



# Huntcliff Park at Meadow Woods

## January 2024 Newsletter

### Monthly Assessment Reminder

**Huntcliff Park at Meadow Woods HOA new monthly assessment is \$115.00.**

Payments are due on the 1st of each month. Payments received after the 10th of each month will be assessed a \$10.00 late fee.

If you need to check your account balance, you may do so on the owner's online portal or you may contact the management company.



### Winner of the Holiday Decorating Contest!

The community held a Decorating Contest this past

holiday season. We are happy to inform that the winner was 1655 Caribou Hunt Trail.



### Reminder to Remove Holiday Lights/Decorations

Happy New Year! Sadly, the holiday season is now over, and it is time to remove all holiday lights and decorations.

We ask that you please remove your holiday lights and decorations by this weekend if you have not done so already.

Thank you for your cooperation in this matter.

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  
Marjorie C. Webb, LCAM  
DWD Professional Management, LLC  
[info@dwdpm.com](mailto:info@dwdpm.com)

407.251.2200 phone  
800.759.1820 fax  
9419 Tradeport Drive  
Orlando, FL 32827

### Board of Directors

**President:** Roberto Gayo  
**Secretary/Treasurer:** Robin Dearing

## *2024 Assessment Information*

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On Thursday, November 2nd, the Board of Directors held their Budget meeting to discuss the proposed budget for 2024. After much consideration, the Board voted to increase the monthly assessment next year. Due to the current rise in the costs for insurance, labor, supplies, utilities, and services, this increase was needed in order to balance your budget for 2024.

**Therefore, your assessment was increased to \$115.00 per month for 2024.**

If you are interested in obtaining the 2024 Budget for your community, please feel free to review the document on the community website using the following link:

<http://huntcliffparkhoa.weebly.com/approved-budget.html>



## *Community Bulletin Board*

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Please be advised that if you would like to post on the community bulletin board, you must submit your document or flyer to the community management company by email at [info@dwdpm.com](mailto:info@dwdpm.com).

Do not tape anything to the bulletin board as this will damage and leave tape residue behind.

Thank you for your cooperation in this matter.

## *Broken Garbage Containers*

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Please be aware that if your garbage cans are broken and you need a replacement, you need to contact the Orange County Solid Waste Department. You may reach them by email at [Solid.Waste@ocfl.net](mailto:Solid.Waste@ocfl.net) or by phone at 407-836-6601.

## *Community Social Media Accounts*

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Please be advised that the Board of Directors and the Management Company has become aware of homeowners creating or participating in some social media pages (Facebook, Next Door, etc) with the community's name, however, please be aware that management does not have access to or the information about the community that's shared on those sites.

If any homeowner has any questions about any information shared, please contact the Management Company by email at [info@dwdpm.com](mailto:info@dwdpm.com).

## *New Upgraded Owner Access Platform - Enumerate*

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We are pleased to announce that the owner online platform has been upgraded and we will be sending you a new registration

email to the email address on file with our office by the end of next week. This new platform will replace the previous online portal and will provide you with additional features and information. With your Internet-enabled device, you will be able to view your current account balance, check your payment history, view your open records (violations, work orders, and service requests), view announcements and alerts for the community, link multiple properties under the same login, and more!

To ensure your privacy, only homeowners whose email address is on file have received a registration email. If you have not provided your email, please send your information to [info@dwdpm.com](mailto:info@dwdpm.com) and include your community's name and property address within the community. 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. The link to the new portal is as follows:

[Portal - Login \(goenumerate.com\)](https://goenumerate.com)

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.

We encourage everyone to utilize the new on-line access platform in order to review your property account and obtain community information.

## ***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 grass/yards of the 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.

Thank you for your cooperation in this matter.

## ***Suspicious Activity***

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.** Thank you.



## ***Online Payment Portal Information***

If you have set-up automatic payments through the on-line payment system with South 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.

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.

## ***Hitting the Barrier Arms and/or Gates***

Please be advised that as per the Board, there is a flat fee of \$300.00 that will be charged to any property address that hits the barrier arms and/or gates.

This flat fee is to hopefully cover the cost for any repairs needed, however, if the cost of the repair exceeds the flat fee, there will be additional repairs costs incurred.

Please keep in mind that the barrier arms will open after the gates are fully open. Thank you for your cooperation in this matter.



## Payment Plan Options

If you are experiencing financial difficulties or job loss, 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.**

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](mailto:info@dwdpm.com).

## Pool Keys

If you need to obtain a pool fob for the community pool, 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. Pool fobs cost \$20.00 each.

Accepted methods of payment are 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.

## Please Pick-up After Your Pets and Keep Pets on a Leash at All Times

We understand that many of the residents in our community are pet owners. Owning a pet is a wonderful experience 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 of in a waste receptacle.** This is not only a community rule; it is an Orange County ordinance as well. The Association has installed several doggy stations throughout the community for your convenience. Please use these receptacles to dispose of any dog waste. Dog waste is a hazardous substance and causes damage to grass and may spread illnesses to others.

It is also extremely important that your dog is on a leash for the protection of other animals and for the protection of people (especially children) who may encounter your pet within the community. Keeping your dog on a leash is also a protection for your pet since it safeguards them from dangerous situations. If you

see a dog unattended within the community, please notify **Orange County Animal Control** at the following number: **407-836-3111**. Thank you for your understanding and cooperation in this matter.



## Monthly Property Inspections and Notifications

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 partial 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) Garbage cans visible from the streets
- 8) Roofs with mold or broken/missing shingles
- 9) Parking on the grass
- 10) 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.

## *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.



## *Pool Rules and the Pool 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.***

**Please be aware that Envera Security system monitors the pool every evening after dusk. Therefore, anyone found at the pool from dusk to dawn will be asked to leave by Envera Security. Envera will call the Orange County Sheriff's Department if necessary and the responding officer will issue trespass warrants if needed.**

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. In addition, the Association will pursue recuperating any costs associated with damage to the pool caused by the inappropriate use of the facilities.

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.

Thank you for your cooperation with this matter. If you have any additional concerns or questions regarding this issue, please contact the management office.

## ***Businesses Not Allowed in Huntcliff Park at Meadow Woods***

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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.

## ***Towing Company 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 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.**

## ***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.

## *Garbage Cans / 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.

The Board asks that all residents place their garbage containers out on the **road no earlier than 6 PM the night before collection, and they must be returned to their proper storage areas by 6 PM the day of collection.** Thank you for your understanding and cooperation with this matter.

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## Community Services Phone Numbers

### 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.**

ADDRESS: 9419 Tradeport Drive, Orlando, FL 32827  
PHONE: 407-251-2200 FAX: 800-759-1820 EMAIL: [info@dwdpm.com](mailto:info@dwdpm.com)

**GATE ACCESS FORM**

This form will be used to set up your information into the community’s gate system. Please fill out the information below and send to the Association by mail, fax, or email. You may also use this form to request a gate code and/or remote and to report problems with your gate access devices.

Please indicate below if you need to obtain a gate code, remote, or if you need to report a problem with your device.

Set up new code       Set up new remote(s)       Report a problem

All residents are included in the directory at the gate. Your visitors will use the call box at the gate to dial your telephone number for access. Please press “9” on your telephone keypad to open the gate for your visitors.

If you would like your name to be excluded completely from the directory box, please check here

Date: \_\_\_\_\_

Homeowner Name (Last, First): \_\_\_\_\_

Tenant Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Telephone Number (including area code): \_\_\_\_\_  
(This will be the number called from the gate to your home)

Alternate Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Vehicle Information:**

Plate Number: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Plate Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_ Plate Number: \_\_\_\_\_ Plate Number: \_\_\_\_\_

**Gate Remote Request** – Please indicate the number of remotes needed. You may purchase remotes for \$50.00 each. Please make your check or money order payable to: **Huntcliff Park at Meadow Woods HOA.**

\_\_\_\_\_ Number of Gate Remotes Requested

**Problem with your device** – Please describe the problem that you are having with your device below.

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

# January and February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>January</i>	1  DWD Office Closed Monthly Assessment Due	2 Recyclables/ Yard Waste/Bulk Items Pick-Up	3	4	5	6
7	8 Trash Pick-Up	9 Recyclables/ Yard Waste/Bulk Items Pick-Up	10 Grace Period Ends for Monthly Assessment	11	12	13
14	15 Trash Pick-Up Martin Luther King Jr. Day	16 Recyclables/ Yard Waste/Bulk Items Pick-Up	17	18	19	20
21	22 Trash Pick-Up	23 Recyclables/ Yard Waste/Bulk Items Pick-Up	24	25	26	27
28	29 Trash Pick-Up	30 Recyclables/ Yard Waste/Bulk Items Pick-Up	31			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>February</i>				1 Monthly Assessment Due	2 Groundhog Day	3
4	5 Trash Pick-Up	6 Recyclables/ Yard Waste/Bulk Items Pick-Up	7	8	9	10 Grace Period Ends for Monthly Assessment
11	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Items Pick-Up	14 Valentine's Day	15	16	17
18	19 Trash Pick-Up President's Day	20 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		