



Summerfield at Meadow Woods

November 2017

A Newsletter By and For the
HOMEOWNERS AND
RENTERS of Summerfield at
Meadow Woods

www.summerfieldatmeadowwoods.com

Please direct all concerns to the management company. For ARB requests, please go to the Association's website. Click on "Resident Services" then "On-line Forms." Fill out and submit the form prior to making any exterior modifications to your home.

COMMUNITY MANAGER

William Carey Webb, LCAM
407.251.2200 phone
800.759.1820 fax
info@dwdpm.com
DWD Professional
Management, LLC
1101 Miranda Lane
Suite 112
Kissimmee, FL 34741

Board Meeting

TBA

Always RSVP for the meetings. A meeting may be cancelled at any time.

From Our Management Company

Submitted by
Carey Webb,
DWD Professional
Management

Assessments 2018 - New Coupon Booklets

The coupon booklets for the 2018 Assessments should arrive this month. Please be on the lookout for this important mailing. The coupon booklet will include your monthly coupons as well as information regarding on-line bill pay and a change of address form. Just so you are aware, the PO Box listed on the coupon is the address for the Association's bank, BB&T. This address is not for DWD Professional Management. Therefore, if you need to send correspondence to DWD, please mail it to: 1101 Miranda Lane, Suite 112, Kissimmee, FL, 34741. In addition, when mailing in your payments, please make your checks payable to **Summerfield at Meadow Woods HOA**. Finally, if you do not receive your coupon booklet by mid-December, please

contact our office so that we may mail you a replacement. Remember that it is your responsibility to ensure that your HOA assessments are received in a timely fashion. Your assessments are due on the 1st of each month and are considered late after the 10th. Please pay on time so that you can avoid the addition of late fees. We greatly appreciate your cooperation in this matter.

DWD Holiday Hours 2017-2018

Please be advised that the DWD Professional Management office will be closed beginning on Friday, December 22nd at 12 PM through Monday, January 1, 2018 in observance of the Christmas and New Year holidays. Our offices will re-open on Tuesday, January 2, 2018. We hope everyone has a happy holiday season.

Noise and Music

We know this is a holiday season where we love spending time with our friends and family but please be considerate of your neighbors. Loud music, especially after midnight, can be disturbing. You do not know if

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SUMMERFIELD AT MEADOW WOODS HOMEOWNERS ASSOCIATION

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Noise and Music

continued

your neighbor is sick or has to wake up early in the morning to go to work. If this situation occurs, please contact the Orange County Sheriff's Department at 407-836-4357. This is not an Association matter and must be handled directly with the Sheriff's Department.

Christmas Lights and Other Attachments to the Buildings

Please be aware that the roofs and the exterior walls of the buildings belong to the Association. You may not attach Christmas lights, cables, satellite dishes, or any other attachments to the walls or the roof of your unit. Doing so damages the structural integrity of the buildings and could cause issues with our master insurance coverage.

If you currently have Christmas lights attached to the fascia or any other part of the roof, **please remove them immediately.** Failure to comply with this request may result in the Association removing these items for you. In addition, any damages caused by these attachments to the building or roof will be at the owner's expense. Thank you for your cooperation in this matter.

Please Secure Valuable Items

Please make sure your cars are locked at night, and that all valuables that do not have to be in your car are removed on a nightly basis. With the holiday season, this

also includes leaving any valuable holiday decorations outside throughout the evening hours. If you notice anyone suspicious within the community, please call the Orange County Sheriff's Department at 407-836-4357. Thank you.

Parking Violations and Towing

All of the parking areas in Summerfield at Meadow Woods are by PERMIT ONLY and all residents must follow the parking rules. The towing company, Universal Towing and Recovery, will be patrolling the parking lots looking for the following vehicles in violation of these parking rules:

- All commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows, trucks loaded with construction tools/equipment, or trucks loaded with construction waste or debris)
- 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)**
- Boats, or any other recreational vehicles
- Trailers
- Vehicles without license plates or with expired license plates
- Vehicles that are parked on the grass
- Vehicles that are double parked (parked behind cars which are parked in parking spaces)

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SUMMERFIELD AT MEADOW WOODS HOMEOWNERS ASSOCIATION, INC.

MAIL OR EMAIL FORM TO: 1101 Miranda Lane, Suite 112 Kissimmee, FL 34741

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: _____ Fax: _____

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 THEIR 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 _____

Parking Violations... continued

- Vehicles parked and blocking fire hydrants
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more

If your vehicle is towed, please contact **Universal Towing and Recovery at 407-816-0102**.
Do not contact DWD

Professional Management if your vehicle is towed, as management has no authority to intervene with the towing company. Thank you.

Quotes

"Our hearts grow tender with childhood memories and love of kindred, and we are better throughout the year for having, in spirit, become a child again at Christmastime."

—Laura Ingalls Wilder

"Christmas can be celebrated in the school room with pine trees, tinsel and reindeers, but there must be no mention of the man whose birthday is being celebrated. One wonders how a teacher would answer if a student asked why it was called Christmas."

—Ronald Reagan



December 2017 & January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Assessments Due	2
3 Full Moon	4	5	6	7 Pearl Harbor Remembrance Day	8	9
10 Grace Period for Assessments Ends	11	12	13 Happy Hanukkah	14	15	16
17	18	19	20	21	22 DWD Professional Management Closed at Noon	23
24 Twas the Night before Christmas	25 MERRY CHRISTMAS DWD Professional Management Closed	26 DWD Professional Management Closed	27 DWD Professional Management Closed	28 DWD Professional Management Closed	29 DWD Professional Management Closed	30
31 New Year's Eve	1 January Assessments Due DWD Professional Management Closed	2	3	4	5	6
7	8	9	10 Grace Period for Assessments Ends	11	12	13
14	15 MLK, JR. DAY	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Full Moon			