



Jackson Park Condominium Association

January 2023 Newsletter

2023 Assessment Information Reminder

Please remember your first monthly assessment for 2023 was due on January 1st. The new assessment amount is \$333.25 per month. If you have not made your January payment yet or if you paid the incorrect amount, please make your payment by tomorrow, January 31st, in order to avoid the application of interest. Please be advised that a \$25.00 late fee was applied to all accounts with a balance as of January 15th. If you need to check your account balance, you may do so on the community's online portal or you may contact the management company.

2023 Budget Requests

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:

[Budget – Jackson Park Condominium Association](#)

Please Remove Holiday Lights and Decorations

Sadly, the holiday season is now over and it is time to remove all holiday lights and decorations. Therefore, please remove your lights and holiday decorations by this weekend if you have not done so already. Thank you for your cooperation in this matter.

Happy 
Valentine's Day!

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, www.jacksonparkcondos.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
DWD Professional Management, LLC
info@dwdpm.com

407.251.2200 phone
800.759.1820 fax
9419 Tradeport Drive
Orlando, FL 32827

Board of Directors

President: David Matzer
Vice President: Rosa Hernandez
Secretary: Yohana Cadenas
Treasurer: Itamar Da Silva

Towing Company

Please be advised that the towing company for the community is **Universal Towing & Recovery**. Please see their address and contact information below:

Universal Towing & Recovery
206 6th Street, Lot 300
Orlando, Florida 32824
Phone: 407-816-0102
Fax: 407-816-0103
Email: universaltowingremovals@yahoo.com

Garbage Pick-Up Schedule/No Recycles and No Bulk Waste Pick-Up

Please be advised of the following schedule for trash pick-up for the Jackson Park community:

Garbage Pick-up: Tuesdays and Fridays

The community's vendor for trash pick-up, Waste Pro, does not pick-up recycling or bulk items. All trash must be placed in storage containers and placed at the curb. Do not place items outside of your storage containers. If you have bulk items for pick-up, you will need to take these items directly to the local County dump location.

Please remember to place your storage containers out on the curb no earlier than 6 PM the night before collection, and return them to their proper

storage places by 6 PM the day of collection.

If you have any questions about curbside collection, please contact Waste Pro at 407-774-0800.

Gate Access Procedures

The Board of Directors changed the policy for purchasing gate remotes. The previous policy only allowed owners to purchase gate remotes. **However, the Board decided to allow tenants to purchase remotes as well as long as a valid lease with the owner is provided.** Therefore, we ask owners to inform their tenants of this policy change so remotes may be purchased at the management office if needed.

For your convenience, on page 7 please find a copy of the gate access form that you or your tenant will need to complete in order to obtain a gate remote. You or your tenant may also use this form to add or update your phone number and name in the call box.

Please be advised that gate remotes cost \$25.00 each. Please make your payments with either a check or money order made payable to **Jackson Park COA**. 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 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.

Parking Regulations

Please be advised of the following parking policy for the Jackson Park Condominium Association. The following vehicles are NOT permitted:

- Commercial vehicles (this includes cars/trucks with ladder racks, pipe racks, magnetic signs or lettering in the windows) – Commercial vehicles are only permitted during daylight hours if they are furnishing goods and services to residents (i.e., plumbing services).
- Boats and campers, motor homes, trailers, and recreational vehicles.
- Vehicles without license plates or with expired license plates.
- Vehicles that are parked on the grass.
- Vehicles that are parked on the street between the hours of 12 AM – 6 AM.
- 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 or parked in fire lanes.

Clearly disabled and inoperable vehicles that have not moved for 72 hours or more.

All vehicles should be parked in designated parking spaces only. Residents and guests of Jackson Park 1 and Jackson Park 2 are permitted to park in any available marked parking space since the property is shared by both Associations.

It is important that these rules are followed as the Board has found that many people are still parking on the street after hours and in fire lanes. If you have received a letter of violation for this issue, please ensure that you follow the rules listed above. If you have questions regarding these rules, please contact the management office.

The new security services company will also be issuing citations for violations of the parking rules. Please move your vehicles if you receive these citations.

If your vehicle or the vehicle of a guest is towed due to a violation of the parking rules and regulations, you should contact **Universal Towing & Recovery** to resolve the situation.

Universal Towing & Recovery
206 6th Street, Lot 300

Orlando, Florida 32824

Phone: 407-816-0102

Fax: 407-816-0103

Email: universaltowingremovals@yahoo.com

We greatly appreciate your cooperation and assistance in this matter. If you have any questions or concerns regarding the parking policy, please contact the management office.

Pool Access

If you need to obtain pool access for the community pool, please contact the management office at info@dwdpm.com or 407-251-2200. The management office will arrange a time for you to pick up your access card at their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool access cards cost \$8.00 each.

Accepted methods of payment are check or money order made payable to Jackson Park COA.

Please bring the following with you to the management office in order to receive your pool access card:

Owners: You must bring a photo ID.

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

Use of Bouncy Houses

Please be advised that the use of bouncy houses in multi-family housing such as Jackson Park is **NOT** permitted. All of the outside areas belong to the Association and are considered

common area property. If someone were to get hurt, the Association could be held liable and the Association's insurance does not cover this activity. In addition, common area property could be destroyed or damaged. Therefore, bouncy houses are not permitted and should not be installed in any area within the community. Thank you for your cooperation and understanding.

Owner Access Platform

Please be advised that you may utilize an online owner access portal where you may login to manage your account and access community documents. With your Internet-enabled device, you are able to view your current account balance, check your payment history, view your open records and more!

To ensure your privacy, only homeowners whose email address is on file have already received a registration email. **If you have not already provided your email, please email your information to info@dwdpm.com** and include your community's name, address within the community, and the email address you want on file. This extra step is designed for the safety of your personal information because it allows us to verify each homeowner. 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.

If you received the registration email but the time has expired and you are in need of a new registration email, please contact our office by email at info@dwdpm.com with your request. Please make sure to include the email address you want us to use and we process a new registration email for you.

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 at <https://owner.topssoft.com/DWD/ProfessionalManagement/Account/Login> in order to review your account balance and obtain information. Please let us know if have not received your invitation to join the platform, and we will help you set-up your account.

Assessment Information and Payment Plans

Jackson Park Condominium currently has a monthly assessment of \$333.50 per month

starting on January 1, 2023. Payments are due on the 1st of each month. Payments received after the 15th of each month will be assessed a \$25.00 late fee. Also, if there is a balance on the last day of the month, the account will accrue interest (January-December). **There are several ways to make payments: by mail, online credit card/debit card/e-check, bill pay, or auto debit.**

1. You may pay online through the Association's bank using a credit card, debit card, or e-check, as well as set-up ACH. The website is as follows: <https://webvault.bbt.com/as/paymentservices/start.aspx>. You will need the following identification numbers in order to make these payments: **Bill Pay Number, Serial Account Number, and Unit Number**. You may find these numbers on your coupon booklet or you may contact the management company to obtain this information.
2. You may mail your payment at our offices located at 9419 Tradeport Drive Orlando, FL 32827. Please make sure that your check includes your name, account number, and property address.
3. You may mail your payment with the coupon to the processing office of the Association's Bank located at P.O. Box 628207 Orlando, FL

32862. Please make sure that your check includes your name, account number, and property address.

4. You may pay in person at any BB&T branch; however, you need to have the coupon for the branch employee to be able to process the payment.
5. You may make your payments through your bank as a bill pay. If you choose this option, you will need the following information:

Payee Account Number:

Your Bill Pay Number

Payment Payable to: Jackson Park Condominium

Mailing Address: Jackson Park COA

P.O. Box 628207

Orlando, FL 32862-8207

If you are experiencing financial difficulties or job loss, please contact our office to set-up a payment plan. **It is very important that you contact us to discuss this matter. We cannot set-up a payment plan if we are not aware of your financial situation.** We will make payment arrangements with owners who may need assistance in order to ease the financial impact as much as possible.

If you have any other questions or concerns regarding your account balance, please feel free to

contact the management office at 407-251-2200 or at info@dwdpm.com.

Please Pick-up After Your Pets and Keep Pets on a Leash at All Times

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 of in a waste receptacle.** This is not only a community rule; it is an Orange County ordinance as well. The Association has installed several doggy stations throughout the community for your convenience. Please use these receptacles to dispose of any dog waste. Dog waste is a hazardous substance and causes damage to grass and may spread illnesses to others. 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.

Architectural Review Change Procedures

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 exterior of your property, then you will need to fill out the Architectural Review Board (ARB) application. An application must be completed and approved by the Board of Directors before any project may begin.

These applications will always be available on your community's website and they are included in this monthly newsletter (please see 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 ARB 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 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.

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 Board (ARB). The ARB is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria. Per Florida Statutes, this process may take up to 30 days.

As soon as the Board makes a decision, we will mail you a letter of approval or denial. Please make sure you do not proceed with any improvements until you receive your letter of approval. 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 office

JACKSON PARK CONDOMINIUM 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

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 directory code and/or remote and to report problems with your gate access devices.

As a new owner, you will be provided two (2) pre-activated gate remotes and one (1) pre-activated pool gate card at no charge. Additional entrance gate remotes are \$25.00 each and pool key sets are \$8.00 each.

Please indicate below if you need to obtain a directory code, remote, pool key set or if you need to report a problem with your device.

Set up new directory code Set up new remote(s) Set up new pool key 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. 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)

Alternate Telephone Number: _____

E-mail Address: _____

Entrance Gate Remote Request – Please indicate the number of remotes needed. You may purchase additional remotes for \$25.00 each. Please make your check or money order payable to: **Jackson Park COA.**

_____ Number of Gate Remotes Requested

Pool Gate Card Request - Please indicate the number of pool key sets needed. You may purchase additional pool key sets for \$8.00 each. Please make your check or money order payable to: **Jackson Park COA.**

_____ Number of Pool Key Sets Requested

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

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

JACKSON PARK CONDOMINIUM 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 _____

January / February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January Monthly Assessment Due 	2 DWD Offices Closed	3 Garbage/Trash Pick-Up	4	5	6 Garbage/Trash Pick-Up	7
	9	10 Garbage/Trash Pick-Up	11	12	13 Garbage/Trash Pick-Up	14
15 Grace Period Ends for monthly Assessment	16 	17 Garbage/Trash Pick-Up	18	19	20 Garbage/Trash Pick-Up	21
22	23	24 Garbage/Trash Pick-Up	25	26	27 Garbage/Trash Pick-Up	28
29	30	31 Garbage/Trash Pick-Up				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February			1 Monthly Assessment Due Black History Month Begins	2 Groundhog Day 	3 Garbage/Trash Pick-Up	4
5	6	7 Garbage/Trash Pick-Up	8	9	10 Garbage/Trash Pick-Up	11
12	13	14 Garbage/Trash Pick-Up 	15 Grace Period Ends for monthly Assessment	16	17 Garbage/Trash Pick-Up	18
19	20 Presidents' Day	21 Garbage/Trash Pick-Up	22	23	24 Garbage/Trash Pick-Up	25
26	27	28 Garbage/Trash Pick-Up				