



Jackson Park Condominium Association

November 2023 Newsletter

DWD Upcoming Holiday Hours

Please be advised that the offices for DWD Professional Management will be closed on **Thursday, November 23, 2023** and **Friday, November 24, 2023** in observance of the Thanksgiving holiday.



Please be advised that the offices for DWD Professional Management will be partially closed during the last two weeks of December and the first week in January in observance of the Christmas and New Year's holidays. The week of December 18th, we will be closed on **Thursday, December 21, 2023** and **Friday, December 22, 2023**.

During the week of December 25th, we will be closed on **Monday, December 25th** and **Tuesday, December 26th**. Finally, during the first week of January, we will be closed on **Monday, January 1, 2024**. We wish everyone a happy and safe holiday season!



Items on Patios

During our inspections, we found that some residents are storing items in the patio area that should not be placed in this location. The only items you may store in the patio area are patio furniture and potted plants. You should not store any other items in this location. If you are unsure if an item may be stored in this location, please email the management office at 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

Annual and Budget Meetings

Date: Wednesday, November 29
Time: 6:00 PM
Location: DWD Professional Management Offices, 9419 Tradeport Drive, Orlando, FL 32827 and via Zoom Videoconference

Upgraded Owner Access Platform - Tops Portal

We are pleased to announce that the owner online platform has been upgraded and we sent you an invitation email to join the new platform to the email address on file with our office. This new platform will replace the previous online portal and will provide you with additional features and information. With your Internet-enabled device, you will be able to view your current account balance, check your payment history, view your open records (violations, work orders, and service requests), view announcements and alerts for the community, link multiple properties under the same login, and more!

To ensure your privacy, only homeowners whose email address is on file have received a registration email. If you have not provided your email, please send your information to info@dwdpm.com and include your community's name and property address within the community. 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. The link to the new portal is as follows:

[Portal - Login \(goenumerate.com\)](https://goenumerate.com)

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 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 in order to review your property account and obtain community information.

Parking in the Community

Please be advised due to the recent increase in the number of vehicles parking in the Jackson Park 1 and Jackson Park 2 communities, the Board would like to advise you of the following:

Please park your vehicles in your garage and driveway at all times.

If you have a guest or a third vehicle, please use one of the open parking spaces located on the Jackson Park 1 side of the community or on the Jackson Park 2 side of the community.

Again, every effort should be made to park in a designated parking spot, however, if you arrive home and find that there is no available parking on either side of the community for your guest or your third vehicle, the

Board will allow you to park directly in front of your unit on the street or at the end of the cul-de-sac on Corsican Street. However, if you park on the street in front of your unit, **you may NOT park on the grass or the sidewalk, in the fire lanes, or block any vehicle from entering or exiting their driveway.** If you park at the end of the cul-de-sac on Corsican Street, **you may NOT park in the fire lane.**

We have informed the towing company that parking in front of the units on the street or at the end of the cul-de-sac (following the rules as stated above) will be allowed for now until the issue with extra vehicles parking in the community is resolved.

If you have any questions, please call DWD Professional Management at 407-251-2200. Thank you for your cooperation.

Alligator Warning - Be Careful and Do Not Feed Alligators

It is important that all residents remember that in Florida alligators may be present in any body of water. Therefore, please always be aware of your surroundings and do not leave children or pets unattended near the water's edge.

Also, please be aware that it is against the law to feed alligators. Feeding alligators reduces their fear of humans, and this may have serious consequences for the people they encounter who do not bring them food.

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. You may also report alligator sightings to the management company so they may contact Florida Fish and Wildlife and provide authorization for the trapper to enter the property. If you have any questions or concerns, please call the management company.



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.

Also, please be advised that the pool gate includes a child safety lock. Therefore, when you use your magnetic card to open the gate, please then pull up on the child safety lock (a knob located on the top right-hand side of the gate) in order to gain access. Please see picture on page 10 below showing the location of the child safety lock.

We have also placed a new sign on the pool gate showing the location of the child safety lock.

If you have any issues opening the gate, please contact the management office for further instructions.

Tax Information

The accounting firm, Cole & Associates, completed the Association's taxes for 2022, and a copy is available for your review. The Statement of Cash Flow for 2022 is also available at this time. If you would like to review these documents, please contact our management office by phone at 407-251-2200 or by email at info@dwdpm.com to make your request.

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

On page 8 of the newsletter 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 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.

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.

Assessment Information and Payment Plans

Jackson Park Condominium currently has a monthly assessment of \$333.25 per month. 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 change, 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 _____



POOL RULES

- NO LIFEGUARD ON DUTY, OWNERS AND MANAGEMENT ARE NOT RESPONSIBLE FOR ACCIDENTS OR INJURIES.
- ALL PERSONS USING POOL MUST DO SO AT THEIR OWN RISK.
- SHOWER BEFORE ENTERING.
- POOL CAPACITY 24.
- BOTTLES, GLASS OR ANY HAZARDOUS OBJECTS ARE PROHIBITED WITHIN THE POOL AREA OR FACILITIES.
- ALL CHILDREN IN THE POOL AREA MUST HAVE ADULT SUPERVISION.
- NO DIVING, RUNNING, OR ROUGH PLAY.
- CONSUMPTION OF FOOD, BEVERAGES, AND TOBACCO PRODUCTS IN THE SWIMMING POOL IS FORBIDDEN.
- NO ANIMALS IN POOL OR ON POOL DECK AREA.
- NO LOUD MUSIC, PRIVATE PARTIES, OR GRILLING.
- NO ALCOHOLIC BEVERAGES ALLOWED IN POOL AREA.
- ANY PERSON SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IS PROHIBITED FROM ENTERING THE POOL.
- CAMERAS MAY BE IN USE.
- VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.
- IN CASE OF EMERGENCY CALL 911.

↑
Please pull up
on child safety
latch while
Swiping your card
to open the
pool gate
→

COVID-19 G

1. Anyone using this cor being infected with C
2. While present in this maintain a distance o except for those indiv
3. Anyone violating these subject to suspension

NO

NEED

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November and December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>November</i>			1 Monthly Assessment Due	2	3 Garbage/Trash Pick-Up	4
5 Daylight Savings Time Ends	6	7 Garbage/Trash Pick-Up	8	9	10 Garbage/Trash Pick-Up	11 Veterans Day/ Remembrance Day
12	13	14 Garbage/Trash Pick-Up	15 Grace Period Ends for Assessment	16	17 Garbage/Trash Pick-Up	18
19	20	21 Garbage/Trash Pick-Up	22	23  DWD Offices Closed	24 DWD Offices Closed Garbage/Trash Pick-Up	25
26	27	28 Garbage/Trash Pick-Up	29 Annual/Budget Meetings 6:00 PM	30		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>December</i>					1 Garbage/Trash Pick-Up Monthly Assessment Due	2
3	4	5 Garbage/Trash Pick-Up	6	7 First Day of Hannukah	8 Garbage/Trash Pick-Up	9
10	11	12 Garbage/Trash Pick-Up	13	14	15 Garbage/Trash Pick-Up Grace Period Ends for Assessment	16
17	18	19 Garbage/Trash Pick-Up	20	21 DWD Offices Closed	22 DWD Offices Closed Garbage/Trash Pick-Up	23
24 	25 DWD Offices Closed 	26 Garbage/Trash Pick-Up DWD Offices Closed 	27	28	29 Garbage/Trash Pick-Up	30
31 	<i>January</i> 1 Monthly Assessment Due 					