Monthly<br>Assessment   | 11<br>Trash Pick-Up                                | 12<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 | 13   | 14     | 15                             |
| 16  | 17   | 18<br>Trash Pick-Up                                | 19<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 | 20   | 21     | 22                             |
| 23  | 24   | 25<br>Trash Pick-Up                                | 26<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 | 27   | 28     | 29                             |
| 30  | 31<br>DWD Offices<br>Closed<br> |  | Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                       |  |        |                                |
| Sunday  | Monday   | Tuesday  | Wednesday  | Thursday   | Friday | Saturday                       |
| <i>June</i>   |  | 1<br>Monthly<br>Assessment<br>Due<br>Trash Pick-Up | 2<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                  | 3  | 4      | 5                              |
| 6   | 7  | 8<br>Trash Pick-Up                                 | 9<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                  | 10<br>Grace Period Ends<br>for Monthly<br>Assessment | 11     | 12                             |
| 13  | 14   | 15<br>Trash Pick-Up                                | 16<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 | 17   | 18     | 19                             |
| 20<br>Father's Day<br>Summer Solstice   | 21   | 22<br>Trash Pick-Up                                | 23<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 | 24   | 25     | 26                             |
| 27  | 28   | 29<br>Trash Pick-Up                                | 30<br>Recyclables/<br>Yard Waste/Bulk<br>Items Pick-Up                 |  |        |                                |