



# The Vineyard Condominium Association

## NOVEMBER 2023 NEWSLETTER

### *DWD Upcoming Holiday Hours*

Please be advised that the offices for DWD Professional Management will be partially closed during the last two weeks of December and the first week in January in observance of the Christmas and New Year's holidays. The week of December 18th, we will be closed on **Thursday, December 21, 2023 and Friday, December 22, 2023.** During the week of December 25th, we will be closed on **Monday, December 25th and Tuesday, December 26th.** Finally, during the first week of January, we will be closed on **Monday, January 1, 2024.** We wish everyone a happy and safe holiday season!

*Merry  
Christmas*

### *SIRS and Traditional Reserve Study Completed - Membership Vote Needed*

We are pleased to announce that the engineers have completed the reports for the state required SIRS (Structural Integrity Reserve Study). As required per Florida Statute, copies of the reports are available on the community portal and by request. Additionally, we will post a copy of the reports by the community mailboxes. The reports provided the Board with budget requirements needed for the reserve lines for 2024 and beyond. We just sent a copy of the proposed budget to all owners last week with the information for the Budget Meeting and Special Membership

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

### Budget Meeting and Special Membership Meeting

A Special Membership Meeting and the Budget Meeting are scheduled for **Thursday, December 7<sup>th</sup> at 6:00 PM and 6:30 PM respectively** via Zoom video conference. The information for the meeting was mailed today and was posted to the community website.

Meeting scheduled for Thursday, December 7<sup>th</sup>. A copy is also available on the portal and the community website.

### Proposed 2024 Budget

During the Special Membership Meeting, the Association will discuss and vote on changing the reserves from component funding to pooled funding. The Board would like to change the reserves to pooled funding due to the funding requirements outlined in the Traditional Reserve Study. The mailing sent to you last week includes a proxy that may be used to establish a quorum at this Membership meeting and that may be used for voting on this measure. Please ensure that you return this proxy in the proxy envelope provided to you in the mailing or by email if you cannot attend the Membership meeting in person or by Zoom videoconference.

If you have any questions related to the SIRS, the Traditional Reserve Study, the proxy, or the membership vote, please contact the management office.

### Upgraded Owner Access Platform – Tops Portal

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 \(goenumerate.com\)](https://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.

### 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. Thank you for your cooperation with this matter.

### 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.

## *Tax Information*

The accounting firm, Cole & Associates, 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](mailto:info@dwdpm.com) to make your request.

## *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.

## *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.

## *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.

## *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 \_\_\_\_\_

## November and December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>November</i>			1 <b>Monthly Assessment Due</b>	2	3	4
5 Daylight Savings Time Ends	6	7	8	9	10 <b>Grace Period Ends for Monthly Assessment</b>	11 Veterans Day/ Remembrance Day
12	13	14	15	16	17	18
19	20	21	22	23  DWD Offices Closed	24 DWD Offices Closed	25
26	27	28	29	30		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>December</i>					1 <b>Monthly Assessment Due</b>	2
3	4	5	6	7 First Day of Hannukah Budget and Special Membership Meetings 6:00/6:30 PM	8	9
10 <b>Grace Period Ends for Monthly Assessment</b>	11	12	13	14	15	16
17	18	19	20	21 DWD Offices Closed	22 DWD Offices Closed	23
24 	25 DWD Offices Closed 	26 DWD Offices Closed 	27	28	29	30
31 NEW YEAR'S EVE 	January 1 <b>Monthly Assessment Due</b> 	DWD Offices Closed on January 1, 2024				