



# The Vineyard Condominium Association

## JANUARY 2023 NEWSLETTER

### *2023 Assessment Payments Reminder*

Please remember your first monthly assessment for 2023 was due on January 1<sup>st</sup>. The assessment amount is \$375.00 per month. If you have not made your January payment yet or if you paid the incorrect amount, please make your payment by tomorrow, January 31<sup>st</sup>, in order to avoid the application of interest. If you need to check your account balance, you may do so on the community's online portal or you may contact the management company.

### *Please Remove Holiday Lights and Decorations*

Sadly, the holiday season is now over and it is time to remove all holiday lights and decorations.

Therefore, please remove your lights and holiday decorations if you have not done so already. Thank you for your cooperation in this matter.



### *No Parking on Grass/Common Areas*

Please be advised that no parking is permitted on the grass or common area within the community unless it is within a designated parking space or area. If you park in areas not designated for parking, you may cause damage to the common area including the underground septic tanks and drain fields. Any damage caused to the common area will be at the owner's expense. Therefore, the Board asks for your cooperation in this matter.



Please direct all concerns to the management company. For ARB requests, please go to the Association's website, [www.thevineyardcondos.com](http://www.thevineyardcondos.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: Edna Gomez  
 Secretary/Treasurer: Montean Dean

## *2023 Budget Requests*

If you are interested in obtaining the 2023 Budget for your community, please feel free to review the document on the community website using the following link:

[The Vineyard - 2023 Budget](#)

## *Towing Company*

Please be advised that the Board has contracted with a towing company for the community. The towing company is **BJ's Towing Service, Inc.** Please see their address and contact information below:

### **BJ's Towing Service Inc.**

670 E. Mason Avenue  
Apopka, FL 32703

**Phone:** 407-886-0568

**Email:** [bjstowing@centurylink.net](mailto:bjstowing@centurylink.net)

Please ensure that you park your vehicles in your assigned parking spaces, and that you are not illegally parked. If you have any questions or concerns, please feel free to contact the management office.

## *Please Drive Safely*

It has been observed that some of the residents and visitors are driving way too fast in the community. The posted speed limit in the community is **10 miles per hour**. Anyone caught speeding may receive violation letters for these activities. Therefore, please drive with caution using the appropriate speed throughout the community for your safety and the

safety of your neighbors. Thank you for your cooperation and understanding concerning 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 would like to make any changes to the exterior of the unit, including landscaping changes (i.e., adding landscape edging or potted plants), or if you intend to make any structural changes to your property (i.e., screen enclosures or door/window replacements), 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.

**\*\*\*Please be advised that the exterior of the unit, including landscaping, belongs to and is maintained by the Association. Therefore, you may NOT remove or add items to this area without Board approval.**

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 Board of Directors. 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.

## *Vendors on Property*

The Board would like to remind residents that vendors who perform work on the property report directly to the Board of Directors. Therefore, please do not interact with any vendors hired by the Board while they are completing their work within the community. If you have a concern or question about a vendor, please contact the management office. Do not approach vendors for any reason or request that they complete additional tasks. The vendors work for the Association and the Board has hired them to complete specific tasks. They may not work outside of their contract or be given additional instructions unless authorized by the Board. Thank you for your cooperation with this matter.

## *Dumpster Information*

Please be advised that the dumpster is only for the use of owners and their tenants.

Furthermore, the dumpster is there for the disposal of normal household waste. **The dumpster may not be used for the disposal of construction materials such as mattresses, cabinets, tile, or paint. It is also not for the dumping of furniture of any kind.**

It has come to the Board's attention that residents are using the dumpster for these types of materials and this is strictly prohibited. If you see anyone dumping these types of materials,

please contact the management office immediately.

**Anyone found using the dumpster for prohibited material will be charged for the cost of removing and transporting the material to the County dump.**

In addition, please be advised 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.

Finally, the Board is considering placing a combination lock on the dumpster gate in order to keep non-residents from using the dumpster. We will keep you posted regarding this issue. Thank you for your cooperation.

## *Dogs Must Be Leashed*

Per the Community's governing documents, animals are not allowed to roam free at any time. There are several dogs and cats that have been observed running freely throughout the community. Please be aware that this is also not allowed per Orange County Ordinances.

Please keep your pets on a leash while walking them through the neighborhood. If you see a pet in the community without a leash, please contact Animal Control at 407-892-5292. Thank you.

## *Monthly AC Filter and Septic Tank Maintenance Reminder*

Please note that per your community's governing documents, the air conditioning units and the septic tanks are the property of the unit owner. This means the maintenance of the AC units and the septic tanks are the responsibility of the owner, not the Association.

**AC Maintenance:** Please remember to change the AC filter monthly. If the filter is not replaced, this may cause the unit to freeze. Also, the drain pan and drain line must be inspected on a monthly basis as well. Mold and algae will grow in the drain lines, eventually clogging these lines. This will cause the condensation water to overflow the drain pan and spill onto the floor of your unit.

In order to prevent this problem, it is recommended that you pour 2 (two) ounces of household bleach or 2-4 (two to four) ounces of white vinegar down the drain line every month as you change the filter. This will ensure uninterrupted usage of your AC unit, and help prevent costly damages to your home or your neighbor's home.

### **Septic Tank Maintenance:**

Also, please treat your septic system monthly with Rid-X. In addition, you should also have the septic tank inspected every three years and pumped when needed.

## *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](mailto: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 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.

## *Secure Your Valuables*

---

Please ensure your cars are locked at night, and that all valuables that do not need to be in your car are removed on a nightly basis. If you notice anyone suspicious within the community, please call the Orange County Sheriff's Department at 407-836-4357. **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.**

## Community Services Phone Numbers

### Emergency

Fire, Police, Medical Emergency	911
------------------------------------	-----

### Law Enforcement

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

### Utilities

Orange County Utilities	407-836-5515
-------------------------	--------------

### Chamber of Commerce

Orlando Chamber of Commerce	407-425-1234
--------------------------------	--------------

### 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

THE VINEYARD 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/February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January</b> 1 Monthly Assessment Due 	2 DWD Offices Closed	3	4	5	6	7
	9	10 Grace Period Ends for Monthly Assessment	11	12	13	14
15	16 	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>February</b>			1 Monthly Assessment Due Black History Month Begins	2 Groundhog Day 	3	4
5	6	7	8	9	10 Grace Period Ends for Monthly Assessment	11
12	13	14 	15	16	17	18
19	20 Presidents' Day	21	22	23	24	25
26	27	28				