



The Vineyard Condominium Association

SEPTEMBER 2023 NEWSLETTER

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.



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

Date: Thursday, Nov. 9, 2023
Time: 6:30 PM
Location: Via Zoom
 Videoconference – Link and proposed budget information to be sent by mail.

SIRS In Progress/Appraisal Completed

We are pleased to announce that the engineers have completed the community's inspections for the state required SIRS (Structural Integrity Reserve Study). As required per Florida Statute, we will be providing copies of the reports to all residents once they are ready. Additionally, we will post a copy of the reports by the community mailboxes. The completion of this report will also inform the Board about the budget needed for these required reserve lines.

Furthermore, the engineering company has also completed a new appraisal for the Association. Owners may request to review this appraisal report by contacting the management office.

New 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 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.

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 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/wp-content/uploads/2023/05/5-22-23-HurricaneStrong-Family-Guide-Guide.pdf>

| Tropical Cyclone Names 2023 | | | |
|-----------------------------|--------|----------|---------|
| Atlantic Basin | | | |
| Arlene | Gert | Margot | Tammy |
| Bret | Harold | Nigel | Vince |
| Cindy | Idalia | Ophelia | Whitney |
| Don | Jose | Philippe | |
| Emily | Katia | Rina | |
| Franklin | Lee | Sean | |

* New names in 2023 replacing Harvey, Irma, Maria and Nate

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, 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.

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.

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.](#)

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.

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 _____

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



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, 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.

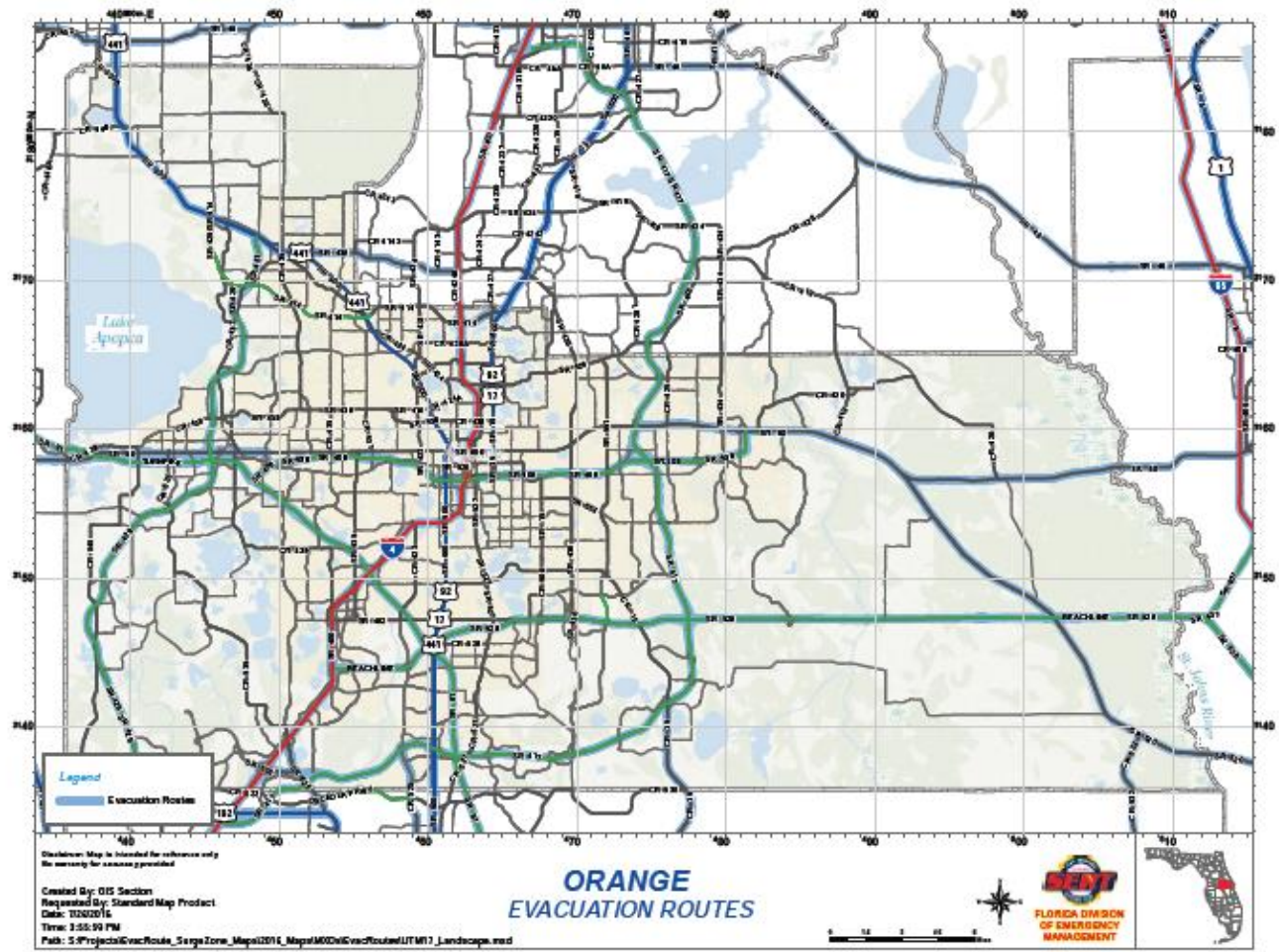
 HURRICANE PREPAREDNESS PLAN

Hurricane Family Preparedness

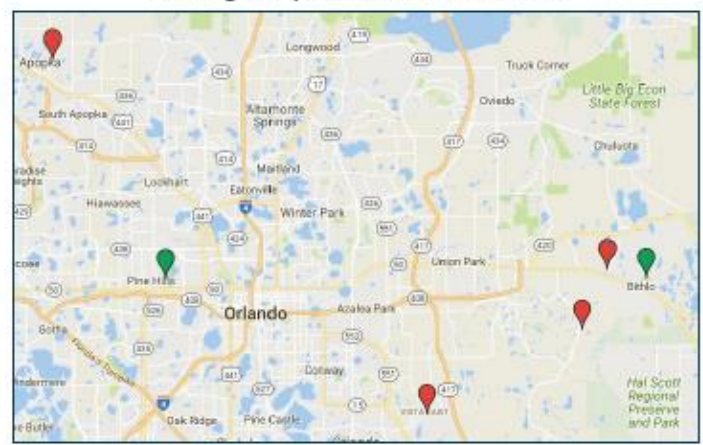
- Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- Gather your supplies
- Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see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



September and October 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|-----------|----------|------------------------------------|--------------------------------|
| <i>September</i> | | | | | 1 Monthly Assessment Due | 2 |
| 3 | 4 Labor Day DWD Offices Closed | 5 | 6 | 7 | 8 | 9 |
| 10 Grace Period Ends for Monthly Assessment | 11 Patriot Day  | 12 | 13 | 14 | 15 Rosh Hashanah | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 Beginning of Fall |
| 24 Yom Kippur | 25 | 26 | 27 | 28 | 29 | 30 |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| <i>October</i> | | | | | | |
| 1 Monthly Assessment Due | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 Columbus Day/Indigenous People's Day | 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  | | | | |