
Grand Vista at Riverwood Condominium Association

C/O Star Hospitality Management
26530 Mallard Way
Punta Gorda, FL 33950
941-575-6764

May 21, 2025

Welcome to the Neighborhood,

Star Hospitality Management provides professional management services to your Association. Our main office is conveniently located at 26530 Mallard Way, Punta Gorda. Office hours are Monday through Friday at 9:00AM until 5:00PM. We can be reached by telephone at (941) 575-6764, by facsimile at (941) 575-7968.

For emergency assistance on weekends, holidays, or after regular business hours, please call (941) 628-0772. This number should be used only for emergencies after normal office hours.

Leslie Phillips will be your assigned manager. She will be handling the day-to-day details of your Association and can be reached directly at (941)575-6764 or at l.phillips@starhospitalitymanagement.com. She will work hand in hand with your Board of Directors to insure the best possible management of your Association.

All correspondence should be in writing, fax, or e-mail with the exception, of course, for emergencies. Please send your correspondence to: Grand Vista, c/o Star Hospitality Management, 26530 Mallard Way, Punta Gorda, FL 33950. You may, of course, always reach out to Leslie via e-mail.

Please fill out the following forms: Owner Information Sheet, Privacy Waiver, and an Email Authorization form. Please complete the forms and return them to the address noted above. The information you provide will be used to verify the owner information supplied to us, at closing, as well as how to contact you or your agent in the event of an emergency. If you are a seasonal resident, please notify the office whenever you relocate between your northern and Florida homes and we will update your address to ensure that all Association mailings reach you in a timely manner.

A gate access should have been provided to you at closing by the seller. Access can be obtained through the Master Association which is Riverwood Community Association. They are in the Clubhouse at 4250 Riverwood Drive, Port Charlotte, FL 33953. 941-764-6663. If you need access to the gate, please reach out to the main office.

If you need information regarding a coupon book to pay your fees or would like to set up ACH through Star Hospitality Management, please reach out to Roxanne Runyan at r.runyan@starhospitalitymanagement.com.

Whenever you have questions or need information, please do not hesitate to contact me. Thank you.

Sincerely,

Leslie Phillips, CAM, CMCA

Leslie Phillips, CAM, CMCA
Community Association Manager
Star Hospitality Management
26530 Mallard Way
Punta Gorda, FL 33954
941-575-6764 Fax: 941-575-7968
After hours Emergency # 941-628-0772