

# Islebrook at Meadow Woods

## October 2023 Newsletter

## Halloween Trick-or-Treating Guidelines

We look forward to a wonderful night of trick-or-treating in our community on **Tuesday, October 31st**. Please use the follow guidelines for trick-or-treating within the community:

- Please turn on your front porch light if you would like trick-or-treaters to visit your home. Keep your front porch light off if you are not participating.
- Please be aware of trick-ortreaters as you drive through the neighborhood.
- Please make sure you are visible to drivers.
   Flashlights are a good idea for this purpose or reflective clothing.
- 4. Parents, please supervise your children and ensure that they stay safe. Always check your children's candy at the end of the evening to

- confirm that it is safe for them to enjoy.
- 5. Please try to limit your trickor-treating between the hours of 6-9 PM. Since Halloween is on Tuesday night, we all need to get up as usual on Wednesday morning for school and work.
- 6. Have fun and happy trick-ortreating!





Please direct all concerns to the management company. For ARB requests, please go to the Association's website, 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
407.251.2200 phone
800.759.1820 fax
9419 Tradeport Drive
Orlando, FL 32827

#### **Board of Directors**

President: Melissa Postigo Treasurer/Secretary: Adam Earle

#### Quarterly Assessment Reminder

Islebrook at Meadow Woods HOA currently has a quarterly assessment of \$132.25. Your 4th quarter assessment was due on October 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.



#### 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.

#### Road Parking and Issues

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

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.

#### 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: <a href="https://www.duke-energy.com/customer-service/request-light-repair">https://www.duke-energy.com/customer-service/request-light-repair</a>. Please contact the management office if you need assistance or if you have any questions.



#### New Upgraded Owner Access Platform - Enumerate

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 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)

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

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.

# Hurricane Season

Hurricane season began on Thursday, June 1st and will continue through the end of November. The National Oceanic and Atmospheric Administration is predicting a near normal season this year with between 12 to 17 total named storms (winds 39 mph or higher) of which 5-9 may become hurricanes (winds 74 mph or higher) including 1 to 4 major hurricanes (category 3, 4, or 5; with winds of 111 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. The Federal Alliance for Safe Homes (FLASH) also issued a brochure for the hurricane season. Please use the following link to access this information:

https://hurricanestrong.org/wp-content/uploads/2023/05/5-22-23-HurricaneStrong-Family-Guide-Guide.pdf.





#### 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 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

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

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 <a href="Solid.Waste@ocfl.net">Solid.Waste@ocfl.net</a> 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 <u>only one time per week</u>. The schedule for your community is as follows:

Garbage collection - Tuesday

Yard Waste, Recycling, and Bulk Items – Wednesday

<u>Per the documents of your community, we are asking that</u>
<u>you please do not place your items outside your home in view from the street on days when you do not have a</u>
<u>scheduled pick-up</u>. 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 <u>road no earlier than 6 PM the night</u> <u>before collection</u>, <u>and they must be returned to their proper storage areas by 6 PM the day of collection</u>. Thank you for your understanding and cooperation with this matter.

#### Please Drive Safely

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.



#### Tax Information

The accounting firm, Cole & Associates, recently completed the Association's taxes for 2022, and a copy is available for your review. The Statement of Cash Flow for 2022 is also available at this time.

If you would like to review these documents, please contact our management office by phone at 407-251-2200 or by email at <a href="mailto:info@dwdpm.com">info@dwdpm.com</a> to make your request.

#### 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) 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

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

#### 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

		ARCHITE	CTURAL REVIEW BC	ARD (ARB) APPLICATION	
Owner I	Name:		Tenant Nam	ne:	
Propert	y Address:				
Mailing	Address:				
Phone(s	s) Home:		_ Work	E-mail:	
In Accoi	rdance with the Declara	tion of Covenant	s, Conditions and Res	trictions and the Association	's Rule and Regulations, Installation
	onform to this approval a				
				enovations and /or additions	
				( ) Screen Enclosure	
( ) Pati	o ( ) Exterior (	Color ()I	awn Replacement	( ) Other	
Descrip	otion:				
Attach additio		property survey	that shows the loca	ations of the proposed cha	nge, alteration, renovation or
Attach	two (2) drawings of ye	our plan(s).	Attach two (2)	color samples, if applicable	2.
NOTE:	Applications submitte	ed by fax or wit	hout two (2) copies	of the survey, drawing, o	r color sample will be considered
				ssed and will be returned	
-	y understand and agr	•	•		
			•	m the Association, You ha	ve 60 days from the approval date
1.	to complete the wor				ve oo days from the approval date
2	•	•	• • •	• •	-il
۷.			once commenced ar	id will be done in a profess	sional manner by a licensed
2	contractor or myself				
3.	· ·	ormed timely ar	id in a manner that	will minimize interference	and inconvenience to other
	residents.				
4.				all damages to other lots a	ind/or common area, which may
	result from performa	ance of this wor	k.		
5.	I will be responsible	for the conduct	of all persons, agen	ts, contractors, subcontra	ctors and employees who are
	connected with this	work.			
6.	I am responsible for	complying with	all applicable federa	al, state and local laws, co	des, regulations and requirements
				governmental permits ar	
7.					on to the Association. A decision
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	denied.	ay take up to 3	Juays. I will be not	med in writing when the a	pplication is either approved of
<u> </u>				LES AND CHIDELINES OF T	HEIR ASSOCIATION WHEN
			OLLOWING THE KO	LES AND GUIDELINES OF I	HEIR ASSOCIATION WHEN
	G ANY EXTERIOR MOI				
Signatu	ire of Owner(s):		DO Not Write Be		
This Ass	unlication is boundary	/ \ A = = = = = = = = = = = = = = = = = =			
_	pplication is hereby:			( ) Denied	
Comme	ents:				

Date Received \_\_\_\_\_ Mailed to Assoc. \_\_\_\_\_ Mailed to Owner \_\_\_\_

# THURRICANE PREPAREDNESS PLAN



# Supply Kit Checklist

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

## **THURRICANE PREPAREDNESS PLAN**



FIRST AID

# 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, ant	acio
□ 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 arrangements in advance to accommodate those needs.

# **MURRICANE PREPAREDNESS PLAN**



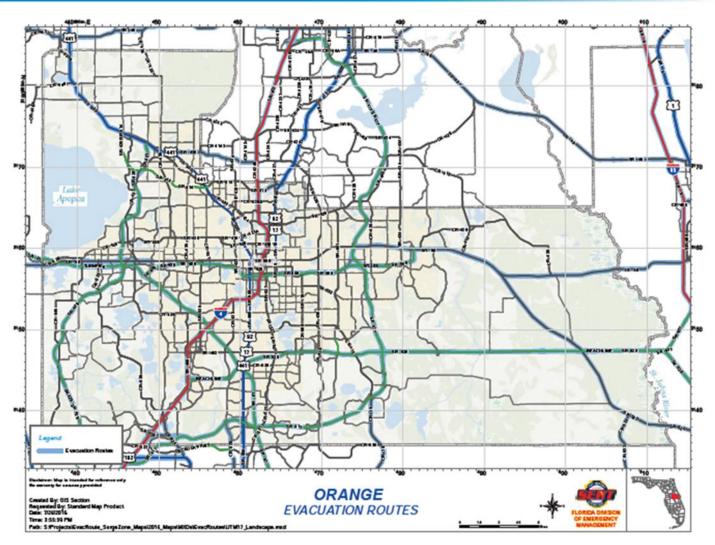
# Hurricane Family Preparedness

have to evacuate. If appropriate, plan for la	arge animals such as horses
☐ Gather your supplies	
☐ Determine your family's food, water and m according to those needs (see sidebar for	edical needs and assemble your hurricane kit essential items to include)
□ Notify others of your plan	
☐ Let family or friends know what your hurrion aftermath of the storm. Establish an out-o	
☐ Plan ahead for the possibility of becoming a personal emergency or a larger-scale dis	separated from your family and friends, whether it is aster
call, e-mail or text message should a disas	contact that your family or household members can ter occur. If local phone service is overwhelmed, it r contact should be aware that they are your family's
☐ All of your loved ones should agree to call and welfare	the out-of town contact to report their whereabouts
<ul> <li>Regular contact with your designated pers contact and depending on the circumstant</li> </ul>	on will help to keep everyone informed. After initial ces, you might set a specific check-in time
☐ When telephone lines are busy, e-mails or	text messages may go through when calls cannot
	phone numbers and e-mail addresses for your es, neighbors and other emergency numbers such as
<ul> <li>Make copies of the list for every family me your emergency supplies</li> </ul>	mber and print a copy to keep by the phone and with
☐ Make sure to secure outside structures and including patio chairs, grills potted plants	d get all outside items and bring everything inside and balcony items

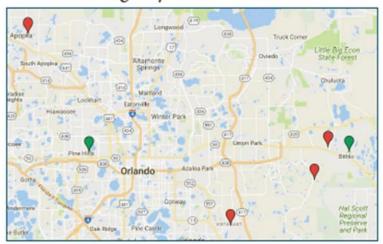
## THURRICANE PREPAREDNESS PLAN



# Orange County Evacuation Zones



**Emergency Shelter Locations** 



# October and November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 1 4th Quarter Assessment Due	2	3	4	5	6	7
8	Columbus Day/Indigenous People's Day	Trash Pick-Up Grace Period Ends for Quarterly Assessment	11 Recyclables/ Yard Waste/Bulk Items Pick-Up	12	13	14
15	16	17 Trash Pick-Up	18 Recyclables/ Yard Waste/Bulk Items Pick-Up	19	20	21
22	23	24 Trash Pick-Up Annual Meeting 4:00pm	25 Recyclables/ Yard Waste/Bulk Items Pick-Up	26	27	28
29	30 Budget Meeting 4:00pm	Trash Pick-Up				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November			Recyclables/ Yard Waste/Bulk Items Pick-Up	2	3	4
5 Daylight Savings End	6	7 Trash Pick-Up	8 Recyclables/ Yard Waste/Bulk Items Pick-Up	9	10	Veterans Day/ Remembrance Day
12	13	14 Trash Pick-Up	15 Recyclables/ Yard Waste/Bulk Items Pick-Up	16	17	18
19	20	21 Trash Pick-Up	22 Recyclables/ Yard Waste/Bulk Items Pick-Up	DWD Office Closed	24 DWD Office Closed	25
26	27	28 Trash Pick-Up	29 Recyclables/ Yard Waste/Bulk Items Pick-Up	30		