



# The Vineyard Condominium Association

## MARCH 2024 NEWSLETTER

### *Dumpster Information and Warning About Bulk Items*

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 have recently been 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 or for dumping items outside of the dumpster will be charged for the cost of removing these items. Our current vendor, Waste Pro, charges the Association for each item left outside of the dumpster. Therefore, it is imperative that items are not left outside of the dumpster at any time.**

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. Thank you for your cooperation with 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

Jennifer S. Diehl 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

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

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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.

## *DWD Management Office Closed on Friday, March 29, 2024*

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The offices for DWD Professional Management will be closed on **Friday, March 29, 2024** in observance of the Easter holiday.

## *Upgraded Owner Access Platform - Tops Portal*

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We are pleased to announce that the owner online platform has been upgraded and we sent you an invitation email to join the new platform to the email address on file with our office. This new platform will replace the previous online portal and will provide you with additional features and information. With your Internet-enabled device, you will be able to view your current account balance, check your payment history, view your open records (violations, work orders, and service requests), view announcements and alerts for the community, link multiple properties under the same login, and more!

To ensure your privacy, only homeowners whose email address is on file have received a registration email. If you have not provided your email, please send your information to [info@dwdpm.com](mailto:info@dwdpm.com) and include your community's name and property address within the community. 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. The link to the new portal is as follows:

[Portal - Login \(goenumerate.com\)](#)

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 in order to review your property account and obtain community information.

## *SIRS and Reserve Study Reports*

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Please be advised that copies of the Structural Integrity Reserve Study Report (SIRS) and the community's regular reserve study report are available on the community portal and by request.

## *Vendors on Property*

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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.

### *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 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.

### *2024 Budget Requests*

If you are interested in obtaining the 2024 Budget for your community, please feel free to review the document on the community website using the following link:

[The Vineyard - 2024 Budget](#)

### *Park in Assigned Parking Only*

Please be advised that residents should only park in their two assigned parking spaces. You should NOT park in spaces designated for visitors. All residents have two spaces in total. You may not use visitor parking for a permanent vehicle.

We also want to remind you that guests should not park in visitor's parking spaces for more than two weeks without Board approval. If you have a guest that will be staying for an extended period, please contact the management office to request Board approval. Thank you for your cooperation with 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.

## *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.

## *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
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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

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

**ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION**

Owner Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s) Home: \_\_\_\_\_ Work \_\_\_\_\_ E-mail: \_\_\_\_\_

In Accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rule and Regulations, Installation must conform to this approval and the Association's guidelines.

I hereby request consent to make the following changes, alteration, renovations and /or additions to my property.

- ( ) Fence            ( ) Swimming Pool            ( ) Lawn Ornament            ( ) Screen Enclosure            ( ) Landscaping
- ( ) Patio            ( ) Exterior Color            ( ) Lawn Replacement            ( ) Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition.

Attach two (2) drawings of your plan(s).                      Attach two (2) color samples, if applicable.

**NOTE: Applications submitted by fax or without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it will not be processed and will be returned to you.**

I hereby understand and agree to the following conditions.

1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt DWD Professional Management, LLC will forward the ARB Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**DO Not Write Below This Line**

**This Application is hereby:**    ( ) Approved                      ( ) Denied

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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

# March and April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>March</i>					1 Monthly Assessment Due	2
3	4	5	6	7	8 International Women's Day	9
10 Grace Period Ends for Monthly Assessment Daylight Savings Time Begins Ramadan Begins	11	12	13	14	15	16
17 St. Patrick's Day	18	19 First Day of Spring	20	21	22	23
24 Palm Sunday	25	26	27	28	29 Good Friday DWD Offices Closed	30
31 Easter Sunday						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>April</i>	1 Monthly Assessment Due April Fool's Day	2	3	4	5	6
7	8	9 Eid Al-Fitr	10 Grace Period Ends for Monthly Assessment	11	12	13
14	15	16	17	18	19	20
21	22 Passover Begins Earth Day	23	24	25	26	27
28	29	30				