



# Islebrook at Meadow Woods

## January 2024 Newsletter

### Quarterly Assessment Reminder

Islebrook at Meadow Woods HOA currently has a quarterly assessment of \$132.25 for the 2024 Budget Year. Your 1st quarter assessment was due on Monday, January 1st.

Payments received after the 10th of the month will be assessed a \$10.00 late fee (Jan.-Dec.). Also, if there is a balance on the last day of the month, the account will accrue interest (Jan.-Dec.).

If you have any questions or concerns regarding your account balance, please contact the management office.



### 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.

### 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

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.islebrookatmeadowwoods.com](http://www.islebrookatmeadowwoods.com). Click on "Resident Services" then "Online Forms." Fill out and submit the form prior to making any exterior modifications to your home.

### COMMUNITY MANAGERS

**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:** Melissa Postigo  
**Treasurer/Secretary:** Adam Earle

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).

## *2024 Assessment Information*

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On Monday, October 30th, the Board of Directors held their Budget meeting to discuss the proposed budget for 2024. After much consideration, the Board voted to keep the quarterly assessment the same for next year.

However, due to the current rise in the costs for insurance, labor, supplies, utilities, and services, the budgeted items have been rebalanced for the 2024 budget year. **Therefore, your assessment will remain at \$132.25 per quarter for 2024.**

If you are interested in obtaining the 2024 Budget for your community, please feel free to review the document on the owner's portal.



## *Road Parking and Issues*

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It has come to our attention that many people within the community are parking in violation of County ordinances (i.e., parking over sidewalks, parking in the wrong direction, or parking too close to stop signs). Please be aware that the off-duty Orange County Sheriff's Deputy who patrols the neighborhood has issued and will continue to issue traffic citations to anyone in violation of County ordinances.

Also, please be advised that the Association cannot enforce parking laws. The streets within the community belong to the County and only the County can issue citations or tow vehicles from the streets within the community.

Street parking violations can be reported to Orange County Code Enforcement by calling (407) 836-3111 or 311. Or by reporting it to the Parking Enforcement by calling (407) 836-0800

If you have any questions or concerns regarding this issue, please contact the management company.

## *No Parking on the Grass or Easement*

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It has come to the Board's attention that there are residents parking nightly on the easement and the yards of homes. **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.

## *No Parking Zones Update*

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Due to the continue issues with people parking on the road and obstructing the flow of traffic. The County has provided the Association with a petition for "No Parking Zones" which has been given to all the residents of the community through the prior newsletters. The petition has been completed and the County has completed a study of the parking issues within the community.

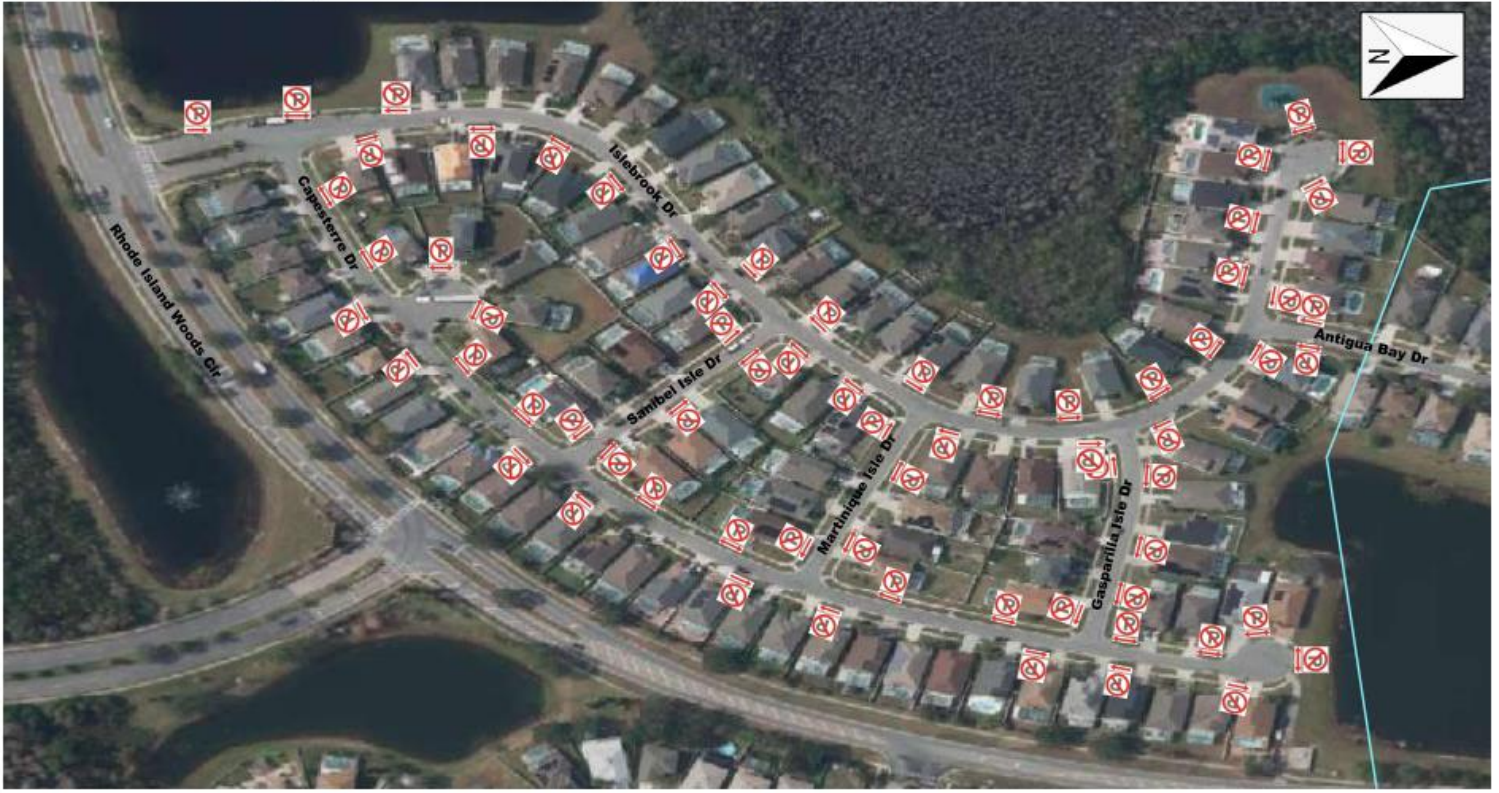
The County recently completed this road study and determined that No Parking signs are needed throughout the community in several locations to allow the safe passage of vehicles (including emergency vehicles). The County will install the No Parking Signs throughout the neighborhood within 6-8 weeks. Please be advised that the signs are being installed by the County at no cost to the Association. The roads in the community belong to the County, and only the County may enforce the parking ordinances. Therefore, they are responsible for these No Parking signs. Please be advised that once these signs are installed, you will no longer be able to park in these locations. The County may issue citations and tow vehicles parked in the No Parking zones.

Please review the maps provided below for the exact locations of these signs.

### Full Map



Sign Locations



Sign Locations



## *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.



## *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.

## *Off-Duty Sheriff's Deputy Patrols and Suspicious Activity*

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Your community is now being patrolled each week 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 residents in the Meadow Woods area. 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.

If you notice anyone suspicious within the community, it is important that you call and report the issue. **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), please call DWD Professional Management to address these concerns. Thank you.



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

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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 of 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.

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.



## ***Architectural Review Change Procedures***

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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 exterior of your property, then you will need to fill out the Architectural Review Board (ARB) application. An application must be completed and approved by the Board of Directors before any project may begin.**

These applications will always be available on your community's website and they are included in this monthly newsletter (please see 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 ARB 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 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 Board (ARB). The ARB is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria. Per Florida Statutes, this process may take up to 30 days.

As soon as the Board makes a decision, we will mail you a letter of approval or denial. Please make sure you do not proceed with any improvements until you receive your letter of approval. 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 office.

## ***Garbage Cans / Curbside Collection***

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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.

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 – Tuesday**

### **Yard Waste, Recycling, and Bulk Items – Wednesday**

**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.

## *Please Drive Safely*

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It has been observed that some of the residents and many visitors are driving way too fast in the community. **Please follow the posted speed limits within the community.** Please be aware that residents have expressed their concern for the speeding because many children play outside in the neighborhood. We are all concerned about the safety of the children and the residents of our community. Thank you for your understanding concerning these issues and **please drive safely.**



## *Inspections and Notifications*

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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 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) Fences in need of cleaning and/or repair
- 4) Driveways that may need repairs or pressure washing
- 5) Weeds and grass in flower beds and missing mulch or stones in flower bed area
- 6) Garbage cans visible from the streets
- 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.



# 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

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