



Rotonda West Association Inc | 646 Rotonda Circle | Rotonda West, FL 33947 US

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Administration

<u>Category</u>	<u>Details</u>
Estoppels and Transfers	Processed 12 Estoppels and 12 Transfers so far this month
<u>**Electronic Voting for the RWA Board of Directors**</u>	We emailed members to vote electronically. If you missed the email, watch for reminder emails and make sure to check your spam folder for an email from noreply@condovoter.com
<u>**Mailed Ballots for the RWA</u>	Paper ballots have been mailed for voting this week. If you don't receive your paper ballot by mail within the next couple of weeks, please email Faela@rotondawest.org to request a replacement so you can vote.

<u>Board of Directors**</u>	
New homeowner Packets	<u>Processed and mailed out 8 packets for new homeowners</u>
Parking passes and permits	<u>Processed 25 parking passes and additional permits so far this month</u>
West Ways Newsletter	<u>Mailed out 7 West Ways Newsletters to members who requested them. If you would like a copy mailed to you, please contact Faela at her email address: Faela@rotondawest.org</u>
Deed Restriction Department	<u>Contacted property owners via emails, phone calls, and letters regarding 1,384 Deed Restriction Violation Warnings. Of these violations, 55 resulted in first-time fines, and there were no second-time fines for members</u>
New Construction	<u>We have recently received 1 approval for new construction plans from Cape Cave Corporation and have released 3 new construction deposits. This brings our total number of ongoing new construction projects to 106 homes. These homes are currently awaiting final occupancy certification under the New Construction Clean Site Program</u>
Legal	<u>Delinquency Letters</u> <u>Processed and mailed 3 delinquency letters to members who have not fulfilled their obligations regarding annual assessments or violation fines</u> <u>Notice of Intent to Claim of Lien</u> <u>Processed 1 Notice of Intent to Claim of Lien on properties in the White Marsh section for unpaid assessments and deed restriction fines</u>
Estoppel compliance assistance	<u>Assisted members in selling their properties through the estoppel process, bringing 4 properties into compliance. Members selling a home may contact Jenny@rotondawest.org for assistance</u>
Section 16: Tree removal list	<u>Updated the Section 16 tree removal list. So far, 250 members have received letters, 227 properties have been brought into compliance, and 23 members still need to address Brazilian Pepper trees and dead trees on unimproved vacant lots. Members may contact Kelsey@rotondawest.org for more information.</u>

Office Visits	<u>During the week, 105 members visited the Rotonda West Association Office to make inquiries, submit applications, and drop off their election ballots</u>
Notarization services	<u>The RWA Administration Office has assisted 19 Members with notarization services so far this month. This service is free for members, and documents should be in English to streamline the process.</u>
Automatic payment	<u>3 new members signed up for autopay this week. To learn how to sign up for payments, please contact Jenny at Jenny@rotondawest.org</u>
Collections	<u>Collected approximately \$1,045 this week from members with past-due payments for deed restriction violations and past-due assessments.</u>

Rotonda West Maintenance Staff

<u>Category</u>	<u>Details</u>
Broadmoor Park mowing and maintenance	<u>Mowing the 3.5 miles of walking paths and areas around the lakes, swales, and meadows on the 172 acres at Broadmoor Park</u>
Vacant lot mowing	<u>Mowed vacant lots in the Long Meadow, White Marsh, and Pine Valley sections. Next week, mowing will continue in the White Marsh and Pine Valley sections</u>
Common Area Maintenance	<u>Mowed, trimmed, and treated the weeds at Liberty Island</u> <u>Mowed and trimmed around the 5 front entrance signs from Cape Haze Drive to Blvd North</u> <u>Mowed and trimmed intersections along Rotonda Circle, West Blvd, North Blvd, and East Blvd</u> <u>Mowed the side streets on Parade Circle, from Oakland Hills to the Pine Valley sections</u> <u>Mowed, trimmed, and spot-treated the weeds at all Memorial Parks</u> <u>Mowing and trimming have taken place around the Humpback bridges in the Broadmoor and Long Meadow sections, continuing through all other sections next week</u>

Machine Maintenance	<u>This week, the maintenance team dedicated 7 hours to changing oil and sharpening blades on the 4000 series tractor, two pickup trucks, and 15-foot Rhino mowers</u>
Section 15: Residential properties	<u>Mowed and trimmed 4 neglected residential properties under Section 15 in the Oakland Hills section</u>
Canal Bank Mowing	<u>This week, we mowed the canal banks in the Long Meadow and White Marsh sections. Next week, mowing will continue in the White Marsh and Pine Valley sections</u>
Treatments for canals and invasive plants	<u>Sprayed for invasive species, including grasses in the Pinehurst and Long Meadow sections, to control Torpedo Grasses</u>

Thank you,

Derrick Hedges
Manager
Rotonda West Association, Inc.



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