



Willowbrook at Meadow Woods

APRIL 2023 NEWSLETTER

2nd Quarter Assessment Reminder

Please remember that your 2nd Quarter Assessment in the amount of \$73.75 was due on April 1st.

Late fees in the amount of \$10.00 were applied after April 10th for all unpaid accounts. Therefore, if you have not made your payment yet or if you paid the incorrect amount, please make your payment as soon as possible to prevent any additional collection action and the application of additional fees.

If you have any questions about your balance or the assessments, please view your ledger on the community's online portal or contact the management office so they may assist you.

Memorial Day, Monday, May 29th - DWD Offices Closed

Please be advised that the offices for DWD Professional Management will be closed on **Monday, May 29, 2023** in observance of the Memorial Day holiday. We wish everyone a happy and safe Memorial Day weekend!



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

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: Chris Wardwell

Treasurer/Secretary: Jarin Trombley

Director: James Steele

Tax Information

The accounting firm, Cole & Associates, recently completed the Association's taxes for 2022, and a copy is available for your review. The Statement of Cash Flow for 2022 is also available at this time. If you would like to review these documents, please contact our management office by phone at 407-251-2200 or by email at info@dwdpm.com to make your request.

2023 Budget Requests

If you are interested in obtaining the 2023 Budget for your community, please feel free to review the document on the community website using the following link:

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

Architectural Change Procedure and Approved Color Schemes

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, screened enclosures), then you will need to fill out the Architectural Review Committee (ARC) application.

Please be aware that the Board has established the following architectural guidelines for your community:

Approved Paint Color Schemes:

The Willowbrook at Meadow Woods community has several approved color schemes for painting your homes for your review on the community website. Please use the following link to view these options:

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

These applications will always be available on your community's website and they are included in this monthly newsletter. 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 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. 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 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.

It is also extremely important that your dog is on a leash for the protection of other animals and for the protection of people (especially children) who may encounter your pet within the community. Keeping your dog on a leash is also a protection for your pet since it safeguards them from dangerous situations. If you see a dog unattended within the community, please notify **Orange County Animal Control** at the following number: **407-836-3111**. Thank you for your understanding and cooperation in this matter.



Owner Access Platform

Please be advised that you may utilize an online owner access portal where you may login to manage your account and access community documents. With your Internet-enabled device, you are able to view your current account balance, check your payment history, view your open records and more!

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. **If you have not already provided your email, please email your information to info@dwdpm.com** and include your community's name, address within the community, and the email address you want on file. This

extra step is designed for the safety of your personal information because it allows us to verify each homeowner. 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.

If you received the registration email but the time has expired and you are in need of a new registration email, please contact our office by email at info@dwdpm.com with your request. Please make sure to include the email address you want us to use and we process a new registration email for you.

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 at <https://owner.topssoft.com/DWDProfessionalManagement/Account/Login> in order to review your account balance and obtain information. Please let us know if have not received your invitation to join the platform, and we will help you set-up your account.

Monthly Property Inspections and Notifications

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.

Parking Regulations – No Parking on the Grass

The Board would like to remind all residents regarding the parking regulations for our community. According to the Association's documents in Article VIII, Section 19, **parking on lawns is prohibited**. The Board requests that all residents follow these regulations by parking in your garage or driveway. Thank you for your cooperation and assistance with this matter.

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.

Curbside Collection and Bulk Pick-Up Procedures

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

Garbage collection – Tuesday

Yard Waste and Recycling – Wednesday

Per the documents of your community, we are asking that you please do not place these carts 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.

We do understand that there have been delays in the pick-up of garbage and recycling by the County recently. Therefore, we understand that bins may not always be able to be moved from the curb due to these delays.

In addition, if you have any large items that need to be picked up that will not fit in the new garbage bin, please contact the County to arrange pick-up. **Do not place bulk items in the street or in your driveway.** You must email or call the county at: Solid.Waste@ocfl.net (include your name, street address, contact information, and the item(s) that you want collected) or call the Solid Waste Hotline at 407-836-6601 to arrange for pickup. Large items include furniture, appliances, mattresses, automobile tires (limit 4), and rear-projection televisions. Limit large items to three cubic yards (about one small pickup truckload) per household per week.

If you have any questions or concerns regarding the garbage collection program, please contact the Orange County Solid Waste Department. You may reach them by email at Solid.Waste@ocfl.net or by phone at 407-836-6601.

Alligator Warning

Please remember this is Florida, and alligators will almost always be present in any body of water. Therefore, please always be aware of your surroundings and do not leave children or pets unattended near the water's edge. Also, please be aware that it is against the law to feed alligators. Feeding alligators reduces their fear of humans, and this may have serious consequences for the people they encounter who do not bring them food. If you see alligators in the area, you may report them to the Florida Fish and Wildlife Conservation Commission at the following number: 866-392-4286. You may also report alligator sightings to the management company so they may contact Florida Fish and Wildlife and provide authorization for the trapper to enter the property. If you have any questions or concerns, please call the management company.

Please Secure Valuable Items

Please make sure your cars are locked at night, and that all valuables that do not have to be in your car are removed on a nightly basis. If you notice anyone suspicious within the community, please call the Orange County Sheriff's Department at (407) 836-4357. Thank you.

Driveway Maintenance and Tree Trimming

The Board would like to remind residents that driveways should be pressure washed and maintained to ensure they are free of debris, dirt, and oil. Please also pressure wash the sidewalks in front of your home. In addition, the Board would like to remind all residents to trim their trees and remove all dead branches. Trimming and pruning your trees will help eliminate damage to your property in the event of a hurricane or tropical storm. Also, tree branches should be trimmed up to 6 feet so that pedestrians may walk underneath the trees unimpeded on the sidewalks within the community. If you have any questions or concerns regarding these issues, please contact the management office.



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

WILLOWBROOK 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 THE 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 _____

April and May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April</i>						1 April Fool's Day 2 nd Quarter Assessment Due
2 Palm Sunday	3	4 Trash Pick-Up	5 Recyclables/ Yard Waste/Bulk Items Pick-Up	6	7 Good Friday	8
9 	10 Grace Period Ends for 2 nd Quarter Assessment	11 Trash Pick-Up	12 Recyclables/ Yard Waste/Bulk Items Pick-Up	13	14	15
16	17	18 Trash Pick-Up	19 Recyclables/ Yard Waste/Bulk Items Pick-Up	20	21	22
23	24	25 Trash Pick-Up	26 Recyclables/ Yard Waste/Bulk Items Pick-Up	27	28	29
30						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>May</i>	1 May Day	2 Trash Pick-Up	3 Recyclables/ Yard Waste/Bulk Items Pick-Up	4	5 Cinco De Mayo	6
7	8	9 Trash Pick-Up	10 Recyclables/ Yard Waste/Bulk Items Pick-Up	11	12	13
14 	15	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 Memorial Day DWD Offices Closed	30 Trash Pick-Up	31 Recyclables/ Yard Waste/Bulk Items Pick-Up			