



Willowbrook 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 25th through Tuesday, July 3rd 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 4th in observance of the 4th of July holiday. On Thursday, July 5th we will reopen at our new location in Orlando.

From Monday, June 25th through Tuesday, July 3rd, 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 5th.

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.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

(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.

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.

Accident on Rhode Island Woods Circle

You may have noticed a large section of the community wall that is down along Rhode Island Woods Circle. An accident occurred over the Memorial Day weekend when a driver hit and damaged the wall. We are in contact with the at-fault party's insurance company and we are waiting for the check to cover the damages. Please have patience as we work through this process. We will continue to keep you updated on this issue. If you have any questions or concerns, please feel free to 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
- 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.

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.

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** _____

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 Flag Day 	15	16
17 Father's Day	18	19 Trash Pick-Up	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	2	3 Trash Pick-Up	4 4th of July 	5	6	7
8	9	10 Trash Pick-Up	11 Recyclables/ Yard Waste/Bulk Pick-Up	12	13	14
15	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				