



Willowbrook at Meadow Woods

AUGUST 2018 NEWSLETTER

DWD Professional Management Offices – Closed for the Labor Day Holiday

Please be advised that the DWD Professional Management offices will be closed **Monday, September 3, 2018** in observance of the Labor Day holiday. Please contact our office when we reopen on Tuesday, September 4, 2018. We hope you have a happy and safe Labor Day weekend.

Also, please remember that we have moved to a new location – **9419 Tradeport Drive, Orlando, FL 32827.**

The Kissimmee office will remain open until the end of this year for processing payments and Architectural Review Board applications 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, you will need to call the office first to make an appointment. The office hours for both locations will be as follows:

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.

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: Jose Diaz

Treasurer: James Steele

Secretary: Chris Wardwell

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.

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.

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. 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) Roofs with mold or broken/missing shingles
- 8) Parking on the grass

g) 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.

Architectural Changes (Exterior Modifications)

The Board of Directors is aware that several owners will need to repair and/or replace their roofs or make other architectural changes due to damages sustained during Hurricane Irma. **However, all changes must still first be approved by Willowbrook at Meadow Woods Architectural Review Committee (ARC).** The ARC application form is included with this newsletter and may also be found on the Willowbrook at Meadow Woods website, www.willowbrookatmeadowwoods.com. Please fill out and return the form to the management office at your earliest convenience. Please include the survey of your property and/or samples of the proposed change as requested on the application (i.e., a fence installation requires a property survey and replacing the roof requires shingle samples). The Architectural Review Committee will expedite these applications if the exterior changes required are due to hurricane damage. If you have any questions or concerns regarding this process, please call or email the management office at 407-251-2200 or info@dwpsdm.com.



Be Red Cross Ready

Hurricane Safety Checklist

Hurricanes are strong storms that cause life- and property-threatening hazards such as flooding, storm surge, high winds and tornadoes.

Preparation is the best protection against the dangers of a hurricane.

Know the Difference

Hurricane Watch—Hurricane conditions are a threat within 48 hours. Review your hurricane plans, keep informed and be ready to act if a warning is issued.

Hurricane Warning—Hurricane conditions are expected within 36 hours. Complete your storm preparations and leave the area if directed to do so by authorities.

What should I do?



- Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).
- Check your disaster supplies and replace or restock as needed.
- Bring in anything that can be picked up by the wind (bicycles, lawn furniture).
- Close windows, doors and hurricane shutters. If you do not have hurricane shutters, close and board up all windows and doors with plywood.
- Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.
- Turn off propane tanks and unplug small appliances.
- Fill your car's gas tank.
- Talk with members of your household and create an evacuation plan. Planning and practicing your evacuation plan minimizes confusion and fear during the event.
- Learn about your community's hurricane response plan. Plan routes to local shelters, register family members with special medical needs as required and make plans for your pets to be cared for.
- Evacuate if advised by authorities. Be careful to avoid flooded roads and washed out bridges.
- Because standard homeowners insurance doesn't cover flooding, it's important to have protection from the floods associated with hurricanes, tropical storms, heavy rains and other conditions that impact the U.S. For more information on flood insurance, please visit the National Flood Insurance Program Web site at www.FloodSmart.gov.

What supplies do I need?



- Water—at least a 3-day supply; one gallon per person per day
- Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area
- Baby supplies (bottles, formula, baby food, diapers)
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Tools/supplies for securing your home
- Extra set of car keys and house keys
- Extra clothing, hat and sturdy shoes
- Rain gear
- Insect repellent and sunscreen
- Camera for photos of damage

What do I do after a hurricane?



- Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- If you evacuated, return home only when officials say it is safe.
- Drive only if necessary and avoid flooded roads and washed-out bridges.
- Keep away from loose or dangling power lines and report them immediately to the power company.
- Stay out of any building that has water around it.
- Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes.
- Use flashlights in the dark. Do NOT use candles.
- Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- Check refrigerated food for spoilage. If in doubt, throw it out.
- Wear protective clothing and be cautious when cleaning up to avoid injury.
- Watch animals closely and keep them under your direct control.
- Use the telephone only for emergency calls.

Let Your Family Know You're Safe

If your community has experienced a hurricane, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org/SafeandWell to let your family and friends know about your welfare. If you don't have Internet access, call 1-866-GET-INFO to register yourself and your family.



For more information on disaster and emergency preparedness, visit RedCross.org.

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** _____

August and September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>August</i>			1 Recyclables/ Yard Waste/Bulk Pick-Up	2	3	4
5	6	7 Trash Pick-Up	8 Recyclables/ Yard Waste/Bulk Pick-Up	9	10	11
12	13 First Day of School	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Pick-Up	16	17	18
19	20	21 Trash Pick-Up	22 Recyclables/ Yard Waste/Bulk Pick-Up	23	24	25
26	27	28 Trash Pick-Up	29 Recyclables/ Yard Waste/Bulk Pick-Up	30	31	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>September</i>						1
2	3 Labor Day DWD Professional Management Office Closed	4 Trash Pick-Up	5 Recyclables/ Yard Waste/Bulk Pick-Up	6	7	8
9	10	11 Trash Pick-Up	12 Recyclables/ Yard Waste/Bulk Pick-Up	13	14	15
16	17	18 Trash Pick-Up	19 Recyclables/ Yard Waste/Bulk Pick-Up	20	21	22 First Day of Fall
23	24	25 Trash Pick-Up	26 Recyclables/ Yard Waste/Bulk Pick-Up	27	28	29
30						