



# *Huntcliff Park at Meadow Woods*

## *July 2018 Newsletter*

### ***DWD Professional Management Office - New Location***

Please be advised that the DWD Professional Management main offices 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 providing pool access 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](mailto:info@dwdpm.com).

We look forward to seeing everyone at our new office location. Please feel free to contact us if you have any questions or concerns.

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 Speed Bumps Installed***

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The installation of speed bumps throughout the community is almost complete. The painting of the speed bumps is the last step and this will take place within the next week or two (weather depending). The asphalt needed time to cure, therefore, the painting could not occur until the curing process was finished. Please be aware of the location of the speed bumps and proceed accordingly.

## ***Towing Information and Parking Arrangements for Special Events***

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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 contact information is as follows: **Universal Towing and Recovery, 407-816-0102, 8808 Florida Rock Road, Lot 102, Orlando, FL 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**.

## ***School in Session on August 13th - Reminder Regarding Gate Parking and Entrance by Non-Residents***

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School is in session beginning on Monday, August 13<sup>th</sup>. Therefore, please remember that parking is not permitted in front of the entrance or exit gates at any time for dropping off or picking up students at Wyndham Lakes Elementary School. In the past, several residents have complained about parents from Wyndham Lakes Elementary School using our front gate area to park their vehicles so they can avoid the drop off and pick up lines at the school. They also tailgate residents into the community and park inside as well. Many times, the parents claim that they have permission from friends within our community to park at the gate or to enter through the gates and park inside. If this is the case, please inform your friends that this activity is not allowed. If your friends would like to enter the community by contacting you at the call box and then parking in your driveway, this would be acceptable since they would be your guest on your personal property. However, since the front gate area and the roads belong to the HOA, it is considered the Association's private property. All violators will be towed and/or trespassed if this trend continues during the school year. We greatly appreciate your cooperation in this matter. If you have any questions or concerns, please contact the management office.

## ***Businesses Not Allowed in Huntcliff Park***

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The Board of Directors wants to inform the residents that, per the Covenants, no businesses are allowed to operate in the community. Article VIII Section 1.A. clearly states that, "All property designated as a Living Unit shall be used, improved and devoted exclusively to single-family residential use. No business, profession or

trade of any type, other than the rental of a living unit, shall be conducted on any portion of the property," in Huntcliff Park.

Please be aware of this limitation, as well as Orange County's enforcement of any Code or Zoning violations stemming from any violations concerning their ordinances regarding businesses in residential communities. Also, please note that Orange County has strict guidelines on renting of properties. Short-term rentals, such as Airbnb rentals, are only allowed in Zoning Code R3. Huntcliff Park is Zoning Code PD. Therefore, short-term rentals are not allowed in Huntcliff Park. Thank you all for your cooperation with this matter. If you have any questions or concerns, please contact the management office.

## *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*

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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.

Also, please be advised that Management conducts inspections at night. The HOA will pursue recuperating any costs associated with damage to the pool caused by the inappropriate use of the facilities. The police will also be called if you are found at the pool after the posted hours. This is considered trespassing even if you are a resident of the community. This is the law for the State of Florida, and it will be enforced for the protection of our community assets and the safety of our residents.

Thank you for your cooperation with this matter. If you have any additional concerns or questions regarding this issue, 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.

***(Monthly Property Inspections continued)***

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.

## *Tree Trimming Reminder - Hurricane Season*

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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.

## *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.

## *Suspicious Activity*

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If you see people walking through the neighborhood looking into vehicles, looking into the windows of a home, trying to force open a door, or any other suspicious or illegal activities, please call the Orange County Sheriff's Department at (407) 836-4357.

**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.**



# Community Services Phone Numbers

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## Emergency:

Fire, Police, Medical Emergency:	<b>911</b>
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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](mailto: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** \_\_\_\_\_

## July and August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>July</i> 1 <b>Monthly Assess. Due</b>	2 Trash Pick-Up	3 Recyclables/ Yard Waste/Bulk Pick-Up	4 4 <sup>th</sup> of July 	5	6	7
8	9 Trash Pick-Up	10 Recyclables/ Yard Waste/Bulk Pick-Up <b>Grace Period Ends for Monthly Assess.</b>	11	12	13	14
15	16 Trash Pick-Up	17 Recyclables/ Yard Waste/Bulk Pick-Up	18	19	20	21
22	23 Trash Pick-Up	24 Recyclables/ Yard Waste/Bulk Pick-Up	25	26	27	28
29	30 Trash Pick-Up	31 Recyclables/ Yard Waste/Bulk Pick-Up				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>August</i>			1 <b>Monthly Assess. Due</b>	2	3	4
5	6 Trash Pick-Up	7 Recyclables/ Yard Waste/Bulk Pick-Up	8	9	10 <b>Grace Period Ends for Monthly Assess.</b>	11
12	13 Trash Pick-Up First Day of School	14 Recyclables/ Yard Waste/Bulk Pick-Up	15	16	17	18
19	20 Trash Pick-Up	21 Recyclables/ Yard Waste/Bulk Pick-Up	22	23	24	25
26	27 Trash Pick-Up	28 Recyclables/ Yard Waste/Bulk Pick-Up	29	30	31	