



# *The Vineyard Condominium Association*

## ***SEPTEMBER 2021 NEWSLETTER***

### *Car Parked on Property*

Please be advised that the car shown below has been parked on Association property for several months in a visitor's space. The Board has been unsuccessful identifying the owner of this vehicle. If you know who this car belongs to, please contact the management office at 407-251-2200 or [info@dwdpm.com](mailto:info@dwdpm.com). Thank you for your assistance.



### *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.

### *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

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:** Ralph Parrales  
**Vice President:** Edna Gomez  
**Secretary/Treasurer:** Montean Dean

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.

## *Tax Information*

The accounting firm, Cole & Associates, recently completed the Association's taxes and compilation report for 2020, and a copy is available for your review. The Statement of Cash Flow for 2020 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.

## *Assessment Information - 2022*

Please be advised that the Board held their budget meeting on September 23<sup>rd</sup>. The Board decided to maintain the assessments at the current level. **This means your assessment will remain \$335.00 per month for 2022.**

If you have any questions or concerns regarding the 2022 budget, please contact the management office. You may also review the 2022 budget on the community website.

## *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.

## *COVID-19 Procedures - DWD Professional Management Office*

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Based on the new CDC guidelines that were recently issued, the management office will follow new procedures based on this new guidance at the local, state, and federal levels. Appointments will no longer be required to visit the office. **Therefore, the lobby is open from 9 AM – 5 PM Monday through Friday for walk-ins.** You may still contact our office to make an appointment if you would prefer. However, it is no longer required.

We will require that all visitors and staff wear face masks while inside the management office and that proper social distancing is followed. We also still encourage residents to conduct business online using the resident portal or on the phone as much as possible.

Please be advised that for the time being, all Board meetings will continue to be held via teleconference or videoconference.

We greatly appreciate everyone's cooperation and understanding during this last year. This has been a difficult time for everyone, and we look forward to better times for us all in the coming months.

We will continue to monitor the situation at the local, state, and federal level and will provide

updates to you as needed. We encourage all of our residents to follow the recommendations from the Center for Disease Control (CDC) and the Florida Department of Health regarding COVID-19 in order to limit the spread of the disease and to keep your family and neighbors safe.

Please use the following links to the websites for the CDC and the Florida Department of Health.

**Center for Disease Control:** <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**Florida Department of Health:** <http://www.floridahealth.gov/> or call the COVID-19 Hotline if you have questions at 866-779-6121.

If you have any questions or concerns, please contact our office by phone at 407-251-2200 or by email at [info@dwdpm.com](mailto:info@dwdpm.com). Take care, and stay safe.

## *Hurricane Season*

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**Hurricane season began on Tuesday, June 1<sup>st</sup> and will continue through the end of November.** The National Oceanic and Atmospheric Administration is predicting another busy season this year with between 13 to 20 named storms (winds 39 mph or higher) of which 6-10 may become hurricanes (winds 74 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 Florida Attorney General also issued a hurricane guide for all Florida residents. Please use the following link to access this information:

<http://www.myfloridalegal.com/hurricaneguide>.

## *Procedure for Reporting Maintenance Issues*

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If you are renting your unit in the community, please be aware that **all maintenance issues should first be reported to your landlord or property management company.** Your landlord or property management representative should then contact the community management office to make arrangements for the repair.

If you are an owner in the community, please contact the community management office to report any maintenance concerns or issues. We will help you determine if the repair is your responsibility to correct or if it is the responsibility of the Association.

**Finally, please remember that the community management office is not open over the weekend or during national holidays.** If you have a maintenance emergency during a weekend or during a holiday, you may leave a message and the

community management staff will contact you on the next business day.

By following these guidelines, you will greatly assist the staff in providing more efficient service. Thank you for your cooperation in this matter.

## *2022 Budget Requests*

If you are interested in obtaining the 2022 Budget for your community, please feel free to review the document on the community website using the following link:

<https://thevineyardcondos.weebly.com/approved-budget.html>.

You may also contact the management office to obtain a copy via email or regular mail.

## *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 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.topssoft.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
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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

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



# 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

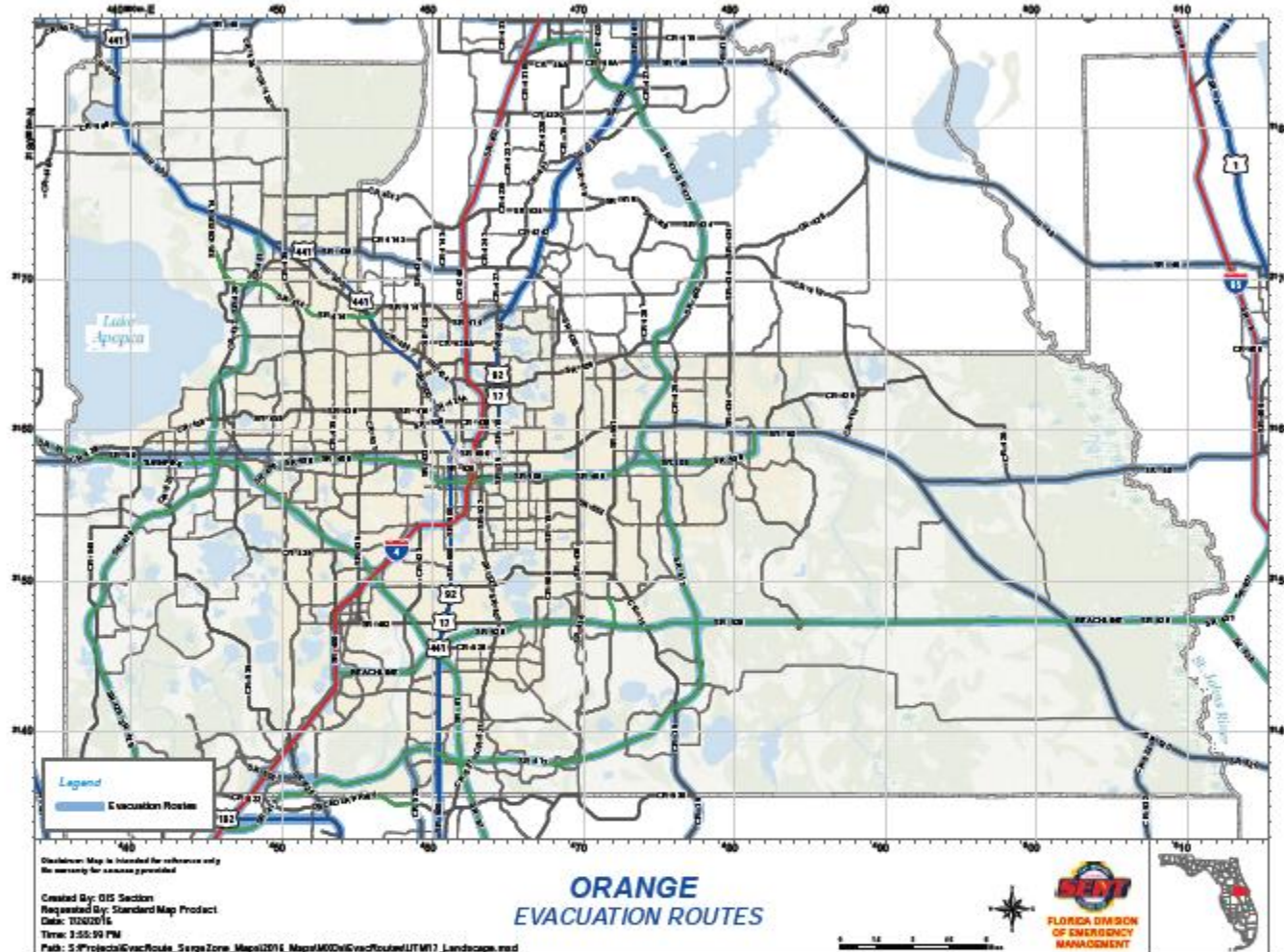
- Determine how you will address your pet's needs and make a plan for your pet in case you have to evacuate. If appropriate, plan for large animals such as horses
- Gather your supplies
- Determine your family's food, water and medical needs and assemble your hurricane kit according to those needs (see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



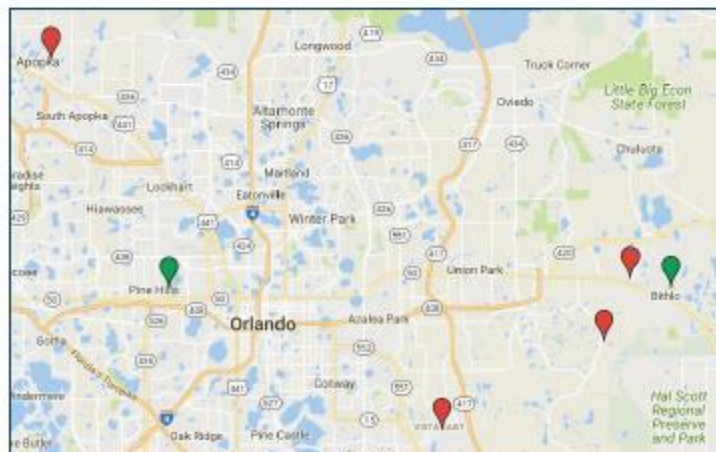
# HURRICANE PREPAREDNESS PLAN



## Orange County Evacuation Zones



### Emergency Shelter Locations



# SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



CS 311521-A March 20, 2020, 12:55PM

[cdc.gov/COVID19-symptoms](https://cdc.gov/COVID19-symptoms)



## September and October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>September</i>			1 Monthly Assessments Due	2	3	4
5	6 Labor Day – DWD Offices Closed	7	8	9	10 Grace Period Ends for Monthly Assessments	11 Patriot Day
12 Grandparents Day	13	14	15	16	17	18
19	20	21	22 First Day of Autumn	23 Budget Meeting 6:30 PM	24	25
26	27	28	29	30		
<i>October</i>					1 Monthly Assessments Due	2
3	4	5	6	7	8	9
10 Grace Period Ends for Monthly Assessments	11 Columbus Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Halloween 						