



Greenpointe at Meadow Woods

December 2019 Newsletter

2020 Assessments

You should have already received the new coupon booklet for your 2020 quarterly assessments for next year in the mail. If you have not received your coupon booklet, please contact the management office. Remember that your first quarterly assessment of **\$132.50** is due on January 1, 2020 and it will be considered late if received after the 15th. Finally, if you previously set up ACH/Auto Debit for your quarterly assessments, you do not need to fill out and submit the enrollment form included with your coupons unless you have changed your bank account. Again, if you have any questions about your assessment payments, please contact the management office for further assistance.

DWD Upcoming Holiday Hours

Please be advised that the offices for DWD Professional Management will be closed beginning on **Monday, December 23, 2019 through Wednesday, January 1, 2020** in observance of the Christmas and New Year's holidays. We will return on Thursday, January 2, 2020. We wish everyone a happy and safe holiday season.



Please direct all concerns to the management company. For ARB requests, please go to the Association's website – www.greenpointeatmeadowwoods.com. Click on "Resident Services" then "Online Forms." Fill out and submit the form prior to making any exterior modifications to your home. Please also see the ARB application included with this newsletter.

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: Luis Ortiz
Secretary/Treasurer: Syed Bukhari

Association Payments Via the Payment Portal with Center State and Payment Reminders

If you have set-up automatic payments through the on-line payment system with Center State Bank, please be aware that DWD Professional Management does not have access to that system and any updates needed must be made directly by you. If you have made any errors in terms of the amount of your payment or the frequency of your payment, please login into the portal to make any necessary revisions. Go to schedule payments, cancel the current request, and start a new request with the correct payment amount and/or frequency.

Please keep in mind that the system is automatically selected for monthly payments, so please indicate the correct frequency for your association payments and change as needed. The assessment payments for Greenpointe at Meadow Woods are quarterly and are due on January 1, April 1, July 1, and October 1. Please also be aware that all on-line payments take 2 to 3 business days for processing before they are applied to your account.

In addition, the on-line payment system is a payment portal only. This system is not connected to the account system with the management company. The payment portal does not have any information regarding your

current account balance. If you need your account balance or a full detailed payment history report, you must contact the management company directly.

Finally, please be aware that DWD Professional Management does not send payment reminders by text or email. If you are receiving payment reminders through text or email, this is because you have signed up for it through the online payment portal. If you have signed up for the reminders in error, please login into the portal. Go to notifications and cancel/edit the request and make any changes needed or set-up a new request.

If you have any questions or concerns about the on-line payment portal, please contact the management office for assistance.

Reporting Street Light Outages

If you notice a street light out on your street, please call Duke Energy at 407-629-1010 to report the street name or section where the light is located. You may also visit the following website to report the outage:

<https://www.duke-energy.com/customer-service/request-light-repair>.

Please contact the management office if you need assistance or if you have any questions.

Off-Duty Sheriff's Deputy Patrols and Suspicious Activity

Your community is patrolled several days per month by an off-duty Orange County Sheriff's Deputy. The deputy is on patrol to spot suspicious activity, to help enforce traffic laws, and to help the people in communities we manage in Meadow Woods. If you see the deputy on patrol, and if you have noticed any suspicious activity, please stop the deputy and talk with him regarding your concerns. You should also call the Orange County Sheriff's Department at (407) 836-4357 to report suspicious or criminal activities. We recently have experienced vandalism at the community playground. Therefore, if you notice anyone suspicious within the community, it is important that you call and report the issue. **The Sheriff's Department is the only organization charged with the protection of your property, and they are the only organization with the authority to approach and stop these people and their activities.**

Please be aware that the deputy is only able to enforce state law and county ordinances. If you see a community violation (i.e., parking on the grass, people with water balloons in the pool area, etc.), please call DWD Professional Management to address these concerns. Thank you.

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. 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.

Businesses Not Allowed in Greenpointe at Meadow Woods

The Board of Directors wants to inform the community that, per the Covenants, no businesses are allowed to operate in the community. Article VI Section 1A, clearly states in part that all property designated as a Living Unit shall be used, improved and devoted exclusively to residential use. No business, profession or trade of any type shall be conducted on any portion of the

property in Greenpointe at Meadow Woods, including Transient Rentals. This prohibition also includes car washing, car repairs, and any other car related business.

Please be aware of this limitation as well as Orange County’s enforcement of any Code or Zoning violations stemming from any violations concerning their ordinances regarding businesses in residential communities. Also, please note that Orange County has strict guidelines on renting of properties. Short term rentals, such as Air BnB rentals, are only allowed in Zoning Code R3. Greenpointe is Zoning Code PD.

Therefore, short-term rentals are not allowed in Greenpointe at Meadow Woods. Thank you all for your cooperation with this matter.

Pool Keys

If you have still not obtained a magnetic key fob for the pool area, please contact the management office. 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.

Accepted methods of payment are exact cash, check, or money order made payable to Greenpointe at Meadow Woods HOA.

Please bring the following with you to the management office 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.

Please remember to also bring your old pool key to the management office in order to exchange it for a key fob. If you have any questions or concerns, please contact the management office.

Pool Rules/Concerns

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.

Please be aware that with the installation of the new Envera Security system, the pool area is monitored. Therefore, anyone found at the pool from dusk to dawn will be asked to leave by Envera Security. Envera will call the Orange County Sheriff's Department if necessary.

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



Architectural Changes (Exterior Modifications)

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 are going to make any changes to the front of your property, including landscaping

changes or repainting your home, or if you intend to make any structural changes to your property (i.e., room additions, pools, screen enclosures), then you will need to fill out the Architectural Review Committee (ARC) application.

These applications will always be available on your community's website and they are included in the monthly newsletter (please see the form 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 ARC, remember to include the following:

1. Two (2) copies of the property survey that show the location of the proposed change, 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 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.

Finally, please be aware that the Association has architectural guidelines indicating the list of approved color schemes for painting your home and the shingle colors for any roof replacements. If you would like to review these guidelines, please

visit the Association's website at the following link:

<http://greenpointeatmeadowwoods.weebly.com/architectural-change-request.html>.

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 Committee (ARC). The ARC is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria (the architectural guidelines). Per Florida Statutes, this process may take up to 30 days.

As soon as the Committee makes a decision, we will mail you the letter of approval or denial. Please make sure you do not proceed with any improvements until you have heard from the Committee. 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 management office.

Monthly Property Inspections

The community management company is tasked by the Board of Directors each month to complete an inspection of all properties within the community.

Below is a list of some of the violations that they will be on the look-out for during these inspections:

- 1) Lawns that need maintenance or full replacement (weeds, dead spots, irrigation issues, etc.).
- 2) Houses that may need pressure washing or painting.
- 3) Roofs that need pressure washing.
- 4) Fences in need of cleaning and/or repair.
- 5) Driveways that may need repairs or pressure washing
- 6) Weeds and grass in flower beds and missing mulch or stones in flower bed area
- 7) Roofs with mold or broken/missing shingles
- 8) Parking on the grass
- 9) Commercial vehicles, recreational vehicles, or trailers in driveways

The community management company's staff members will inspect each property from the road in a vehicle, and they will take pictures of any violations. They will not go onto your property to complete their inspection. Please be kind to the inspectors when they are completing their monthly inspections. The staff members will always identify themselves when approached if you have questions. However, please do not approach them in a hostile or negative manner. They are there to complete a job as

directed by the Board of Directors and to help the community.

If the inspectors find any problems with the exterior of your home, the management company will send you a letter notifying you of the violation. If you receive a violation letter, please feel free to contact the management company via email or by phone if you have any questions or if you need more time to correct the area of concern. The management company will work with you to make the needed improvements. Communication is very important so we can work together to maintain and improve our property values. Thank you for your cooperation regarding these matters.



Community Services Phone Numbers

Emergency:

Fire, Police, Medical Emergency:	911
----------------------------------	------------

Law Enforcement:

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

Utilities:

Orange County Utilities:	407-836-5515
--------------------------	--------------

Chamber of Commerce:

Orlando Chamber of Commerce:	407-425-1234
------------------------------	--------------

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

GREENPOINTE 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 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** _____

December 2019 and January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>December 1</i>	2	3 Trash Pick-Up	4 Recyclables/ Yard Waste/Bulk Items Pick-Up	5	6	7 Pearl Harbor Remembrance Day
8	9	10 Trash Pick-Up	11 Recyclables/ Yard Waste/Bulk Items Pick-Up	12	13	14
15	16	17 Trash Pick-Up	18 Recyclables/ Yard Waste/Bulk Items Pick-Up	19	20	21
22 Hanukkah Begins	23 DWD Offices Closed	24 Christmas Eve DWD Offices Closed Trash Pick-Up	25 Christmas Day DWD Offices Closed	26 Kwanzaa DWD Offices Closed Recyclables/ Yard Waste/Bulk Items Pick-Up	27 DWD Offices Closed	28
29	30 End of Hanukkah DWD Offices Closed	31 Trash Pick-Up DWD Offices Closed New Year's Eve				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>January</i>			1 New Year's Day DWD Offices Closed Recyclables Yard Waste/Bulk Items Pick-Up 1 st Quarter Assessment Due	2	3	4
5	6 Three King's Day	7 Trash Pick-Up	8 Recyclables/ Yard Waste/Bulk Items Pick-Up	9	10	11
12	13	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Items Pick-Up Grace Period Ends for 1 st Quarter Assess.	16	17	18
19	20 Martin Luther King Jr. Day	21 Trash Pick-Up	22 Recyclables/ Yard Waste/Bulk Items Pick-Up	23	24	25
26	27	28 Trash Pick-Up	29 Recyclables/ Yard Waste/Bulk Items Pick-Up	30	31	