



# Windsor Walk Homeowners Association

## May 2022 Newsletter

### Pool Key Guidelines

Please be advised that per the Board of Directors you should follow the following rules regarding the use of the pool and the new pool keys:

**Please completely close the gate upon entry using your pool key. You may not prop the gate open for guests or leave your key in the gate so others may enter the pool area. In addition, do not let people into the pool area who do not have a key. All residents and homeowners have a key for the gate (or have the ability to obtain one at the management office). If a resident or homeowner forgets their key, it is their responsibility to go back to their residence and obtain their key so they may enter the pool area. Please remember that if you do not have a key, you will not gain entry to the pool area.**

If you have any questions regarding these guidelines, please feel free to contact the management office.

### Memorial Day, Monday, May 30th - DWD Offices Closed

Please be advised that the offices for DWD Professional Management will be closed on **Monday, May 30, 2022** in observance of the Memorial Day holiday. We wish everyone a happy and safe Memorial Day weekend!



Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.windsorwalkhoa.weebly.com](http://www.windsorwalkhoa.weebly.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  
[info@dwdpm.com](mailto:info@dwdpm.com)  
407.251.2200 phone  
800.759.1820 fax  
DWD Professional Management,  
LLC  
9419 Tradeport Drive  
Orlando, FL 32827

### Board of Directors

**President:** Sunny Ruiz  
**Vice President:** Miguel Paradas  
**Secretary/Treasurer:** Genaro Mendoza  
**Director:** Marcos Roura  
**Director:** Monique Kubica  
**Director:** Gabriela Mendoza

## *Hurricane Season*

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Hurricane season will begin on Wednesday, June 1<sup>st</sup> and will continue through the end of November. The National Oceanic and Atmospheric Administration is predicting an above normal hurricane season this year with between 14 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 link below to access this information:

[Hurricane Preparedness Guide](#)

**We also ask you to take this time to trim trees/bushes and remove all dead branches on your property. Trimming and pruning your trees/bushes will help eliminate damage to your property in the event of a hurricane or tropical storm this season.**



## *New Streetlights and Lights at Community Sign*

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Please be advised that last month Duke Energy installed two new streetlights on Alderly Commons Court and on Essex Ridge Court. We hope everyone enjoys the new lighting and that this provides extra security to our residents during the evening hours. We also installed new lighting at the community sign on Stratford Upon Avon Boulevard (please see the picture on page 1).

## *Visitor Parking Permits*

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**Please be advised that the Board voted for towing to begin along Stratford Upon Avon Boulevard and in the common area parking spaces as of September 15, 2021 for all vehicles without parking permits.**

We mailed permits and the parking rules to all owners who did not previously obtain them in person at the management office or at the community pool. Therefore, if you have tenants, please ensure that your tenants receive these permits along with the parking rules.

The rules for parking are as follows:

**Visitor parking in the community on Stratford Upon Avon Boulevard and in common area spaces is by permit only.** Parking in the two (2) permanent parking spots in front of each residence does NOT require a permit. Each unit is entitled to two (2) visitor's permits free of charge. **This permit should be displayed on the rearview mirror of the vehicle with the permit number clearly visible to the outside. Any vehicles parked without a clearly visible and properly displayed permit along Stratford Upon Avon Boulevard will be towed at the owner's expense.**



The towing company will be patrolling the parking lots looking for the following vehicles:

- Vehicles that do not have the proper parking permits on Stratford Upon Avon Boulevard or in common area parking spaces between **1 AM – 7 AM.**
- Commercial vehicles
- Boats or any other recreational vehicles
- Trailers
- Vehicles without license plates or with expired license plates
- Vehicles that are parked on the common area grass or in front of the dumpsters
- Vehicles that are double parked (vehicles that parked behind cars which are parked in parking spaces)
- Vehicles blocking fire hydrants or vehicles parked in fire lanes
- Clearly disabled and inoperable vehicles that have not moved for 48 hours or more
- Vehicles parked facing the wrong direction (parked against traffic)

If your vehicle or the vehicle of a guest is towed due to a violation of the parking rules and regulations, you should contact the towing company to resolve the situation. Please see their contact information below:

**Please do not call DWD Professional Management if your vehicle is towed, as management has no authority to intervene with the towing company.**

If you plan to have a party or an event with several visitors on property (beyond the two normally permitted), please contact the management office to request temporary visitor's permits. These permits may be picked up at the management office. Please ensure that you give the management company at least 48-hour notice before requesting permits for these events.

**Finally, If the visitor's permits are lost or need to be replaced, you may purchase new permits for \$50.00 each. You may also purchase up to two additional visitor's permits if you need more than the two permits provided for free.**

We greatly appreciate your cooperation and assistance in this matter.

## *Pool Keys*

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Please be advised that the Association installed a lock on the pool gate. Therefore, each unit is entitled to receive one (1) pool key free of charge. **Please be advised that if the pool key is lost, you may purchase a replacement key for \$75.00.** To purchase a replacement key, please make your check or money order payable to [Windsor Walk HOA](#).

If you have tenants, you will be responsible for providing the pool key to your tenants. If you would like to give your tenant authorization to pick-up the pool key for your unit, please email the form on page 10 of the newsletter with your authorization to DWD Professional Management at [info@dwdpm.com](mailto:info@dwdpm.com). **Please ensure that your tenants return the pool key to you at the end of their lease agreement so that you do not incur the \$75.00 fee for purchasing a new key.**

If you have any questions or concerns, please contact the management office by phone at 407-251-2200 or by email at [info@dwdpm.com](mailto:info@dwdpm.com).

## *Monthly Property Inspections and Notifications*

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The community management company is tasked by the Board of Directors each month to complete an inspection of all properties within the community. Below is a partial list of some of the violations that they will be on the look-out for during these inspections:

- 1) Grass that needs maintenance or full replacement (weeds, dead spots, etc.)
- 2) Houses that may need pressure washing or painting.
- 3) Roofs that need pressure washing or repairs
- 4) Fences in need of cleaning and/or repair
- 5) Weeds and grass in flower beds and missing mulch or stones in flower bed area
- 6) Garbage or debris
- 7) Parking on the grass/double parking
- 8) Commercial vehicles, recreational vehicles, or trailers in driveways

The community management company's staff members will inspect each property from the road in a vehicle, and they will take pictures of any violations. They will not go onto your property to complete their inspection. Please be kind to the inspectors when they are completing their monthly inspections. The staff members will always identify themselves when approached if you have questions. However, please do not approach them in a hostile or negative manner. They are there to complete a job as directed by the Board of Directors and to help the community.

If the inspectors find any problems with the exterior of your home, the management company will send you a letter notifying you of the violation. If you receive a violation letter, please feel free to contact the management company via email or by phone if you have any questions or if you need more time to correct the area of concern. The management company will work with you to make the needed improvements. Communication is very important so we can work together to maintain and improve our property values. Thank you for your cooperation regarding these matters.

## *Feral Animals*

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It has been brought to the attention of the management company that some of the residents are feeding stray animals in the community. According to Orange County Animal Services, anyone who feeds these stray/feral animals is considered the owners of these animals and is responsible for them. Therefore, please do not feed feral animals in the community. In addition, if you are having issues with a feral animal or if you find a dead animal in the community, please contact Orange County by dialing 311 or contact Orange County Animal Services at 407-836-3111 to report these issues. Please be advised that the staff member on property is not responsible for handling these types of matters. If you have any questions, please contact the management office.

## *Dumpster Area*

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Please keep the dumpster area clean by ensuring that garbage is placed inside the dumpsters and is not thrown onto the ground. Please also ensure that all boxes are broken down and all waste is in garbage bags that are closed securely. Also, please be aware that when residents overflow the dumpster, the garbage trucks cannot dispose of the waste and it costs the Association additional dumping fees. We are asking for everyone's assistance in keeping the community clean and dumping garbage appropriately.

## *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.

## *Payment Plan Options*

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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.**

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).



## *Please Pick-Up Leaves/Maintain Front of Units/Tree Trimming*

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The Board of Directors would like to remind everyone that residents are responsible for maintaining the front of their properties. This includes the maintenance of landscaped areas, the removal of leaves, and tree trimming. Therefore, please complete weekly maintenance of your landscaping in compliance with the governing documents of the community. If you have any questions or concerns regarding this matter, please contact the management office.

## *Noise Issues – Please be Respectful to Your Neighbors*

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Please be aware that Orange County Sheriff's Office does not have any set time for enforcing noise complaints. The Disturbance of the Peace Statute is enforceable any time of the night or day. If a resident feels that his or her peace is being disturbed, all he or she has to do is call the Sheriff's Department to file a complaint. Once that is done, the Orange County Sheriff's Department will send an officer to request that the responsible party tone down their gathering. If a second request is made concerning the same disturbance, the responding officer may arrest the responsible party. Please be considerate and respectful of your neighbors so that the Sheriff's Department is not needed to handle these types of situations. We greatly appreciate your cooperation in this matter.

## *COVID-19 Procedures - DWD Professional Management Office*

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Our community management company has Covid-19 safety procedures in place when visiting our office. **The lobby is open from 9 AM – 5 PM Monday through Friday for walk-ins.** However, we encourage all visitors to contact our office in advance to make an appointment in order to limit social contact as much as possible.

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

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](mailto:info@dwdpm.com). Take care, and stay safe.

## *Owner Access Platform*

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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](mailto: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](mailto: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.

## *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. It is extremely important that your dog is on a leash for the protection of other animals and for the protection of people (especially children) who may encounter your pet within the community. Keeping your dog on a leash is also a protection for your pet since it safeguards them from dangerous situations.

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.

## *Windsor Walk Rules*

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Below is a list of the rules for the community. If you rent out your property, we ask that you please provide a copy of these rules to your tenants.

1. Follow Windsor Walk Parking Rules
  - a. Two parking spaces per unit – No parking third car behind
  - b. Third car and Guest Parking on the main road – Stratford Upon Avon Blvd (by parking permit only)
  - c. NO PARKING in a fire lane or within 20 feet of a fire lane
  - d. FIRE LANES DESIGNATED BY YELLOW LINES INCLUDING YELLOW CURBS
  - e. All vehicles must have current license plates
2. DUMPSTER AND TRASH
  - a. Everything must go in the DUMPSTER; no exceptions
  - b. NO BULK including NO MATTRESSES, NO APPLIANCES, NO TIRES, NO PAINT (ask for list of websites and phone numbers)
  - c. IF IT DOESN'T FIT, DON'T LEAVE IT
  - d. FOR RESIDENT USE ONLY; NO CONTRACTORS
  - e. Contracts with contractors should include removal of materials
  - f. NO HOME TRASH IN COMMUNITY CONTAINERS IN COMMON AREAS
  - g. NO HOME TRASH CONTAINERS OR BAGS IN FRONT OF UNITS
3. Pets
  - a. PICK UP AFTER YOUR PET
  - b. NO PETS IN THE POOL AREA (INQUIRE ABOUT SERVICE DOGS)
4. POOL
  - a. FOLLOW POOL RULES
  - b. Pool Hours – 9 AM - DARK
  - c. NO NIGHT SWIMMING; POLICE WILL BE CALLED; ADDITIONAL MONITORING
  - d. NO GLASS IN POOL AREA
  - e. RESIDENTS ONLY (Guests must be accompanied by a resident)
  - f. CHILDREN UNDER 12 must be accompanied by an ADULT
  - g. DO NOT ASSUME IF THERE IS AN ADULT IN THE POOL, THEY WILL WATCH YOUR CHILDREN
  - h. CLEAN UP AFTER YOURSELF INCLUDING PUTTING CHAIRS AND TABLES BACK AND TRASH IN CONTAINERS

**OWNERS AND RENTERS: YOU ARE RESPONSIBLE FOR OUTSIDE CLEANLINESS. THIS INCLUDES CLEANING THE BUILDING AS WELL AS THE OUTSIDE OF YOUR FENCE. YOUR NEIGHBORS SHOULD NOT HAVE TO LOOK AT GREEN MOLD ON YOUR FENCE.**



## *Architectural Changes (Exterior Modifications)*

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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 front of your property, including landscaping changes or repainting your home, or if you intend to make any structural changes to your property (i.e., screen enclosures), then you will need to fill out the Architectural Review Committee (ARC) application.

These applications will always be available on your community's website and they are included in the monthly newsletter (please see the form 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 ARC, 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 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. **Finally, please be aware that the Association has architectural guidelines indicating the list of approved color schemes for painting your home and the shingle colors for any roof replacements. If you would like to review these guidelines, please visit the Association's website at the following link:** [Architectural Guidelines for Windsor Walk.](#)

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 Committee (ARC). The ARC is a group of volunteer homeowners who review the applications and approve or deny the applications based on your community's written criteria (the architectural guidelines). Per Florida Statutes, this process may take up to 30 days. As soon as the Committee makes a decision, we will mail you the letter of approval or denial. Please make sure you do not proceed with any improvements until you have heard from the Committee. We 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 the management office.





9419 Tradeport Drive | Orlando, FL 32827  
Phone: (407) 251-2200 | Fax: (800) 759-1820

## Windsor Walk HOA Pool Key Registration

**Please complete the information below:**

Property Address: _____
Owner Name: _____
Tenant Name: _____
Phone: _____ Cell Phone: _____
Email: _____

**Please be advised that each unit will receive one (1) pool key free of charge. If the pool key is lost, you may purchase a replacement key for \$75.00. To purchase a replacement key, please make your check or money order payable to [Windsor Walk HOA](#).**

**If you have tenants, you will be responsible for providing the pool key to your tenants. If you would like to give your tenant authorization to pick-up the pool key for your unit, please email this form with your authorization to DWD Professional Management at [info@dwdpm.com](mailto:info@dwdpm.com). Please ensure that your tenants return the pool key to you at the end of their lease agreement.**

**The pool key may NOT be duplicated in any form. By signing below, you acknowledge and understand that this key may not be duplicated.**

**If you have any questions or concerns, please contact the management office by phone at 407-251-2200 or by email at [info@dwdpm.com](mailto:info@dwdpm.com).**

Owner Signature: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

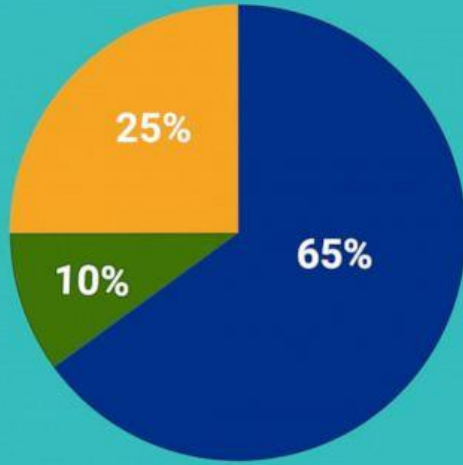
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**For Office Use Only**

Date Issued: \_\_\_\_\_ Staff Signature: \_\_\_\_\_



# 2022 Atlantic Hurricane Season Outlook



■ Above-normal   ■ Near-normal   ■ Below-normal season

Season probability

**Named storms**  
14-21

**Hurricanes**  
6-10

**Major hurricanes**  
3-6

## 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.



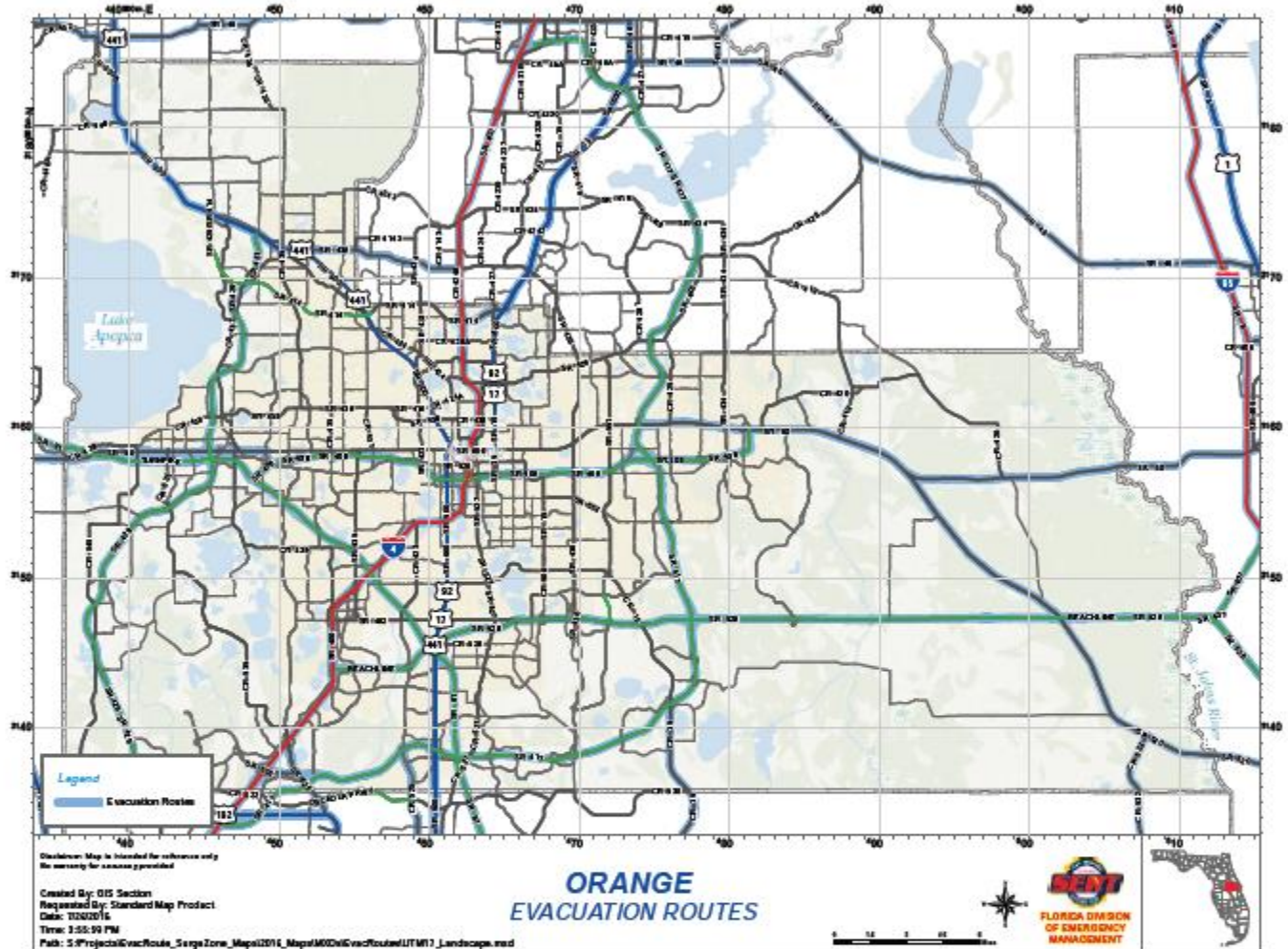


# Hurricane Family Preparedness

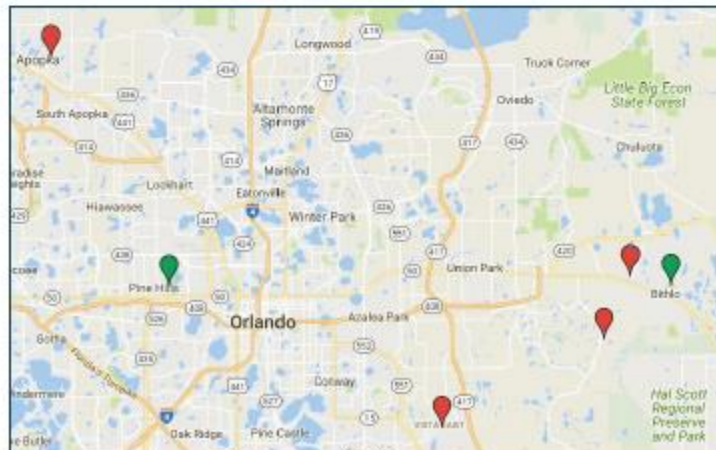
- Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- Gather your supplies
- Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see 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.



15-30152-1A March 20, 2020, 12:58PM

[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)

# Community Services Phone Numbers

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## 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

WINDSOR WALK HOMEOWNERS' 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 \_\_\_\_\_

# May and June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>May</i> 1 May Day Monthly Assessment Due	2	3	4	5 Cinco De Mayo	6	7
8 	9	10 Grace Period Ends for Monthly Assessment	11	12	13	14
15	16	17	18	19	20	21 Armed Forces Day
22	23	24	25	26	27	28
29	30 Memorial Day DWD Offices Closed	31				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>June</i>			1 Monthly Assessment Due	2	3	4
5	6	7	8	9	10 Grace Period Ends for Monthly Assessment	11
12	13	14 Flag Day	15	16	17	18
19 	20	21 First Day of Summer	22	23	24	25
26	27	28	29	30		