



KEYSTONE AT MEADOW WOODS

March 2018 Newsletter

Roof Repairs Update

The roofers have almost completed replacing the roofs for all 39 buildings within the community. The project should be finished within the next couple of weeks. Thank you for everyone's patience during this important project for our community.

As the workers complete their work, 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. We also ask that you keep your children away from the workers and the worksite for their safety and the safety of the workers. 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.

If you are having an issue with parking due to the construction, please contact the management office so they may assist you.

Cables, Satellite Dishes and Other Attachments to the Buildings are NOT Permitted

Please be aware that the roofs and the exterior walls of the buildings belong to the Association. You may not attach cables, satellite dishes, or any other attachments to the walls or the roof of your unit. Since the new roofs were just installed, we want to be sure everyone is clear regarding this rule.

All satellite dishes must be placed on poles in the ground and may not be installed on the roofs. The reason for this is simple. All dishes will need holes drilled into

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.

(Cables, Satellite Dishes and Other Attachments to the Buildings continued)

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. Running these cables damages the roof shingles. This will once again allow water into the building causing damage.

Finally, do not install any other attachments to the building. Doing so damages the structural integrity of the buildings and could cause issues with our master insurance coverage.

If the roofers removed your satellite dish and/or cables from the roof as they were completing the roof replacement project, **you may NOT have the satellite dishes re-installed on the new roofs**. Failure to comply with this request will 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. If you have any questions or concerns, please contact the management office.

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)

(Parking Permits and Parking Regulations continued)

- 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.

Pool 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

(Pool Rules continued)

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 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.

Master Policy 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.

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.

Monthly Assessments

The Keystone assessment amount is \$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 before the 15th day of the month in order to avoid the application of a late fee in the amount of \$10.00. If the payment is still not received by the last day of the month, the account will also incur interest. 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 or concerns regarding your account balance, please contact the management company.



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 _____ 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** _____

March and April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>March</i>				1 Monthly Assess. Due	2	3
4	5	6	7	8 International Women's Day	9	10
11 Daylight Savings Begins	12	13	14	15 Grace Period Ends for Assessment Board of Directors' Meeting 7 PM	16	17 St. Patrick's Day
18	19	20 First Day of Spring	21	22	23	24
25	26	27	28	29	30 Good Friday	31 Passover Begins
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April</i> 1 April Fool's Day Easter Sunday Monthly Asses. Due	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Grace Period Ends for Assessment	16	17	18	19 Board of Directors' Meeting 7 PM	20	21
22 Earth Day	23	24	25	26	27	28
29	30					