



KEYSTONE AT MEADOW WOODS

January 2018 Newsletter

Assessment Information 2018

The Keystone assessment remains \$250.00 per month for the 2018 budget year. Payments are due on the first of the month and are considered late after the 15th of each month. These payments must be received and processed before the end of the business day on the 15th day of the month in order to avoid a late fee of \$10.00. If the payment is not received by the end of the month, interest will also accrue.

While homeowners do receive a 15-day grace period, all payments are **due on the 1st day of the month**. If you have any questions regarding your account balance or the assessments, please contact the management company.

Roof Repairs Update

The roofers have started replacing the roofs to all 39 buildings within

the community. Currently, the roofers have finished replacing the roofs of 10 buildings, and are working on schedule to complete their work within the next few months.

Please be aware of the location where the roofers are working each day. Please do not walk near the work sites as the roofers may be moving materials on and off the roofs creating many hazards to your safety. If you are in a building where the roofers are replacing the roof, please be aware of the hazards as you enter or leave your unit. These hazards include materials that may fall from the roof and debris (i.e., roofing nails or shingles) on the ground.

Finally, the roofers may need to park dumpsters in front of the buildings where they are working. Please be patient while this project is being completed. If you are having an issue with parking due to the construction, please contact the management office so they may assist you.

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, www.keystoneatmeadowwoodshoa.com. Click on "Resident Services" then "Online 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

President: Yvette Fisher

Secretary/Treasurer: Lena Soares

Director: Pedro Mendoza

Board of Directors' Meetings

Held on the third Thursday of every month at 7:00 PM at DWD Professional Management's office. Please RSVP if you would like to attend by contacting DWD.

Parking Permits and Parking Regulations

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 resident 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 may find additional parking by asking one of your neighbors if they have another parking spot available. Some owners 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. Please be aware that if you do not find another owner to donate a parking spot to you, you must remove the vehicle from the community's parking lot or be subject to towing.

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 office. The address is 1101 Miranda Lane, Suite 112, Kissimmee, FL 34741. You will need to bring 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.

In addition, please be aware that your car may also be towed if you do not follow the parking regulations. **The towing company will be patrolling the parking lots looking for the following types of vehicles in violation of the parking regulations:**

- All commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows)
- Vehicles that do not have the proper parking permits. (This includes cars using inactive parking permits - permits that have been designated as inactive since they belong to a previous resident or a car that was sold by a current resident)
- Boats, or any other recreational vehicles
- Trailers
- Vehicles without license plates or with expired license plates
- Vehicles that are parked on the grass
- Vehicles that are double parked (parked behind cars which are parked in parking spaces or cars parked in more than one parking space)
- Vehicles parked in front of and/or blocking fire hydrants
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more

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.

Parties at the Pool

If you are planning to have a party at the pool, please call the management office first to schedule and arrange the date and time.

Please be aware that a \$100 deposit is required when scheduling the pool event. This will ensure that the area is cleaned properly. If the pool area is cleaned, the deposit will be returned. If the area is not properly cleaned, the deposit will not be returned and 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 to other residents 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.

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 like poisonous snakes or alligators may be spotted from time to time. If you see alligators in the area, you may report them to the Florida Fish and Wildlife Conservation Commission at the following number: 866-392-4286. Please contact the management office after you call Florida Fish and Wildlife, as the community management company will need to authorize the trappers to enter the Association's property.

Working on Cars

Please be aware that working on vehicles in the parking lots of Keystone is strictly prohibited. Anyone caught working on a vehicle, with the exception of changing a flat tire or a battery, will have their car towed at their own expense.

Working on a car will cause many of the fluids (brake fluid, oil, coolant, etc.) to leak on the asphalt and ruin the parking surface.

Anyone caught putting fluids on the asphalt will be charged for the cleaning and/or repair of the parking lot. This includes accidentally spilling fluids, leaking engines, or intentionally spilling fluids during a repair.

These charges will be accessed to the unit owners. Please be aware that unit owners are responsible for any damages caused by their tenants and/or guests. Thank you for your cooperation.

Noise Concerns

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 all residents to move parties inside after 11 PM to help with these noise issues. We greatly appreciate your cooperation in this matter.

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

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 area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt DWD Professional Management, LLC will forward the ARB Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): _____ Date: _____

DO Not Write Below This Line

This Application is hereby: () Approved () Denied

Date: _____ Signature: _____

Comments: _____

Date Received _____ Mailed to Assoc. _____ Mailed to Owner _____

January and February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January	1 New Year's Day Monthly Assess. Due	2	3	4	5	6 Three King's Day/Epiphany
7	8	9	10	11	12	13
14	15 Martin Luther King, Jr. Day Grace Period Ends for Monthly Assessment	16	17	18 Board of Directors' Meeting 7 PM	19	20
21	22	23	24	25	26	27
28	29	30	31			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February				1 Monthly Assess. Due	2	3
4	5	6	7	8	9	10
11	12	13	14 Ash Wed. Valentine's Day	15 Grace Period Ends for Monthly Assessment Board of Directors' Meeting 7 PM		17
18	19 President's Day	20	21	22	23	24
25	26	27	28			