



# *Greenpointe at Meadow Woods*

## ***November 2018 Newsletter***

### ***No Parking Signs Installed at Entrance/Exit***

Last week we received good news about the parking situation along Stonebrook Place from Hector Bertran from the Orange County Public Works Department. The County agreed to install No Parking signs to help with vehicles illegally parking on curves, in the crosswalks, near the signal, near the stop signs, and within the intersection. The installation of the signs began last week. Unfortunately, cars have continued to park in these no parking zones despite the new signs. Our off-duty Sheriff's Deputy has issued citations and the County has sent other officers to the area to issue citations as well. We hope their continued efforts to ticket offenders will lead to the removal of these vehicles. If you would like to report vehicles parked in the No Parking areas, please call the non-emergency number for the Sheriff's office at 407-836-4357 or the Parking Enforcement Unit at 407-836-0800.

In order to designate the entire road as a No Parking zone, the County requested that the community's residents sign a petition. They required that at least 2/3 of the residents sign the petition in order for them to consider making the area a No Parking zone. Thank you to all of the residents who gathered signatures for this petition and who signed the petition. We would especially like to thank Linda Major who spearheaded this petition drive. She spent many hours canvassing the neighborhood to obtain the signatures required by the County.

The County now has the petition, and the next step is to obtain the signatures of all owners via ballot. The County will mail these ballots directly to the owners. If the County receives ballots from at least 2/3 of the owners supporting the designation of Stonebrook Place as a No Parking zone, then the County will move forward with installing additional No Parking signs along the entire street on both sides.

If you have any questions regarding this process, please feel free to contact the management office.

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

## *Community Garage Sale – Saturday, December 8, 2018*

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Greenpointe at Meadow Woods has set a date for a community garage sale. The Community Garage Sale will be held on **Saturday, December 8, 2018**. It will run from **9 AM until 4 PM**.

If you would like to participate, please fill out the participation request form on the community website: [www.greenpointeatmeadowwoods.com](http://www.greenpointeatmeadowwoods.com). We hope you are able to participate. Please contact the management office if you have any questions.



## *DWD Holiday Hours*

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Please be advised that the DWD Professional Management offices will be closed on **Thursday, November 22<sup>nd</sup>** and **Friday, November 23<sup>rd</sup>** in observance of the Thanksgiving holiday. We hope everyone enjoys this time with your friends and family this week.

In addition, our offices will be closed beginning on **Monday, December 24, 2018** through **Tuesday, January 1, 2019** in observance of the Christmas and New Year's holidays. The office will re-open at 9 AM on Wednesday, January 2, 2019. We wish everyone a happy and safe holiday season!

## *Assessment Information - 2019*

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On Wednesday, October 17, 2018, the Board of Directors held their Annual and Budget meetings for 2019. After much consideration, the Board voted to increase the quarterly Assessment by \$7.50 next year. **This means your assessment will increase to \$132.50 per quarter for 2019.** Please remember that payments are due on the 1<sup>st</sup> of each quarter (January, April, July, and October) and are considered late after the 15<sup>th</sup> of each quarter. These payments must be received and processed before the end of the business day on the 15<sup>th</sup> day of the quarter in order to avoid the \$10.00 late fee. In other words, all homeowners receive a 15-day grace period for your payments. However, all payments **are due on the 1<sup>st</sup> day** of the quarter.

You should receive your new coupon booklets in the next few weeks from the Association's bank. **If you have not received your coupon booklet by December 15<sup>th</sup>, please contact the management office.**

## *Cabana and Pool Deck Painting and Improvements*

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The pool cabana and pool deck were recently painted and the pool bathrooms are in the process of being repaired and updated. In the near future, a new fence will be installed around the pool area and new pool furniture will be added to the area.

We hope you enjoy these improvements to the pool and cabana. If you have any questions or concerns, please feel free to 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 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 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.

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

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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. **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.

## *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:

- 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.

## *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.



## Community Services Phone Numbers

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### Emergency:

|                                  |            |
|----------------------------------|------------|
| Fire, Police, Medical Emergency: | <b>911</b> |
|----------------------------------|------------|

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

# November and December 2018

| Sunday   | Monday  | Tuesday  | Wednesday  | Thursday  | Friday                                   | Saturday                               |
|--|---|--|--|---|--|--|
| <i>November</i>                                    |   |  |  | 1   | 2  | 3                                      |
| 4<br>Daylight Savings Ends – Turn your clocks back | 5   | 6<br>Trash and Bulk Items Pick-Up<br>General Election Day  | 7<br>Recyclables/ Yard Waste Pick-Up   | 8   | 9  | 10                                     |
| 11<br>Veteran's Day                                | 12  | 13<br>Trash and Bulk Items Pick-Up   | 14<br>Recyclables/ Yard Waste Pick-Up  | 15  | 16                                       | 17                                     |
| 18   | 19  | 20<br>Trash and Bulk Items Pick-Up   | 21<br>Recyclables/ Yard Waste Pick-Up  | 22<br>Thanksgiving Day<br><br>DWD Offices Closed | 23<br>Black Friday<br>DWD Offices Closed | 24                                     |
| 25   | 26  | 27<br>Trash and Bulk Items Pick-Up   | 28<br>Recyclables/ Yard Waste Pick-Up  | 29  | 30                                       |  |
| Sunday   | Monday  | Tuesday  | Wednesday  | Thursday  | Friday                                   | Saturday                               |
| <i>December</i>                                    |   |  |  |   |  | 1                                      |
| 2  | 3<br>Hanukkah Begins<br> | 4<br>Trash and Bulk Items Pick-Up  | 5<br>Recyclables/ Yard Waste Pick-Up   | 6   | 7<br>Pearl Harbor Remembrance Day        | 8<br>Community Garage Sale 9 AM – 4 PM |
| 9  | 10  | 11<br>Trash and Bulk Items Pick-Up   | 12<br>Recyclables/ Yard Waste Pick-Up  | 13  | 14                                       | 15                                     |
| 16   | 17  | 18<br>Trash and Bulk Items Pick-Up   | 19<br>Recyclables/ Yard Waste Pick-Up  | 20  | 21                                       | 22                                     |
| 23   | 24<br>Christmas Eve<br>DWD Offices Closed   | 25<br>Christmas<br><br>DWD Offices Closed | 26<br>Trash/Bulk Items Recyclables/ Yard Waste Pick-Up<br>Kwanza<br>DWD Offices Closed | 27<br>DWD Offices Closed  | 28<br>DWD Offices Closed                 | 29                                     |
| 30   | 31<br>New Year's Eve<br>DWD Offices Closed  |  |  |   |  |  |