La Ventana

At Willow Pond

June 2023 Newsletter

Reminder - Third Quarter Assessment Is Due July 1st, 2023

Just a friendly reminder that your third quarterly assessment of \$200.00 is due on July 1, 2023. Please make sure to submit your payment if you have not already. Payments received after the end of the July, will accrue a late fee of \$10.00 and interest.

For any questions regarding payment methods of your account balance, you may contact the management company at info@dwdpm.com.



Independence Day -July 3^d - 4th DWD Offices Closed

Please be advised that the offices for DWD Professional

Management will be closed on Monday, July 3 and Tuesday, July 4, 2023 in observance of the Independence Day holiday. We wish everyone a happy and safe Independence Day!



Tree Trimming - First Week of July

We are pleased to inform you that the community association has hired a professional vendor to conduct tree trimming in our community. This maintenance activity is scheduled to take place during the first week of July.

Please note that the trees targeted for trimming are the community trees,

Please direct all concerns to the management company. For ARB requests, please go to the Association's website, www.laventanaatwillowpond.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

407.251.2200 phone 800.759.1820 fax DWD Professional Management, LLC

9419 Tradeport Drive Orlando, FL 32827

Board of Directors

President: Sherman Markowitz Treasurer: Teresa Valentine Secretary: Daniel Martinez Director: Magaly Quinones Director: Dawn Walton

not the trees located on individual homeowner properties. This proactive approach will enhance the overall appearance and health of the community landscape, promoting a safer and more aesthetically pleasing environment for everyone to enjoy.

We kindly request your cooperation during this process. While the vendor will focus solely on community trees, we ask that you refrain from requesting tree trimming for your personal trees as part of this project. If you have any questions or concerns, please contact the management company.

Hurricane Season

Hurricane season began on Thursday, June 1st and will continue through the end of November. The National Oceanic and Atmospheric Administration is predicting a near normal season this year with between 12 to 17 total named storms (winds 39 mph or higher) of which 5-9 may become hurricanes (winds 74 mph or higher) including 1 to 4 major including 1 to 4 major hurricanes (category 3, 4, or 5; with winds of 111 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 Federal Alliance for Safe Homes (FLASH) also issued a brochure for the hurricane season. Please use the

following link to access this information:

https://hurricanestrong.org/wpcontent/uploads/2023/05/5-22-23-HurricaneStrong-Family-Guide-Guide.pdf.





Parking on the Street

Please note that the roads in the community belong to Orange County. If you have any concerns, please do not hesitate to call the Orange County nonemergency number (407-836-4357) to voice your concerns. In order to help with the parking situation on the streets within the community, the Board of Directors encourages everyone to park your vehicles in your garage and driveway. If you need to park in the street, please ensure that you are not parking across from another vehicle on the opposite of the street. When this occurs, other vehicles cannot easily pass through the roads within the community and emergency vehicles may be blocked. Please keep the roads open so that vehicles can easily pass on both sides of the street. We greatly appreciate your cooperation with this matter.

Pool Rules

Please be advised that the pool closes at sundown every day.

No unauthorized people may enter the pool after this time. This is considered trespassing even if you are a resident of the community. This is the law for the State of Florida, and it will be enforced for the protection of our community assets and the safety of our residents. In addition, the Association will pursue recuperating any costs associated with damage to the pool caused by the inappropriate use of the facilities.

Many people ask why the Association has chosen to close the pool at sundown. The answer is simple. We did NOT choose this time. The State of Florida decided this for us! Since there is not enough light per State guidelines, we must close the pool when the sun goes down.

Next, there is a list of pool rules located in the pool area. Please take a minute and review these rules. One of the most important rules is the age limit for use. If you are under the age limit, you may NOT use the pool without a parent or quardian being present. This rule will be strictly enforced when maintenance personnel are present in order to ensure the safety of the children in our community. Accidental drowning in a swimming pool is a leading cause of death in Florida for children. Please be advised there are no lifequards at the pool, and the maintenance personnel are not trained in CPR

or pool safety. Failure to comply with the Pool Rules may also result in you being asked to leave the area. Thank you for your cooperation in this matter. If you have any additional concerns or questions regarding this issue, please contact the management office.



Tax Information

The accounting firm, Cole & Associates, recently 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 Cans / Curbside Collection

Please be aware that if your garbage cans are broken and you need a replacement, you need to contact the Orange County Solid Waste Department. You may reach them by email at Solid.Waste@ocfl.net or by phone at 407-836-6601.

Under the Orange County Curbside Collection program, garbage, recycling, yard waste, and bulk items are each picked up only one time per week. The schedule for your community is as follows:

Garbage collection – Tuesday

Yard Waste, Recycling, and Bulk Items – Wednesday

Per the documents of your community, we are asking that you please do not place your items outside your home in view from the street on days when you do not have a scheduled pick-up. Please keep them inside your garage, behind your fence, or behind your home.

The Board asks that all residents place their garbage containers out on the <u>road no earlier than 6</u>

PM the night before collection, and they must be returned to their proper storage areas by 6

PM the day of collection. Thank you for your understanding and cooperation with this matter.



Oakshire at Meadow Woods Assessment: \$25.00 Fee for Funds

Transferred from La Ventana Account

We have noticed that some homeowners have been paying their Oakshire at Meadow Woods Master Association assessment using their La Ventana account.

While we understand that this may be an honest mistake, please note that this has caused some inconvenience for our management company.

As a result, DWD Professional Management has decided to charge a \$25.00 fee for any funds that need to be transferred from the La Ventana account to the Oakshire account. This fee will cover the administrative cost of transferring the funds. We apologize for any inconvenience this may cause, but it is important that we keep our financial records accurate and organized.

We encourage you to doublecheck which association you are paying for and to make sure that you are submitting payments to the correct account to avoid any additional fees. If you have any questions or concerns, please do not hesitate to contact the management company.

Please Pick-Up After Your Pets and Dispose of Waste Properly

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 in a waste receptacle. This is not only a community rule;

it is an Orange County ordinance

as well.

The Board recently found that residents are disposing of dog waste bags in the storm drains of the community instead of using the doggie stations placed in the community. Dog waste is a hazardous substance and spreads illnesses to others. Placing dog waste in the storm drain is unsanitary and is not permitted. Please refrain from this practice and dispose of waste properly. Thank you for your understanding and cooperation in this matter.



The Association Does Not Recommend Vendors

We have recently become aware of a security company that has been making false claims of

working with our HOA. Please be advised that this company has no affiliation with our community or our HOA, and we do not endorse or recommend their services.

We take the safety and security of our community seriously, and we want to ensure that our residents are aware of any potential security risks or concerns. As such, we urge all residents to exercise caution and due diligence when considering security companies or services, and to verify the legitimacy of any claims made by such companies.

Additionally, we want to take this opportunity to remind all residents that our HOA does not endorse or recommend any vendors, service providers, or contractors.

Off-Duty Sheriff's Deputy Patrols and Suspicious Activity

We have received reports of suspicious activity in the community around the pool area. Your community is patrolled each week by an off-duty Orange County Sheriff's Deputy. The deputy is on patrol to spot suspicious activity, to help enforce traffic laws, and to help the people in our community and the surrounding areas. If you see the deputy on patrol, and if you have noticed any suspicious activity, please stop the deputy, and talk with him regarding your concerns. You should also call the Orange County Sheriff's

Department at (407) 836-4357 to report suspicious or criminal activities. Please be advised that the Sheriff's Department is the only organization charged with the protection of your property, and they are the only organization with the authority to approach and stop these people and their activities.

Finally, please be aware that the deputy is only able to enforce state law and county ordinances. If you see a community violation (i.e., parking on the grass), please call DWD Professional Management to address these concerns. Thank you.



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! We encourage everyone to utilize the new online access platform using the following link:

https://owner.topssoft.com/DWD ProfessionalManagement/Accoun t/Login. To ensure your privacy, only homeowners whose email address is on file have already

you have not already provided your email, please email your information to info@dwdpm.com and include your community's 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

owner of that email account.

will be sent to confirm you are the

received a registration email. If

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.

Reporting Street Light Outages

If you notice a street light out on your street, please call Duke Energy at 407-629-1010 to report the street name or section where the light is located. You may also visit the following website to report the outage:

https://www.dukeenergy.com/customerservice/request-light-repair.



Pool Keys

If you need to obtain a pool key for the community pool, please contact the management office at info@dwdpm.com or 407-251-2200. The management office will arrange a time for you to pick up your key at their office located at 9419 Tradeport Drive, Orlando, Florida 32827. Pool keys cost \$20.00 each. Willow Pond HOA.

Please bring the following with you to the management office in order to receive your pool key fob:

Owners: You must bring a photo ID.

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

Monthly Property Inspections and Notifications

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:

- Lawns that need maintenance or full replacement (weeds, dead spots, irrigation issues, etc.)
- 2) Houses that may need pressure washing or painting. Please be aware if the paint looks faded over 50% of the visible structure, if the concrete blocks are showing through the paint over 10% of the visible structure, or if there are settling cracks throughout the home that require caulking, then we will ask for the homeowner to repaint the house
- Roofs that need pressure washing
- Fences in need of cleaning and/or repair
- 5) Driveways that may need repairs or pressure washing
- Weeds and grass in flower beds and missing mulch or stones in flower bed area
- Garbage cans visible from the streets

- 8) Roofs with mold or broken/missing shingles
- 9) Parking on the grass
- 10) 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 guestions 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.

Payment Plan Options

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.



Architectural Changes (Exterior Modifications)

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 if you intend to make any structural changes to your property (i.e., room additions, pools, 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.

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 quidelines). 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. 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 management office.

Architectural Guidelines

Please be aware that the Board has established the following architectural guidelines for your community:

Approved Paint Color Schemes and Shingle Colors:

The La Ventana at Willow Pond community has several approved color schemes for painting your homes and several approved shingle colors for replacing your roofs available for your review on the community website. Please use the following link to view these options:

http://laventanaatwillowpondhoa .weebly.com/architecturalchange-request.html

Approved Driveway Color:

The community has one approved color for driveways – Mindful Gray (Sherwin Williams SW 7016).

Approved Fencing:

The community has three approved types of fencing – white vinyl fencing, wooden fencing (painted white or dewdrop), and black aluminum fencing.

If you have any questions or concerns regarding the process for making exterior modifications to your home, please feel free to contact the management office for further instructions and assistance.



Speeding in the Community/Off Road Vehicles

Please be aware of the speed limit, and reduce your speed accordingly. Also, do not utilize off-road vehicles on the community's streets.

Speeding endangers the safety of yourself, your passengers, and others within your community (especially children who may be playing or riding their bikes in the neighborhood). Therefore, the Association installed "Children at Play" signs to help remind residents to watch their speed and to keep an eye out for children playing within the

community. We ask all residents to help keep children and all pedestrians safe by not speeding. Thank you for your cooperation with this safety concern.



Community Services Phone Numbers

Emergency

Fire, Police, Medical	911
Emergency	911

Law Enforcement

Orange County Sheriff's	407-836-4357
Dept. (Non-Emergency)	

Utilities

Chamber of Commerce

Orlando Chamber of	407-425-1234		
Commerce			

<u>Miscellaneous</u>

Orange County Public	407-317-3200		
Schools			
Orange County Office of	407-836-9140		
Emergency Management			
Orange County Health	407-858-1400		
Department			
Florida Poison Information	800-222-1222		
Center			
Orange County Public Library	407-836-7390		
Social Security	800-772-1213		
Administration			
Orange County	407-836-2070		
Voters' Registration Office			
Orange County Animal	407-836-3111		
Services			

LA VENTANA AT WILLOW POND 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

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ailing Address:						_
one(s) Home: _		Work		Email:		_
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	consent to make the foll					
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ldition.						
tach two (2) o	drawings of your plan(s). Attach	two (2) cold	or samples, if applica	ble.	
OTE: Applicat	ions submitted by fax	or without two (2) copies of	the survey, drawing	, or color sample will be	considered
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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!	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	☐ 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
□ 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	□ 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	Social Security documents/ numbers Cash (without power, credit cards are unusable) First Aid Kit Two weeks supply of
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	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	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
 Instant coffee or tea Dried fruits and nuts Bread, crackers and cookies Raw Vegetables Fresh fruit Special food for babies and the elderly 	 ☐ Heavy-duty outdoor extension cords ☐ Waterproof tarps ☐ Plastic sheeting ☐ Rope ☐ Basic tool kit ☐ Corded phone 	Health Essentials Documentation, license Non-perishable food Medications Water

HURRICANE PREPAREDNESS PLAN



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, antacio
☐ Bottled water and other fluids









Hurricane Family Preparedness

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

HURRICANE PREPAREDNESS PLAN



Hurricane Family Preparedness

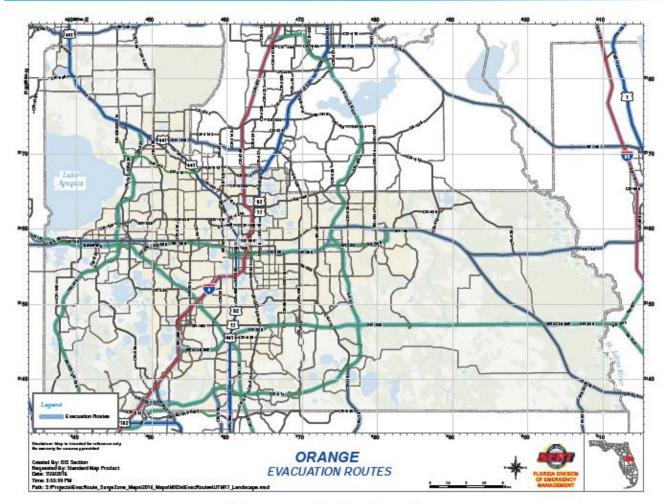
have to evacuate. If appropriate, plan for large animals such as horses
Gather your supplies
Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see sidebar for essential items to include)
Notify others of your plan
Let family or friends know 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

□ Dotarming how you will address your not's needs and make a plan for your not in case you

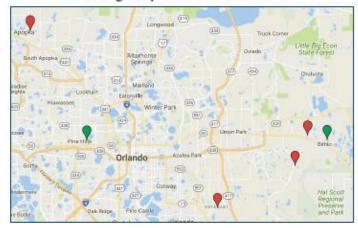
THURRICANE PREPAREDNESS PLAN



Orange County Evacuation Zones



Emergency Shelter Locations



June and July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June PRIDE				First Day of Hurricane Season	2	3
4	5	6 Trash Pick-Up	7 Trash Pick- Up/Bulk Items Pick-Up	8	9	10
11	12	13 Trash Pick-Up	Trash Pick- Up/Bulk Items Pick-Up Flag Day	15	16	17
HAPPY Father's	19 Juneteenth	20 Trash Pick-Up	Trash Pick- Up/Bulk Items Pick-Up Summer Solstice (Summer Begins)	22	23	24
25	26	27 Trash Pick-Up	Trash Pick- Up/Bulk Items Pick-Up Eid al Adha (Starts)	29	30	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July						Quarterly Assessment Due
2	3 DWD Offices Closed	Trash Pick-Up Happy Independence Day! DWD Offices Closed	5 Trash Pick- Up/Bulk Items Pick-Up	6	7	8
9	10	11 Trash Pick-Up	12 Trash Pick- Up/Bulk Items Pick-Up	13	14	15
16	17	18 Trash Pick-Up	Trash Pick- Up/Bulk Items Pick-Up Islamic New Year	20	21	22
23	24	25 Trash Pick-Up	26 Trash Pick- Up/Bulk Items Pick-Up Tisha B'Av	27	28	29
30	31 Grace Period for Quarterly Assessment Ends					