

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

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Administration

Category	***Details***
Estoppels and Transfers	Processed **8** Estoppels and **8** Transfers so far this month
****Electronic Voting**	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**

For the RWA Board of Directors**	
****Mailed Ballots for the RWA Board of Directors****	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.
New homeowner Packets	Processed and mailed out **7** packets for new homeowners
Parking passes and permits	Processed **15** parking passes and additional permits so far this month
New Construction	We have recently received approvals for **0** new construction plans from **Cape Cave Corporation** and have not released any new construction deposits. This brings our total number of ongoing new construction projects to **112** homes, which are currently awaiting final occupancy certification under the **New Construction Clean Site Program**
Legal	**Delinquency Letters** Processed and mailed **4** delinquency letters to members who have not fulfilled their obligations regarding annual assessments or violation fines **Claim of Lien**

	Processed **1** Claim of Lien on a property in the **White Marsh** section for unpaid assessments **Notice of Intent to Foreclose** Processed **1** Notice of Intent to **Foreclose** on a property due to unpaid assessments in the **Pine Valley** section
West Ways Newsletter	Mailed out **79 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***
Estoppel compliance assistance	Assisted members in selling their properties through the estoppel process, bringing **1** property 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, **235** properties have been brought into compliance, and **15** 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, **142** members visited the Rotonda West Association Office to make inquiries, submit applications, and drop off their election ballots
Notarization services	The RWA Administration Office has assisted **8 Members** with notarization services so far this month. This service is free for

	members, and documents should be in English to streamline the process.
Automatic payment	**1** new member signed up for autopay this week. To learn how to sign up for payments, please contact Jenny at ***Jenny@rotondawest.org***
Collections	Collected approximately **$3250** this week from members with past-due payments for deed restriction violations and past-due assessments

Rotonda West Maintenance Staff

Category	***Details***
Broadmoor Park	Mowing and trimming around location **L04,** as well as along the lakes and swales within the park Spot-treated the **3.5 miles** of walking paths **2** dead pine trees were removed near **L12,** and invasive species were cleared from the palmetto beds along **L04**
Vacant lot mowing	We're mowing our **7th** cycle in the **Pebble Beach and Pinehurst sections**. Next week, the **7th** mowing cycle will continue in the **Pinehurst and Broadmoor sections**
Common Area Maintenance	Mowed, trimmed, and treated weeds at **Liberty Island,** and installed a gate to prepare for adding Christmas decorations

	Mowed, trimmed, and treated the weeds at the Administration building and **Community Center** We applied spot treatment for weeds along the canal banks and around all of the **Memorial Parks** Landscaping and sod installation are currently underway at **Pine Valley Memorial Park** Mowed and trimmed around the **5** front entrance signs from **Cape Haze Drive to Boulevard North** Removed **1** palm tree, **1** pine tree, and a cluster of Brazilian pepper trees from the common areas in the **White Marsh section** Our fantastic **RWA volunteers** added new native plants and mulch behind the Administration building, creating an additional **Butterfly Garden**
Machine Maintenance	This week, the maintenance team spent **7** hours changing the hydraulic line on the **15-foot Rhino mower**, changing the battery on the aquatic Truxor, and completed **2** oil changes on the **970R 72-inch** zero turns
Section 15: Residential properties	Mowed and trimmed **2** neglected residential properties under **Section 15** in the **Oakland Hills section**

Treatments for canals and invasive plants	We applied treatments for invasive species, including grasses, in the **Pebble Beach finger lake and in the Long Meadow canal section**, and conducted spot treatments to manage Torpedo Grasses

Thank you,

Derrick Hedges

Manager

Rotonda West Association, Inc.

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