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| <u>Chapter 1</u> | <u>Legal Obligations of Rotonda West Association</u> |
| 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 | Corrective/Supplemental Certificate of Recordation: Amended Restatement Of Restrictions for Rotonda West – Restricted View |
| 1.6.02 | Sample of a DR Violation Notice |
| 1.6.03 | Sample of a \$20.00 per day First-time DR Violation Fining Letter |
| 1.6.04 | Sample of a \$100.00 per day Repeat DR Violation Fining Letter |
| 1.6.05 | Sample of a Notice of a \$20.00 per day DR Violation Fine |
| 1.7 | Fine Structure |
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| 2.1.1. | By-Laws Amendment 062813 |
| 2.1.2. | By-Laws Amendment 071714 |
| 2.2 | Board Role & Authority |
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| 2.4 | Policy & Procedures Maintenance |
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| 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 |
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| 5.1.01 | Employee Handbook – Administrative Staff |
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| 5.2 | Employee Confidentiality |
| 5.2.01 | Employee Confidentiality Agreement |
| 5.3 | Job Descriptions |

Chapter 6 Internal Controls

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| 6.02 | Application |
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Chapter 7 Buildings and Grounds (Intentionally left blank)

Chapter 8 Public Relations (Intentionally left blank)

Chapter 9 Environmental Controls (Intentionally left blank)

Chapter 10 Association Members

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| 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 |

Chapter 11 Special Policies

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| 11.1 | Communications with Contractors |
| 11.2 | Communications Usage Policy |
| 11.3 | Inspections of Records |
| 11.4 | Email Authorization Form |
| 11.5 | Sign Guidelines (5 pages) |
| 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 |

Chapter 12Committee Resolutions/Rules/Guidelines

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| 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 |
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| 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 |
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| 12.03.06 | The General Ledger |
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| 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 |

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| 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 |
| 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 |

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| 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; |
| 12.10.05.01 | Volunteer Recognition Banquet Volunteer Identification Process |
| 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. |
| 12.11 | Activities Committee |
| 12.11.1 | Activities Committee Resolution |
| 12.11.2 | Community Center Rental Agreement |
| 12.12 | Wildlife Committee |
| <u>13.0</u> | <u>Letterhead Template</u> |