



JACKSON PARK CONDOMINIUM ASSOCIATION

January 2021 Newsletter

Assessment Information - 2021

Please remember that the monthly assessments are **\$275.00 per month** for the 2021 budget year. 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).

If you have any questions or concerns regarding your assessment payments or your account balance, please contact the management office.



Please Remove Holiday Lights and Decorations

Sadly, the holiday season is now over, and it is time to remove your decorations from any landscaped area and from your windows and doors. **Please remove all holiday decorations and lights if you have not done so already by this weekend.**

Holiday decorations and lights will impede the work of our vendors and landscapers and must be removed for them to complete their work. We greatly appreciate your cooperation in this matter.

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

Painting Project Information

Please be advised that the Board of Directors voted last year to make needed repairs to the exterior of the units and to repaint each building. While the exterior repairs to the stucco and pressure washing of the buildings have already begun to take place, **the painting project is scheduled to begin within the next few weeks**. Please see the site map of the community with the color schemes for each building below.

Therefore, please be aware that if you have any items placed outside of the building (i.e., patio furniture, potted plants, decorations, etc.), these items must be removed prior to the painting of your unit. In order to assist with this process, we will send an email with the painting schedule and will post this schedule on the community bulletin board as soon as it is finalized. We will also place notices on your front door prior to the painting of your particular building so you are more aware of the exact timing. When you receive this notice on your front door, please remove all items from your front and back patios and unlock your screen enclosure (if you have one) so the painters may have access to this area.

Finally, if you have a satellite dish attached to the building or to the roof, it must be removed immediately. Satellite dishes should not be attached to the building or the roof and they **must be reinstalled on poles in the common area**. Once the buildings are painted, the satellite dishes **MAY NOT be reinstalled on the roof or the building**.

If you do not remove the satellite dish from your unit before the painting project begins or if you reinstall the satellite dish after your building is painted, **all costs associated with removing the satellite dish and repairing the damage to the building will be added to your ledger**. Therefore, please contact your satellite provider to have your satellite dish relocated as soon as possible.

We look forward to completing this project with the assistance of all of our residents. As always, if you with any questions, please feel free to call us at 407-251-2200 or e-mail us at info@dwdpm.com.

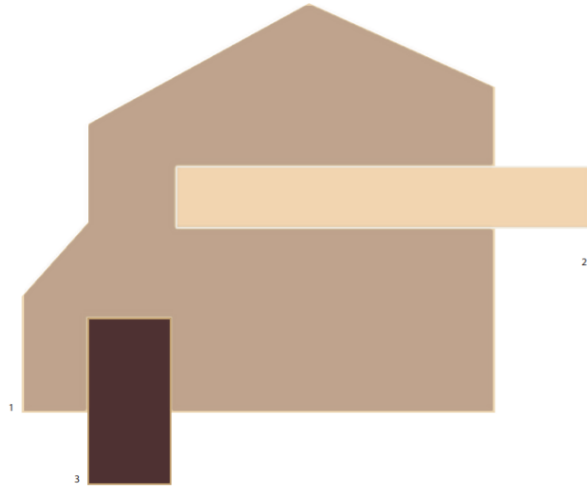
Map of Buildings 1-10:



Color Schemes:

Buildings 1 and 4:

- 1. Body – Sensational Sand
- 2. Trim – Inviting Ivory
- 3. Accent – Marooned



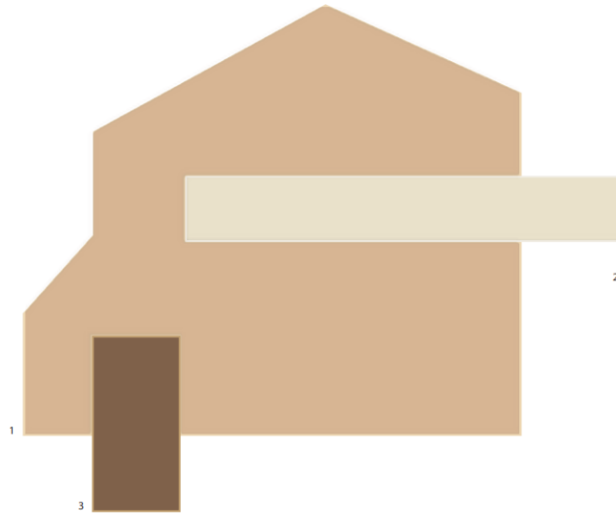
Buildings 2 and 8:

- 1. Body – Empire Gold
- 2. Trim – Ivoire
- 3. Accent – Status Bronze



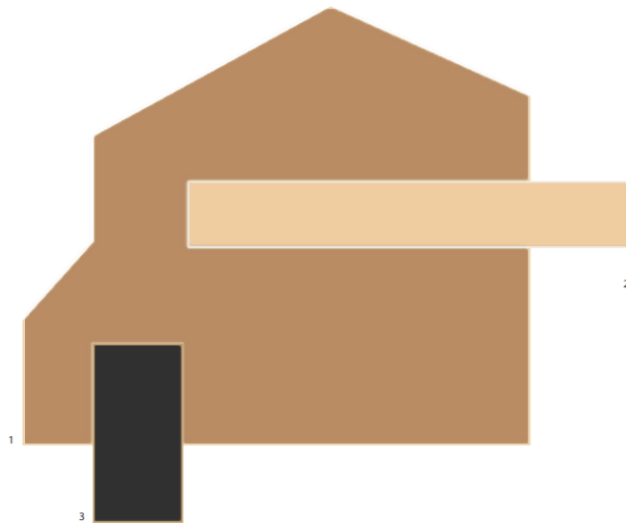
Buildings 3 and 7:

- 1. Body – Bagel
- 2. Trim – Restoration Ivory
- 3. Accent – Rockwood Brown



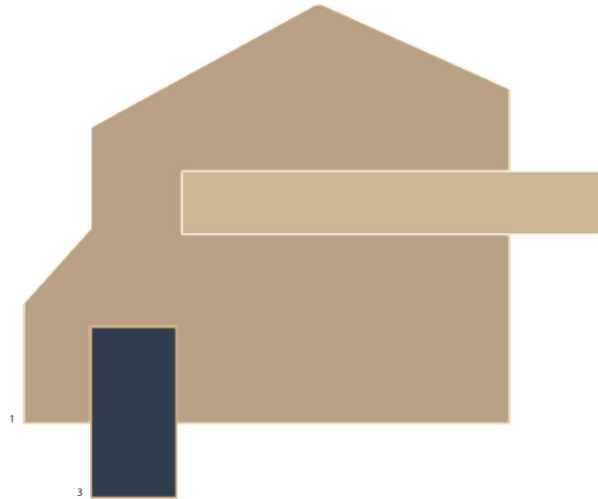
Buildings 5 and 10:

- 1. Body – Tatami Tan
- 2. Trim – Belvedere Cream
- 3. Accent – Caviar



Buildings 6 and 9:

1. Body – Latte
2. Trim – Whole Wheat
3. Accent – Naval



Playground Equipment - Replacement

Please be advised that the Association purchased new playground equipment that will be installed within the next month or two. The old playground equipment has been removed and the area is being prepared for the installation of the new equipment.

Once installed, we hope that it will soon be possible to open up the area for use in the community. However, we will continue to follow CDC guidelines and the attorney's advice on reopening this area due to COVID-19 restrictions. If you have any questions or concerns, please contact the management office.



Corona Virus (COVID-19) Update

The state of Florida is currently in the third phase of reopening. Per the advice of the Association's attorney, the Association is required to follow CDC guidelines and Osceola 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 (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. We wish all of our residents well during this difficult time. Take care, and stay safe.

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.

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.

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 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.

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.

New 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 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.

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.

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

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.



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[cdc.gov/COVID19-symptoms](https://www.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** _____

January and February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>January</i>					1 Monthly Assessment Due Garbage/Trash Pick-Up	2
3	4	5 Garbage/Trash Pick-Up	6 Three Kings Day	7	8 Garbage/Trash Pick-Up	9
10	11	12 Garbage/Trash Pick-Up	13	14	15 Grace period ends for Monthly Assessment Garbage/Trash Pick-Up	16
17	18 Martin Luther King, Jr. Day	19 Garbage/Trash Pick-Up	20 Inauguration	21	22 Garbage/Trash Pick-Up	23
24	25	26 Garbage/Trash Pick-Up	27 International Holocaust Remembrance Day	28	29 Garbage/Trash Pick-Up	30
31						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>February</i>	1 Monthly Assessment Due	2 Garbage/Trash Pick-Up 	3	4 World Cancer Day	5 Garbage/Trash Pick-Up	6
7	8	9 Garbage/Trash Pick-Up	10	11	12  Chinese New Year Garbage/Trash Pick-Up	13
14  Valentine's Day	15 Presidents Day Grace Period ends for Monthly Assessment	16 Garbage/Trash Pick-Up	17	18	19 Garbage/Trash Pick-Up	20
21	22	23 Garbage/Trash Pick-Up	24	25	26 Garbage/Trash Pick-Up	27
28						