

# Huntcliff Park at Meadow Woods

## September 2020 Newsletter

### Corona Virus (COVID-19) Update

The state of Florida recently moved to the third phase of reopening. Since this change just occurred last week, the Board will need to meet to discuss how this impacts the common area amenities and other procedures. They will also need to consult with the Association's attorney for further guidance. The Board of Directors will continue to follow best practices based on state and County guidelines and mandates and based on CDC guidelines and recommendations. Therefore, we will provide an update within the next few weeks after we receive all of the advice and guidance needed from the attorney. For now, we will continue to follow the safety procedures as outlined below:

1) Office Visits – By Appointment Only: If you must stop by the management office in person, you will be required to make an appointment first so the staff can ensure proper social distancing. We will also require that you wear a mask or covering over your nose and mouth while visiting the office. Please contact the office at 407-251-2200 to make an appointment if needed. We encourage all residents to use the online portal or to conduct business via phone or email when possible.

**2) Board Meetings:** The Board will continue to conduct all business via telephone or videoconference.

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, <a href="www.huntcliffpark.com">www.huntcliffpark.com</a>. 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 <a href="mailto:info@dwdpm.com">info@dwdpm.com</a>

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: Melody Gazza Secretary/Treasurer: Robin Dearing

#### Annual/Budget Meetings

The Annual and Budget meetings will be held on **Wednesday**, **September 30**, **2020 at 7:00 PM** via Zoom.

**3) Common Areas:** The pool and playground area will remain closed at this time until we receive further guidance about the Phase III reopening.

We appreciate your cooperation and understanding in this matter. We will continue to monitor the situation at the local, state, and federal level and will provide updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health.

#### **Center for Disease Control:**

https://www.cdc.gov/coronavirus/ 2019-nCoV/index.html

Florida Department of Health: <a href="http://www.floridahealth.gov/">http://www.floridahealth.gov/</a> or call the COVID-19 Hotline if you have questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at <a href="mailto:info@dwdpm.com">info@dwdpm.com</a>.

We wish all of our residents well during this difficult time. Take care, and stay safe.

# Assessment Information and Payment Plan Options

Huntcliff Park at Meadow Woods HOA currently has a monthly assessment of \$90.00. Payments are due on the 1<sup>st</sup> of each month. Payments received after the 10<sup>th</sup> of each month will be assessed a \$10.00 late fee.

If you are experiencing financial difficulties or job loss due to COVID-19, please contact our office to set-up a payment plan. It is very important that you contact us to discuss this matter. We cannot set-up a payment plan if we are not aware of your financial situation.

We have had a few owners request that the assessment is waived completely. Please be aware that this is not possible. The Association is a not-for-profit organization and is not eligible to receive funds from government assistance programs. Therefore, the Association must still pay all insurance, maintenance, and common area expenses. While the assessments cannot be waived, the Board of Directors and management company will work with owners who have experienced job loss due to COVID-19. We will make payment arrangements with these owners in order to ease the financial impact as much as possible.

If you have any other questions or concerns regarding your account balance, please feel free to contact the management office at 407-251-2200 or at info@dwdpm.com.

# New Owner Access Platform

We are thrilled to announce the new online owner access feature where you can login to manage your account and access community documents. With your Internet-enabled device, you will now be able to view your current account balance, check your payment history, view your open records and more! We encourage everyone to utilize the new on-line access platform at <a href="https://owner.topssoft.com/DWD">https://owner.topssoft.com/DWD</a> ProfessionalManagement/Account/Login.

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. If you have not already provided your email, please email your information to

info@dwdpm.com and include your community name, address within the community, and the email address you want on file. This extra step is designed for the safety of your personal information because it allows us to verify each homeowner. Once your email address has been opted into the system, you will receive an email to register. For security purposes, a return email will be sent to confirm you are the owner of that email account. If you received the registration email but the time has expired and you are in need of a new registration email, please contact

our office by email at <a href="mailto:info@dwdpm.com">info@dwdpm.com</a> with your request. Please make sure to include the email address you want us to use and we process a new registration email for you.

Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email you can create your password and your account will be registered. You will then be able to log into your account using your email address and the password you created when you registered. Please make sure to use Google Chrome which is the preferred web browser for the platform.

# Future 417 Widening Projects

On pages 8-9 of this newsletter, please find an announcement from the Central Florida Expressway Authority regarding their plans to widen the 417 from International Drive to Narcoossee Road beginning later this year.

# No Parking on the Grass or Easement

It has come to the Board's attention that there are residents parking nightly on the easement and the front yards of homes to avoid being towed due to the restriction on street parking in the evening. Please be aware that parking on the grass and the easement is NOT permitted. All cars must be parked in garages and on driveways.

#### Hurricane Season

Hurricane season began on Monday, June 1st and continues through the end of November. The National Oceanic and Atmospheric Administration is predicting a busy season this year with between 13 to 19 named storms (winds 39 mph or higher). Therefore, please take the time now to prepare your home and your family for hurricane season. Please see the pages below for additional information about hurricane preparedness provided by HIG Insurance.

We also ask you to take this time to trim your 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 this season.



# Association Payments Via the Payment Portal with Center State and Payment Reminders

If you have set-up automatic payments through the on-line payment system with Center State Bank, please be aware that DWD Professional Management does not have access to that system and any updates needed must be made directly by you. If you have made any errors in terms of the amount of

your payment or the frequency of your payment, please login into the portal to make any necessary revisions. Since the monthly assessment payment is now \$90.00, you will need to make this adjustment on the website. It will not automatically update to the new amount. Go to schedule payments, cancel the current request, and start a new request with the correct payment amount and/or frequency.

Please also be aware that all on-line payments take 2 to 3 business days for processing before they are applied to your account.

In addition, the on-line payment system is a payment portal only. This system is not connected to the account system with the management company. The payment portal does not have any information regarding your current account balance. If you need your account balance or a full detailed payment history report, you must contact the management company directly.

Finally, please be aware that DWD Professional Management does not send payment reminders by text or email. If you are receiving payment reminders through text or email, this is because you have signed up for it through the online payment portal. If you have signed up for the reminders in error, please login into the portal. Go to notifications and cancel/edit the request and make any changes needed or set-up a new request.

If you have any questions or concerns about the on-line payment portal, please contact the management office for assistance.

### Reporting Street Light Outages

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.dukeenergy.com/customerservice/request-light-repair.

Please contact the management office if you need assistance or if you have any questions.

#### Curbside Collection

Under the Orange County Curbside Collection program, garbage, recycling, yard waste, and bulk items are each picked up only one time per week. The schedule for your community is as follows:

#### Garbage collection – Monday

Yard Waste, Recycling, and Bulk Items – Tuesday

Per the documents of your community, we are asking that you please do not place your items outside your home in view from the street on days when you do not have a scheduled pick-up. Please keep them inside your garage, behind your fence, or behind your home.

If you have any questions or concerns regarding the garbage collection program, please contact the Orange County Solid Waste Department. You may reach them by email at Solid.Waste@ocfl.net or by phone at 407-836-6601.

# Businesses Not Allowed in Huntcliff Park at Meadow Woods

The Board of Directors wants to inform the community that, per the Covenants, no businesses are allowed to operate in the community. Article VIII Section 1A, clearly states in part that all property designated as a Living Unit shall be used, improved and devoted exclusively to residential use. No business, profession or trade of any type shall be conducted on any portion of the property in Huntcliff Park at Meadow Woods, including Transient Rentals. This prohibition also includes car washing, car repairs, and any other car related business.

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 Air BnB rentals, are only allowed in Zoning Code R3. Greenpointe is Zoning Code PD. Therefore, short-term rentals are not allowed in Greenpointe at Meadow Woods. Thank you all for your cooperation with this matter.

#### 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.

# Towing Company Location and Information

Please be advised that the towing company for Huntcliff Park at Meadow Woods is <u>Universal</u>
<u>Towing and Recovery</u>. The towing company's location is as follows: <u>Universal Towing and</u>
<u>Recovery, 407-816-0102, 206</u>
<u>6th Street, Lot 300 Orlando,</u>
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 quest 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.

### Architectural Changes (Exterior Modifications)

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 quidelines). 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.

## Community Services Phone Numbers

Emergency:					
Fire, Police, Medical Emergency:	911				
Law Enforcement:					
Orange County Sheriff's Dept. (Non- Emergency):	407-836-4357				
Utilities:					
Orange County Utilities:	407-836-5515				
Chamber of Commerce:					
Orlando Chamber of Commerce:	407-425-1234				
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				

## SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.





cdc.gov/COVID19-symptoms



Starting in late 2020, the Central Florida Expressway Authority (CFX) will begin work to widen SR 417 (Central Florida GreeneWay) from International Drive to SR 528 (Martin B. Andersen Beachline). This work is being done to meet the demands of population growth and improve traffic flow on one of CFX's busiest expressways. Work will be broken into five phases to minimize impact to motorists.

Central Florida is growing rapidly and so is the traffic on our roadways. In just the past five years, the number of vehicles on CFX roads has more than doubled. Traffic is expected to grow as more than 1,500 people move to Central Florida each week. A recent study by the Orlando Economic Partnership advises Osceola and Orange counties will be the fastest growing in Florida, with nearly a 30-percent rise in population.

According to CFX's 2018 numbers, the average daily traffic count on SR 417 between International Drive and SR 528 ranges from more to 68,000 to nearly 95,000 depending on the location. Orange County officials report the average

person spends 46 hours a year in traffic! To reduce that commute time, CFX will widen SR 417 between International Drive and State Road 528 from two lanes to three lanes in each direction (six lanes total). The widenings consist of five separate projects:

- SR 417 from International Drive to John Young Parkway
- · SR 417 from John Young Parkway to Landstar Boulevard
- . SR 417 from Landstar Boulevard to Boggy Creek Road
- SR 417 from Boggy Creek Road to Narcoossee Road
- SR 417 from Narcoossee Road to SR 528





#### The widening projects include:

- Additional Prepaid Toll Lanes (dedicated E-PASS lanes) in each direction at the John Young Main Plaza and the Boggy Creek Main Plaza;
- · Sound walls along several locations of the expressway; and wider "incident management" shoulders.

Construction on the first segment will start in late 2020 and will take approximately four years before all five projects are complete.

#### For more information:





Construction@CFXway.com



www.CFXway.com



Follow us on Twitter @DriveEPASS for current project information

See back page for projects map.



# HURRICANE PREPAREDNESS PLAN



# Supply Kit Checklist

Water	For The Home	
Water  □ One gallon of drinking water per person per day for at least three to seven days  □ One gallon of water for each person per day for cooking and personal hygiene  □ Don't forget water for your pets!  Ice  □ Freeze water in zip-type freezer bags and two-liter soda jugs	☐ Cooler for ice and food storage ☐ Flashlights with extra batteries or hand-crank flashlights ☐ Battery or solar powered lanterns ☐ Battery powered NOAA ☐ Weather radio with extra batteries or hand-crank radio ☐ Car charger for mobile phone ☐ Battery operated digital TV with car charger adapter	☐ Smoke detectors ☐ Carbon-monoxide detectors ☐ Two-way radio if power, terrestrial telephone and cell towers fail ☐ Fire extinguisher ☐ Waterproof container or resealable plastic bag to store important papers like insurance, medical, bank, or Social Security documents/ numbers
Fill coolers with ice. Ice can be used to preserve food once the power goes out  Food  Non-perishable packaged or	☐ Grill with extra propane, charcoal, or sterno (Outdoor Use Only) ☐ Matches in waterproof container or butane starter for grill ☐ Paper plates/bowls/cups, plastic eating utensils, napkins, paper	□ Cash (without power, credit cards are unusable) □ First Aid Kit □ Two weeks supply of prescription drugs
canned food to last at least three to seven days  Ready-to-eat canned meats, fruits and vegetables: Canned or boxed juice Canned or boxed milk Cereal Soup Peanut butter and jelly,	towels, moist towelettes  Manual can opener and bottle opener  Cleaning supplies  Non-scented liquid household chlorine bleach or water purification tablets  Work gloves  Duct tape	☐ Two weeks supply of vitamins ☐ Over the counter pain reliever ☐ Antibacterial hand soap ☐ Toilet paper ☐ Plastic garbage bags ☐ Mosquito repellent ☐ Sunscreen ☐ Toiletries/Hygiene items
granola bars, trail mix Instant coffee or tea Dried fruits and nuts Bread, crackers and cookies Raw Vegetables Fresh fruit Special food for babies and the elderly	☐ Heavy-duty outdoor extension cords ☐ Waterproof tarps ☐ Plastic sheeting ☐ Rope ☐ Basic tool kit ☐ Corded phone	Health Essentials  Documentation, license  Non-perishable food  Medications  Water

## **THURRICANE PREPAREDNESS PLAN**



## Your First Aid Kit

A first aid kit should be kept in the home and each automobile and should include:

□ Sterile adhesive bandages
□ Sterile gauze pads
☐ Hypoallergenic adhesive tape
□ Triangular bandages (3)
□ Sterile roller bandages, antibiotic ointment, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue blades (2)
□ Tube of petroleum jelly or other lubricant
☐ Assorted sizes of safety pins
□ Cleansing agent/soap
□ Latex gloves (2 pairs)
□ Sunscreen
□ Bug repellent
☐ Aspirin or non-aspirin pain reliever, anti-diarrhea medication, antacid
□ Bottled water and other fluids







# Hurricane Family Preparedness

Hold a family meeting
Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of and encourage everyone in the family to contribute their ideas.
Discuss whether you'll need to evacuate
Determine whether you live in an evacuation zone and, if so, where you will go if an evacuation order is given. Going to a family or friend's house or hotel outside the evacuation area is your best choice. If you choose to go out of town, do so well in advance of the storm. Since shelters provide for only basic needs, this should be your choice of last resort.
Ensure your assets are protected
Inventory your home possessions and videotape or photograph items of value. Review your insurance policies to ensure you have adequate coverage.
Assess your home for vulnerable areas
Do a walk-through of your home and property to evaluate your roof, windows, garage door, landscaping, etc. and determine what actions you will take.
Make a plan to protect your vehicles
Decide where you will store or park your vehicle, boat or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
Secure your home
Decide what actions you will need to take to protect your home and your property (shutters, generator, trim trees), and to keep as comfortable as possible during recovery.
Discuss whether anyone in your home is elderly or has special needs and, if so, make

## HURRICANE PREPAREDNESS PLAN



## Hurricane Family Preparedness

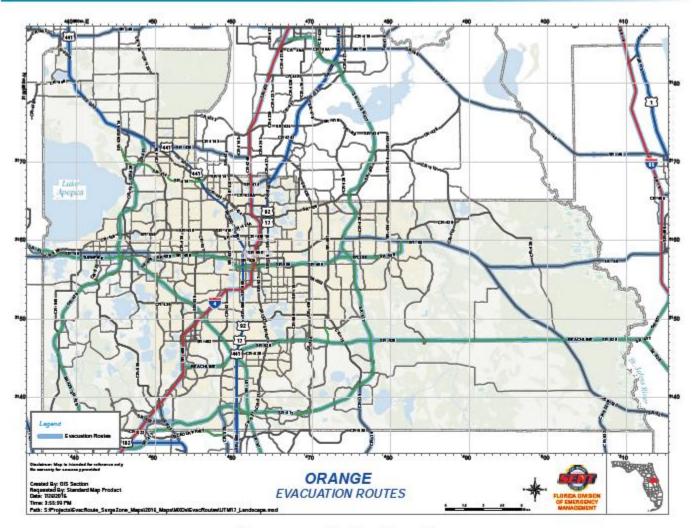
	have to evacuate. If appropriate, plan for large animals such as horses
	Gather your supplies
	Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see sidebar for essential items to include)
	Notify others of your plan
	Let family or friends know what your hurricane plan is so they can check on you in the aftermath of the storm. Establish an out-of-town contact
	Plan ahead for the possibility of becoming separated from your family and friends, whether it is a personal emergency or a larger-scale disaster
	Start by designating a single, out-of-town contact that your family or household members can call, e-mail or text message should a disaster occur. If local phone service is overwhelmed, it may be easier to call outside the area. Your contact should be aware that they are your family's designated contact
	All of your loved ones should agree to call the out-of town contact to report their whereabouts and welfare
	Regular contact with your designated person will help to keep everyone informed. After initial contact and depending on the circumstances, you might set a specific check-in time
	When telephone lines are busy, e-mails or text messages may go through when calls cannot
_	Create an emergency contact list; include phone numbers and e-mail addresses for your designated out-of-town contact, loved ones, neighbors and other emergency numbers such as police, fire and your physician
	Make copies of the list for every family member and print a copy to keep by the phone and with your emergency supplies
	Make sure to secure outside structures and get all outside items and bring everything inside including patio chairs, grills potted plants and balcony items

□ Dotarming how you will address your not's needs and make a plan for your not in case you

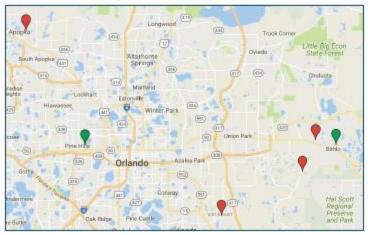
### MURRICANE PREPAREDNESS PLAN



## Orange County Evacuation Zones



#### **Emergency Shelter Locations**



#### 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

		ARCHITECTU	<b>IRAL REVIEW BO</b>	ARD (ARB) APPLICATION	
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NOTE:	Applications submitte	d by fax or withou	it two (2) copies	of the survey, drawing, o	or color sample will be considere
incomp	olete. If an application	is incomplete, it v	vill not be proce	ssed and will be returned	d to you.
hereb	y understand and agre	e to the following	conditions.		
1.	No work will begin ur	ntil written approva	al is received fro	m the Association. You ha	ave 60 days from the approval da
	to complete the worl				
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## September and October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September		1 Monthly Assess. Due Recyclables/ Yard Waste/Bulk Items Pick-Up	2	3	4	5
6	7 Trash Pick-Up Labor Day DWD Offices Closed	8 Recyclables/ Yard Waste/Bulk Items Pick-Up	9	Grace Period Ends for Monthly Assessments	11 Patriot Day	12
Grandparents Day	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Items Pick-Up	16	17	18	19
20	21 Trash Pick-Up Peace Day	Recyclables/ Yard Waste/Bulk Items Pick-Up Autumn begins	23	24	25	26
27	28 Trash Pick-Up	29 Recyclables/ Yard Waste/Bulk Items Pick-Up	Annual & Budget Meetings at 7:00 PM via Zoom			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October	Breast Cancer Awareness Month Down Syndrome Awareness Month			Monthly Assess. Due	2	3
4	5 Trash Pick-Up World Teachers' Day	6 Recyclables/ Yard Waste/Bulk Items Pick-Up	7	8	9	Grace Period Ends for Monthly Assessments
11	12 Trash Pick-Up Columbus Day	Recyclables/ Yard Waste/Bulk Items Pick-Up	14	15	National Boss's Day	17
18	19 Trash Pick-Up	Recyclables/ Yard Waste/Bulk Items Pick-Up	21	22	23	24
25	26 Trash Pick-Up	27 Recyclables/ Yard Waste/Bulk Items Pick-Up	28	29	30	Happy 65 HALLOWEEN