



JACKSON PARK CONDOMINIUM ASSOCIATION

June 2021 Newsletter

Gate Access Procedures

The Board of Directors recently decided to change the policy for purchasing gate remotes. As stated in our message sent to residents last week, the previous policy only allowed owners to purchase gate remotes.

However, the Board has 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, below 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.

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

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.

Pool Reopening & DWD Professional Management Office Procedures (COVID-19)

Based on the Executive Order issued by Governor DeSantis on May 3rd, the new CDC guidelines that were issued earlier this month, and upon reviewing the advice of the Association's legal counsel, we are very pleased to announce that the Board voted to reopen the community pool beginning on Tuesday, June 1st. **Therefore, as of June 1st, the pool area is open for all residents.** The following rules will be in effect for this area:

- 1. Anyone using this common area does so understanding the risk for being infected with COVID-19 and assumes that risk.*
- 2. While present in this common area, unvaccinated individuals must maintain a distance of at least 6 feet from other individuals at all times, except for those individuals residing in the same household.*
- 3. Anyone violating these rules will be subject to removal and/or subject to suspension of future rights to use this common area.*

We appreciate everyone following these guidelines for the safety of all residents within our community.

Please be advised that the playground area will also be reopened as soon as the vendor installs the new equipment. The vendor is currently waiting for the County to issue the permit for this installation. We apologize for the delay in this installation. We will keep you posted on further developments.

In addition to the reopening of the pool, the management office will also follow new procedures based on this new guidance at the local, state, and federal levels. Appointments will no longer be required to visit the office. **Therefore, the lobby is now open from 9 AM – 5 PM Monday through Friday for walk-ins.** You may still contact our office to make an appointment if you would prefer. However, it will no longer be required.

We will still require that all visitors and staff wear face masks while inside the management office and that proper social distancing is followed. We also still encourage residents to conduct business online using the resident portal or on the phone as much as possible.

Please be advised that for the time being, all Board meetings will continue to be held via teleconference or videoconference.

We greatly appreciate everyone's cooperation and understanding during this last year. This has been a difficult time for everyone, and we look forward to better times for us all in the coming months.

We will continue to monitor the situation at the local, state, and federal level and will provide updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health.

Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Florida Department of Health: <http://www.floridahealth.gov/> or call the COVID-19 Hotline if you have

questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at info@dwdpm.com. Take care, and stay safe.

Independence Day Observed - DWD Office Closed, Monday, July 5th

Please be advised that the offices for DWD Professional Management will be closed on **Monday, July 5, 2021** in observance of the Independence Day holiday. We wish everyone a happy and safe Independence Day!



Hurricane Season

Hurricane season began on Tuesday, June 1st and will continue through the end of November. The National Oceanic and Atmospheric Administration is predicting another busy season this year with between 13 to 20 named storms (winds 39 mph or higher) of which 6-10 may become hurricanes (winds 74 mph or higher). Therefore, please take the time now to prepare your home and your family for hurricane season. Please see the pages below for additional information about hurricane preparedness provided by HIG Insurance. The Florida Attorney General also issued a hurricane guide for all Florida residents. Please use the following link to access this information: <http://www.myfloridalegal.com/hurricaneguide>.

Pool Rules and the Pool Security System

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.**

Next, there is a list of pool rules located in the pool area. 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.

Please be aware that anyone found at the pool from dusk to dawn will be asked to leave. Management and the Board will call the Orange County Sheriff's Department to issue trespass warrants if necessary. 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 Keys

If you need to obtain a pool key 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 key at their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool fobs 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 key fob:

Owners: You must bring a photo ID.

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

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.

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

Airport Towing Service

6690 East Colonial Drive

Orlando, FL 32807

Ph: 407-275-8721

Fax: 407-275-1822

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.

Painting Project Information Update

The painting project is now complete. The painters will be working on touch ups over the next few weeks as needed. Thank you all for your cooperation and patience as we worked to complete this project. We are grateful to everyone for their assistance.

Procedure for Reporting Maintenance Issues

If you are renting your unit in the community, please be aware that **all maintenance issues should first be reported to your landlord or property management company.** Your landlord or property management representative should then contact the community management office to make arrangements for the repair.

If you are an owner in the community, please contact the community management office to report any maintenance concerns or issues. We will help you determine if the repair is your responsibility to correct or if it is the responsibility of the Association.

Finally, please remember that the community management office is not open over the weekend or during national holidays. If you have a maintenance emergency during a weekend or during a holiday, you may leave a message and the community management staff will contact you on the next business day.

By following these guidelines, you will greatly assist the staff in providing more efficient service. Thank you for your cooperation in this matter.

2021 Budget Requests

If you are interested in obtaining the 2021 Budget for your community, please feel free to review the document on the community website using the following link: <http://www.jacksonparkcondos.com/budget.html>. You may also contact the management office to obtain a copy via email or regular mail.

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.

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.

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 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.topsoft.com/DWDProfessionalManagement/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 \$275.00. 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 you 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 Condominium
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.

Please visit your community website at:

www.jacksonparkcondos.com

HURRICANE PREPAREDNESS PLAN



Supply Kit Checklist

Water

- One gallon of drinking water per person per day for at least three to seven days
- One gallon of water for each person per day for cooking and personal hygiene
- Don't forget water for your pets!

Ice

- Freeze water in zip-type freezer bags and two-liter soda jugs
- Fill coolers with ice. Ice can be used to preserve food once the power goes out

Food

- Non-perishable packaged or canned food to last at least three to seven days
- Ready-to-eat canned meats, fruits and vegetables:
 - Canned or boxed juice
 - Canned or boxed milk
 - Cereal
 - Soup
 - Peanut butter and jelly, granola bars, trail mix
 - Instant coffee or tea
 - Dried fruits and nuts
 - Bread, crackers and cookies
 - Raw Vegetables
 - Fresh fruit
 - Special food for babies and the elderly

For The Home

- Cooler for ice and food storage
- Flashlights with extra batteries or hand-crank flashlights
- Battery or solar powered lanterns
- Battery powered NOAA
- Weather radio with extra batteries or hand-crank radio
- Car charger for mobile phone
- Battery operated digital TV with car charger adapter
- Grill with extra propane, charcoal, or sterno (Outdoor Use Only)
- Matches in waterproof container or butane starter for grill
- Paper plates/bowls/cups, plastic eating utensils, napkins, paper towels, moist towelettes
- Manual can opener and bottle opener
- Cleaning supplies
- Non-scented liquid household chlorine bleach or water purification tablets
- Work gloves
- Duct tape
- Heavy-duty outdoor extension cords
- Waterproof tarps
- Plastic sheeting
- Rope
- Basic tool kit
- Corded phone

- Smoke detectors
- Carbon-monoxide detectors
- Two-way radio if power, terrestrial telephone and cell towers fail
- Fire extinguisher
- Waterproof container or resealable plastic bag to store important papers like insurance, medical, bank, or Social Security documents/numbers
- Cash (without power, credit cards are unusable)
- First Aid Kit
- Two weeks supply of prescription drugs
- Two weeks supply of vitamins
- Over the counter pain reliever
- Antibacterial hand soap
- Toilet paper
- Plastic garbage bags
- Mosquito repellent
- Sunscreen
- Toiletries/Hygiene items

Health Essentials

- Documentation, license
- Non-perishable food
- Medications
- Water



Your First Aid Kit

A first aid kit should be kept in the home and each automobile and should include:

- Sterile adhesive bandages
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- Sterile roller bandages, antibiotic ointment, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Bug repellent
- Aspirin or non-aspirin pain reliever, anti-diarrhea medication, antacid
- Bottled water and other fluids



 **HURRICANE PREPAREDNESS PLAN**

Hurricane Family Preparedness

- Hold a family meeting
- Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of and encourage everyone in the family to contribute their ideas.
- Discuss whether you'll need to evacuate
- Determine whether you live in an evacuation zone and, if so, where you will go if an evacuation order is given. Going to a family or friend's house or hotel outside the evacuation area is your best choice. If you choose to go out of town, do so well in advance of the storm. Since shelters provide for only basic needs, this should be your choice of last resort.
- Ensure your assets are protected
- Inventory your home possessions and videotape or photograph items of value. Review your insurance policies to ensure you have adequate coverage.
- Assess your home for vulnerable areas
- Do a walk-through of your home and property to evaluate your roof, windows, garage door, landscaping, etc. and determine what actions you will take.
- Make a plan to protect your vehicles
- Decide where you will store or park your vehicle, boat or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
- Secure your home
- Decide what actions you will need to take to protect your home and your property (shutters, generator, trim trees), and to keep as comfortable as possible during recovery.
- Discuss whether anyone in your home is elderly or has special needs and, if so, make arrangements in advance to accommodate those needs.

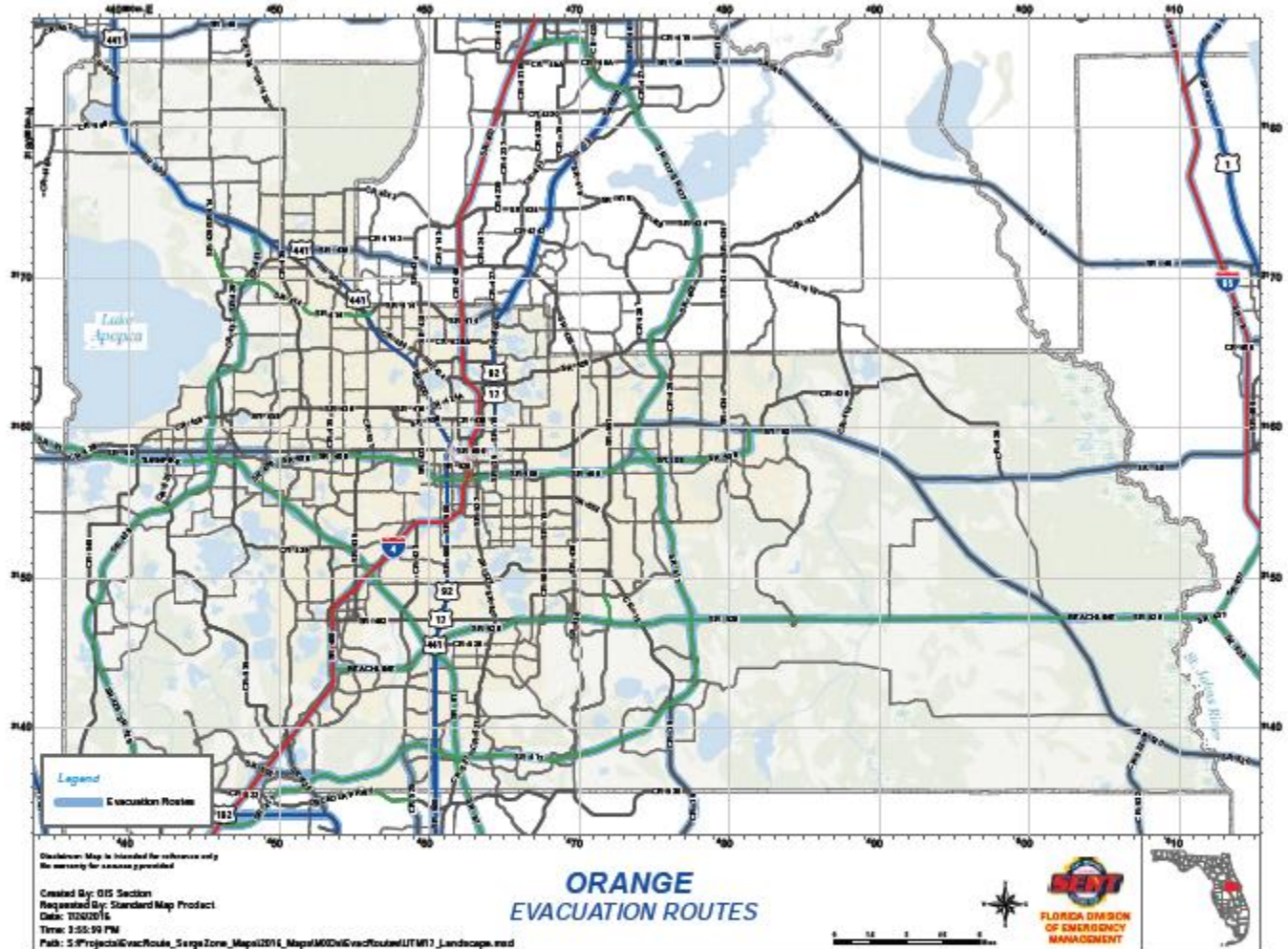
 **HURRICANE PREPAREDNESS PLAN**

Hurricane Family Preparedness

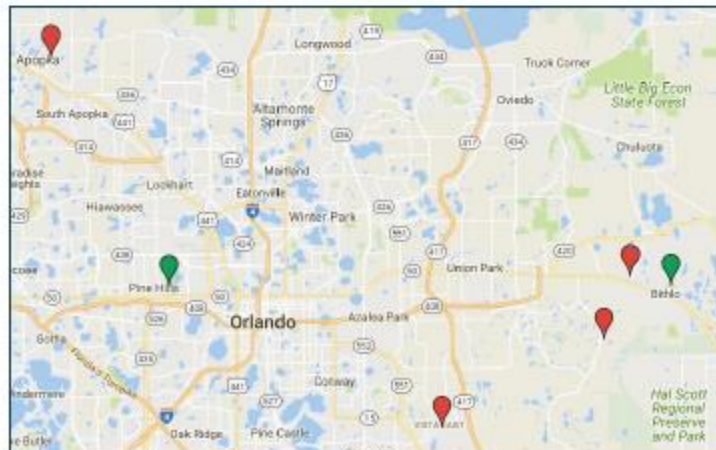
- Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- Gather your supplies
- Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see sidebar for essential items to include)
- Notify others of your plan
- Let family or friends know what your hurricane plan is so they can check on you in the aftermath of the storm. Establish an out-of-town contact
- Plan ahead for the possibility of becoming separated from your family and friends, whether it is a personal emergency or a larger-scale disaster
- Start by designating a single, out-of-town contact that your family or household members can call, e-mail or text message should a disaster occur. If local phone service is overwhelmed, it may be easier to call outside the area. Your contact should be aware that they are your family's designated contact
- All of your loved ones should agree to call the out-of-town contact to report their whereabouts and welfare
- Regular contact with your designated person will help to keep everyone informed. After initial contact and depending on the circumstances, you might set a specific check-in time
- When telephone lines are busy, e-mails or text messages may go through when calls cannot
- Create an emergency contact list; include phone numbers and e-mail addresses for your designated out-of-town contact, loved ones, neighbors and other emergency numbers such as police, fire and your physician
- Make copies of the list for every family member and print a copy to keep by the phone and with your emergency supplies
- Make sure to secure outside structures and get all outside items and bring everything inside including patio chairs, grills potted plants and balcony items



Orange County Evacuation Zones



Emergency Shelter Locations



SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



CS 311521-A March 20, 2020, 12:53PM

cdc.gov/COVID19-symptoms

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** _____

June and July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June</i>		1 Garbage/Trash Pick-up Monthly Assessment Due	2	3	4 Garbage/Trash Pick-Up	5
6	7	8 Garbage/Trash Pick-Up	9	10	11 Garbage/Trash Pick-Up	12
13	14	15 Garbage/Trash Pick-Up Grace Period Ends for Monthly Assessment	16	17	18 Garbage/Trash Pick-Up	19
20	21	22 Garbage/Trash Pick-Up	23	24	25 Garbage/Trash Pick-Up	26
27	28	29 Garbage/Trash Pick-Up	30			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>July</i>		Garbage/Trash Pick-Up		1 Monthly Assessment Due	2 Garbage/Trash Pick-Up	3
4 Independence Day  <i>happy birthday, AMERICA!</i>	5 DWD office will be closed in observance of the 4 th of July holiday	6 Garbage/Trash Pick-Up	7	8	9 Garbage/Trash Pick-Up	10
11	12	13 Garbage/Trash Pick-Up	14	15 Grace Period Ends for Monthly Assessment	16 Garbage/Trash Pick-Up	17
18	19	20 Garbage/Trash Pick-Up	21	22	23 Garbage/Trash Pick-Up	24
25	26	27 Garbage/Trash Pick-Up	28	29	30 Garbage/Trash Pick-Up	31