



# ***JACKSON PARK CONDOMINIUM ASSOCIATION***

## ***December 2020 Newsletter***

### ***Corona Virus (COVID-19) Update***

The state of Florida recently moved to the third phase of reopening. Per the advice of the Association's attorney, the Association would still be required to follow CDC guidelines and Orange County ordinances even in Phase 3. Based on the attorney's advice and the need to follow these guidelines and ordinances, the Board has decided to continue with the following safety procedures as outlined below:

**1) Office Visits – By Appointment Only:** **If you must stop by the management office in person, you will be required to make an appointment first so the staff can ensure proper social distancing.** We will also require that you wear a mask or covering over your nose and mouth while visiting the office.

Please contact the office at 407-251-2200 to make an appointment if needed. We encourage all residents to use the online portal or to conduct business via phone or email when possible.

**2) Board Meetings:** The Board will continue to conduct all business via telephone or video-conference.

**3) Common Areas:** The pool and playground area will remain closed for the health and safety of the community.

We appreciate your cooperation and understanding in this matter. 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

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.jacksonparkcondos.com](http://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](mailto: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 Meeting**

**Date:** December 17, 2020  
**Time:** 2:00 PM  
**Location:** Zoom Video Conference

(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](mailto:info@dwdpm.com).

We wish all of our residents well during this difficult time. Take care, and stay safe.

## *2021 Assessments*

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On November 7, 2020, the Board of Directors met to discuss the Budget for next year. The Board voted to maintain the Assessment at the current level for next year. **This means your assessment will remain \$275.00 per month for 2021.** You should receive your new coupon booklet by late November/early December. If you do not receive your coupon booklet by mid-December, please contact the management office.

Please remember that your monthly assessments are due on the 1<sup>st</sup> of each month. Payments are considered late if received after the 15<sup>th</sup> and will incur a \$10.00 late fee.

If you have any questions about your assessment payments, please contact the management office for further assistance.

## *DWD Upcoming Holiday Hours*

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Please be advised that the offices for DWD Professional Management will be closed on **Monday, December 21, 2020 through Friday, January 1, 2021** in observance of the Christmas and New Year's holidays. We wish everyone a happy holiday season.



## *Tax Information 2019*

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The accounting firm, Gerstle, Rosen & Goldenberg, P.A., recently completed the Association's taxes and financial review for 2019, and a copy is available for your review. The Statement of Cash Flow for 2019 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](mailto:info@dwdpm.com) to make your request.

## *Parking Regulations*

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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.

## *Procedure for Reporting Maintenance Issues*

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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.

## *New Owner Access Platform*

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We are thrilled to announce the new online owner access feature where you can login to manage your account and access community documents. With your Internet-enabled device, you will now be 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](mailto:info@dwdpm.com)** and include your community name, property address, 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 at [info@dwdpm.com](mailto:info@dwdpm.com) with your request. Please make sure to include the email address you want us to use and we will process a new registration 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.

Once you have created your account, you may access the platform using the following link:  
<https://owner.topsoft.com/DWDProfessionalManagement/Account/Login>.

## *Assessment Information and Payment Plans*

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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 due to COVID-19, 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](mailto:info@dwdpm.com).

## *Use of Bouncy Houses*

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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.

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

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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*

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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 our new community website:**

**[www.jacksonparkcondos.com](http://www.jacksonparkcondos.com)**



# 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, 12:55PM

[cdc.gov/COVID19-symptoms](https://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](mailto: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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Date Received** \_\_\_\_\_ **Mailed to Assoc.** \_\_\_\_\_ **Mailed to Owner** \_\_\_\_\_

# November and December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>November</i> 1 Monthly Assess. Due	2	3 Election Day DWD Offices Closed for Election Day	4	5	6	7 2020 Budget Meeting @ 10 am Via Zoom Video Conference (Please call the Management Office for details if you did not receive the link to attend).
8	9	10	11 Veterans Day	12	13	14
15 Grace Period Ends for Monthly Assessment	16	17	18	19	20	21
22	23	24	25	26 Happy Thanksgiving DWD Offices Closed	27 DWD Offices Closed	28
29	30				Alzheimer Awareness Month 	Diabetes Awareness Month 
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>December</i>		1 Monthly Assess. Due	2	3 National Disability Day	4	5
6	7	8	9	10 Happy Hanukkah 	11	12
13	14	15 Grace Period Ends for Monthly Assessment	16	17 Jackson Park Annual Meeting 2:00 PM	18	19
20 DWD Offices Closed 21 <sup>st</sup> Dec. – 1 <sup>st</sup> Jan.	21 Winter Solstice 	22	23	24 Christmas EVE 	25 Merry Christmas 	26  KWANZAA
27	28	29	30	31 Happy New Year 		