



WESTWOOD COMMUNITY THREE ASSOCIATION, INC.

PHONE: (866) 205-2250 | EMAIL: westwood3@realonepm.com

WEB: www.westwoodcommunity3.com | 4699 N State Road 7 SUITE D Tamarac FL 33319

Wednesday, April 12, 2023

NEW PROPERTY MANAGEMENT COMPANY

WESTWOOD COMMUNITY THREE ASSOCIATION, INC

Dear Unit Owner,

This letter is to introduce **Real One Property Management** as your community's NEW property management company. At the request of your Board of Directors, we are assuming management duties and financial responsibilities for **Westwood Community Three Association, Inc.**

****Effective May 1st, 2023 *****

We are committed to addressing concerns regarding your community in a timely manner. Should you have any questions or concerns regarding your Association, please do not hesitate to contact us. Our team members are dedicated professionals who will work with you and preserve and protect your community. Please see the enclosed "Contact Information Page" for more information.

PAYMENT INFORMATION

1- **Regular Association monthly payment:** Your monthly fees are the same amount you are paying now. The new payment address:

Westwood Community Three Assoc., Inc
C/O Real One Property Mgmt
PO Box 590035
Fort Lauderdale, FL 33359

More information is provided in this letter, see "Contact Information Page."

2- **Home Maintenance Program:** If you participate in the Home Maintenance Program, please continue to submit payment as usual.

Do not combine payment with the regular monthly payment; please send this payment in a separate check or make a separate online payment. Two separate payments are required, (1) HOA dues: \$70.00 and (2) voluntary home maintenance plan (i.e., lawn, house painting, etc.)

3- **Online payment:** You can access or create an online portal to manage your electronic payment. Please sign up at www.westwoodcommunity3.com and locate the "Homeowner Log in." Once approved, you can log in using your selected email and password. Some eChecks and Credit/Debit card charges applies, charged by the 3rt party payment processor, not by the Association or Management Company.

4- **Sign up for Automatic Monthly Payment (ACH):** **This payment method is free.** If you want to sign up for ACH payment, please fill-in, sign, and send the enclosed "Debit Authorization form" along with a voided check from the bank account from which you want to make the monthly payments.

5- **Mail a check:** You can also send your payment using the following information:

Westwood Community Three Assoc.
C/O Real One Property Mgmt
PO Box 590035
Fort Lauderdale, FL 33359

Make check payable to: Westwood Community Three Association., Inc

NOTE: Please identify your check payment with your Account number or full address.

INFORMATION ABOUT COMMUNICATION

To ensure proper communication, we must have the most up-to-date contact information for each unit owner and tenant in case the property is rented. Please complete the enclosed "Electronic Consent form" and submit it with your next payment or mail it to:

Westwood Community Three Assoc.
C/O Real One Property Mgmt
PO Box 590035
Fort Lauderdale, FL 33359

As an enhanced service, we will also provide each homeowner with a secure online portal allowing you 24/7 to make Association payments and see your association records.

Please go to www.realonepm.com and register your property as a Resident/Owner; see the top/right corner and locate "**Login Portal**". You can also access this online portal from the Association's website at www.westwoodcommunity3.com

ARCHITECTURAL REVIEW FORM

As usual, if you want to make changes to your property, you should apply to the Association using the Architectural Review Form, which can be found on the Association's website; please visit www.westwoodcommunity3.com **under association documents**. You must apply to make modifications such as, but not limited to, Fence Installation, House or Trim Painting, Pool Installation, Driveways, Aprons, & Roof Replacement, Landscape, Awnings & Decorative Shutters, Accessory Structures & Playground Equipment, Basketball Goal, Exterior Lighting. If you have any questions, don't hesitate to contact us at the information provided.

CLUBHOUSE RENTAL.

The Clubhouse can be rented by applying and paying the proper fees. Please review this application under "Association Documents" by accessing www.westwoodcommunity3.com.

PROPERTY MANAGEMENT, SPECIAL DATES AND TIMES AT THE CLUBHOUSE

Although the property manager will not be "on-site" at the clubhouse office, we have designated dates and times when you can meet the new property manager and go over questions and concerns. The Manager will be present at the Clubhouse's office for ONE (1) hour on the following schedule:

May 4th, 2023, from 2:00 PM to 3:00 PM & May 16th, 2023, from 6:00 PM to 7:00 PM

June 8th, 2023, from 2:00 PM to 3:00 PM & June 20th, 2023, from 6:00 PM to 7:00 PM

You are welcome to come to the management office during our business hours if needed. Please see the enclosed "Information page" for addresses and phones.

Please see the enclosed "Contact Information Page" for more information and details regarding payment and communication.

We look forward to working with you and offering your community the highest standard of Property Management Services.

Sincerely,

Yodelvis Betancourt, LCAM
Regional Manager at REAL ONE PROPERTY MANAGEMENT, LLC
Services: (866) 205-2250
Manager Direct: 786-309-8430 Ext 1
EMAIL: westwood3@realonepm.com | **WEB:** www.westwoodcommunity3.com

CONTACT INFORMATION

WESTWOOD COMMUNITY THREE ASSOCIATION, INC

1- TO PAY THE ASSOCIATION

- For those who are **paying via Check (Bill-Pay from your bank and handwritten checks)**, use the following address to pay your monthly due:

Westwood Community Three Assoc., Inc
C/O Real One Property Mgmt
PO Box 590035
Fort Lauderdale, FL 33359

- **Payable to:**
Westwood Community Three Assoc., Inc
- **Memo:** Write your Account Number or Full Address

- **ONLINE:** If you prefer to **pay online**, please visit www.westwoodcommunity3.com and register or login as a resident to pay your association (“Homeowner Login” is located on the left panel of the page).

2- COMMUNICATIONS:

Contact information: Email: westwood3@realonepm.com
Service Ph: (866) 205-2250
Manager direct line: (786) 309-8430 Ext 1
Web: www.westwoodcommunity3.com

Mailing address for Correspondence and Payments: Westwood Community Three Assoc., Inc
C/O Real One Property Mgmt
PO Box 590035
Fort Lauderdale, FL 33359

Office: 4699 N State Road 7, SUITE D
Tamarac, FL 33319

3- TO UPDATE YOUR INFORMATION AND DOWNLOAD FORMS:

Visit Association’s Portal Online at: www.westwoodcommunity3.com
Property Management Online: www.realonepm.com



Scan to access the Association’s website.