



# ***Greenpointe at Meadow Woods***

## ***December 2023 Newsletter***

### ***DWD Upcoming Holiday Hours***

Please be advised that the offices for DWD Professional Management will be partially closed during the last two weeks of December and the first week in January in observance of the Christmas and New Year's holidays. The week of December 18th, we will be closed on **Thursday, December 21, 2023 and Friday, December 22, 2023.** During the week of December 25th, we will be closed on **Monday, December 25th and Tuesday, December 26th.** Finally, during the first week of January, we will be closed on **Monday, January 1, 2024.**

We wish everyone a happy and safe holiday season!



### ***2024 Assessment Information***

On Tuesday, October 10th, the Board of Directors held their Budget meeting to discuss the proposed budget for 2024. After much consideration, the Board voted to increase the quarterly assessment next year. Due to the current rise in the costs for insurance, labor, supplies, utilities, and services, this increase was needed in order to balance your budget for 2024. **Therefore, your assessment will increase to \$185.00 per quarter for 2024.** You should receive your new coupon booklets in early December from the Association's bank. If you do not receive your coupon booklet by mid-December, please contact the management office for assistance.

If you are interested in obtaining the 2024 Budget for your community, please feel free to

Please direct all concerns to the management company. For ARB requests, please go to the Association's website – [www.greenpointeatmeadowwoods.com](http://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**  
**Marjorie C. Webb, LCAM**  
 DWD Professional Management, LLC  
[info@dwdpm.com](mailto:info@dwdpm.com)  
 407.251.2200 phone  
 800.759.1820 fax  
 9419 Tradeport Drive  
 Orlando, FL 32827

### **Board of Directors:**

**President:** Emily Smith  
**Secretary/Treasurer:** Luis Ortiz

review the document on the community website using the following link:

<http://greenpointeatmeadowwoods.weebly.com/approved-budget.html>



## *Quarterly Assessment Reminder*

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**Greenpointe at Meadow Woods HOA currently has a quarterly assessment of \$165.00. Your 4th quarter assessment was due on October 1<sup>st</sup>.**

Payments received after the 15<sup>th</sup> of January, April, July, and October are assessed a \$10.00 late fee. Also, any account with a balance will accrue interest on the last day of every month (Jan.- Dec.).

If you have any questions or concerns regarding your account balance, please contact the management office.



## *Payment Plan Options*

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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).

## *Road Parking and Issues*

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It has come to our attention that many people within the community are parking in violation of County ordinances (i.e., parking over sidewalks, parking in the wrong direction, parking too close to stop signs or intersections). Please be aware that the off-duty Orange County Sheriff's Deputy who patrols the neighborhood has issued and will continue to issue traffic citations to anyone in violation of County ordinances.

Also, please be advised that the Association cannot enforce parking laws. The streets within the community belong to the County and only the County can issue citations or tow vehicles from the streets within the community.

Street parking violations can be reported to Orange County Code Enforcement by calling (407) 836-3111 or 311. Or by reporting it to the Parking Enforcement by calling (407) 836-0800

If you have any questions or concerns regarding this issue,

please contact the management company.

## *New Upgraded Owner Access Platform - Enumerate*

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We are pleased to announce that the owner online platform has been upgraded and we will be sending you a new registration email to the email address on file with our office by the end of next week. This new platform will replace the previous online portal and will provide you with additional features and information. With your Internet-enabled device, you will be able to view your current account balance, check your payment history, view your open records (violations, work orders, and service requests), view announcements and alerts for the community, link multiple properties under the same login, and more!

To ensure your privacy, only homeowners whose email address is on file have received a registration email. If you have not provided your email, please send your information to [info@dwdpm.com](mailto:info@dwdpm.com) and include your community's name and property address within the community. 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. The link to the new portal is as follows:

[Portal - Login](#)  
([goenumerate.com](http://goenumerate.com))

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 in order to review your property account and obtain community information.

### ***Association Payments Via the Payment Portal with South State and Payment Reminders***

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If you have set-up automatic payments through the on-line payment system with South 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.

### ***No Parking on the Grass or Easement***

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It has come to the Board's attention that there are residents parking nightly on the easement and the front yards of homes. **Please be aware that parking on the grass and the easement is NOT permitted.** All cars must be parked in garages and on driveways.

Thank you for your cooperation in this matter.

### ***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 Greenpointe 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.



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

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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 residents in the Meadow Woods area. 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. 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), please call DWD Professional Management to address these concerns. Thank you.



## *Please Pick-Up After Your Pets and Keep 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 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, your pet should not go onto your neighbor's property, 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. The County may impose fines on owners who do not follow these rules.

If you notice that a pet is not leashed within the community or if you notice a resident who is not disposing of waste appropriately, you may report the issue to **Orange County Animal Control at the following number: (407) 836-3111.**

Thank you for your understanding and cooperation in this matter.



## *Inspections and Notifications*

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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 partial 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. Please be aware if the paint looks faded over 50% of the visible structure, if the concrete blocks are showing through the paint over 10% of the visible structure, or if there are settling cracks throughout the home that require caulking, then we will ask for the homeowner to re-paint the house
- 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) Garbage cans visible from the streets
- 8) Roofs with mold or broken/missing shingles
- 9) Parking on the grass
- 10) 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.

### ***Pool Rules and the Pool Security System***

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**Please be advised that once 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.** **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.

### ***No Parking at the Pool After Hours***

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Please be advised that no parking is permitted at the pool from **12AM - 6AM**. In addition, cars without proper registration, vehicles parked on the grass, or cars parked illegally may be towed at any time. We ask that all members follow the parking rules so your vehicle is not towed from this area.

If your car is towed, please contact the towing company:

Universal Towing & Recovery

206 6th Street, Lot 300  
Orlando, Florida 32824

Phone: 407-816-0102

Fax: 407-816-0103

Email: [universaltowingremovals@yahoo.com](mailto:universaltowingremovals@yahoo.com)

## *Reporting Street Light Outages*

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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.



## *Architectural Changes (Exterior Modifications)*

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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 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. The Board also voted to add new approved paint

colors for front doors at their last meeting (please see the colors listed on pages 8-10 below). 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.

## *Garbage Cans / Curbside Collection*

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Please be aware that if your garbage cans are broken and you need a replacement, you need to contact the Orange County Solid Waste Department. You may reach them by email at [Solid.Waste@ocfl.net](mailto:Solid.Waste@ocfl.net) or by phone at 407-836-6601.

Under the Orange County Curbside Collection program, garbage, recycling, yard waste, and bulk items are each picked up **only one time per week**. The schedule for your community is as follows:

### **Garbage collection – Tuesday**

### **Yard Waste, Recycling, and Bulk Items – Wednesday**

**Per the documents of your community, we are asking that you please do not place your items outside your home in view from the street on days when you do not have a scheduled pick-up.** Please keep them inside your garage, behind your fence, or behind your home.

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.

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## 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



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: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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

## December 2023 and January 2024

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