



Greenpointe at Meadow Woods

May 2018 Newsletter

New Pool Security System and Pool Keys

In June, Envera Systems will install a new security system at the pool. This will also involve the installation of new gate access and the use of magnetic pool key fobs for gate entry. Envera Systems will send a representative to our community to issue residents their new key fob for amenity access.

In order to pick up your key fob, please attend one of the meetings scheduled on **Monday, June 18, 2018 and Tuesday, June 19, 2018 from 6:30-8:00 PM at the community pool.**

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 at the meeting.

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 to exchange for a new one.

If you are unable to attend one of the meetings, please contact the management office at 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 1101 Miranda Lane, Suite 112, Kissimmee, 34741.

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

1101 Miranda Lane • Suite 112

Kissimmee, FL 34741

Board of Directors:

President: Emily Smith

Vice President: Luis Ortiz

Secretary/Treasurer: Syed Bukhari

Memorial Day Holiday - DWD Professional Management Office Closed

Please be advised that DWD Professional Management will be closed Monday, May 28, 2018, in observance of the Memorial Day holiday. We hope you have a happy and safe Memorial Day weekend. We wish to remember and respect all of our veterans who gave their lives in service to our nation.



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 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 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.

(Architectural Changes continued)

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

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

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.

Pool Rules

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.

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

Suspicious Activity

If your neighbor is a seasonal resident or if the property next to your home is empty due to foreclosure, please be on the lookout for any suspicious activity. Also, if you see people walking through the neighborhood looking into vehicles, looking into the windows of a home, trying to force open a door, or any other suspicious or illegal activities, please call the Orange County Sheriff's Department at (407) 836-4357.

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. Thank you.

Tree Trimming Reminder - Hurricane Season

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 1st. 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: 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 _____ 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** _____

May and June 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|--|--|--|---|--------|---------------------------|
| <i>May</i> | | 1 Trash Pick-Up May Day | 2 Recyclables/ Yard Waste/Bulk Pick-Up | 3 | 4 | 5 Cinco De Mayo |
| 6 | 7 | 8 Trash Pick-Up | 9 Recyclables/ Yard Waste/Bulk Pick-Up | 10 | 11 | 12 |
| 13 Mother's Day | 14 | 15 Trash Pick-Up | 16 Recyclables/ Yard Waste/Bulk Pick-Up Ramadan Begins | 17 | 18 | 19 |
| 20 | 21 | 22 Trash Pick-Up | 23 Recyclables/ Yard Waste/Bulk Pick-Up | 24 | 25 | 26 |
| 27 | 28 Memorial Day  DWD Closed in observance of holiday | 29 Trash Pick-Up | 30 Recyclables/ Yard Waste/Bulk Pick-Up | 31 | | |
| 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 Flag Day  | 15 | 16 |
| 17 Father's Day | 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 |