



# *Greenpointe at Meadow Woods*

## *June 2018 Newsletter*

### *DWD Professional Management Office - Changing Location*

Please be advised that the DWD Professional Management offices will have limited availability at our Kissimmee location (1101 Miranda Lane, Suite 112, Kissimmee 34741) from Monday, June 25<sup>th</sup> through Tuesday, July 3<sup>rd</sup> due to the movement of our main office to a new location – **9419 Tradeport Drive, Orlando 32827**. Our offices will also be completely closed on Wednesday, July 4<sup>th</sup> in observance of the 4<sup>th</sup> of July holiday. On Thursday, July 5<sup>th</sup> we will reopen at our new location in Orlando.

**From Monday, June 25<sup>th</sup> through Tuesday, July 3<sup>rd</sup>**, the administrative staff will only be able to process payments, create

work orders for maintenance issues, accept Architectural Review Board applications, and provide parking permits and pool keys. All other issues will be addressed after our reopening at our new Orlando location on Thursday, July 5<sup>th</sup>.

The Kissimmee office will remain open until the end of this year for processing payments and providing parking permits and pool keys only. Residents will need to visit the new office in Orlando for any other request.

**Please remember that if you would like to speak to a community manager at either location, you will need to call the office first to make an appointment.** The office hours for both locations will be as follows:

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

[info@dwdpm.com](mailto:info@dwdpm.com)

407.251.2200 phone

800.759.1820 fax

DWD Professional Management, LLC

9419 Tradeport Drive

Orlando, FL 32827

### **Board of Directors:**

**President:** Emily Smith

**Vice President:** Luis Ortiz

**Secretary/Treasurer:** Syed Bukhari

*(DWD Professional Management Office – Changing Location continued)*

**Kissimmee Office:**

Monday – Thursday: 9 AM – 1 PM (Walk-ins); 1 PM – 5 PM (By Appointment Only)

Friday: 9 AM – 12 PM (Walk-ins); 12 PM – 5 PM (By Appointment Only)

**Orlando Office:**

Monday – Friday: 9 AM – 5 PM

Our office and fax numbers will remain the same: **Phone** 407-251-2200; **Fax** 800-759-1820. You also may always reach us by email at [info@dwdpm.com](mailto:info@dwdpm.com).

We look forward to seeing everyone at our new office location next month. Please feel free to contact us if you have any questions or concerns.

## ***New Pool Security System and Pool Keys***

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Envera Systems recently installed a new security system at the pool. This involved the installation of new gate access and the use of magnetic pool key fobs for gate entry. Envera Systems sent a representative to our community earlier this month to issue residents their new pool key fob for amenity access. The new system will be up and running within the next couple of weeks.

Therefore, if you were not able to attend the meetings earlier this month to obtain your pool key fob, 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 one of their offices.

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 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.

Also, to receive a key fob free of charge, please bring your current pool key. We will notify you once we activate the new pool fobs. If you have any questions or concerns, please contact the management office.

## ***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 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.

### ***(Architectural Changes continued)***

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 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 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.

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.

### ***Please Pick-Up After Your Pets***

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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, 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.

### ***Monthly Property Inspections***

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

### *(Monthly Property Inspections continued)*

- 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.

## *Pool Rules*

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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.

**Finally, 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.

### *3rd Quarter Assessment Reminder*

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Please remember that your third quarter assessment of \$125.00 is due on July 1<sup>st</sup>. Payments received after the 15<sup>th</sup> of July will be assessed a \$10.00 late fee. In addition, any account with a balance at the end of the month incurs interest (January through December). What this means is that the payment needs to be received and processed before the end of business day on the 15<sup>th</sup> of July in order to avoid the late fee. In order to avoid the application of interest each month, the account must be paid in full (the assessments as well as any late or other fees). All homeowners receive a 15-day grace period for your payments each quarter. However, all payments **are due on the 1<sup>st</sup> day** of the quarter. If you need any assistance making your payment, please contact the management office.

### *Tree Trimming Reminder - Hurricane Season*

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The Board would like to remind all residents to trim their trees and remove all dead branches before the onset of the 2018 hurricane season beginning on June 1<sup>st</sup>. Trimming and pruning your trees will help eliminate damage to your property in the event of a hurricane or tropical storm.



**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](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 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** \_\_\_\_\_

## June and July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June</i>					1	2
3	4	5 Trash Pick-Up	6 Recyclables/ Yard Waste/Bulk Pick-Up	7	8	9
10	11	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Pick-Up	14 <b>Flag Day</b> 	15	16
17 <b>Father's Day</b>	18 Envera Systems Meeting – Pool Key Fob Exchange/Handout 6:30-8:00 PM	19 Trash Pick-Up Envera Systems Meeting – Pool Key Fob Exchange/Handout 6:30-8:00 PM	20 Recyclables/ Yard Waste/Bulk Pick-Up	21	22	23
24	25	26 Trash Pick-Up	27 Recyclables/ Yard Waste/Bulk Pick-Up	28	29	30
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>July</i> 1 <b>3<sup>rd</sup> Quarter Assessment Due</b>	2	3 Trash Pick-Up	4 <b>4<sup>th</sup> of July</b> 	5	6	7
8	9	10 Trash Pick-Up	11 Recyclables/ Yard Waste/Bulk Pick-Up	12	13	14
15 <b>Grace Period Ends for 3<sup>rd</sup> Quarter Assessment</b>	16	17 Trash Pick-Up	18 Recyclables/ Yard Waste/Bulk Pick-Up	19	20	21
22	23	24 Trash Pick-Up	25 Recyclables/ Yard Waste/Bulk Pick-Up	26	27	28
29	30	31 Trash Pick-Up				