



# ***PEBBLE CREEK AT MEADOW WOODS***

## ***May 2020 Newsletter***

### ***Corona Virus (COVID-19) Update***

The state of Florida is currently in the first phase of reopening and has issued specific requirements and guidelines to businesses and communities. The members of the Board of Directors have discussed the best course of action to reopen common areas and to conduct Association business based on these state requirements and guidelines and based on CDC recommendations. The Board has also received the advice of legal counsel and their insurance agent.

With this in mind, the Board of Directors has determined that the best course of action is to keep the common areas of the Association closed for the safety and wellbeing of the residents and for the financial protection of the Association.

Per the requirements and guidelines of the state during Phase I, the Association would be required to have staff onsite to properly clean the facilities on a daily basis, to ensure that all residents followed proper social distancing (at least 6 feet apart), and to limit visitors to groups of 10 people.

The Association does not have the resources to hire staff to enforce these requirements. In addition, from a liability perspective, if an individual who has used the common area facilities contracts COVID-19, the individual could file a lawsuit and claim the Association is at fault for failing to follow all of the proper guidelines. The Association's insurance policy does not cover claims related to viruses and bacteria. Therefore, this would expose the Association to liability and significant legal costs. These costs would then

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

### **COMMUNITY MANAGER**

William Carey Webb, LCAM

[info@dwdpm.com](mailto:info@dwdpm.com)

407.251.2200 phone

800.759.1820 fax

DWD Professional Management, LLC

9419 Tradeport Drive

Orlando, FL 32827

### **Board of Directors**

**President:** Josh Jacobs

**Secretary/Treasurer:** Matt Gumtie

impact assessments and would most likely require the quarterly dues to increase. While we have asked the Association's insurance agent to investigate possible insurance coverage for COVID-19 claims, this type of insurance coverage is not available at this time.

We understand it is frustrating to all of our residents not to have the benefit of the pool and playground areas while so many of us are at home. However, the Board of Directors has an obligation to do what is in the best interest for the community based upon the guidance of their professional advisors. The Board will reexamine opening the common areas once Phase II of the reopening begins.

Therefore, for the safety and well-being of our residents, we will continue to follow the procedures listed 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 also ask 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 video-conference until further notice. If a meeting is called by the Board of Directors, we will provide notice to the homeowners so they also may attend via phone or video-conference.

**3) Common Areas:** As previously discussed, the pool and playground area will remain closed until further notice.

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:**

<http://www.floridahealth.gov/> 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 [info@dwdpm.com](mailto:info@dwdpm.com).

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

## ***2nd Quarter Assessment Reminder and Payment Plan Options***

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**Please remember that your second quarter assessment of \$200.00 was due on April 1<sup>st</sup>.** Due to the financial crisis surrounding COVID-19, the Board has agreed to waive late fees and interest for the month of April. **If you need to make alternative payment arrangements due to financial difficulties, 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](mailto:info@dwdpm.com).

## *Hurricane Season*

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Hurricane season begins on Monday, June 1<sup>st</sup> 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.**



## *New Owner Access Platform*

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We are thrilled to announce our 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!

To ensure your privacy, only homeowners whose email address is on file will receive a registration email. **If you have not already provided your email, please email your information to [info@dwdpm.com](mailto: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. Please check your SPAM folder as it may be filtered automatically. After you click the link in the confirmation email, 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.

We encourage everyone to utilize the new on-line access platform at <https://one.topsoft.com/Account/Login?ReturnUrl=%2F> in order to review your account balance and obtain information. Please let us know if have not received your invitation to join the platform, and we will help you set-up your account.

## *Do Not Park on the Grass*

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Over the last few weeks, we have noticed a rise in the number of residents parking on the grass in front of their properties (whether it is on the easement or in the front yard). Please be aware that this activity is not permitted and you will receive a violation letter for this issue. All residents must park in the garage or in the driveway. Parking on the street is permitted from 6 AM – 12 AM. Parking on the street is not permitted after 12 AM through 6 AM. If you have a situation which requires you to park in the street between 12 AM – 6 AM, please contact the management company so we may obtain Board approval and to inform the towing company.

## *Future 417 Widening Projects*

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On pages 9-10 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.

## *2020 Budget Requests*

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If you are interested in obtaining the 2020 Budget for your community, please feel free to review the document on the community website using the following link: <https://pebblecreekatmeadowwoods.weebly.com/budget.html>. You may also contact the management office to obtain a copy via email or regular mail.

## *Please Pick-Up After Your Pets*

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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 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.

## *Architectural Guidelines – Approved Colors for Homes and Roofs*

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Please be aware that the Board has established the following architectural guidelines for your community:

### **Approved Paint Color Schemes and Shingle Colors:**

The Pebble Creek at Meadow Woods community has several approved color schemes for painting your homes and several approved shingle colors for replacing your roofs available for your review on the community website. Please use the following link to view these options:

<https://pebblecreekatmeadowwoods.weebly.com/architectural-change-form.html>.

If you have any questions or concerns regarding the process for making exterior modifications to your home, please feel free to contact the management office for further instructions and assistance. You may also review the article below on page 6.

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

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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. Go to schedule payments, cancel the current request, and start a new request with the correct payment amount and/or frequency.

Please keep in mind that the system is automatically selected for monthly payments, so please indicate the correct frequency for your association payments and change as needed. The assessment payments for Pebble Creek are quarterly and are due on January 1, April 1, July 1, and October 1. 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***

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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.

## ***Parking Regulations***

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If your vehicle is parked on the street at night in the community, your car may be 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 may 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**.

Please be advised that the towing company, **Universal Towing and Recovery**, has moved from their previous location. The towing company's contact information is as follows: **Universal Towing and Recovery, 407-816-0102, 206 6th Street, Lot 300 Orlando, Florida 32824**.

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

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Your community is patrolled several days per month 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 people in communities we manage in Meadow Woods. 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. **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.

## ***Noise Complaints***

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Please be aware that Orange County Sheriff's Department does not have any set time for enforcing the noise violation ordinance. According to our local deputy, the Disturbance of the Peace Statute is enforceable any time of day. **If you feel that your neighbors are violating the noise ordinance, please contact the Orange County Sheriff's Department to file a complaint at 407-836-4357**. The Sheriff's Department will then send a deputy to request the responsible party to tone down their gathering. If a second request is made concerning the same disturbance, the Sheriff's Department will take the necessary actions to ensure your neighbors follow the noise ordinance.

Please be aware that the Association is not responsible for enforcing County ordinances. Only the Sheriff's Department may enforce County ordinances and laws. If you have any questions or concerns regarding this issue, please contact the management office.

## *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.

Finally, please be aware that the Association has architectural guidelines indicating the list of approved color schemes for painting your home and the shingle colors for any roof replacements. If you would like to review these guidelines, please visit the Association's website at the following link:

<https://pebblecreekatmeadowwoods.weebly.com/architectural-change-form.html>. You may also find the approved color schemes on the Sherwin Williams website using the following link:

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/orlando/fl/pebble-creek-at-meadow-woods/>

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.

# SYMPTOMS OF CORONAVIRUS DISEASE 2019

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

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



CS 371052-A March 20, 2020, 12:53PM

[cdc.gov/COVID19-symptoms](https://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.

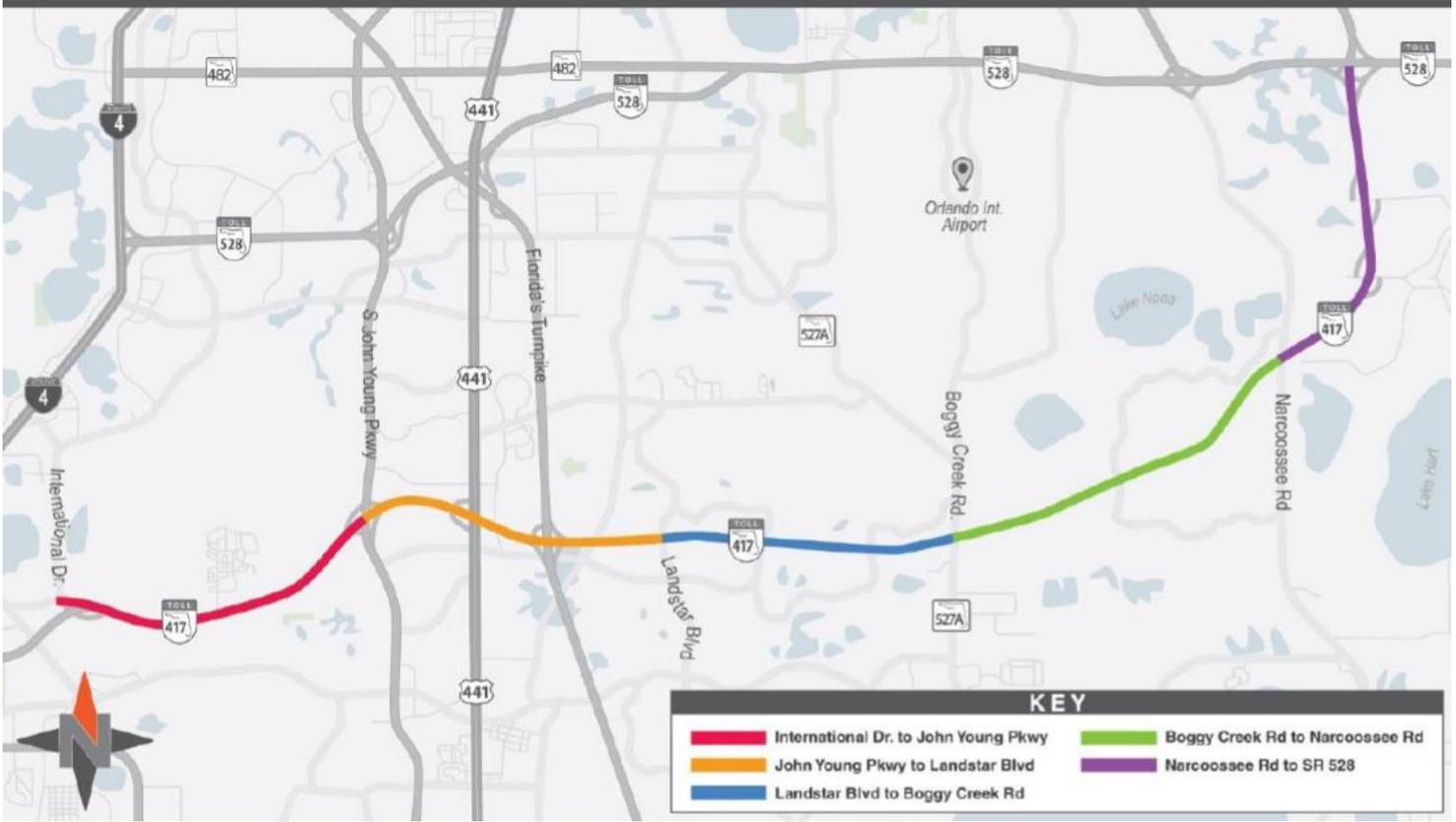
Construction on the first segment will start in late 2020 and will take approximately four years before all five projects are complete.

### For more information:

-  407-383-5817 
  [Construction@CFXway.com](mailto:Construction@CFXway.com)
 [www.CFXway.com](http://www.CFXway.com)
 Follow us on Twitter @DriveEPASS for current project information

See back page for projects map.

### Future SR 417 Widening Projects



## HURRICANE PREPAREDNESS PLAN



# Supply Kit Checklist

### 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
- Fill coolers with ice. Ice can be used to preserve food once the power goes out

### Food

- Non-perishable packaged or 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, 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

### For The Home

- 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
- 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 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
- Heavy-duty outdoor extension cords
- Waterproof tarps
- Plastic sheeting
- Rope
- Basic tool kit
- Corded phone

- 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
- Cash (without power, credit cards are unusable)
- First Aid Kit
- Two weeks supply of prescription drugs
- Two weeks supply of vitamins
- Over the counter pain reliever
- Antibacterial hand soap
- Toilet paper
- Plastic garbage bags
- Mosquito repellent
- Sunscreen
- Toiletries/Hygiene items

### Health Essentials

- Documentation, license
- Non-perishable food
- Medications
- Water



## 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 PREPAREDNESS PLAN**

# Hurricane Family Preparedness

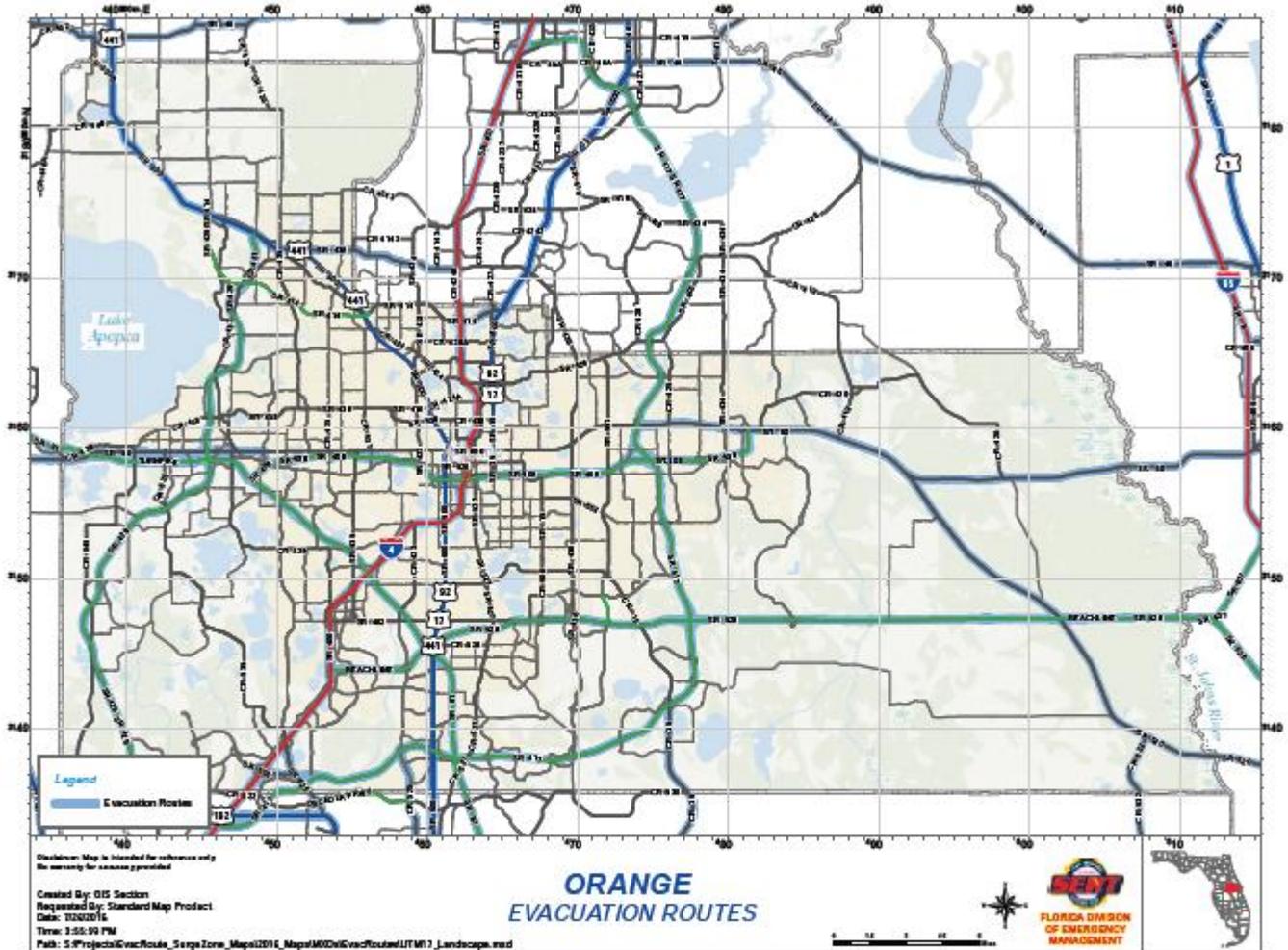
- Hold a family meeting
- Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of and encourage everyone in the family to contribute their ideas.
- 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.

 HURRICANE PREPAREDNESS PLAN

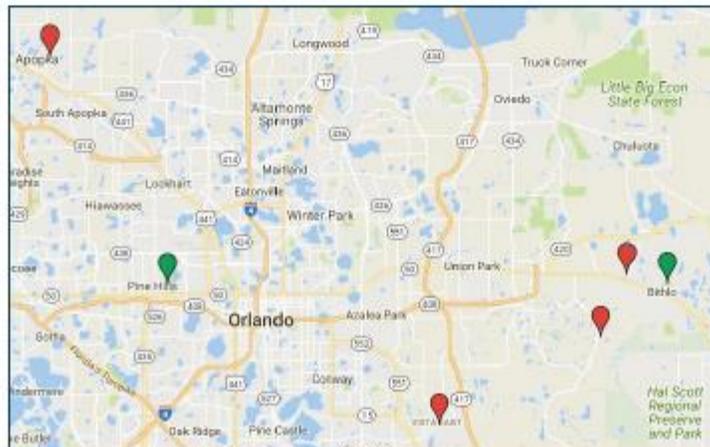
# Hurricane Family Preparedness

- Determine how you will address your pet's needs and make a plan for your pet in case you 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

# Orange County Evacuation Zones



## Emergency Shelter Locations



## 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

**PEBBLE CREEK 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](mailto: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:** \_\_\_\_\_

\_\_\_\_\_

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

## May and June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>May</i>					1 May Day	2
3	4	5 Trash Pick-Up Cinco de Mayo	6 Recyclables/ Yard Waste/Bulk Items Pick-Up	7	8	9
10 Mother's Day	11	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Items Pick-Up	14	15	16
17	18	19 Trash Pick-Up	20 Recyclables/ Yard Waste/Bulk Items Pick-Up	21	22	23
24	25 Memorial Day	26 Trash Pick-Up	27 Recyclables/ Yard Waste/Bulk Items Pick-Up	28	29	30
31						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June</i>	1	2 Trash Pick-Up	3 Recyclables/ Yard Waste/Bulk Items Pick-Up	4	5	6 D-Day
7	8	9 Trash Pick-Up	10 Recyclables/ Yard Waste/Bulk Items Pick-Up	11	12	13
14 Flag Day	15	16 Trash Pick-Up	17 Recyclables/ Yard Waste/Bulk Items Pick-Up	18	19	20
21 Father's Day	22	23 Trash Pick-Up	24 Recyclables/ Yard Waste/Bulk Items Pick-Up Summer Solstice	25	26	27
28	29	30 Trash Pick-Up				