



# Huntcliff Park at Meadow Woods

## December 2018 Newsletter

### DWD Holiday Hours

Please be advised that the DWD Professional Management offices will be closed beginning on **Friday, December 21, 2018 at 12 PM** 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

On Thursday, September 27, 2018, the Board of Directors held their Annual and Budget meetings for 2019. After much consideration, the Board voted to increase the monthly Assessment by \$2.00 next year. **This means your assessment will increase to \$87.00 per month for 2019.**

You should have already received your new coupon booklets from the Association's bank. **If you have not received your coupon booklets, please contact the management office.** Your first assessment of \$87.00 for 2019 will be due on January 1, 2019. Please remember that your payment must be received by the 10<sup>th</sup> of each month so you do not incur a \$10.00 late fee.

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.huntcliffpark.com](http://www.huntcliffpark.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](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:** Roberto Gayo

**Vice President:** Michael Williams

**Secretary:** Carmen Perez

**Treasurer:** Robin Dearing

**Director:** Nilda Rivera

## ***New Pool Security System and Pool Keys***

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This month Envera Security Systems is installing a new security system at the pool. This will also involve the installation of new gate access and the use of magnetic pool key fobs for gate entry. Envera Security Systems sent a representative to our community earlier this month to issue residents their new key fob for amenity access. If you were unable to attend one of the meetings, please contact the management office at [info@dwdpm.com](mailto:info@dwdpm.com) or 407-251-2200. The management office will arrange a time for you to pick up your key fob at their office located at 9419 Tradeport Drive, Orlando, Florida 32827.

Each household is eligible to receive 1 key fob at no charge if you currently have a pool key. If you do not already have a pool key, a pool key fob may be purchased for \$20.00.

Accepted methods of payment are exact cash, check, or money order made payable to Huntcliff Park at Meadow Woods HOA.

Please bring the following with you to the management office in order to receive your pool key fob:

Owners: You must bring a photo ID.

Renters: You must bring a photo ID and a copy of your current lease agreement.

Also, to receive a key fob free of charge, please bring your current pool key to exchange for a new one.

## ***New Towing Location and Information***

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Please be advised that the towing company for Huntcliff Park at Meadow Woods is **Universal Towing and Recovery**. The towing company's location has recently changed and is as follows: **Universal Towing and Recovery, 407-816-0102, 206 6th Street, Lot 300 Orlando, Florida 32824.**

If your vehicle is parked on the street at night in our community, you run the risk of your car being towed. Per the rules and regulations of our community, all vehicles must be parked in your garage or driveway at night. If a vehicle is parked on the street between the hours of 12 AM – 6 AM, it will be towed **without warning at the owner's expense.**

**If you are planning a special event or party,** and you will have guests parked in the street from 12 AM – 6 AM, please contact the management office to make arrangements **at least 24 hours in advance** so we may inform the towing company and so we have time for you to pick up parking permits from the management office. Please be aware that the maximum number of vehicles permitted is 10.

If your vehicle or a vehicle of a guest is towed due to a violation of the parking rules and regulations, you should **contact the towing company to resolve the situation.** **Do not call DWD Professional Management regarding a towing issue.** The Board has not authorized the management company to make ANY exceptions to the parking rules and regulations. If you do not follow these parking rules, you will be towed **at your own expense and will not be reimbursed for any reason.**

## *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.

## *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 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.

## *Pool Rules and New Security System*

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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.*** This rule will be strictly enforced when personnel are present in order to ensure the safety of the children in our community. 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.

Since Envera Security Systems is installing the new security system at the pool, please be aware that the system will be monitored from dawn to dusk by a live attendant. Anyone entering the pool during this time will be asked to leave via a loudspeaker system. The attendant from Envera Security Systems will contact and dispatch the Sheriff's Department if their requests to leave are not followed by anyone trespassing in the pool area after hours.

If you have any concerns or questions regarding the pool rules or the new security system, please contact the management office.

## ***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.

## *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 our community. 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.

**Merry  
Christmas**



## Community Services Phone Numbers

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### 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

HUNTCLIFF PARK 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 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 \_\_\_\_\_

## December 2018 and January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>December</i>						1 Monthly Assess. Due
2	3 Trash and Bulk Items Pick-Up Hanukkah Begins	4 Recyclables/ Yard Waste Pick-Up	5	6	7 Pearl Harbor Remembrance Day	8
9	10 Trash and Bulk Items Pick-Up Grace Period Ends for Monthly Assess	11 Recyclables/ Yard Waste Pick-Up	12	13	14	15
16	17 Trash and Bulk Items Pick-Up	18 Recyclables/ Yard Waste Pick-Up	19	20	21 DWD Offices Closed at 12:00 PM	22
23	24 Christmas Eve DWD Offices Closed	25 Christmas Day  DWD Offices Closed	26 Trash and Bulk Items Pick-Up Recyclables/ Yard Waste Pick-Up DWD Offices Closed	27 DWD Offices Closed	28 DWD Offices Closed	29
30	31 New Year's Eve DWD Offices Closed Trash and Bulk Items Pick-Up					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>January</i>		1 Monthly Assess. Due Recyclables/ Yard Waste Pick-Up New Year's Day DWD Offices Closed	2	3	4	5
6 Three Kings' Day	7 Trash and Bulk Items Pick-Up	8 Recyclables/ Yard Waste Pick-Up	9	10 Grace Period Ends for Monthly Assess	11	12
13	14 Trash and Bulk Items Pick-Up	15 Recyclables/ Yard Waste Pick-Up	16	17	18	19
20	21 Trash and Bulk Items Pick-Up Martin Luther King Jr. Day	22 Recyclables/ Yard Waste Pick-Up	23	24	25	26
27	28 Trash and Bulk Items Pick-Up	29 Recyclables/ Yard Waste Pick-Up	30	31		