



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	<u>Processed 32 Estoppels and 32 Transfers so far this month</u>
<u>**Electronic Voting For the RWA Board of Directors**</u>	<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>
<u>**Mailed Ballots for the RWA Board of Directors**</u>	<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>
New homeowner Packets	<u>Processed and mailed out 19 packets for new homeowners</u>
Parking passes and permits	<u>Processed 44 parking passes and additional permits so far this month</u>
New Construction	<u>We have recently received 1 approval for new construction plans from Cape Cave Corporation and have released 2 new construction deposits. This brings our total number of ongoing</u>

	new construction projects to 108 homes. These homes are currently awaiting final occupancy certification under the <u>New Construction Clean Site Program</u>
Legal	<u>Delinquency Letters</u> Processed and mailed 9 delinquency letters to members who have not fulfilled their obligations regarding annual assessments or violation fines <u>Claim of Lien</u> Processed 3 Claims of Lien on properties in the Oakland Hills section for unpaid assessments and deed restriction violations
Estoppel compliance assistance	Assisted members in selling their properties through the estoppel process, bringing 2 properties into compliance. Members selling a home may contact Jenny@rotondawest.org for assistance
Section 16: Tree removal list	Updated the Section 16 tree removal list. So far, 250 members have received letters, 232 properties have been brought into compliance, and 18 members still need to address Brazilian Pepper trees and dead trees on unimproved vacant lots. Members may contact Kelsey@rotondawest.org for more information.
Office Visits	During the week, 102 members visited the Rotonda West Association Office to make inquiries, submit applications, and drop off their election ballots

Notarization services	<u>The RWA Administration Office has assisted 34 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>
Payment plans	<u>Assisted members in setting up payment plans and successfully added 2 additional members this week</u>
Collections	<u>Collected approximately \$840 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> <u>Graded, smoothed, and applied 15 tons of material along the 3.5 miles of walking trails at Broadmoor Park</u>

Vacant lot mowing	<u>We're mowing our 6th cycle in the Pine Valley section. Next week, the 7th mowing cycle will continue in the Oakland Hills, Pebble Beach, and Greenbelt 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 all Apex bridges in the Oakland Hills, Pebble Beach, Broadmoor, and White Marsh sections</u> <u>Mowed the side streets on Parade Circle, from Oakland Hills to the Pine Valley sections</u> <u>Mowed and trimmed intersections along Rotonda Circle, West Blvd, North Blvd, and East Blvd</u> <u>Mowed, trimmed, and spot-treated the weeds at all Memorial Parks</u>
Machine Maintenance	<u>This week, the maintenance team spent 5 hours changing the tires on 2 maintenance trailers and replacing the dump trailer battery. Additionally, they spent 10 hours welding the mowing arm, installing safety brackets on the 6420 series canal bank mower, and adding a new lift cylinder to the mowing arm</u>

**Section 15:
Residential
properties**

Mowed and trimmed **4** neglected residential properties under **Section 15** in the **Oakland Hills and Pebble Beach section**

**Canal Bank
Mowing**

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**

**Treatments for
canals and
invasive plants**

Applied treatments for invasive species, including grasses, in the **Broadmoor finger lakes**, and conducted spot treatments in the **Broadmoor** sections to manage Torpedo Grasses

Thank you,

Derrick Hedges

Manager

Rotonda West Association, Inc.



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