



February 2017 Issue

# KEYSTONE

## At Meadow Woods

A Newsletter By and For the  
HOMEOWNERS AND RENTERS of  
Keystone at Meadow Woods  
Homeowners' Association  
[www.keystoneatmeadowwoodshoa.com](http://www.keystoneatmeadowwoodshoa.com)

*Please direct all concerns to the management company. For ARB requests, please go to the Association's website. Click on "Resident Services" then "On-line Forms." Fill out and submit the form prior to making any exterior modifications to your home.*

### COMMUNITY MANAGER

William Carey Webb, LCAM  
info@dwdpm.com  
407.251.2200 phone  
800.759.1820 fax  
DWD Professional  
Management, LLC  
1101 Miranda Lane • Suite 112  
Kissimmee, FL 34741

### BOARD OF DIRECTORS' MEETING

THIRD THURSDAY,  
MONTHLY  
7pm (RSVP)  
@ DWD Professional  
Management, LLC

*HOA meetings will be on the third Thursday of each month. In the event of location or date change, please log in to our website: [www.keystoneatmeadowwoodshoa.com](http://www.keystoneatmeadowwoodshoa.com). If you are planning to attend the meeting, please RSVP to [info@dwdpm.com](mailto:info@dwdpm.com). Seats are limited and we may change the location depending on number of attendees.*

## From Our Management Company

Submitted by  
Carey Webb,  
DWD Professional  
Management



## Insurance Information

If your mortgage lender requires information regarding the Association's master insurance policy, please refer them to our insurance company, Academy Insurance Agency. Your lender may reach Academy by phone at 941-758-4600, by fax at 941-751-9232, or by email at [w.mahler@academyins.net](mailto:w.mahler@academyins.net).

Please be advised that the master insurance policy does not cover the inside of your unit. You should carry insurance to cover all items not covered by the master insurance policy. Please contact Academy Insurance Agency if you have any questions about what the master insurance policy covers for the community.

## Parking Permits

If your vehicle does not have a proper parking permit for our community, you run the risk of your car being towed. Since November 1, 2011, all vehicles without a proper parking permit or a Visitor's pass are to be towed without warning from the parking lots at the owner's expense.

Per the rules of your community, there are only two (2) parking spots per unit. Visitors are to use the designated spaces provided at all times of the day and they **MUST** place a visitor's pass on the rearview mirror when visiting from 12 AM - 6 AM. Residents should park in resident spaces only. We ask that you use the spaces that are numbered with your unit's address that are located directly in front of your unit, however, residents may park in ANY resident space. However, residents may **NOT** park in visitor's spaces. Residents who park in visitor's spaces are subject to towing.

If you have more than two cars, you must find additional parking by asking any of your neighbors if they have spots available. Some owners

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# KEYSTONE AT MEADOW WOODS HOMEOWNERS' ASSOCIATION

## Board of Directors

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Lena Soares

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## Parking Permits continued

only have one car and they may "donate" a spot to you. These owners are under no obligation to do so. If an owner would like to donate one of their parking spaces to you, we must have their permission in writing. Please contact our office if you need more information.

All owners who rent their units must inform their tenants of the requirement to have these parking permits **BEFORE** the tenants move into the unit. Also, if you purchase a new vehicle, please use your Visitor's Pass temporarily until you can make arrangements with the management company to obtain a new parking permit.

Please remember that it is your responsibility to obtain the proper permits for your vehicles. This provides a protection for all homeowners and tenants. We want to keep our parking lots available for only those vehicles that are authorized.

If you need a parking permit, you may obtain the parking permits from our management offices. Our address is 1101 Miranda Lane, Suite 112, Kissimmee, FL 34741. You will need your driver's license (for each vehicle), your vehicle registration (for each vehicle), and a copy of your lease if you are renting. Parking permits are always free.

Finally, 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. The Board has not authorized the management company to make ANY exceptions to the parking rules and regulations. If you do not have a parking permit or Visitor's Pass or if you violate any other parking rules, you will be towed **at your own expense and will not be reimbursed for any reason.** The towing company's contact information is as follows: Universal Towing and Recovery, 407-816-0102.

## Use of Recycling Containers and Dumpsters

**K**eystone at Meadow Woods currently has three locations for recycling within the community. There is a recycling container located at the very end of Corrine (the last dumpster), one located at the corner of Boca Key and Madeira Key, and one located on Boca Key near the bend at the back of the property.

These recycling containers are smaller dumpsters and they are to be used for the following items only:

Paper, newspapers, magazines, mail, flattened cardboard, glass bottles, plastic bottles, aluminum cans and metal cans.

The following items **are prohibited** from this container:

Continued on page 3



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## Use of Recycling... continued

Bagged and loose garbage, construction waste, Styrofoam, batteries, light bulbs, yard waste, ceramics, window glass, and drinking glasses.

If any of the prohibited items are placed inside the recycling containers, Waste Management will not be able to recycle the contents of the dumpster. Instead, they will send the garbage truck again for this container, and charge the community \$175 for the emptying of the contents. This charge will be assessed to any homeowner or tenant seen putting these prohibited items in the recycling containers.

In addition, please be aware that the dumpsters throughout the community are there for normal household waste (all other waste that may not be recycled as outlined above). The dumpsters may not be used for the disposal of construction materials such as cabinets, tile, paint, etc. It has come to the Board's attention, that contractors and/or residents are using the dumpsters for these types of materials and this is strictly prohibited. If you see anyone dumping these types of materials, please contact the management office immediately. Anyone found using the dumpsters for prohibited material, will be charged for the cost of removing and transporting the material to the County dump. If you have any questions regarding



this issue, please contact the management office.

Finally, the community allows the dumping of furniture items in the one dumpster at the end of Boca Key Drive near the conservation area. This dumpster is for residents only. Therefore, if you notice people who are not residents within the community using this area, please contact the management company. Also, please understand that if this dumpster becomes full over the weekend, the management company will not be able to remove the furniture until the following week. The management company's field crew does not work over the weekends, therefore, the furniture will be moved as soon as possible the following week. Again, if you have any questions regarding the use of this dumpster, please contact the management office.

Thank you for your cooperation and your understanding with this matter.

## Pool Hours and Rules

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.**

Also, please be advised that there are cameras located at the

pool. Management monitors these cameras daily and also performs inspections at night. The Association 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. During these summer months, 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 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.

Finally, if you are going to have a party at the pool, please call management first. Please be aware that there will be a \$100 deposit required in order to ensure the area is cleaned up by the people throwing the party. If the area is cleaned, the deposit will be

Continued on page 4

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## Pool Hours and Rules continued

returned. If the area is not cleaned the deposit will be used to pay for the cleaning. Please be aware that the pool will still be open for all residents to use. The pool cannot be closed during a party.

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

## Dog Waste

It has come to the Board's attention that many of the residents in your community are pet owners. Owning a pet is a wonderful experience for the "parent" and it brings many joys 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. Thank you for your understanding.



## Wild Animals

Please note that many animals call the woods surrounding Keystone home. There are many animals such as birds, rabbits,

squirrels and even deer that are harmless and are wonderful to have around the community.

However, on occasion other animals such as poisonous snakes or alligators may be spotted from time to time. If you are concerned about a nuisance alligator, please call Florida Fish and Wildlife at 866-FWC-GATOR (866-392-4286).

## After-hour Emergencies

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

For medical, police, or fire department attention, please call **911**.

## Please Secure Valuable Items

Please make sure your cars are locked at night, and that all valuables that do not have to be in your car are removed on a nightly basis. If you notice anyone suspicious within the community, please call the Orange County Sheriff's Department at (407) 836-4357. Thank you.

## Cables and Satellite Dishes

Please be aware the roofs and the exterior walls of the buildings actually belong to the Association. You may not attach satellite dishes to the walls or the roof. Satellite dishes must be placed on poles in the ground.

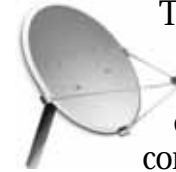
The reason for this is simple. All dishes will need holes drilled into the roof or wall to be mounted. These holes will allow water into the buildings, causing damage that must be fixed.

Next, please do not have your cable or satellite installer run cables over the roofs of the building.

There are several reasons for this. The first reason is it detracts from the community's appearance.

Secondly, in order to install the equipment, the technician must walk on the roof to get the cable over the roof. This damages the roof shingles. This will once again allow water into the building causing damage.

If you currently have a dish mounted on the roof or the side of a building, please remove it or have someone remove it immediately. If you currently have a cable on your roof, please call your installer and have them remove it for you. Failure to comply may result in the Association removing these items for you. Thank you for your cooperation in this matter.



# Use of Gas & Charcoal Portable Grills

Please be advised that the use of gas and charcoal grills in multi-family housing such as Keystone is strictly regulated by the County and the Association. These grills may not under any circumstances be used in the units, in the parking areas, or on any of the porches or patios within 10 feet of the building. Their use is restricted to the open areas of the Association, at least 10 feet away from the buildings and any other flammable structure. Your cooperation regarding this matter and the safety of the community is greatly appreciated.



# Noise Issue

## Please Be Respectful of Your Neighbors

Please be aware that Orange County Sheriff's Office does not have any set time for enforcing noise complaints. The Disturbance of the Peace Statute is enforceable any time of the night or day. If a resident feels that his or her peace is being disturbed, all he or she has to do is call the Sheriff's Department to file a complaint. Once that is done, the Orange County Sheriff's Department will send an officer to request that the responsible party tone down their



gathering. If a second request is made concerning the same disturbance, the responding officer may arrest the responsible party. Please be considerate and respectful of your neighbors so that the Sheriff's Department is not needed to handle these types of situations. The Board is requesting that all residents move parties inside after 11 PM to help with these noise issues. We greatly appreciate your cooperation in this matter.

# No Soccer in the Common Areas

It has been observed that some of the neighborhood children are playing soccer in the common areas again. Please remember the common areas are the property of the Association and the rules governing their use are clear. Soccer or any other activity of this nature is not allowed in the common area.

There are three reasons behind this decision. First someone may get hurt, and the Association's insurance does not cover this activity. Second, property could be destroyed, such as a broken window or broken patio furniture. These activities have already caused damage to sprinkler heads and some of the irrigation equipment. Finally, the noise disturbs your fellow residents.

If these activities persist, the Association will bring legal action against any tenant or owner who refuses to refrain from these activities. Thank you for your cooperation and understanding.

## Parking Policy

Per the rules of the Association, there are only two (2) parking spots per townhome. In addition, the vehicles must be registered with the Association and all vehicles must display parking permits. Visitors are to use the designated spaces provided and they must place a green visitor's pass on their rearview mirror. Residents should NOT park in visitor's spaces at any time. These spaces are designated for visitors only. Residents may be towed if parked in visitor's spaces. Commercial vehicles, RVs, boats, trailers, and vehicles with expired license plates are not permitted at any time in the community. It is also a violation for vehicles to park on the grass.

## Towing Policy

All vehicles without a proper parking permit or a visitor's pass, in addition to any commercial vehicles, RVs, boats, trailers, vehicles with expired license plates, and vehicles parked in the grass will be towed without warning from the community at the owner's expense. *DWD will never call to have any cars towed in spite of what might be said by the towing company. They have instructions per the Governing Documents on what vehicle needs to be towed.*

**Universal Towing and Recovery**  
**(407) 816-0102**

## DOG WASTE



ORDINANCE #95-32  
**FINE \$500**  
**To report any animal violation, call:**  
**407-836-3111**

# Mardi Gras Word Search

Mardi Gras is one of the most exciting holidays in the world, with its bright colors and parades. Learn about Mardi Gras by completing this difficult word search.

R A I Y F A R O A P N N Z D J M D R H D  
 O H K C B O F S D S C C V A K N O T F W  
 C M U O S H M R T Z H Q W P I L U L T M  
 B N D C Q C A W A A S W O R H T B S A D  
 A C G O N G S E C N O T E U J G L C X S  
 S P A N C A K E P O C L B D X Y O J U H  
 L V E U J A E A C F A E F C N N O R A U  
 O U D T C C R S N A E L R O W E N I E U  
 D V A G S T S F B T V D Q S N E S O B C  
 J Q N G Y A Z P N T L O C T E P X D M B  
 X I C V P Z R U E U P H M U E M X E A T  
 K R E Z S R Y G N E L A Q M R I V J L Y  
 P A R A D E S D I S R K P E G Y G A F I  
 E T S P W M I A J D S R U G D H B N Y C  
 K E Q W O G T C I A N K R E Q X A E W P  
 X U D D R I M G P Y A U P C P T D I I I  
 B E Q A C A R N I V A L L M I O G R Q I  
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 L P Z K S H M B I E N K T J I J U U L Y  
 A D H F E V F A H C E H R Q B S S M E D

Flambeaux  
 MardiGras  
 KingCake  
 Floats  
 Lundigras  
 Carnival  
 Costume  
 Europe  
 France  
 Music

Party  
 Parades  
 Purple  
 AshWednesday  
 Coconut  
 Dancers  
 Doubloon  
 FatTuesday  
 Green  
 Gold

Mask  
 NewOrleans  
 Queen  
 Maskers  
 LundiGras  
 Pancake  
 Beads  
 Throws  
 Crowds  
 RioDeJaneiro

**KEYSTONE AT MEADOW WOODS HOMEOWNERS ASSOCIATION, INC.**  
 MAIL OR EMAIL FORM TO: 1101 Miranda Lane, Suite 112 Kissimmee, FL 34741  
 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 \_\_\_\_\_ Fax: \_\_\_\_\_

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 are, 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 \_\_\_\_\_



KEYSTONE AT MEADOW WOODS  
 HOMEOWNERS' ASSOCIATION  
 C/O DWD Professional Management, LLC  
 1101 MIRANDA LANE • SUITE 112  
 KISSIMMEE, FL 34741

Address Service Requested

# February & March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Assessments Due	2 	3 	4
5	6	7	8	9	10 Full Moon	11
12	13	14 	15 Grace Period for Assessments Ends	16 7pm HOA BOD Mtg. @ DWD Office, RSVP	17	18
19	20 	21	22	23	24	25
26	27	28 	1 February ASH WEDNESDAY Assessments Due	2 	3 Employee Appreciation DAY	4
5	6	7	8	9	10	11
12 Full Moon 	13	14	15 Grace Period for Assessments Ends	16 7pm HOA BOD Mtg. @ DWD Office, RSVP	17 	18
19	20	21	22	23	24	25
26	27	28	29	30	31	