



Willowbrook at Meadow Woods

SEPTEMBER 2018 NEWSLETTER

Architectural Change Procedure

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.

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.

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

Annual and Budget Meetings

Date: Tuesday, October 23, 2018
Time: 7:00 PM
Location: Offices of DWD Professional Management, 9419 Tradeport Drive, Orlando, FL 32827

(Architectural Change Procedure continued)

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.

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
- 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.



Community Services Phone Numbers

Emergency:

| | |
|----------------------------------|-----|
| Fire, Police, Medical Emergency: | 911 |
|----------------------------------|-----|

Law Enforcement:

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|--|--------------|
| Orange County Sheriff's Dept. (Non-Emergency): | 407-836-4357 |
|--|--------------|

Utilities:

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|--------------------------|--------------|
| Orange County Utilities: | 407-836-5515 |
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Chamber of Commerce:

| | |
|------------------------------|--------------|
| Orlando Chamber of Commerce: | 407-425-1234 |
|------------------------------|--------------|

Miscellaneous:

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|---|--------------|
| 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** _____

September and October 2018

| 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 | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <i>October</i> | 1 | 2 Trash and Bulk Items Pick-Up | 3 Recyclables/ Yard Waste Pick-Up | 4 | 5 | 6 |
| 7 | 8 Columbus Day | 9 Trash and Bulk Items Pick-Up | 10 Recyclables/ Yard Waste Pick-Up | 11 | 12 | 13 |
| 14 | 15 | 16 Trash and Bulk Items Pick-Up | 17 Recyclables/ Yard Waste Pick-Up | 18 | 19 | 20 |
| 21 | 22 | 23 Trash and Bulk Items Pick-Up Annual and Budget Meetings 7:00 PM | 24 Recyclables/ Yard Waste Pick-Up | 25 | 26 | 27 |
| 28 | 29 | 30 Trash and Bulk Items Pick-Up | 31 Recyclables/ Yard Waste Pick-Up Halloween 🎃 | | | |