



# *Pebble Creek at Meadow Woods*

## *September 2023 Newsletter*

### *Reminder - 4th Quarter Assessment Due On Sunday, October 1st*

Please remember that your 4th quarter assessment is due on Sunday, October 1st. The assessment amount is \$230.00 per quarter. Payments received after the 10<sup>th</sup> of October will be assessed a \$10.00 late fee. What this means is that the payment needs to be received and processed before the end of business day on the 10<sup>th</sup> of October in order to avoid the late fee. All homeowners receive a 10-day grace period for your payments each quarter. However, all payments **are due on the 1<sup>st</sup> day** of the quarter.

Therefore, please check your balance on the community portal and make your payment as soon

as possible. Thank you for your cooperation with this matter. We greatly appreciate your prompt payment.



### *New Upgraded Owner Access Platform - Tops Portal*

We are pleased to announce that the owner online platform has been upgraded and we sent you an invitation email to join the new platform to the email address on file with our office. This new platform will replace the previous online portal and will provide you with additional features and

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

#### **Annual and Budget Meetings**

**Date:** Monday, October 9, 2023

**Time:** 5:30 PM

**Location:** DWD Professional

Management Offices, 9419

Tradeport Drive, Orlando, FL 32827

and via Zoom Videoconference

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.

## *Gate Repair Update*

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We would like to inform you that the gate vendor will be conducting necessary repairs on the entrance gate as soon as the required part arrives. We apologize for any inconvenience this may have caused and we appreciate your patience during this time. We will keep you updated on the progress of the repairs and notify you when the gate is fully operational. Thank you for your understanding.

## *September Inspection of the Community*

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Our recent inspection on September 22nd revealed multiple violations regarding lawn maintenance, fence repair, and basketball hoops in view from the road (and not stored in the rear of the property). We take these violations seriously and have already sent out violation letters on September 25th. We kindly ask that if you receive a violation letter, please address the issue as soon as possible to avoid further consequences. Our goal is to maintain a well-maintained community for all residents to enjoy. Thank you for your cooperation.

## *2024 Proposed Budget*

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The Board is set to meet next month to discuss the budget for FY 2024. With inflation and the rising costs of insurance and services, the Board is considering an increase to \$264.50 per quarter. This increase is necessary to ensure that we can continue to provide the community with the same level of services. We are committed to maintaining our standards, and this budget increase will allow us to do just that by keeping up with the cost of inflation and rising costs. We appreciate your understanding and support. You may review the proposed budget on the community website or on the online portal.

## *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.

## *Please Do Not Allow Children to Play in the Street/Remove Basketball Hoops from Front and Sides of Property*

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We have received reports from residents that children are playing in the street within the community. Please be advised that children should not be using the street to play and that this poses a serious safety risk to the children and to residents/guests driving within the community.

**We have also sent violation letters related to basketball hoops being stored next to and on the street. Please be advised that basketball hoops may not be stored anywhere at the front/side of the property. All basketball hoops must be stored in the back of the property and may not be used on or next to the street.**

We ask for your cooperation and assistance with these matters in order to ensure that all children and residents remain safe and that no accidents occur.

## *New Playground Equipment Update*

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Please be advised that the community will install new playground equipment next month. The equipment was recently shipped, and we will now place the installation on the schedule.



## *Hurricane Season*

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Hurricane season began on Thursday, June 1<sup>st</sup> 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*

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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. The County may impose fines on owners who do not follow these rules.

It is also extremely important that your dog is on a leash for the protection of other animals and for the protection of people (especially children) who may encounter your pet within the community. Keeping your dog on a leash is also a protection for your pet since it safeguards them from dangerous situations. If you see a dog unattended within the community, please notify **Orange County Animal Control** at the following number: **407-836-3111**. Thank you for your understanding and cooperation in this matter.



## *No Parking in the Pool Parking Lot After Dusk or Before Dawn*

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Please be advised that parking in the pool parking lot is not permitted after dusk or before dawn. These parking spaces are to be used only for residents using the pool area during normal operating hours (sunrise to sunset). Therefore, if your vehicle is parked in this area outside of the pool operating hours, you are at risk of being towed.

## *Tax Information*

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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 [info@dwdpm.com](mailto:info@dwdpm.com) to make your request.

## *2023 Budget Requests*

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If you are interested in obtaining the 2023 Budget for your community, please feel free to review the document on the community website using the following link: <https://pebblecreekatmeadowwoods.weebly.com/approved-budget.html>. You may also contact the management office to obtain a copy via email or regular mail.

## *Parking Regulations – No Street Parking from 12 AM - 6 AM*

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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**.

## *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 front yards of homes to avoid being towed due to the restriction on street parking in the evening. **Please be aware that parking on the grass and the easement is NOT permitted**. All cars must be parked in garages and on driveways. Thank you for your cooperation with this matter.



## *Monthly Property 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) Roofs that need pressure washing
- 4) Fences in need of cleaning and/or repair
- 5) Driveways that may need repairs or pressure washing
- 6) Weeds and grass in flower beds and missing mulch or stones in flower bed area
- 7) Garbage cans visible from the streets
- 8) Roofs with mold or broken/missing shingles
- 9) Parking on the grass/easement
- 10) Commercial vehicles, recreational vehicles, or trailers in driveways

The community management company's staff members will inspect each property from the road in a vehicle, and they will take pictures of any violations. They will not go onto your property to complete their inspection. Please be kind to the inspectors when they are completing their monthly inspections. The staff members will always identify themselves when approached if you have questions. However, please do not approach them in a hostile or negative manner. They are there to complete a job as directed by the Board of Directors and to help the community.

If the inspectors find any problems with the exterior of your home, the management company will send you a letter notifying you of the violation. If you receive a violation letter, please feel free to contact the management company via email or by phone if you have any questions or if you need more time to correct the area of concern. The management company will work with you to make the needed improvements. Communication is very important so we can work together to maintain and improve our property values. Thank you for your cooperation regarding these matters.

## *Gate Access Procedures*

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If you or your tenants need to obtain gate cards or remotes, please contact the management office. For your convenience, on page 11 please find a copy of the gate access form that you or your tenants will need to complete in order to obtain a gate card/remote. You or your tenant may also use this form to add or update your phone number (407 and 321 area codes only) and name in the call box. **Please be advised that the Association does not provide gate access codes to residents. Gate access codes are only used by vendors.** Therefore, all residents should enter the community by using a gate access card or gate remote. All visitors should enter the community by using the call box and contacting residents for gate entry.

Please be advised that gate cards cost \$5.00 each and gate remotes cost \$50.00 each. Please make your payments with either a check or money order made payable to **Pebble Creek at Meadow Woods HOA**. The gate access form and payments may be mailed to the management office at 9419 Tradeport Drive, Orlando, FL

32827 or you may visit the management office on Mondays-Fridays from 9 AM - 5 PM. An appointment is not required to purchase the gate card/remote at the management office, but management does suggest making an appointment so that the process takes less time when you arrive.

If you have any questions or concerns, please feel free to contact the management office at 407-251-200 or [info@dwdpm.com](mailto:info@dwdpm.com).

## *Pool Rules*

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**Please be advised that the pool closes at sundown every day. No unauthorized people may enter the pool after this time.** Many people ask why the Association has chosen to close the pool at sundown. The answer is simple. **We did NOT choose this time.** The State of Florida decided this for us! ***Since there is not enough light per State guidelines, we must close the pool when the sun goes down.*** The HOA will pursue recuperating any costs associated with damage to the pool caused by the inappropriate use of the facilities. The police will also be called if you are found at the pool after the posted hours. This is considered trespassing even if you are a resident of the community. This is the law for the State of Florida, and it will be enforced for the protection of our community assets and the safety of our residents.

Next, there is a list of pool rules located in the pool area. Please take a minute and review these rules. One of the most important rules is the age limit for use. If you are under the age limit, ***you may NOT use the pool without a parent or guardian being present.*** This rule will be strictly enforced when maintenance personnel are present in order to ensure the safety of the children in our community. Accidental drowning in a swimming pool is a leading cause of death in Florida for children. Please be advised there are no lifeguards at the pool, and the maintenance personnel are **not** trained in CPR or pool safety. Failure to comply with the Pool Rules may also result in you being asked to leave the area.

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

## *Pool Keys*

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If you need to obtain a pool key for the community pool, please contact the management office at [info@dwdpm.com](mailto:info@dwdpm.com) or 407-251-2200. The management office will arrange a time for you to pick up your key at their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool keys cost \$20.00 each.

*Accepted methods of payment are check or money order made payable to Pebble Creek at Meadow Woods HOA.*

Please bring the following with you to the management office in order to receive your pool key fob:

Owners: You must bring a photo ID.

Renters: You must bring a photo ID and a copy of your current lease agreement.

## *Architectural Guidelines – Approved Colors for Homes and Roofs and Guidelines for Decks, Screen Enclosures, Patios, Driveways, and Garbage Can Storage*

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Please be aware that the Board has established architectural guidelines for your community. The 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. In addition, the Board has created guidelines for the installation of decks, screen enclosures, patios, driveways, and garbage can storage. Please use the following link to view these options on the community website:

<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 8.

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

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If you have set-up automatic payments through the on-line payment system with South State Bank, please be aware that DWD Professional Management does not have access to that system and any updates needed must be made directly by you. If you have made any errors in terms of the amount of your payment or the frequency of your payment, please login into the portal to make any necessary revisions. Go to schedule payments, cancel the current request, and start a new request with the correct payment amount and/or frequency.

Please 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.

## *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.

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

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Your community is 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 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.

## *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.



**PEBBLE CREEK AT MEADOW WOODS HOMEOWNERS' ASSOCIATION, INC.**

MAIL OR FAX FORM TO: 9419 Tradeport Drive, Orlando, FL 32827

PHONE: 407-251-2200 FAX: 800-759-1820 EMAIL: [info@dwdpm.com](mailto:info@dwdpm.com)**GATE ACCESS FORM**

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

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

Set up new code

Set up new remote(s)

Report a problem

All residents are included in the directory at the gate. Your visitors will use the call box at the gate to dial your telephone number for access. Please press "9" on your telephone keypad to open the gate for your visitors. The gate system will not accept long distance telephone numbers. All numbers must be local (407) or (321) numbers. Please include this number in the space indicated below.

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

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

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

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

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

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

Property Telephone Number (including area code): \_\_\_\_\_

(This will be the number called from the gate to your home - NO LONG DISTANCE OR VOICE OVER IP)

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

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

Please make your check or money order payable to: **Pebble Creek at Meadow Woods HOA**. Also, please keep in mind that you may not have more than 4 devices (gate cards and/or remotes).

**Gate Card Request** – Please indicate the number of cards needed. You may purchase cards for \$5.00

\_\_\_\_\_ Number of Gate Cards Requested

**Gate Remote Request** – Please indicate the number of remotes needed. You may purchase remotes for \$50.00 each.

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

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

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## Community Services Phone Numbers

### Emergency

Fire, Police, Medical Emergency	911
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### Law Enforcement

Orange County Sheriff's Dept. (Non-Emergency)	407-836-4357
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### Utilities

Orange County Utilities	407-836-5515
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### Chamber of Commerce

Orlando Chamber of Commerce	407-425-1234
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### Miscellaneous

Orange County Public Schools	407-317-3200
Orange County Office of Emergency Management	407-836-9140
Orange County Health Department	407-858-1400
Florida Poison Information Center	800-222-1222
Orange County Public Library	407-836-7390
Social Security Administration	800-772-1213
Orange County Voters' Registration Office	407-836-2070
Orange County Animal Services	407-836-3111

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

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 \_\_\_\_\_

## 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.

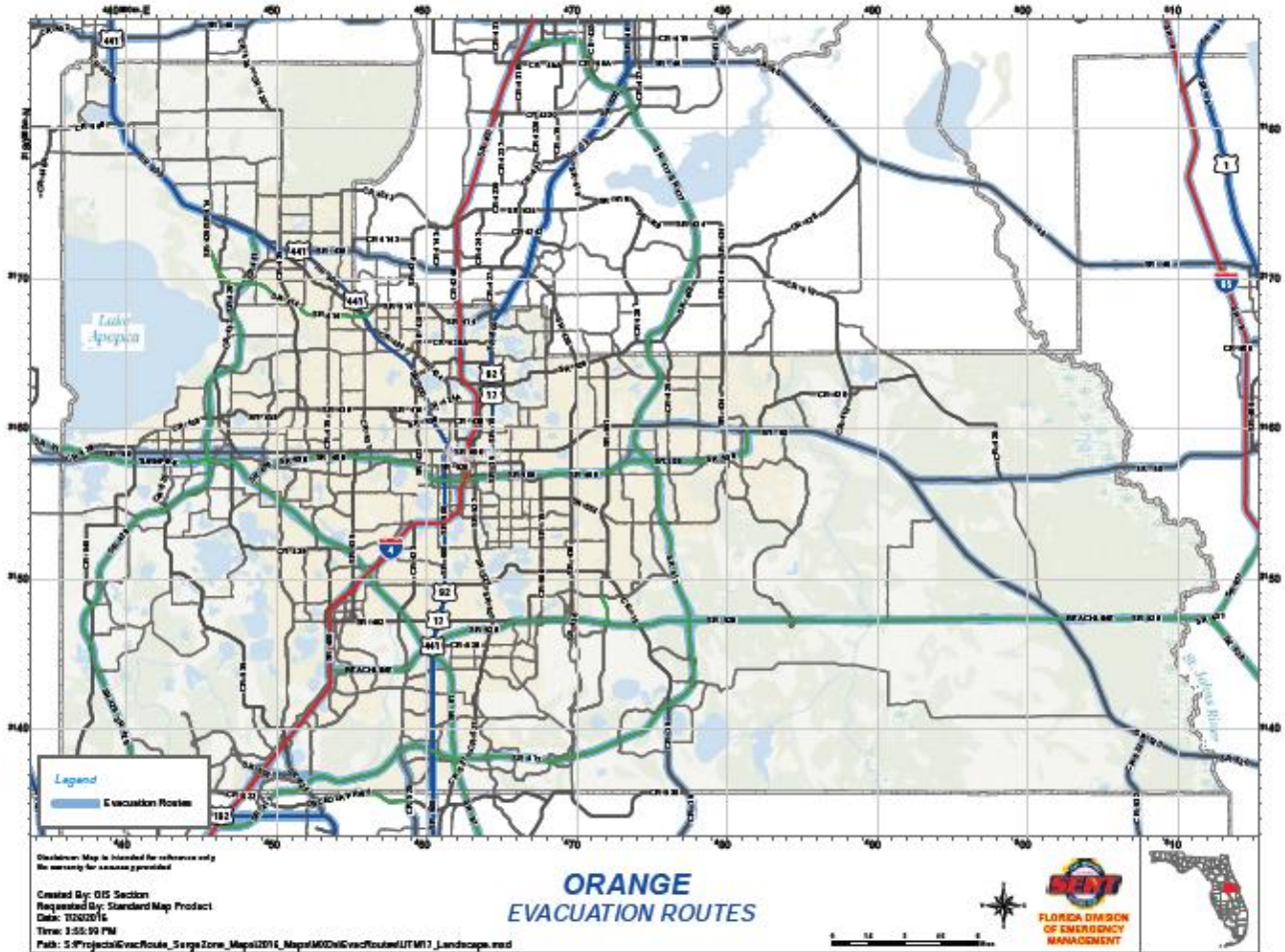


 HURRICANE PREPAREDNESS PLAN

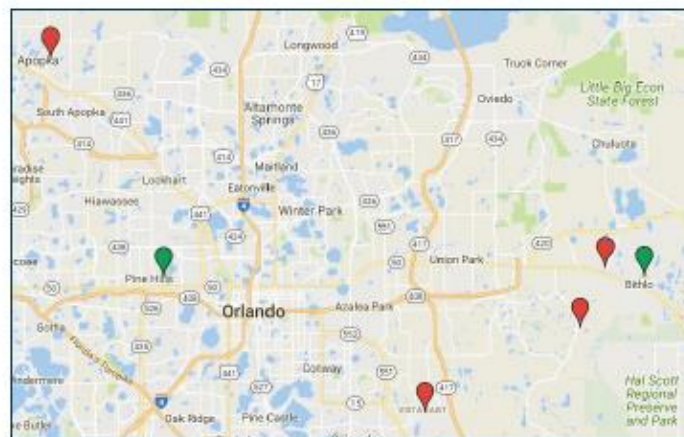
# Hurricane Family Preparedness

- 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



## September and October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>September</i>					1	2
3	4 <b>Labor Day</b> DWD Offices Closed	5 Trash Pick-Up	6 Recyclables/ Yard Waste/Bulk Items Pick-Up	7	8	9
10	11 <b>Patriot Day</b> 	12 Trash Pick-Up	13 Recyclables/ Yard Waste/Bulk Items Pick-Up	14	15 <b>Rosh Hashanah</b>	16
17	18	19 Trash Pick-Up	20 Recyclables/ Yard Waste/Bulk Items Pick-Up	21	22	23 <b>Beginning of Fall</b>
24 <b>Yom Kippur</b>	25	26 Trash Pick-Up	27 Recyclables/ Yard Waste/Bulk Items Pick-Up	28	29	30
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>October</i>						
1 <b>4<sup>th</sup> Quarter Assessment Due - \$230.00</b>	2	3	4	5	6	7
8	9 <b>Columbus Day/Indigenous People's Day Annual and Budget Meeting 5:30 PM</b>	10 Trash Pick-Up <b>Grace Period Ends for the 4<sup>th</sup> Quarter Assessment</b>	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	25 Recyclables/ Yard Waste/Bulk Items Pick-Up	26	27	28
29	30	31 Trash Pick-Up 				