

<b><u>Chapter 1</u></b>	<b><u>Legal Obligations of Rotonda West Association</u></b>
1.1	Florida Statute 617 – Non-profit organizations
1.2	Florida Statute 720 – Home Owners Associations
1.3	RWA Certificate of Incorporation
1.4	Articles of Incorporation – RWA 3/12/1992
1.5	Certificate of Amendment of Articles of Incorporation – RWA 12/31/1997
1.6	RWA Deed Restrictions and Covenants
1.6.01	Sample of a Deed Restrictions Violation Letter (First Offense)
1.6.02	Sample of a Deed Restrictions Violation Letter (Repeat Offense)
1.7	Fine Structure
<b><u>Chapter 2</u></b>	<b><u>Role of Board</u></b>
2.1	Amended By-Laws
2.2	Board Role & Authority
2.3	Board Code of Conduct
2.4	Policy & Procedures Maintenance
<b><u>Chapter 3</u></b>	<b><u>RWA Organization</u></b>
3.1	Organization Chart
3.2	RWA Committee/ Volunteers Membership
3.3	Rule Governing Owner Participation at Meetings
3.4	Annual Meeting (intentionally left blank)
3.5	Authorization to Release Contact Information
3.6	Volunteer Selection Process
3.7	Volunteer Confidentiality Agreement
<b><u>Chapter 4</u></b>	<b><u>Financial Management</u></b>
4.1	Annual Budget Development
4.2	Monthly Financial Reports
4.3	Reserves
4.4	Transfer & Estoppel Fees
<b><u>Chapter 5</u></b>	<b><u>Employees</u></b>
5.1	Employee Handbook
5.2	Employee Confidentiality
5.2.01	Employee Confidentiality Agreement
5.3	Job Descriptions

<u>Chapter 6</u>	<u>Internal Controls</u>
6.01	Policy
6.02	Application
6.03	Monitoring of Internal Controls
6.04	Sources
<u>Chapter 7</u>	<u>Buildings and Grounds</u> (Intentionally left blank)
<u>Chapter 8</u>	<u>Public Relations</u> (Intentionally left blank)
<u>Chapter 9</u>	<u>Environmental Controls</u> (Intentionally left blank)
<u>Chapter 10</u>	<u>Association Members</u>
10.1	New Homeowner Packet (included with the RWA Office Master Manual)
10.2	Residential Modification Guidelines
10.2.01	Residential Modification Application/Approval Form
<u>Chapter 11</u>	<u>Special Policies</u>
11.1	Communications with Contractors
11.2	Communications Usage Policy
11.3	Inspections of Records
11.4	Email Authorization Form
11.5	Real Estate & Political Signs
11.6	Garage Sale Signs-Approval
11.7	Parking Pass
11.7.01	Parking Pass Sample
11.8	Working with Organizations outside the Rotonda West Association
<u>Chapter 12</u>	<u>Committee Resolutions/Rules/Guidelines</u>
12.0	Committees – overall
I	Policy
II	Committee Authorization/Adoption/ Reinstatement forms
III	Committee Membership and Structure

	IV	Committee Duties and Responsibilities
	V	Committee Meetings and Communications
	VI	Committee Authorization Forms
12.01.		Administrative and Personnel Committee
12.01.01		Committee Make Up
12.01.02		Employee Manual
12.01.03		Salary Guidelines
12.01.04		Employee Increases
12.01.05		Manager’s Contract
12.02		New Construction Committee
12.02.01		Model Home, New Construction & Commercial Signage Guidelines
12.02.02		New Construction Guidelines
12.02.03		Architectural Review Application
12.03		Budget and Finance Committee, Including Audit
12.03.01		Purpose
12.03.02		Membership and Structure
12.03.03		Duties and Responsibilities
12.03.04		Annual Budget Development
12.03.05		Monthly Financial Reports
12.03.06		The General Ledger
12.03.07		Cash Receipts
12.03.08		Cash Disbursements
12.03.09		Petty Cash
12.03.10		Reserves
12.03.11		Relationship with Independent Auditors
12.04		Compliance Committee
12.04.01		Roles and Responsibility
12.04.02		Committee Member Qualifications
12.04.03		Organization of the Committee
12.04.04		Notice of Hearings
12.04.05		Conduct of the Hearings
12.04.06		Findings and Recommendations
12.04.07		Powers of Compliance Committee
12.05		Deed Restrictions Committee
12.05.01		Review of Statutory & Policy Changes
12.05.02		Investigating Consistent Deed Restrictions Enforcement
12.05.03		Investigating the Establishment of Appropriate Fines Consistent with Deed Restrictions Violations

12.05.04	Investigating the Collection of Fines for Violations of Deed Restrictions
12.05.05	Identify and Investigate Members' Concerns About the Deed Restrictions
12.05.06	Developing a Transition Plan
12.05.07	Other Activities as Directed by the Board of Directors
12.06	Elections Committee Committee
12.06.01	Roles and Responsibilities
12.06.02	Candidate Qualifications
12.06.03	Election Determination
12.06.04	Candidates' Night
12.06.05	Political Sign Guidelines
12.06.06	Candidate Distribution of Information
12.06.07	Annual Meeting
12.06.08	Membership Lists
12.06.09	Annual Meeting Notice
12.06.10	Undeliverable Annual Meeting Notice Packages
12.06.11	Casting Ballots
12.06.12	Counting Ballots
12.06.13	Tie Votes
12.06.14	Report of Results
12.06.15	Election Disputes
12.06.16	Written Certification/Educational Certificate Rule
12.06.17	Official Records
12.06.18	Attachments
12.07	Residential Modification Committee
12.07.01	Committee Authority and Function
12.07.02	RMC Guidelines as recorded on 11-30-2012
12.07.03	Review
12.07.04	Other Activities
12.08	Aquatic/Canals Committee
12.08.01	The Yearly Development and Revision of a 5 Year Plan for the Rotonda West Ponds, Lakes and Canals
12.08.02	Monitor the Water Quality of the Ponds, Lakes and Canals Through Water Sampling in accordance with the 5 Year Plan, Appendix 3.
12.08.03	Assist With the Development of Bid Specifications and the Review of Bids for the Canal Maintenance contract.
12.09	Buildings and Grounds Committee

12.09.01	Maintaining an Up-To-Date Inventory
12.09.02	Evaluating the Association’s Properties
12.09.03	Receiving Community Input
12.09.04	Assisting with Development of Bid Specifications
12.09.05	Assisting with Evaluation of Submitted Bid Proposals
12.09.06	Monitoring Plant Health and Maintenance of Landscaped Common Areas
12.09.07	Assist with Monitoring of Mowing and Community Maintenance
12.09.08	Proposing New and Novel Ways to Enhance the Beauty, Look and Feel of Our Community as Directed by the Board of Directors
12.09.09	Proposing to the Budget & Finance Committee Reserve Requirements for Future Projects.
12.10	Community Relations Committee
12.10.01	Production and Distribution of a Newsletter;
12.10.02	Development, Maintenance and Monitoring of an Association Website;
12.10.03	Annual Outdoor Christmas Decorating;
12.10.04	Provision of Christmas Parade;
12.10.05	Provision of a Volunteer Appreciation Banquet;
12.10.06	Provision of Welcome to Rotonda Newcomers Receptions and; Other Activities as Directed by the Board of Directors.
12.10.07	Rotonda Community Event with the Stone Crabs Baseball Team.
<u>13.0</u>	<u>Letterhead Template</u>