



KEYSTONE

At Meadow Woods

A Newsletter By and For the
HOMEOWNERS AND RENTERS of
Keystone at Meadow Woods
Homeowners' Association
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. If you are planning to attend the meeting, please RSVP to 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

Assessments 2018 - New Coupon Booklets

The coupon booklets for the 2018 Assessments should arrive this month if they have not done so already. Please be on the lookout for this important mailing. The coupon booklet will include your monthly coupons as well as information regarding on-line bill pay and a change of address form. Just so you are aware, the PO Box listed on the coupon is the address for the Association's bank, Center State. This address is not for DWD Professional Management. Therefore, if you need to send correspondence to DWD, please mail it to: 1101 Miranda Lane, Suite 112, Kissimmee, FL, 34741. In addition, when mailing in your payments, please make your checks payable to **Keystone at Meadow**

Woods HOA. Finally, if you do not receive your coupon booklet by mid-December, please contact our office so that we may mail you a replacement. Remember that it is your responsibility to ensure that your HOA assessments are received in a timely fashion. Your assessments are due on the 1st of each month and are considered late after the 15th. Please pay on time so that you can avoid the addition of late fees and interest. We greatly appreciate your cooperation in this matter.

DWD Holiday Hours 2017-2018

Please be advised that the DWD Professional Management office will be closed beginning on Friday, December 22nd at 12 PM through Monday, January 1, 2018 in observance of the Christmas and New Year holidays. Our offices will re-open on Tuesday, January 2, 2018. We hope everyone has a happy holiday season.



KEYSTONE AT MEADOW WOODS HOMEOWNERS' ASSOCIATION

Board of Directors

President

Yvette Fisher

Secretary/Treasurer

Lena Soares

Director

Pedro Mendoza

Disclaimer: The *Keystone at Meadow Woods Newsletter* is published for *The Keystone at Meadow Woods Homeowners' Association* by Focus Community Publications & Printing, Inc. as a courtesy to all property owners and residents. Focus nor the Association assume any responsibility for article content or advertising message as submitted for inclusion in the newsletter. Advertising and articles are not endorsed by the Association, nor is there any implied warranty by the Association or its staff.

Statement of Business Support: When patronizing any of the businesses advertising in our newsletter, whether or not for the first time, it is helpful if you tell them you saw their ad in your community newsletter. *The Keystone at Meadow Woods Newsletter* is published by Focus Community Publications and Printing, Inc. of Saint Cloud at no charge to our association. Costs of development and printing are underwritten through the sale of advertising. These advertisers pay for their ads to reach you and they have no other way of knowing if their ad attracts your attention or business unless you mention that you heard about them through *The Keystone at Meadow Woods Newsletter*.

PUBLISHED BY

**FOCUS COMMUNITY PUBLICATIONS
& PRINTING, INC.**

2008 JAFFA DRIVE • UNIT H

ST. CLOUD, FL 34771

PHONE: 407.892.0019

FAX: 407.957.0057

E-MAIL: FOCUSCOMPb@AOL.COM

Christmas Lights and Other Attachments to the Buildings

Please be aware that the roofs and the exterior walls of the buildings belong to the Association. You may not attach Christmas lights, cables, satellite dishes, or any other attachments to the walls or the roof of your unit. Doing so damages the structural integrity of the buildings and could cause issues with our master insurance coverage.

If you currently have Christmas lights attached to the fascia or any other part of the roof, **please remove them immediately.** Failure to comply with this request may result in the Association removing these items for you. In addition, any damages caused by these attachments to the building or roof will be at the owner's expense. Thank you for your cooperation in this matter.

Pool Parties Must Be Scheduled

Starting in November, if you are going to have a party at the pool, please call management first. Please be aware that there will now 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 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.

Parking Violations and Towing

All of the parking lots in the Villas at Shadow Bay are by PERMIT ONLY and all residents must follow the parking rules. The towing company, Universal Towing and Recovery, will be patrolling the parking lots looking for the following vehicles in violation of these parking rules:

- 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
- 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)
- Vehicles parked and blocking fire hydrants
- Clearly disabled and inoperable vehicles that have not moved for 72 hours or more

If your vehicle is towed, please contact **Universal Towing and Recovery at 407-816-0102.** **Do not contact DWD Professional Management** if your vehicle is towed, as management has no authority to intervene with the towing company. All appeals or requests for reimbursement must be made to the Board of Directors. Please consult this newsletter for the date and time of the next Board meeting to make these requests. Thank you.



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 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

December 2017 & January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Assessments Due	
3	4	5	6	7	8	9
Full Moon						
10	11	12	13	14	15	16
					Grace Period for Assessments Ends	
17	18	19	20	21	22	23
				7pm HOA BOD Mtg. @ DWD Office, RSVP	DWD Professional Management Closed at noon	
24	25	26	27	28	29	30
	 DWD Management Closed	DWD Professional Management Closed	DWD Professional Management Closed	DWD Professional Management Closed	DWD Professional Management Closed	
31	1	2	3	4	5	6
	<i>January</i> DWD Management Closed Assessments Due					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	 Grace Period for Assessments Ends			7pm HOA BOD Mtg. @ DWD Office, RSVP		
21	22	23	24	25	26	24
28	29	30	31			
			Full Moon			