



## Professional Management

Dear Huntcliff Park at Meadow Woods Community Member:

We are pleased to inform you that the Board of Directors of Huntcliff Park at Meadow Woods has contracted with DWD Professional Management, LLC, to manage your neighborhood.

As the Community Manager for Huntcliff Park at Meadow Woods, I wanted to review a few questions that you may have about your new Community. This letter is designed to answer most of the common questions and is presented in easy-to-read language, unlike the Declaration of CC&R's, By-Laws and Rules & Regulations. By all means, ***these documents are important and should be reviewed prior to purchasing or leasing a home in Huntcliff Park at Meadow Woods.***

**ASSESSMENTS** are currently **\$95.00 per month**. Payments may be mailed to the pre-printed address on your statements. If it is more convenient, you may also drop off these payments at our offices located at 9419 Tradeport Drive, Orlando, FL 32827.

You also have the following payment options for your monthly assessments:

You may pay online through the Association's bank using a credit card, debit card, or e-check. The website is as follows: <https://dwdprofessionalmanagement.epay-centerstatebank.com/#/person/select-account/>. You will need the following identification numbers in order to make these payments:

**Management ID:**

**Association ID:**

**Homeowner ID:**

If you would like to use on-line bill pay with your bank, you will need the following information:

**Payee Account Number:**

**Check Payable to:** Huntcliff Park at Meadow Woods HOA

**Mailing Address:** Huntcliff Park at Meadow Woods HOA, C/O DWD Professional Management, PO Box 22184, Tampa, FL 33622

Finally, if you would like to set up auto debit, please email or mail a voided check to [info@dwdpm.com](mailto:info@dwdpm.com). The payments will be automatically withdrawn from your account on the 5th of each month.

If you have any questions concerning your assessment, please e-mail us at [info@dwdpm.com](mailto:info@dwdpm.com).

**ARCHITECTURAL CHANGES** to your home, such as painting, fencing, window film, hurricane shutters and other such appearance changing alterations, require prior written approval of the Huntcliff Park at Meadow Woods Architectural Review Board. The ARB application form and the ARB guidelines are available at the Huntcliff Park at Meadow Woods Website, [www.huntcliffpark.com](http://www.huntcliffpark.com).

**EMERGENCY** after-hours situations: Please call (407) 251-2200 and follow the recorded instructions. Emergencies are defined as issues pertaining to safety, flooding, and other catastrophic situations. In other words, please leave a message for things that cannot wait until our regular office hours, which are Monday through Friday, 9:00 AM to 5 PM. For medical, police, or fire department attention, please call **911**.

**NUISANCES**, which become an annoyance to residents, require following the procedures outlined in the Huntcliff Park at Meadow Woods Rules and Regulations stipulating three (3) written complaints from three (3) separate households. Refer to your Huntcliff Park at Meadow Woods Documents for further details.

**THE OFFICE FOR HUNTCLIFF PARK AT MEADOW WOODS** is located at 9419 Tradeport Drive, Orlando, FL 32827. Our office staff is available from 9 AM – 5 PM. You may reach us by phone at 407-251-2200, by fax at 800-759-1820, and by email at [info@dwdpm.com](mailto:info@dwdpm.com). If you would like to meet with one of our community managers, please contact our office to set-up an appointment.

**PETS** are permitted on and about the Huntcliff Park at Meadow Woods property. However, please keep them on a leash and under the control of an adult when outside. It is a part of the Association Rules and Regulations that all residents **must pick up after their pets**. Unruly, noisy and offensive pets will not be permitted on Huntcliff Park at Meadow Woods property.

**GATE ACCESS** to the community is by gate access code and remote only. **Please see the gate access form included with this mailing to request gate access.** You may also request that your name and telephone number are added to the call box for providing guest access.

If you have any questions regarding gate access, please contact our office.

**PARKING** on the street from 12 AM – 6 AM is **not permitted**. Please park your car in your garage or driveway during these hours. If any vehicle is parked in the road during these hours, the vehicle may be towed without warning and at the owner's expense. If you are planning a special event or party, and you will have guests parked in the street during these hours, please contact our office to make arrangements at least 24 hours in advance so we may inform the towing company.

**RULES & REGULATIONS** for Huntcliff Park at Meadow Woods have been established by the Board of Directors to protect property values and desirability of this neighborhood. Failure to follow the Rules & Regulations, as well as the Declaration of CC&R's and By-Laws, are enforceable and can lead to monetary penalties and denial of use of the facilities. A complete copy of the Huntcliff Park at Meadow Woods Rules & Regulations is available on the Huntcliff Park at Meadow Woods Website, [www.huntcliffpark.com](http://www.huntcliffpark.com).

**A COMMUNITY PORTAL** is available for all members of the Association through TOPS [ONE]. The community portal will provide you with access to your community's governing documents and your account balance and history. You may also submit maintenance requests and Architectural Review Change applications as well as perform several other convenient functions to keep you in touch with our office and your community. We will send a notification to you via email to join the TOPS [ONE] portal so you may gain access to this service. If you do not believe the Association has an email address on file for your account or if you do not receive an email to join the portal within the next couple of weeks, please contact our office to provide us with your email address and we will add this information to your account so we may provide you with access to the on-line portal. You may also use the attached new owner contact form to provide us with your email address and phone number.

**THE SWIMMING POOL AND RECREATIONAL CENTER** are for the use of owners, residents and their accompanied guests. Please observe the posted rules at the swimming pool and playground areas. **In order to obtain access to the pool, please see the pool gate access form included with this mailing.** Submit the form to our office at your earliest convenience. Pool fobs cost \$20.00 and may be purchased at our office. If you have any questions regarding the recreational facilities, please contact our office.

**TRASH PICK UP:** Monday  
**YARD WASTE:** Tuesday  
**RECYCLABLES:** Tuesday  
**BULK PICK UP:** Tuesday

If you have questions about the schedule for your neighborhood, contact Orange County Solid Waste at 407-836-6601.

Please remember that trash, recyclables, and yard waste containers may be placed curbside at sunset on the evening before collection and must be stored out-of-sight by dawn the day following pickup.

If this leaves you with any unanswered questions, just e-mail us at [info@dwdpm.com](mailto:info@dwdpm.com) and we will be delighted to find an answer for you or you can visit the Huntcliff Park at Meadow Woods Website, [www.huntcliffpark.com](http://www.huntcliffpark.com). I hope this information is helpful and I look forward to working with the residents and Board of Directors of your neighborhood.

Sincerely,  
**William C. Webb, LCAM**  
Community Manager  
DWD Professional Management, LLC  
9419 Tradeport Drive  
Orlando, FL 32827  
[info@dwdpm.com](mailto:info@dwdpm.com)  
[www.dwdpm.com](http://www.dwdpm.com)

***Note: This Welcome letter is intended to be an overview of Huntcliff Park at Meadow Woods Homeowners' Association, Inc., and not a substitution for the Declaration of CC&R's, By-Laws or Rules & Regulations of the Association. In all cases, the Governing Documents of the Association shall prevail.***