

**ROTONDA WEST ASSOCIATION, INC.**  
646 Rotonda Circle, Rotonda West, FL 33947

**BOARD OF DIRECTORS' MEETING**  
**THURSDAY, May 14, 2026, 12:00 PM**  
**AGENDA**

**CALL TO ORDER**

**Please place all cell phones on mute.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Sam Besase, Gwen Grace, Karen Harvey, David Kelly, Deb Orchard, Peter Traverso, and Andy Van Scyoc (Chair)

**APPROVAL OF MINUTES**

- Approve minutes for April 9, 2026, Monthly BOD Meeting Minutes.

**MEMBERS' INPUT** (Agenda Items) **\*\*Please limit your comments to 3 minutes\*\***

**OFFICERS, EMPLOYEES & CONTRACTORS REPORTS**

**President's Update** – Andy Van Scyoc

**Treasurer's Report** - Sam Besase  
Materials in the Briefing Packet.

**Manager's Report** – Derrick Hedges  
Materials in the Briefing Packet.

**Deed Restriction Violations** – Kelsey Stewart (Administrator)  
Materials in the Briefing Packet.

- Motion to the Board to levy the fines on the members for the violations listed numbers 1 through 76.

## **COMMITTEE REPORTS**

### **Budget & Finance Committee**

No Report.

### **Buildings & Grounds** – Sam Besase (Chair)

No Report.

### **Charter Taskforce Committee**

Materials in the Briefing Packet.

### **Community Outreach Committee** – Gwen Grace (Chair)

Materials in the Briefing Packet.

### **Compliance** – Barb Peszko (Chair)

Materials in the Briefing Packet.

### **Residential Modifications Committee** – Barb Peszko (Chair)

Materials in the Briefing Packet.

### **Deed Restrictions Committee**

Materials in the Briefing Packet.

- Motion to accept Cheryl Rippe to join the Deed Restrictions Committee.

### **Election Committee**

No Report.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS & COMMUNICATIONS** – President Van Scyoc.

1. Amendment Revision By-Law Discussion/Approval.

**MEMBERS' INPUT** (Non-Agenda Items) \*\*Please limit your comments to 3 minutes\*\*

## **RESPONSE TO MEMBERS' QUESTIONS**

## **DIRECTOR INPUT**

## **ADJOURNMENT**

Members: this is also a “virtual” meeting. To attend via Zoom, email a request to Manager Derrick Hedges at: [Derrick@rotondawest.org](mailto:Derrick@rotondawest.org), and he will email instructions on how to connect.

Posted: May 12, 2026

Next Meeting: June 11, 2026

ROTONDA WEST ASSOCIATION, INC.  
646 Rotonda Circle, Rotonda West, FL 33947

**Board of Directors Meeting**

**Thursday, April 9, 2026 – 12:00 PM**

**MINUTES**

**PRESENT:** Sam Besase, Gwen Grace, Karen Harvery, Deb Orchard, Peter Traverso, Andy Van Scyoc (Chair), (Zoom) David Kelly

**ABSENT:**

**Management:** Derrick Hedges, RWA Manager

**Members:** Joe Harris, Annette Casteel, Paul Thiel, Karen Bever, Fred Bever, Tracy Stefanik, Jeff Nicholas, Ron Wagner, Butch Mulhollem, Barbara, Susan Bernier, Doug Yetton, Kathy Yetton, Roger Quick, Kathy Yetton, Roger Quick, Lisa Quick, Cheryl Rippe, Karen Davis, Steve Milbourne, Rita Milbourn, Brijitte Siplon, Viston Batey, Laurie Batey, Barbara Bonaventure, Mary Alice Memeniman, Jim Gartman, Kathy Gartman, Mary Johnson, Mark Robes, Linda Robes, Karen Hoover, Mike Montgomery, Beverly Montgomery, Donald Sibley, April Sibley, Larry Lopinski, Rita Lopenski, Fred Davis, William Brush, Scott Stauber, Dennis Desilets, Margaret Desilets, Bob Burke, Les Koch, James Bertling, Elyse Bertling, Michael, Charysh, Cheryl Rippe, Sue Reske, Craig Farlinger, Pat Farlinger, Jeff Lijewski, Elizabeth Lijewski, Allan Luoma, Ann Weaver, Roy Leath, Tyler Glenn, Dennis Leman, Les Goodman, John Delaney, Francis McDowell, Barry Patterson, Mary Patterson, Paul Slovinski, Phil Speziale, Michelle Wojtowicz, Maureen Laderer, James Maderitz, Jane Maderitz, Barb Peszko, Roy Komisar, Michael Knight, Cheryl Knight, Joann Beach, Tracey Nishimu, Lance Petti, Frank, Settecasi, Deborah Settecasi, Molly Clark, Thomas Hyatt, Michael Fusco, Karen Fusco, Pam Pierce, Andrea Fitch. (Zoom) Amanda Stuever, Julie Spalwski, and Ken Anselment. Kelsey Stewart, Bob Thompson, Denise Chuderwicz, Eugene Lerner, Ray Whiteman, Steve Gray, Anne Finer, Bettina Peluso, John McGonigle, Vickie Lowe, J. Goth.

The meeting was called to order by President Van Scyoc at 12:00 PM. The meeting was properly noticed, and a quorum was present.

The Pledge of Allegiance to the United States of America was said.

- Director Traverso moved the Board to approve the BOD Meeting Minutes for the March 12, 2026, meeting, and with Director Harvey seconding the motion. Motion Unanimously Approved.

**MEMBERS' INPUT** (Agenda Items)

1. The Quarters – Many members came out to speak about the proposed development that is scheduled to be built, known as the Quarters. Members thanked the Board of Directors for sending the letter to Charlotte County Commissioners about the oppositional concerns of

infrastructure/density/architecture issues that will affect RWA members' way of life. It was again suggested by a member that there be a special assessment to raise money to buy up the vacant properties so that RWA has control over what is being built in Rotonda West. Many members are meeting with county officials to investigate what actions to take to stop this project from moving forward. Director Traverso was asked if the NCC had received plans and specifications. His reply was no, that they have not received anything at this time, and the project is still in zoning. Director Traverso was questioned: he would report to the board when the NCC receives information on this project. Director Traverso responded that he would report to the Board of Directors. A question was posed about how RWA would enforce the deed restrictions on new developments in the RWA area, for residential projects. President Van Scyoc stated that several weeks ago, when this started, he made an errant statement stating that this is supposedly under the RWA jurisdiction, but not our deed restriction. That was incorrect; they are subject to our deed restrictions; however, they are not subject to our new building specification. So RWA can't control what they build. Once they build it, they must comply with our deed restrictions.

**President's Update:** Andy Van Scyoc

President Van Scyoc announced he was moving the Audit to the front of the agenda. He stated he knew the Quarters would be an issue, and it was and will be sometime moving forward. He also offered any member a tour of the new addition after the meeting, if they would like.

**Treasurer's Report:**

Director Besase provided a written report attached to these minutes. As of March 31, 2026, RWA has 2.9 million in cash operations and reserves. Twenty-five percent of the year is done. Year-to-date expenses are under \$52,000.00. About 6% of properties are delinquent. The budget is in great financial shape, and reserves are already funded for the year.

**Manager's Report:** Manager Hedges

Mr. Hedges provided a written report attached to these minutes. He let everyone know that RWA had a new hire, Faela, who would be the new receptionist/administrator.

**Deed Restrictions Violations:** Kelsey Stewart, Administrator

Ms. Stewart stated that there are violations listed in the Board Packet for approval. A motion to levy fines on members for violations listed numbers 1 through 56. If confirmed by the Compliance Committee, these fines shall be automatically imposed.

- Director Harvey made a motion to approve the Deed Restriction Violations, and Director Orchard 2nd the Motion. Motion Unanimously Approved.

## **COMMITTEE REPORTS**

### **Administration/Personnel** – President Van Scyoc (Chair)

No Report.

### **Budget & Finance Report:**

No Report.

### **Buildings & Grounds** – Director Besase (Chair)

Director Besase provided a written report attached to these minutes.

Director Besase mentioned that in a previous meeting and the Building and Grounds meeting, it was suggested that a one-time assessment to be conducted to generate funds to purchase the land on Parade Circle for tracts 1 through 9. There is supposed to be a soft poll sent by email. Historically, about 5% of RWA residents do not pay, so the rest of the RWA property owners would have to make up the difference. He reminded everyone that the dedication to the Statue of Liberty will take place on May 23, 2026. The dedication will be at Liberty Island from 10:00 am to 10:30 am, and a celebration will follow at the community center from 11:00 am to 2:30 pm.

### **Charter Taskforce Committee** – Karen Harvey

Director Harvey stated that all the Charters have been reviewed, and a workshop with the Board of Directors will be scheduled soon. A new format has been designed for those Charters, and it has already been applied to two of the Charters for the committees to see if it works, and it does; it looks great. After the workshop, the resolution will be signed, and we will be off and running with all new charters for the committees.

### **Community Outreach** – Gwen Grace (Chair)

Director Grace provided a written report attached to these minutes.

- Director Grace motioned to accept Diane Sweeny to the Community Outreach Committee, and Director Harvey seconded the motion. Motion Unanimously Approved.

### **Compliance** – Barb Peszko (Chair)

Ms. Peszko provided a written report attached to these minutes.

### **Residential Modifications Committee** – Barb Peszko (Chair)

Ms. Peszko provided a written report attached to these minutes.

### **Deed Restrictions**

No Report.

## **Election Report**

No Report.

## **UNFINISHED BUSINESS**

Board of Directors re-addressed 139 Mariner Lane, Appeal held over from last month, due to review the Residential Modification Committee Zoom meeting. Motion was made to sustain the decision of the committee: Board Roll Call Vote: Sam Besase, yes; Gwen Grace, no; Director Harvey, yes; Director Orchard, yes; David Kelly – no vote lost connection; Peter Traverso, yes; President Van Scyoc, yes. Final Vote 5-1 Board voted to uphold the Residential Modification decision; the denial is sustained.

- Director Orchard made a motion to uphold the denial decision made by the Res Mod committee, and Director Besase seconded the motion regarding changes at 139 Mariner Lane.

## **NEW BUSINESS & COMMUNICATIONS**

1. Audit Report - Director Besase stated that every year, RWA has an independent outside auditing firm conducts an independent audit on the books from the previous year, which has been the case for the last 25 years. The auditor is available online for any questions regarding the audit.

- Director Besase motioned to accept the annual audit report and Director Harvey seconded the motion. Motion Unanimously Approved.

2. Sign Guideline – Director Orchard noted that she and President Van Scyoc were part of the Sign Guideline committee, along with several of the staff members, the ones who deal with all the signs that we see in and around the neighborhood, and some of the updates that need to be done. A few things were added to the sign guideline. One of them is that you will be able to purchase signs for the RWA office that you may attach to your house, to an approved fence, or to your mailbox or dwelling. These will be the only signs that RWA will permit for these items. We want to get away from the signs stuck in the yard that could be blown around. There is also, a temporary category for celebration signs and banners. That addresses happy birthday or Happy anniversary! Congratulations to our graduates. The caveat for a reasonable time, members are only allowed to have three signs each. The office personnel would like you to register at the office to help track the three-sign-per-property limit.

- Director Orchard motioned to accept the updated sign guidelines, and Director Harvey 2<sup>nd</sup> the motion. Motion Unanimously Approved.

## **MEMBERS' INPUT** (Non-Agenda Items)

86 Pine Valley Court – Elyse and James Bertling

26 Pine Valley Court – Viston & Lori Batey

Ms. Bertling and Ms. Batey expressed their difficulty with one of the neighbors at 88 and 90 Pine Valley Court, who are James and Susan Reske. They claim they are being harassed by their landscapers, trespassing on their property and dumping landscaping debris there. They also claim that a camera is pointed at their house from the vacant lot, spying on them. James and Susan Reske expressed that they were only protecting their property by using cameras. All members had their chance to speak, and President Van Scyoc expressed that he and Manager Hedges would like to meet with all parties involved to resolve the neighbor-to-neighbor dispute.

## **RESPONSE TO MEMBER'S INPUT**

### **DIRECTOR INPUT**

Director Harvey stated that she loves the changes to the violations letter. The violation letter is all sinking together, and the math is all done for us. I want to thank whoever did this. I like the way it looks, and capturing the red-circled violation items and the numbers on the pictures helps to decipher the violation.

**ADJOURNMENT** Meeting adjourned at 2:30 PM

### **Next Board Meeting**

Regular Scheduled: 14 May 2026, 12:00 PM

Respectfully Submitted,

Denise Huffman, Minutes Clerk

Attachments: Agenda, Minutes, Reports

ROTONDA WEST ASSOCIATION, INC.  
**TREASURER'S REPORT**  
**04/01/2026 THRU 04/30/2026**

1003 - Petty Cash - Operations	\$ 200.00
1007 - CDARS Program – Operating	\$1,254,262.37
1011 - Centennial Operating #2 Sweep (~3.0%)	<u>\$ 236,237.57</u>
As of 04/30/26-Total CASH IN OPERATIONS ACCOUNTS	<u>\$1,490,699.94</u>

1008 CDARS Program - Reserves - CAPITAL	\$ 911,320.51
1105 – Centennial Sweep–Reserves–7343 OPNS (~3.0%)	<u>\$ 115,540.92</u>
As of 04/30/26 - Total CASH IN RESERVE ACCOUNTS	<u>\$1,026,961.43</u>

As of 04/30/26-TOTAL CASH-OPERATIONS & RESERVES \$2,517,661.37

Builders Deposits – New Construction	
1103 – Centennial 6065 Builders Clean Site Escrow	\$83,000.00
4220 – Clean Site Deposits \$4,000 actual vs \$9,500	-\$5,500.00

Approximately 161 homes are currently under construction in RWA.

**2026 YTD INCOME: APR. ACTUAL vs APR. BUDGET**

2026 YTD Income	\$1,717.3K	vs	\$1,702.3K	<b>OVER BY \$15.0K</b>
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~33% of the 2026 budget year. RWA INCOME received = ~83.7% of total year  
Selected Income Line Items (4 of 9)

4111-ASSESSMENTS =	\$1,529,065.00
4200-ESTOPPEL YTD = (181 vs 160) +21	\$ 54,221.00
4210-TRANSFER YTD = (177 vs 160) +17	\$ 53,222.00
4300-FINING INCOME YTD = \$36.3K vs \$51.0K (~-\$14.7K)	\$ 31,625.00

<b>2026 YTD EXPENSES: ACTUAL</b>	<b>APRIL BUDGET</b>	
6000 Line Item Series \$418.1K	\$467.3K	UNDER BY ~\$ 49.2K
7000 Line Item Series \$162.8K	\$148.3K	OVER BY ~\$ 14.5K
8000 Line Item Series \$ 11.7K	\$ 13.3K	UNDER BY ~\$ 1.6K

2026 YTD Expenses	\$593.9K	\$629.6K	<b>UNDER BY ~\$35.7K</b>
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~33% of 2026 budget year RWA EXPENSES YTD

9000/9001 RESERVES RWA Transferred into RESERVES in 2026 \$130.0K  
 Yearly RESERVES contribution is ~\$96K, RWA has overfunded RESERVES ~\$34K

Respectfully - Sam Besase – RWA Treasurer – May 6, 2026

**ROTONDA WEST ASSOCIATION, INC.  
TREASURER'S YEAR END REPORT – SUMMARY  
04/01/2026 THRU 04/30/2026**

- **DELINQUENT RWA PROPERTIES**
  - About 180 of 8,040 (2.24%) properties are DELINQUENT on 2026 assessments.
  - About 185 of 8,040 (2.30%) properties are DELINQUENT from fines, legal fees, assessments, etc.
  - About 365 of 8,040 (4.54%) properties are DELINQUENT.
- 
- - Latest CDAR interest rates are averaging ~2.95%.
  - Next maturity dates are June of 2026.
  - Interest rates translate to ~\$400 income per week ~\$21,000 a year
  - Some CDAR's = 52 weeks which extend into 3Q 2026. Expect average ~3.00% in 2026  
FED met in late April of 2026; FED kept rates the same. Next meeting – mid June 2026
  - 
  - RWA Admin Building Expansion shall be paid by using OPERATIONS CDAR's -  
to be made over over 2+ years. 2025 & 2026
  - \* Groundbreaking was held on Nov. 20, 2025! About 5 1/2 months ago, with about 4 months left
  - 
  - CARRY OVER–EXCESS FUNDS (NET INCOME) as of 04/30/26 is: \$997,187.94
  - 
  - ~33% thru 2026 – RWA budget is in excellent – outstanding financial shape!!!!
  - RWA RESERVES ARE ALREADY - FULLY FUNDED FOR THE YEAR 2026!
  - No increase in assessment – 10 years in a row!
- 
- **RESPECTFULLY, SAM BESASE - RWA TREASURER, May 6, 2026**

## RWA TREASURER'S REPORT FOR APRIL 2026 – NARRATIVE

- The annual independent outside accounting firm AUDIT of the RWA 2025 accounts is complete and the final report was provided to the RWA BOD in late March of 2026 for their review. RWA BOD accepted.
- The RWA BOD adopted the 2026 budget in late summer of 2025. INCOME line items:
- The RWA 2027 budget is currently being developed, with finalization expected by late summer, 2026.
- The total **budgeted** INCOME for all of 2026 was estimated at \$2,114,600.
- The total actual RWA INCOME thru April 2026 was \$1,717.3K or ~83.7% of 2026 INCOME total. ~+\$15.0K
- Therefore, the RWA is well positioned to receive all of the projected 2026 income. After 4 months, the RWA has received about 10 months of our 2026 income. Which is about 6 months ahead of time.
- The RWA April 2026 month end Income statement also reveals:
- The amount of RWA ASSESMENT and ESTOPPEL/TRANSFER and INTEREST income received thru April 2026 offsets the slight decrease in FINES and the remaining income line items.
- This summarizes the INCOME line items in the RWA April 2026 budget.  
.....
- Now let's look at some RWA EXPENSE line items: The total budgeted EXPENSES thru April 2026 were estimated at ~\$629.6K. Total actual RWA expenses thru April 2026 were \$593.9K = ~\$35.7K under budget.
- Other significant RWA under and over EXPENSE line items thru April 2026 were:
- 6360 – Printing/Postage–Deed Restriction Mailing required by state statute 720. Under by ~\$2.3K
- 6420 – Tech Support – ~\$10.9K vs ~\$6,7K, over budget by ~\$4.2K mainly due to RWA personnel moves to Community Center and Working from Home
- 6180 - Employee Wages & Benefits: ~\$272.0K vs ~\$281.4K – under budget by ~\$9.4K
- The RWA 6000 series line items ~\$418.1K vs thru April 2026 budget of \$467.3K or under by ~\$49.2K
- 7500 – Aquatic Maintenance. ~\$47.2 vs ~\$66.7K – under budget by ~\$19.5K
- 7540 – Canal Bank Mowing. ~\$0.3K vs ~\$28.3K – under budget by ~\$28.0K
- 7560 – Fuel ~\$11.8K vs \$10.0K – over budget by ~\$1.8K
- 7710 – Landscape. ~\$78.4K vs ~\$33.3K – over budget by ~\$45.1K
- 7860 – Section 16, Dwelling/Lot Care. ~\$25.1K vs ~\$10.0K - over budget by ~\$15.1K
- The RWA 7000 series line items collectively spent ~\$111.3K vs ~\$114.1K–thru APR 2026, under by ~\$2.8K
  - This summarizes about 8 of 21 EXPENSE line items in the RWA 2026 budget.
- 9002 - The RWA allocated \$130,000 from operations funds to reserve funds in January 2026 vs ~\$96K
- The total RWA NET INCOME profit position through April 30, 2026 is: \$997,187.94
- **RESPECTFULLY, SAM BESASE - RWA TREASURER, May 6, 2026**

## Manager's Report

May 14, 2026

### Administration

- Processed **11** estoppels and **11** transfers so far this month
- Processed and mailed out **20** packets for new homeowners
- **20 members signed up this week for E-voting** [To register for E-Voting, please CLICK HERE.](#)
- Processed **29** parking passes and additional permits so far this month
- Mailed out **4 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](mailto:Faela@rotondawest.org)
- We have recently received **0** approvals for new construction plans from **Cape Cave Corporation** and have released **2** new construction deposits this month. This brings our total number of ongoing new construction projects to **161** homes. These homes are currently awaiting final occupancy certification under the **New Construction Clean Site Program**
- Assisted members in setting up payment plans and successfully added **2** additional members this week
- Released **1** Claim of Lien on a property for the unpaid deed restriction violations and assessments in the **Pinehurst** section
- Processed approximately **97 percent** of the **2026** annual assessment payments, totaling **7,812** payments. If you are having trouble paying your assessments or need assistance, please contact **Jenny** at [Jenny@rotondawest.org](mailto:Jenny@rotondawest.org)
- Assisted members in selling their properties through the estoppel process to bring **1** property into compliance. If you are selling your home and want to ensure it's in compliance, please contact [Jenny@rotondawest.org](mailto:Jenny@rotondawest.org)
- This month, we made significant progress by updating our **Section 16** tree removal list. So far, **250** members have received letters regarding the status of their properties, and **145** have successfully brought their properties into compliance. This leaves **100** members who still need to address issues related to Brazilian Pepper

trees and dead trees on their unimproved vacant lots. If you would like to find out whether you or a nearby property is on the Section 16 tree removal list, please contact [derrick@rotondawest.org](mailto:derrick@rotondawest.org).

- During the week, **94** members visited the Rotonda West Association Office for **inquiries, applications**, and to make their **2025 Annual Assessment payments**. If you need assistance with your payments, please contact [Jenny@rotondawest.org](mailto:Jenny@rotondawest.org)
- The Rotonda West Association Administration Office is pleased to offer notarization services for our members. So far this month, we have successfully assisted **33** individuals! We encourage you to visit the **RWA** office if you need a document notarized. Please ensure your documents are in English to help streamline the process. Remember, this valuable service is free of charge, as we are committed to effectively supporting our members
- Continuing to pull unapproved signs or posts in the common areas, right of ways, and vacant lots, removing an additional **9** signs this week
- Collected approximately **\$1600** this week from members with past-due payments for deed restriction violations and past-due assessments

### **Rotonda West Maintenance Staff**

- The Maintenance Staff has completed or is completing the following tasks:
- We cleaned up **2 unimproved properties** under **Section 16** in the **Long Meadow sections**. These properties were neglected, and they are being charged for our services <https://rotondawest.org/wp-content/uploads/2021/09/P-P-1.6.pdf>
- Mowed the **3.5** miles of walking trails and common areas in **Broadmoor Park**, as well as the swales
- Mowed, trimmed, and pulled weeds at all of the **Memorial Parks** and **Liberty Island**
- Mowed, trimmed, and treated the weeds around all **5** front entrance signs
- Spent **8** hours replacing the wheel bearings, adding new tires, and installing a new hydraulic jack for easy disconnect. We also repaired a light on the dump trailer

- Removed dead pine trees and Brazilian Pepper trees in the common areas of Broadmoor Park, near homeowner properties
- Mowed the vacant lots in the **Long Meadow** sections. Next week, we will be mowing in the **Long Meadow and White Marsh sections**
- Invasives, grasses, and submersed plants have been sprayed in the canals and areas listed below:
  - Pebble Beach (Finger Lakes)
  - Pinehurst
  - Broadmoor Park
  - White Marsh (Finger Lakes)
  - Pine Valley
- The Truxor has been cutting and removing Vallisneria and grasses in the following sections.
  - Broadmoor (Vallisneria)

**Thank you,**

**Derrick Hedges**

**Manager**

**Rotonda West Association, Inc.**

*Board Of Directors Meeting  
Rotonda West Association,  
Inc*

**May 14th, 2026  
646 Rotonda Circle  
12:00-PM**

SECTION	May 2026 – RWA DEED RESTRICTIONS SUMMARY	MONTHLY TOTALS	PERCENTAGE
5	NO RMA	114	8.40%
9	SHEDS	43	3.17%
14	PETS & ANIMALS	0	0.00%
15	NUISANCE	382	28.15%
16	DWELLING & LOT CARE	220	16.21%
18	TRASH CANS VISIBLE (TCV)	320	23.58%
19	COMMON AREAS	0	0.00%
20	DOCKS	0	0.00%
22	SIGNS & FLAGS	31	2.28%
24	VEHICLES & PARKING VIOLATIONS	247	18.20%
<b>TOTALS SUMMARY FOR MAY 14, 2026, DEED RESTRICTION FINING LIST</b>		<b>1,357</b>	<b>100%</b>
	CALLS & EMAILS TO OWNERS	389	
	VIOLATION RECHECKS	567	41.78%
	<b>GRAND TOTALS</b>	<b>2,313</b>	

Please note that the values presented above indicate the volume of potential violations for the current month and does not reflect the actual number of violations or fines.

**DEED RESTRICTION VIOLATION FINING LIST**

**NEW RMA VIOLATIONS**

1	265 Annapolis Ln	No RMA Garage Screening	Sec. 5 Oakland Hills	\$50.00
2	111 Boundary Blvd	No RMA Fence	Sec. 5 Oakland Hills	\$50.00
3	143 Mark Twain Ln	No RMA Fence	Sec. 5 Pebble Beach	\$50.00
4	155 Rotonda Cir	No RMA Metal Landscape Curbing	Sec. 5 Oakland Hills	\$50.00
5	237 Rotonda Cir	No RMA Dock Repair	Sec. 5 Pebble Beach	\$50.00
6	29 Tournament Rd	No RMA Painting House	Sec. 5 Pine Valley	\$50.00
<b>TOTAL NEW RMA VIOLATIONS</b>			<b>6</b>	

**CONTINUOUS RMA VIOLATIONS**

<b>TOTAL CONTINUOUS RMA VIOLATIONS</b>	<b>0</b>
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**NEW VIOLATIONS**

7	217 Annapolis Ln	Nuisance Items	Sec. 15 Oakland Hills	\$50.00
8	250 Annapolis Ln	High Grass/Weeds	Sec. 16 Oakland Hills	\$50.00
9	26 Caddy Rd	Nuisance Items	Sec. 15 Oakland Hills	\$50.00
10	316 Boundary Blvd	TCV	Sec. 18 Pebble Beach	\$50.00
11	9 Bunker Rd	Nuisance Dwelling in need of Repair	Sec. 15 Pebble Beach	\$50.00
12	249 Bunker Rd	Nuisance Dwelling in need of Repair	Sec. 15 Pebble Beach	\$50.00
13	257 Bunker Rd	Nuisance Mold/Algae	Sec. 15 Pebble Beach	\$50.00
14	133 Fairway Rd	Dwelling Maintenance/Lot Care	Sec. 16 Pinehurst	\$50.00
15	38 Golfview Ct	Nuisance Dwelling in need of Repair	Sec. 15 Oakland Hills	\$50.00
16	28 Golfview Rd	Nuisance Items	Sec. 15 Oakland Hills	\$50.00
17	289 Long Meadow Ln	TCV	Sec. 18 Long Meadow	\$50.00
18	5 Mark Twain Ln	Nuisance Mold/Algae	Sec. 15 Pebble Beach	\$50.00
19	109 Mark Twain Ln	TCV	Sec. 18 Pebble Beach	\$50.00
20	126 Mark Twain Ln	Shed	Sec. 9 Pebble Beach	\$50.00
21	126 Mark Twain Ln	TCV	Sec. 18 Pebble Beach	\$50.00
22	166 Mark Twain Ln	Vehicle Parking	Sec. 24 Pebble Beach	\$50.00
23	9 Marker Rd	Dwelling Maintenance/Lot Care	Sec. 16 Long Meadow	\$50.00
24	232 Marker Rd	Dwelling Maintenance/Lot Care	Sec. 16 Long Meadow	\$50.00
25	215 Marker Rd	Dwelling Maintenance/Lot Care	Sec. 16 Long Meadow	\$50.00
26	62 Par View Rd	Dwelling Maintenance/Lot Care	Sec. 16 Long Meadow	\$50.00
27	8 Pine Valley Ct	Vehicle Parking	Sec. 24 Pine Valley	\$50.00
28	45 Pine Valley Ct	Dwelling Maintenance/Lot Care	Sec. 16 Pine Valley	\$50.00
29	13 Pine Valley Ln	Dwelling Maintenance/Lot Care	Sec. 16 Pine Valley	\$50.00
30	15 Pine Valley Ln	Dwelling Maintenance/Lot Care	Sec. 16 Pine Valley	\$50.00
31	17 Pine Valley Ln	TCV	Sec. 18 Pine Valley	\$50.00
32	24 Pine Valley Ln	Dwelling Maintenance/Lot Care	Sec. 16 Pine Valley	\$50.00
33	16 Pine Valley Pl	Dwelling Maintenance/Lot Care	Sec. 16 Pine Valley	\$50.00
34	168 Rotonda Cir	Nuisance Items	Sec. 15 Oakland Hills	\$50.00
35	237 Rotonda Cir	Trailer Parked in Yard	Sec. 24 Pebble Beach	\$50.00
36	273 Rotonda Cir	Nuisance Yard Debris (X2)	Sec. 15 Pebble Beach	\$100.00
37	273 Rotonda Cir	High Grass/Weeds	Sec. 16 Pebble Beach	\$50.00
38	307 Rotonda Cir	Shed	Sec. 9 Pebble Beach	\$50.00
39	325 Rotonda Cir	Nuisance Mold/Algae	Sec. 15 Pebble Beach	\$50.00
40	1185 Rotonda Cir	TCV	Sec. 18 Pine Valley	\$50.00
41	62 Sportsman Ct	TCV	Sec. 18 Broadmoor	\$50.00
42	58 Sportsman Ln	TCV	Sec. 18 Broadmoor	\$50.00
43	289 W Pine Valley Ln	TCV	Sec. 18 Pine Valley	\$50.00

**TOTAL NEW VIOLATIONS**

**37**

**CONTINUOUS VIOLATIONS**

44	54 Annapolis Ln	Unregistered/Inoperable Vehicle	Sec. 24 Oakland Hills	\$50.00
45	265 Annapolis Ln	TCV (X3)	Sec. 18 Oakland Hills	\$150.00
46	129 Boundary Blvd	TCV (X4)	Sec. 18 Oakland Hills	\$200.00
47	214 Boundary Blvd	Nuisance Fence Post (X3)	Sec. 15 Pebble Beach	\$150.00
48	427 Boundary Blvd	TCV (X2)	Sec. 18 Pinehurst	\$100.00
49	832 Boundary Blvd	Dwelling Maintenance/Lot Care (X2)	Sec. 16 Long Meadow	\$100.00
50	17 Caddy Rd	Nuisance Items	Sec. 15 Oakland Hills	\$50.00
51	33 Caddy Rd	High Grass/Weeds (X2)	Sec. 16 Oakland Hills	\$100.00
52	42 Bunker Ln	Nuisance Items (X2)	Sec. 15 Pebble Beach	\$100.00
53	6 Bunker Way	Nuisance Dwelling in need of Repair	Sec. 15 Pebble Beach	\$50.00
54	12 Golfview Rd	TCV (X2)	Sec. 18 Oakland Hills	\$100.00
55	28 Golfview Rd	Vehicle Parking	Sec. 24 Oakland Hills	\$50.00
56	11 Long Meadow Ln	TCV (X2)	Sec. 18 Long Meadow	\$100.00
57	22 Long Meadow Ln	Dwelling Maintenance/Lot Care (X2)	Sec. 16 Long Meadow	\$100.00
58	194 Long Meadow Ln	Vehicle Parking (X4)	Sec. 24 Long Meadow	\$200.00
59	236 Long Meadow Ln	TCV (X4)	Sec. 18 Long Meadow	\$200.00
60	5 Mark Twain Ln	Unregistered/Inoperable Vehicle (X3)	Sec. 24 Pebble Beach	\$150.00
61	109 Mark Twain Ln	Unregistered/Inoperable Vehicle (X2)	Sec. 24 Pebble Beach	\$100.00
62	207 Marker Rd	Construction Site not Maintained (X2)	Sec. 5 Long Meadow	\$200.00
63	255 Medalist Rd	TCV (X4)	Sec. 18 White Marsh	\$200.00
64	39 Pine Valley Pl	Dwelling Maintenance/Lot Care (X35)	Sec. 16 Pine Valley	\$1,750.00
65	30 Pinehurst Pl	TCV (X2)	Sec. 18 Pinehurst	\$100.00
66	45 Rotonda Cir	Vehicle Parking	Sec. 24 Oakland Hills	\$50.00
67	140 Rotonda Cir	TCV (X2)	Sec. 18 Oakland Hills	\$100.00
68	197 Rotonda Cir	Vehicle Parking	Sec. 24 Oakland Hills	\$50.00
69	273 Rotonda Cir	Nuisance Dwelling in need of Repair (X2)	Sec. 15 Pebble Beach	\$100.00
70	325 Rotonda Cir	TCV (X2)	Sec. 18 Pebble Beach	\$100.00
71	901 Rotonda Cir	Nuisance Items (X3)	Sec. 15 White Marsh	\$150.00
72	1108 Rotonda Cir	Construction Site not Maintained (X2)	Sec. 5 Pine Valley	\$200.00
73	17 Sportsman Ln	TCV (X2)	Sec. 18 Broadmoor	\$100.00
74	17 Sportsman Rd	TCV (X2)	Sec. 18 Broadmoor	\$100.00
75	241 Tournament Rd	Construction Site not Maintained (X2)	Sec. 5 Pine Valley	\$200.00
76	262 White Marsh Ln	TCV (X3)	Sec. 18 White Marsh	\$150.00

**TOTAL CONTINUOUS VIOLATIONS****33****SECOND VIOLATIONS****TOTAL SECOND VIOLATIONS****0****TOTAL VIOLATIONS****76**

**Committee Charter Review task force**

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**From** Karen Harvey <karen.harvey@rotondawest.org>

**Date** Mon 5/11/2026 12:40 PM

**To** Denise Huffman <denise@rotondawest.org>

Hi Denise:

**TO: Rotonda West Association Board of Directors**

**FROM: Karen W. Harvey, Chair, Committee Charter Task Force Review**

**SUBJECT: Report to the Board of Directors**

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The Task Force has completed work on all charters except for the Budget Development Committee. Included in the packet are the new formatted charters and the resolutions. These resolutions will need to be signed by the President of the Board.

Hopefully, by the next Board meeting the charter for the Budget Development Committee will have been revised or reviewed and that resolution can be signed. The Task Force will be sunset at that time.

It has been a pleasure working with Gwen Grace, and Sam Besase on this project.

Karen W. Harvey

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C: 301 910 7038  
Karen.Harvey@rotondawest.org

**Committees**  
**Chapter 12 – Section 12.00**

**Definitions:**

There are three types of Committees; Required Standing Operating Committees, Non-required Standing Operating Committees, and Temporary (or AdHoc) Committees.

Required Standing Operating Committees: These committees are so designated because they are required by RWA By-Laws or Florida Statutes.

Non-Required Standing Operating Committees: These Committees are established by the Board to assist with managing the Association's business. These include all other Committees except Temporary

**Definitions (continued):**

Temporary Committees: To be formed by a written charter and a defined term limit.

The RWA Manager shall maintain a current list of all Committees and the members and Chairs thereof.

Salaried staff may be appointed as Liaisons to Committees to advise the Committees on the RWA's procedures.

Board members may be assigned as Liaisons to Committees as advisors to the Committees from the Board.

The Committee Chairman, if a sitting Board member, or the Board Liaison, if the Committee Chairman is not a sitting Board member, shall be the primary point of contact between the Committee and Board.

All Committees will be officially authorized by the Board of Directors by means of a Resolution on Form 12-01, Committee Authorization Resolution, as presented in Section VI below. Such authorization remains in effect until the Board of Directors terminates or disbands the Committee.

**Committees**  
**Chapter 12 – Section 12.00**

**COMMITTEE MEMBERSHIP AND STRUCTURE**

Structure

The Board of Directors shall have the authority at any time to change the members of, fill vacancies on, revise Resolutions of, and/or discharge any Committees or Committee members, for whatever reason the Board shall deem appropriate.

The appointment of a Director to any Committee, if not sooner terminated, shall automatically terminate upon expiration or cessation of the individual's term as Director.

Unless the Association's Bylaws or Policies specify the Committee Chair, or the Board of Directors has specifically appointed the Chair, each Committee shall, at its first meeting of each calendar year, elect a Chair from among its members. The Board of Directors shall ratify the Chair for each Committee.

The Resolution of Advisory Committees may specify the number of members necessary to conduct the business of the Committee, otherwise a quorum of the current members must be present.

**COMMITTEE MEMBERSHIP AND STRUCTURE (continued)**

Structure (continued)

No committee shall consist of fewer than three (3) members.

A committee may be fixed or variable in size, as may be specified in the Committee's Charters.

Any committee member may resign at any time by notifying the Chair of the committee in writing. A resignation is deemed effective immediately upon notification, unless otherwise stated in the letter of resignation.

No RWA employee may volunteer to serve on an RWA Committee due to potential conflicts of interest. (Refer to Section D. Conflicts of Interest, below.) RWA employees assigned to a RWA Committee shall serve as a non-voting member.

**Committees**  
**Chapter 12 – Section 12.00**

**Member Recommendations**

The Manager shall be assigned the responsibility for maintaining a file of all current Committee Resource Forms filed and submitted by prospective Committee members.

When a Committee vacancy occurs or is imminent, the Chair of the Committee shall request the Manager to provide copies of current Committee Resource Forms for Association members who have expressed an interest in serving on that committee.

The Manager shall provide the requested Committee Resource Forms for only those candidates who meet the qualifications as stated in this policy.

The Committee shall consider for appointment all candidates with the background, education and/or related experience that will be of value in the performance of the Committee's responsibilities.

The Committee Chair shall ensure that all applicants are informed of the Committee's Resolution and responsibilities, and of the time demands on its members.

The Committee shall formulate its recommendations for appointment of candidates in a meeting at which a quorum is present.

**Appointments**

All recommended Committee appointments shall be placed on the agenda for the next open session of the Board of Directors.

A Committee vacancy may only be filled by act of the Board of Directors. Nominations from the Committee will be considered, but the Board shall appoint the candidate it deems most qualified.

**Committees**  
**Chapter 12 – Section 12.00**

**Conflicts of Interest**

No full time Association employee and/or employee with supervisory responsibilities shall be appointed to any Committee, except as Liaison or Advisor.

No member of a Committee, or individual acting as Consultant or Advisor to a Committee, shall participate in a decision or discussion before the Committee which involves his/her family or business, or who otherwise has a real, potential or apparent conflict of interest. Any such member, Consultant or Advisor shall immediately disclose any real, potential or apparent conflict of interest relative to the decision, and shall disqualify himself/herself prior to any consideration of the matter before the Committee.

**Qualifications of Members**

Members of Committees shall be property owners and shall be members in good standing of the Association throughout the terms of their appointments; a resident spouse whose name does not appear on the property deed and residents whose property is held in trust and whose names do not appear on the deed shall qualify as a property owner for the sole purpose of meeting this requirement.

Members of Advisory Committees may also include immediate family members of property owners residing in the same household. In addition, non-voting "Committee Advisors" may be used by Committees to provide specialized expertise to the deliberations of that Committee.

Unless otherwise stated in a Committee's Charter, three (3) consecutive absences of a member from the regularly scheduled meetings of the Committee, and /or the member has not been active in Committee business, may be grounds to terminate the appointment of that member to the committee. The Committee Chair may notify the Board of such an instance in writing, and may at the same time recommend another member for appointment to fill the unexpired term.

**Committees**

**Chapter 12 – Section 12.00**

**COMMITTEE DUTIES AND RESPONSIBILITIES**

The composition, purpose, and committee responsibilities of each Committee shall be clearly delineated in the Committee's Charter as defined in the Resolution forming the Committee. A Temporary (Ad Hoc) Committee, in addition to the above, shall have a written Charter with a termination date. All committees shall review and update, as necessary, their Charter at least every 3 years.

No Committee or Chair of a Committee shall contact any outside source with regard to the confidential business of the Committee. No Committee member or Chair of a Committee shall contact any outside source in the name of the RWA. If a Committee believes such contact is necessary, it shall forward such a request to the Board or staff Liaison who shall submit the request to the Board President.

Final recommendation of contact with outside agencies will be determined by the Board of Directors. No Committee, or any of its members, shall undertake to contact or communicate with any outside agency or public media on behalf of the Association, or represent itself to any outside agency as operating on behalf of the Association, without the express written approval of the Board.

No Committee or any of its members shall disseminate privileged data to any outside agency, the general public or to other RWA members without the express written approval of the Board of Directors. Any Committee or member violating this requirement may be temporarily or permanently suspended or removed from the Committee.

Grant information may be researched by Committees. Recommendations to submit grant proposals must be made to the Board of Directors. All actual contacts with agencies shall be made by the Board or an approved designee.

Membership Surveys: No Committee shall undertake a survey of the Association membership without first coordinating their efforts through the Manager and obtaining approval of the survey questionnaire and process from the Board of Directors.

**Committees**  
**Chapter 12 – Section 12.00**

**COMMITTEE MEETINGS AND COMMUNICATIONS**

**Quorum**

No business shall be conducted by any Committee unless a quorum is present. The act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. No proxy voting shall be permitted. A quorum of any Committee shall be determined as follows:

For any Committee of fixed size, a majority of the number of members authorized by the Committee's charter or currently approved membership shall constitute a quorum, unless specified otherwise in the Committee's charter.

For any Committee of variable size, a majority of the actual number of members prior to the start of the meeting, but no less than three, shall constitute a quorum.

Members of any Committee shall act only as a Committee. Minority opinions may be reflected in Committee minutes. The individual members shall have no power or authority to act for the Committee. In all cases, the official vote when a quorum is present represents the position of the Committee.

Committee meetings are held solely for the purpose of conducting the assigned business of the Committee. All Committee meetings shall be open to all property owners, with the exception of closed meetings.

Regular meetings of the Committee shall be held at such date, time and place as may be fixed by the charter of the Committee. Unless required by the Charter of the Committee, further notice of such meetings need not be given to Committee members. Notice of Committee meetings must be given to the Board and/or staff Liaison.

The Committee Chair is responsible for providing notification of all regular and special meetings and meeting cancellations to the Manager for publication in RWA communications to the members.

The Chair is responsible for setting and maintaining the meeting agenda. The Committee meeting agenda must include time for member comments. The Committee Chair at his/her discretion may recognize non-committee members during the meeting.

**Committees**  
**Chapter 12 – Section 12.00**

**COMMITTEE MEETINGS AND COMMUNICATIONS (continued):**

**Quorum (continued):**

Committee members, including the Chair, have equal standing on the Committee.

Periodic reports shall be provided to the Board of Directors in the specified format (Form 12-03 Committee Report Template).

Final reports may be requested from Committees after performing a specific task requested by the Board of Directors.

Committees may not divulge the content of a report on a task requested by the Board prior to submitting the report to the Board and/or Manager.

Committee members are not authorized to contact the public media on behalf of the RWA.

Committees may work with the Communications Committee, if one is authorized by the Board, for promotional and educational purposes as needed to perform their duties.

All Committee-related business communications between the Committee and staff is to be sent by the Committee Chair with copies to the Manager and the Board Liaison. The Board Liaison is responsible for disseminating Committee communications to the Board President. In the event that no Board Liaison has been assigned, the Committee Chair shall communicate directly with the Manager and Board President.

**Minutes of Meetings**

Properly recorded approved minutes shall be kept of each Committee meeting and shall reflect accurately all actions taken by the Committee. The minutes shall include the date, time and location of the meeting and the Committee members present and absent.

Minority opinions may be reflected in Committee minutes.

**Committees**  
**Chapter 12 – Section 12.00**

**Minutes of Meetings (continued):**

All Committee-approved minutes shall be in a standardized format (Form 12-03 Committee Minutes Template) provided by the Secretary of the Board of Directors and provided through the Manager's office.

Copies of all open session approved meeting minutes shall be provided to the Association's Administration Office for distribution to Board members and inclusion in the RWA member reading files within ten (10) days of the approval of the minutes.

Copies of all closed session approved meeting minutes shall be provided to the Administration Office for distribution to Board members, but shall not be included in the RWA member reading files.

For a Temporary Committee of less than two (2) months in duration, the final written report of the Committee shall suffice as the Committee's minutes.

**Committee Correspondence and Communications**

The RWA is a corporation and standard corporate correspondence and communications practices shall be followed as described in the RWA Policy and Procedures Section 11.2.

Information from the RWA which is available to the membership may be distributed to Committee members. Members may share with other Committee members data or information pertinent to a subject before the Committee.

Confidential information from the RWA not available to the membership may only be distributed at the direction of the Board President.

Once appointed to a Committee, Committee members represent the Committee. Correspondence not sent to all Committee members or emails sent to circumvent the Committee decision-making process or to influence votes will be grounds for dismissal from the Committee.

Committee members, including the Chair, have no authority to give advice to homeowners, staff, contractors or other personnel in the name of the RWA. The Committee Chair may provide factual information to the Committee staff liaison to be made available to all members.

**Committees**  
**Chapter 12 – Section 12.00**

**Committee Correspondence and Communications (continued):**

All RWA records of Committee-approved minutes and reports will be maintained in a central repository by RWA staff.

Committee members shall sign an agreement upon appointment regarding RWA confidentiality and specific stipulations regarding the terms of the RWA Policy & Procedures Manual, Chapter 12.0. The Committee Chair shall be responsible for delivering these agreements to the Manager immediately following the first meeting of the year. The Confidentiality Agreement can be found in Chapter 3.7.

Committee-related business communications shall be from the Committee Chair or designee to the Board and staff liaisons with copies to the Manager and Board President.

**Committee Authorization ‘Forms:**

In order to maintain consistency in developing the Policy & Procedures for the RWA Committees and their Charters identified in Sections 12.01 through 12.11 of the RWA Policy & Procedures Manual, the following Resolution Form Template shown below is to be used in authorizing all Committees. Form 12-01 is to be used when a Committee is first authorized with its Charter by the Board of Directors. Once authorized by the Board, a Committee’s authorization remains in effect until the Board of Directors terminates or otherwise disbands that Committee. The original completed and signed Committee Authorization Resolution forms shall be kept by the Manager at the RWA’s Administration Office along with the printed copy of the RWA’s Policy & Procedures Manual.

**Committees**  
**Chapter 12 – Section 12.00**

Form 12-01 Committee Authorization Resolution Template

Committee Name: \_\_\_\_\_

Policy & Procedures Manual Chapter/Section: \_\_\_\_\_

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the over-all operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association’s Committees according to Rotonda West Association’s Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The \_\_\_\_ (Name of Committee) \_\_\_\_\_ Committee is hereby authorized as a (Non-Required Standing Committee or a Required Standing Committee) according to Rotonda West Association’s Policy and Procedures Manual and its Policy on Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the \_\_ (date) \_\_, at which a quorum of Directors were present. \_ (#) \_\_, Directors voted in favor of the Resolution and \_ (#) \_\_, Directors voted against the Resolution.

ROTONDA WEST ASSOCIATION INC.

By:

\_\_\_\_\_  
(President’s Name)

Date: \_\_\_\_\_

**Committees**

**Chapter 12 – Section 12.00**

Form 12-01 Committee Authorization Resolution authorizes the following Committees whose Charters are cited in the corresponding Sections of Chapter 12 of the RWA Policy & Procedures Manual:

- Administrative/Personnel Committee - Section 12.01
- Budget Development Committee - Section 12.02
- Buildings and Grounds Committee - Section 12.03
- Community Outreach Committee - Section 12.04
- Compliance Committee – Section 12.05
- Deed Restrictions Committee - Section 12.06
- Election Committee - Section 12.07
- Residential Modification Committee, Section 12.08

**Committees**  
**Chapter 12 – Section 12.00**

**Form 12-02 Charter Template**

**Title:**

**Authority:**

**Committee Purpose:**

**Make Up and Structure:**

**Term:**

**Reporting:**

**Reference Chapter 12 – Section 12.00**

**Committees**  
**Chapter 12 – Section 12.00**

**From 12-04 Committee Report Template**

**TO: Rotonda West Association Board of Directors**  
**FROM: (Name of Committee), (Name of Chair or BOD Liaison giving report)**  
**DATE: (Date Report Prepared)**  
**SUBJ: Report of (Date of Committee Meeting covered by report)**

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Body of report. Update to the BOD on most recent accomplishments of your Committee.

List of any items requiring a vote and/or action by the BOD. Action

Items (if any)

- 1.
- 2.
- 3.
4. etc.

Or state, "No action items."

**Committees**  
**Chapter 12 – Section 12.00**

**Form 12-05 Committee Minutes Template**

**ROTONDA WEST ASSOCIATION, INC**  
**646 Rotonda Circle, Rotonda West, FL 33947**

**(Committee Name)**

**MEETING MINUTES**

**(Date of Meeting)**

**Call to Order:** The meeting was called to order at (time).

**Present:** (Names of Committee Members attending in person or via phone or Zoom)

**Absent:** (Names of Committee Members)

**Guests:** (Names of visitors)

**Approval of Minutes:** The minutes of the (previous meeting) were approved as written.

**Member Input:** (Any input from RWA members resulting in action items)

**Committee Member Discussions:** (Pertinent discussions, especially those that result in action items.)

**Old Business:**

**New Business:**

**Meeting adjourned at (time)**

**Next meeting:** (date)

**Attachments:** (list if any)

RWA Policy & Procedures

Committee: **Buildings & Grounds Committee**

Policy & Procedures Manual, Chapter 12, Section 12.03

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Buildings & Grounds Committee** is hereby authorized as a Non-required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7**, Directors voted in favor and **0**, Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

**Buildings & Grounds Committee**

**Chapter 12, Section 12.03**

Effective: 07/15/2025

Revised: 4/29/2026

**Title: Buildings and Grounds Committee**

**Authority:**

The Rotonda West Association is authorized by Florida Statutes 720 and 617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board of Directors to establish and de-establish committees in order to facilitate the overall operations of the Association.

The Buildings and Grounds Committee is the combination of two Committees formerly known as the Properties and the Aquatics Committees. The Buildings and Grounds Committee is hereby authorized as a Non-Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter below. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA. The Board of Directors has the option of modifying the Committee's Charter at any time.

**Committee Purpose:**

The Buildings and Grounds Committee is responsible for the following functions and actions and the scope of these responsibilities shall extend to any and all areas of the Rotonda West Association that involve common areas, all Association tangible fixed and mobile assets as well as those items necessary to maintain the life, usefulness, and attractiveness of the property areas and the Association's assets. The Buildings and Grounds Committee shall make factual investigations and make recommendations with respect to the purchase, maintenance, sale and other disposition of Association property, as well as recommendations with respect to beautification issues of that property in carrying out the following and or assisting the Manager.

**Committee Responsibilities:**

- Maintaining an up-to-date inventory (conducted annually) of all Rotonda West Association mobile or fixed property, which might include photographs
- At least annually, evaluate the Association's property providing a written evaluation of the condition and readiness of all items on the property inventory
- Make recommendations to the Board of Directors for any repairs, refurbishments and or other actions. This evaluation may include current market value or current or future potential utilization
- Assisting the Board of Directors in receiving community input concerning Rotonda West Association property

**Buildings & Grounds Committee**

**Chapter 12, Section 12.03**

**Committee Responsibilities (continued):**

- Developing a 3 year Capital Plan relating to Rotonda West Association property
- Evaluating submitted proposals and cost bids for purchasing, repairing, refurbishing and/or selling of RWA property and making recommendations for awarding contracts
- Monitoring plant health, maintenance of landscaped common areas, mowing and community maintenance
- Proposing new and novel ways to enhance the beauty, look and feel of our community
- Proposing requirements for future projects to the Board of Directors

**Make Up and Structure:**

The Buildings and Grounds Committee members shall serve a one (1) year term. Members may be appointed to consecutive terms.

**Reporting:**

The Buildings and Grounds Committee will report regularly to the Rotonda West Association Board of Directors.

RWA Policy & Procedures

Committee: **Community Outreach Committee**

Policy & Procedures Manual, Chapter 12, Section 12.04

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Community Outreach Committee** is hereby authorized as a Non-required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7** Directors voted in favor and **0** Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

## Community Outreach Committee

### Chapter 12, Section 12.04

Effective date: 06/09/2023

Revised: 04/29/2026

**Title:**

Community Outreach Committee, Section 12.04

**Authority:**

The Rotonda West Association is authorized by Florida Statutes 720 and 617 to organize according to the needs of the Association. The RWA By-Laws, Article II, Section 10, allow the Board of Directors to establish and de-establish committees in order to facilitate the over-all operations of the association.

The Community Outreach Committee is hereby authorized as a Non-Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of RWA. The Board has the option of modifying the Charter at any time.

**Committee Purpose:**

The Community Outreach Committee (is responsible for planning organizing, and promoting events and activities that foster community spirit, encourage neighborly connections and improve the quality of life for members of the rotonda West Association. The Committee enables interaction among members through the "West Ways" newsletter, social events, entertainment, informational lectures, RWA public service announcements, social media, and other activities designed to appeal to a broad range of residents.

**Committee Responsibilities:**

- Plan annual calendar of events to include presentations, music events, Christmas Parade, Christmas events, social events such as Food Truck Tuesday, open house,
- Provide a report to the Board of Directors which will include financial accountability of the event
- Brainstorm new ideas to attract RWA members to the events
- Execute each event thoroughly
- Organize community volunteers in order to implement an event
- Promote community fellowship through social events and activities
- Utilize all aspects of social media to promote events
- Liaise with RWA office staff to plan events when necessary

**Community Outreach Committee**

**Chapter 12, Section 12.04**

**Committee Responsibilities (continued):**

- If participation in a particular event is not large enough, event may need to be cancelled

**Make Up and Structure:**

- The Community Outreach Committee will consist of not more than 10 members. At least 5 members must be present to constitute a quorum and a majority of those present must vote in favor of a proposed action for it to carry.
- A resident of RWA must be in good standing with the Association in order to be considered a member of the committee.
- Committee members can be removed from the committee when they fail to show for three (3) consecutive meetings without an excused absence.
- Event chairpersons may or may not be a part of the committee.

**Term:**

Community Outreach Committee members shall serve one (1) term. Committee members may be appointed to consecutive terms.

**Reporting:**

The Community Outreach Committee will report regularly to the Rotonda West Association Board of Directors.

RWA Policy & Procedures

Committee: **Compliance Committee**

Policy & Procedures Manual, Chapter 12, Section 12.05

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Compliance Committee** is hereby authorized as a Required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7**, Directors voted in favor and **0**, Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

**Compliance Committee**

**Chapter 12, Section 12.05**

Effective Date: 09/11/2025

Revised Date: 04/29/2026

**Title:** Compliance Committee, Chapter 10, Section 12.05

**Authority:**

The Rotonda West Association is authorized by Florida Statutes 720 and 617 to organize according to the needs of the Association. The RWA By-Laws, Article II, Section 10, allow the Board of Directors to establish and de-establish committees in order to facilitate the overall operations of the association.

The Compliance Committee is hereby authorized as a Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0. The Committee is also authorized to make recommendations to the Board of Directors as it may reasonably be necessary to advance the interests of RWA. The Board has the option of modifying the Charter at any time.

**Committee Purpose:**

The Compliance Committee has been created to serve as the committee contemplated by Section 720.305(2)(6) to provide an opportunity for residents and/or property owners to appeal and/or object to the proposed levying of fines and/or other sanctions prior to levy by the Board of Directors for violations of the said Chapter 720, the provisions of the Governing Documents, the Deed Restrictions, and/or the Residential Modifications Guidelines, all as properly adopted by the Board of Directors.

**Committee Responsibilities:**

1. **Fining Procedure:** RWA may, but shall not be obligated to, use the procedure set forth herein for purposes of enforcing the terms the Restrictions, the Articles of Incorporation, the Bylaws, the Rules and Regulations, all policies, resolutions and lawful orders of the Board, and applicable provisions of law (collectively referred to hereinafter as the "Governing Documents"). This procedure shall serve as an independent method of enforcing Governing Documents.
- 2.

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Fining Procedure (continued):**

RWA shall not be required to exhaust the remedies provided herein prior to

initiating legal proceedings or pursuing other remedies to enforce the Governing Documents. Furthermore, should it choose to do so, RWA may follow the procedure to impose a fine and exercise other available remedies simultaneously where appropriate.

General compliance with this procedure should be sufficient, it being intended to be used as a guideline to ensure fairness in the fining process. It is the intention of this procedure and the referenced exhibits that persons sought to be fined are given reasonable notice to be heard before the imposition of a fine. The Manager, in consultation with the President where appropriate, shall have the authority to disregard the provisions of this procedure in circumstances where the alleged behavior of a person constitutes a violation of criminal law, or poses a threat to the health, peace, safety, or welfare of the residents of Rotonda West, or in other circumstances where RWA believes such disregard is justified.

- a. The Manager may confer with the resident and/or legal counsel, but shall be delegated the general authority (subject always to contrary direction by the President or the Board) to determine which alleged violations of the Governing Documents shall first be addressed by a warning letter and which alleged violations are of such a nature that they are to be sent directly to the Board for consideration of the levy of a fine. It shall generally be the policy of RWA to issue a prior warning/opportunity to cure first time offenders for minor violations.

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Fining Procedure (continued):**

- b. Furthermore, it shall generally be the policy of RWA that where the alleged violation is a repeat violation, or where the alleged violation is sufficiently serious, as determined by the Manager or the President, the procedure may be initiated without a prior warning/opportunity to cure.
- c. When it is determined that the alleged violation is of the nature where a prior warning/opportunity to cure is warranted, the “Notice of Violation,” attached hereto as Exhibit “A”, or a similar form promulgated by the Board (collectively referred to hereinafter as the “Notice of Violation”) can be used to provide such notice.
- d. If the alleged violation is not abated to the satisfaction of the Manager or President within the timeframe provided in the Notice of Violation, or in case where it is determined that no Notice of Violation will be issued, the Manager, on behalf of the Board, shall be empowered with the authority to initiate the fining process. The fining process shall be initiated by including consideration of the levy of a fine relative to the alleged violation on the agenda or a regular or special meeting of the Board. Notice of the meeting is to be provided as required by the Governing Documents. Unless required by the Governing Documents, no personal notice need be provided to the Owner or the party(ies) to be fined.
- e. If, at the noticed meeting, a quorum is present, but less than a majority of those present approve the levy, no fine may be imposed, and no further action is required.

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Fining Procedure (continued):**

- f. The Committee shall be empowered with authority to conduct fining hearings. Actions of the Committee shall be by vote of a majority of the Committee members present at a meeting at which a quorum is present.
- g. The hearing will be conducted by the Chairman of the Committee or the Vice-Chairman, in the absence of the Chairman. An appropriate representative of RWA shall present evidence of the alleged violation of consideration by the Committee regardless of whether the Owner and/or the party(ies) to be fined are present. If present, the Owner and/or the party(ies) to be fined, or his/her/their legal counsel, shall then have an opportunity to respond to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review challenge, and respond to any material considered by RWA. Following presentation by RWA and by or on behalf of the Owner and/or the party(ies) to be fined, the Committee will make a determination.

If the Committee does not agree with the Board's decision to levy a fine, no fine may be imposed, and no further action is required.

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Fining Procedure (continued):**

- h. Once the Board of Directors votes on the fine to be imposed the Compliance Committee confirms the fine. Alternatively, where the fine is automatically imposed, the report shall be kept with RWA's official records. The "Report of Compliance Committee," attached hereto as Exhibit "C," or a similar form promulgated by the Board (collectively referred to hereinafter as the "report of Compliance Committee") can be used for this purpose.
- i. Once the fine is imposed, notice of the imposition must be provided to the Owner and, if applicable, the party(ies) against whom the fine is sought to be imposed (if different from the Owner). The "Notice of Imposition of Fine," attached hereto as Exhibit "D", or a similar form promulgated by the Board (collectively referred to hereinafter as the "Notice of Imposition of Fine") can be used to provide such notice.
- j. The Board may delegate such other powers and duties to the Manager or to such other person as may be necessary or appropriate under the circumstances. The Board may adopt additional policies and procedures for the Manager or such other people to follow, or to be utilized in connection with the fining process, as amended from time to time.

**Notices:**

All notices set forth herein shall be sent by U.S. Mail or hand-delivered, with receipt of such delivery. Though not required, it is recommended that notices sent via U.S. Mail be sent by certified mail, return receipt

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Notices (continued):**

requested. If the notice is sent by certified mail, it is recommended that a copy be sent via First Class Mail as well, Copies may be be sent by electronic mail, but such delivery is not required. Failure to use certified mail or obtain any type of receipt shall not invalidate the notice given provided that it is sent as required by the Governing documents.

The alleged violator shall be given the opportunity to be heard before the Compliance Committee. Notice of the hearing shall be hand delivered or mailed first class via USPS to the member at the address on record with the RWA ad, if rented, or leased, to the occupant at the property address at least fourteen (14) days prior to the hearing. The NOTICE shall include the following:

1. A specific designation of the provisions of Ch. 720, the Governing Documents, the Deed Restrictions or other rules and/or regulations which have allegedly been violated.
2. A short plain statement of the specific facts giving rise to the alleged violation(s)
3. The date of the hearing before the Compliance Committee
4. The effective date of the fine (or other sanction)
5. The amount of the fine.

**Conduct of the Hearing:**

1. Members have the right to be both present and represented by counsel at the hearing. The member must notify the RWA ten (10) days prior to the hearing if the member is to be represented by counsel.

**Compliance Committee**

**Chapter 12, Section 12.05**

**Committee Responsibilities (continued):**

**Conduct of the Hearing (continued):**

2. The hearing will be called to order by the Chairman. The person designated by the RWA will present the facts and documentation underlying the alleged violation to the Committee. The member (or his/her counsel) may then question the representative of the RWA with regard to any relevant issue presented by the RWA. Members of the Committee may then question the representative of the RWA.
3. The member may then present any defense he/she may have to the alleged violation in the form of oral or documentary evidence. The member may then be questioned by the representative of the RWA with regard to any matter relevant to the alleged violation. Members of the Committee may then question the alleged violator.
4. General comments by Members or others not directly relevant to the matter before the Committee are prohibited.

**Powers of the Compliance Committee**

The Compliance Committee DOES NOT impose fines or other penalties. Fines and/or penalties may only be levied by the Board of Directors. The role of the Compliance Committee is to provide RWA residents an opportunity to appeal the fine levied by the Board of Directors by presenting relevant evidence pertaining to the specific violation.

**Compliance Committee**

**Chapter 12, Section 12.05**

**List of Exhibits:**

Exhibit A:	Notice of Violation
Exhibit B:	Second Notice of Violation
Exhibit C:	Compliance Report to the Board (example)
Exhibit D:	Notice of Imposition of Fine
Exhibit E:	Second Notice of Imposition of Fine
Exhibit F:	Notice of Hearing
Exhibit G:	Second Notice of Hearing
Exhibit H:	Notice of Violation and Hearing
Exhibit I:	Notice of Imposition of Fine
Exhibit J:	Fining Procedure Flow Chart

**Make Up and Structure:**

The Compliance Committee shall be comprised of not more than fourteen (14) residents and/or property owners. These residents may not be officers, directors, or employees of the Rotonda West Association (RWA) or spouse, parents, child, brother or sister of an officer, director or employee.

Five residents will generally sit on the Committee at any given hearing. However, three (3) members will constitute a quorum.

**Term:**

The Compliance Committee members shall serve one (1) term. Committee members may be appointed to consecutive terms.

**Reporting:**

The Compliance Committee will report regularly to the Rotonda West Association Board of Directors.

Reference: Rotonda West Association, Policy & Procedures, Chapter 12, Section 12.00



**NOTICE OF VIOLATION**

[Violation Date]

[Recipient]

[Mailing Address]

[Mailing City], [Mailing State] [Mailing Zip]

[Mailing Country]

**RE: [Address], ROTONDA WEST, FL 33947**

Greetings:

Pursuant to the Bylaws and Declaration of Restriction of Rotonda West Association, Inc., your above-referenced property is in violation of the Deed Restrictions, specifically, **[Violation Category]**.

**The Association has observed that on your property: [Violation Text]**

*See photographs attached for reference. Upon your request, further evidence of this violation can be made available to you in electronic format.*

PLEASE BE ADVISED that if this violation if not corrected by **[Follow Up Date]**, or if further violations occur, the Association reserves the right to take further action against you to enforce the Governing Documents, including but not limited to, the levy of a fine in the amount of \$50/day up to \$5,000 for a continuing violation.

**To cure this violation, you are required to: [Description of Violation Correction]**

For assistance of fixing this violation, please contact the Deed Restriction Department, Kelsey Stewart or Sheryl Nowicki, by email at [kelsey@rotondawest.org](mailto:kelsey@rotondawest.org) or [sheryl@rotondawest.org](mailto:sheryl@rotondawest.org) or by telephone (941) 697-6788.



For assistance of fixing this violation, please contact the Deed Restriction Department, Kelsey Stewart or Sheryl Nowicki, by email at [kelsey@rotondawest.org](mailto:kelsey@rotondawest.org) or [sheryl@rotondawest.org](mailto:sheryl@rotondawest.org) or by telephone (941) 697-6788.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida Law; the imposition of a lien on your property in the amount of the fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for the mediation pursuant to Fla. Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its' reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

Respectfully,

***Deed Restriction Department***

Deed Restriction Department

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File



**SECOND NOTICE OF VIOLATION**

[Violation Date]

[Recipient]

[Mailing Address]

[Mailing City], [Mailing State] [Mailing Zip]

[Mailing Country]

**RE: [Address], ROTONDA WEST, FL 33947**

Greetings:

Pursuant to the Bylaws and Declaration of Restriction of Rotonda West Association, Inc., your above-referenced property is in violation of the Deed Restrictions, specifically, **[Violation Category]**.

**The Association has observed that on your property: [Violation Category and Text]. Upon your request, evidence of this violation can be made available to you in electronic format.**

PLEASE BE ADVISED that this violation was also the subject of the Association's prior Notice of Violation dated **[Violation Date]** and Notice of Hearing dated **[Hearing Date]** presented before the Compliance Committee by hearing held on **[Hearing Date]** and confirmed by Notice of Imposition of Fine dated **[Date of Notice of Imposition Fine]**.

Pursuant to the Association's Fine Structure, residents violating the same Deed Restrictions Section more than once within one (1) calendar year period are subject to fines at \$100 per day.

**Accordingly, if this violation is not corrected by [Follow Up Date] or if further violations occur, the Association reserves the right to take further action against you to enforce the Governing Documents, including, but not limited to, the levy of a fine in the amount of \$100 per day, up to \$5,000 for a continuing violation.**

**To cure this violation, you are required to: [Description of Violation Correction]**



Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida Law; the imposition of a lien on your property in the amount of the fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for the mediation pursuant to Fla. Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its' reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

Respectfully,

***Deed Restriction Department***

Deed Restriction Department

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File, En : Photo

## Exhibit C

### COMPLIANCE REPORT

APRIL 9, 2026

Under Florida Statute Chapter 720.305(2)(b), the duly appointed Compliance Committee of the Rotonda West Association, Inc., after proper notice, met on April 2, 2026, to provide those residents of Rotonda West against whom the Board of Directors had imposed fines under the above-referenced Chapter 720.305(2)(b) on March 12, 2026 with an opportunity to appear before the Compliance Committee to contest the imposition of the fine(s). Before the above-referenced meeting of the Committee, the residents against whom the fines were imposed were given written notice of their right to appear before the Committee.

A motion by Eugene Lerner and seconded by Robert Bondeson to CONFIRM the fines imposed on JHH Real Estate Investors for RMA not to specs. Motion passed unanimously. The owner was a no-show.

A motion by Eugene Lerner, and seconded by Robert Bondeson, to CONFIRM the fines imposed by the Board of Directors on March 12, 2026. THE COMMITTEE VOTED UNANIMOUSLY TO CONFIRM.

Next meeting April 30, 2026

All fines were approved.



**NOTICE OF IMPOSITION OF FINE**

[ViolationDate\_Short]

[Recipient]

[MailingAddress1]

[MailingCity], [MailingState] [MailingZip]

[MailingCountry]

RE: [UnitAddress1], ROTONDA WEST, FL 33947

Greetings:

Pursuant to the Bylaws and Declaration of Restrictions of Rotonda West Association, Inc., you were notified that your above-referenced property was in violation of the Deed Restrictions, specifically **Section 5**, Plans, Specifications, and New Construction and Residential Modification Review.

**The Association has observed that on your property: [ViolationText]**

*Upon your request, evidence of this violation can be made available to you in electronic format.*

THIS VIOLATION was brought to your attention by the Association in its Notice of Violation and Hearing dated [ViolationDate\_Short] which the hearing was held before the Compliance Committee on [HearingDate].

Because this is a continuous violation, the Board of Directors has levied a fine against you in the amount of **\$50 per day starting on \_\_\_\_ for a total of \_\_\_\_ day(s), for a total fine of \$ \_\_\_\_.**

**Payment of the \$ \_\_\_\_\_ fine is now due and must be received no later than thirty (30) days of delivery of this letter.**

Checks should be made payable to Rotonda West Association, Inc., 646 Rotonda Circle, Rotonda West, Florida 33947, or online at [www.rotondawest.org](http://www.rotondawest.org). For assistance with payment, please contact the Bookkeeper, Jenny Bulle, by email at [jenny@rotondawest.org](mailto:jenny@rotondawest.org) or by telephone at (941) 697-6788.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida law; the imposition of a lien on your property in the amount of a fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for mediation pursuant to Fla Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305.

**To Cure this Violation, please see the reference below:**

**Sec 5 – Fill out the enclosed Residential Modification Application and submit the application for approval.**

*Respectfully,*

Derrick Hedges  
Manager

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File, Deed Restriction Committee Chair, Accounting



**SECOND NOTICE OF IMPOSITION OF FINE**

[HearingDate]

[Recipient]  
[MailingAddress1]  
[MailingCity], [MailingState] [MailingZip]  
[MailingCountry]

RE. [UnitAddress1], ROTONDA WEST, FL 33947

Greetings:

Pursuant to the Bylaws and Declaration of Restrictions of Rotonda West Association, Inc., you were notified that your above-referenced property was in violation of the Deed Restrictions, specifically [ViolationCategory].

*Upon your request, evidence of this Violation may be made available to you in electronic format.*

THIS VIOLATION was identified to you by the Association in its Second Notice of Violation dated \_\_\_\_\_ and its Second Notice of Hearing dated \_\_\_\_\_, which Hearing was held before the Compliance Committee on \_\_\_\_\_. Under the Association's Fining Structure, fines at \$100.00 per day fine are imposed against residents violating the same Deed Restrictions Section more than once within one (1) calendar year.

Because this is a continuous violation, the Compliance Committee confirmed the fine levied by the Board of Directors in the amount of \$100.00 per day starting on \_\_\_\_\_ for \_\_\_\_ day(s), in the total amount of \$ \_\_\_\_\_.

**Your payment of the \$ \_\_\_\_\_ total fine is now due and must be received no later than thirty (30) days of delivery of this letter.** Checks should be made payable to Rotonda West Association, Inc., 646 Rotonda Circle, Rotonda West, Florida 33947 or you can pay online at [www.rotondawest.org](http://www.rotondawest.org)

For assistance with payment, please contact the Bookkeeper, Jenny Bulle, by email at [jenny@rotondawest.org](mailto:jenny@rotondawest.org) or by telephone at (941) 697-6788.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida law; the imposition of a lien on your property in the amount of a fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for mediation pursuant to Fla Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

**To Cure this Violation, please see reference below:  
[Reference of Violation Text]**

*Respectfully,*

Derrick Hedges  
Manager  
ROTONDA WEST ASSOCIATION, INC.  
CC: Occupant, File, Deed Restriction Committee Chair, Accounting



**NOTICE OF HEARING**

[Violation Date]

[Recipient]

[Mailing Address]

[Mailing City], [Mailing State] [Mailing Zip]

[Mailing Country]

**RE: [Address], ROTONDA WEST, FL 33947**

Greetings:

Pursuant to the Bylaws and Declaration of Restriction of Rotonda West Association, Inc., your above-referenced property is in violation of the Deed Restrictions, specifically, **[Violation Category and Text]**.

*Upon your request, evidence of this violation can be made available to you in electronic format.*

PLEASE BE ADVISED that this violation was identified to you in the Association's Notice of Violation dated **[Violation Date]**, but the violation has not been fixed and/or it has resumed. Accordingly, the Board of Directors has levied a fine against you in the amount of \$50 per day starting on **[Date]** for a total of **[Number]** day(s), for a total fine of \$ **[Amount]**.

**A hearing on this violation is scheduled for [Hearing Date] at [Hearing Time] in the Community Center, 646 Rotonda Circle, Rotonda West, FL 33947.**

**If you intend to appear or be accompanied by an attorney, you must inform the Association at least forty-eight (48) hours in advance of hearing that proper accommodation may be provided.**

For assistance of fixing this violation, please contact the Deed Restriction Department, Kelsey Stewart or Sheryl Nowicki, by email at [kelsey@rotondawest.org](mailto:kelsey@rotondawest.org) or [sheryl@rotondawest.org](mailto:sheryl@rotondawest.org) or by telephone (941) 697-6788.

**To cure this violation, you are required to: [Description of Violation Correction]**



You have the right to attend the hearing to respond, present evidence, and provide written or oral arguments. You will be provided with an opportunity at the hearing to review, challenge, and respond to any material. You also have the right to be represented by counsel at the hearing. If you intend to have counsel at the hearing, you must notify the Association of such at least forty-eight (48) hours before the hearing. If you fail to appear at the hearing, the fine, if confirmed by the Compliance Committee, will be imposed after the hearing has been conducted in your absence. You will receive written notice of any fine imposed. Under Fla. Stat. § 720.305, you are entitled to a hearing before a Compliance Committee of at least three (3) members appointed by the Board of Director who are not officers, directors, or employees of the Association, nor the spouse, child, parent, or sibling of an officer, director, or employee of the Association. This Committee shall determine whether to confirm or reject the fine levied.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida Law; the imposition of a lien on your property in the amount of the fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for the mediation pursuant to Fla. Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its' reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

Respectfully,

***Deed Restriction Department***

Deed Restriction Department

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File



**SECOND NOTICE OF HEARING**

[Violation Date]

[Recipient]

[Mailing Address]

[Mailing City], [Mailing State] [Mailing Zip]

[Mailing Country]

**RE: [Address], ROTONDA WEST, FL 33947**

Greetings:

Pursuant to the Bylaws and Declaration of Restriction of Rotonda West Association, Inc., your above-referenced property is in violation of the Deed Restrictions, specifically, **[Violation Category and Text]**.

*Upon your request, evidence of this violation can be made available to you in electronic format.*

PLEASE BE ADVISED THAT the Association notified you of this violation in its Second Notice of Violation dated **[Second Violation Date]** but the violation has not been fixed and/or it has resumed. Under the Association's Fining Structure, residents violating the same Deed Restrictions Section more than once within one (1) calendar year period are subject to fines of \$100 per day.

**Accordingly, the Board of Directors has levied fines against you at \$100 per day starting on [Date] for a total of [Number] day(s), for a total fine of \$ [Amount].**

A hearing on this violation is scheduled for **[Hearing Date]** at **[Hearing Time]** in the Community Center, 646 Rotonda Circle, Rotonda West, FL 33947.

**If you intend to appear or be accompanied by an attorney, you must inform the Association at least forty-eight (48) hours in advance of hearing that proper accommodation may be provided.**

For assistance with the hearing, please contact the Deed Restriction Department, Kelsey Stewart or Sheryl Nowicki, by email at [kelsey@rotondawest.org](mailto:kelsey@rotondawest.org) or [sheryl@rotondawest.org](mailto:sheryl@rotondawest.org) or by telephone (941) 697-6788.

**To cure this violation, you are required to: [Description of Violation Correction]**



You have the right to attend the hearing to respond, present evidence, and provide written or oral arguments. You will be provided with an opportunity at the hearing to review, challenge, and respond to any material. You also have the right to be represented by counsel at the hearing. If you intend to have counsel at the hearing, you must notify the Association of such at least forty-eight (48) hours before the hearing. If you fail to appear at the hearing, the fine, if confirmed by the Compliance Committee, will be imposed after the hearing has been conducted in your absence. You will receive written notice of any fine imposed. Under Fla. Stat. § 720.305, you are entitled to a hearing before a Compliance Committee of at least three (3) members appointed by the Board of Director who are not officers, directors, or employees of the Association, nor the spouse, child, parent, or sibling of an officer, director, or employee of the Association. This Committee shall determine whether to confirm or reject the fine levied.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida Law; the imposition of a lien on your property in the amount of the fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for the mediation pursuant to Fla. Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its' reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

Respectfully,

***Deed Restriction Department***

Deed Restriction Department

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File



**NOTICE OF VIOLATION AND HEARING**

[Violation Date]

[Recipient]

[Mailing Address]

[Mailing City], [Mailing State] [Mailing Zip]

[Mailing Country]

**RE: [Address], ROTONDA WEST, FL 33947**

Greetings:

Pursuant to the Bylaws and Declaration of Restrictions of Rotonda West Association, Inc., your above-referenced property is in violation of the Deed Restrictions, specifically **Section 5, Plans, Specifications, and New Construction and Residential Modification Review**.

**The Association has observed that on your property: [Violation Text]**

*See photograph attached for reference. Upon your request, further evidence of this violation can be made available to you in electronic format.*

THIS VIOLATION is brought to your attention to advise you that undertaking this work on your property requires an application approved by the *Residential Modification Committee (RMC)*. Residential Modification Applications (RMA) can be found online or at the main office. There is no cost for the applications. However, there is a fine of \$50 for commencing any work before the Residential Modification Application is submitted and approved.

PLEASE BE ADVISED THAT the Board has levied a fine of \$50 for this violation. The Association requests that you cause all work to cease immediately. If work has been completed, an RMA must be received, submitted, and approved. If you refuse, then additional fines may be imposed against you at \$50 per day on each day the work continues, not to exceed a total fine of \$5,000.

A hearing on this matter before the Compliance Committee is scheduled for **[Hearing Date]** at **[Hearing Time]** in the Community Center, 646 Rotonda Circle, Rotonda West, Florida 33947.

**If you intend to appear or be accompanied by an attorney, you must inform the Association *at least forty-eight (48) hours in advance* of the Hearing, so that proper accommodation may be provided.**

**To Cure this Violation, please see the reference below:**

**Sec 5 – Fill out the Residential Modification Application and submit the application for approval.**



For assistance with the hearing, please contact the Deed Restriction Department Kelsey Stewart or Sheryl Nowicki by email at [kelsey@rotondawest.org](mailto:kelsey@rotondawest.org) or [sheryl@rotondawest.org](mailto:sheryl@rotondawest.org) by telephone at (941) 697-6788.

You have the right to attend the hearing to respond, present evidence, and provide written or oral arguments. You will be provided with an opportunity at the hearing to review, challenge, and respond to any material. You also have the right to be represented by counsel at the hearing. If you intend to have counsel at the hearing, you must notify the Association of such at least forty-eight (48) hours before the hearing. If you fail to appear at the hearing, the fine, if confirmed by the Compliance Committee, will be imposed after the hearing has been conducted in your absence. You will receive written notice of any fine imposed. Under Fla. Stat. §720.305, you are entitled to a hearing before a Compliance Committee of at least three (3) members appointed by the Board of Directors who are not officers, directors, or employees of the Association, nor the spouse, child, parent, or sibling of an officer, director, or employee of the Association. This Committee shall determine whether to confirm or reject the fine levied.

Rotonda West Association, Inc. reserves the right to take further action as may be necessary. If you fail to comply, or if additional fines occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida Law; the imposition of a lien on your property in the amount of the fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for mediation pursuant to Fla Sta. §720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its' reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305. The Association also reserves the right to enter the Lot/Tract and correct the violation and charge the costs back to your Lot/Tract, in accordance with the Governing Documents.

Respectfully,

*Deed Restriction Department*

Deed Restriction Department

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File

## Exhibit I

### NOTICE OF IMPOSITION OF FINE

[ViolationDate\_Short]

[Recipient]

[MailingAddress1]

[MailingCity], [MailingState] [MailingZip]

[MailingCountry]

RE: [UnitAddress1], ROTONDA WEST, FL 33947

Greetings:

Pursuant to the Bylaws and Declaration of Restrictions of Rotonda West Association, Inc., you were notified that your above-referenced property was in violation of the Deed Restrictions, specifically **Section 5**, Plans, Specifications, and New Construction and Residential Modification Review.

**The Association has observed that on your property: [ViolationText]**

*Upon your request, evidence of this violation can be made available to you in electronic format.*

THIS VIOLATION was first brought to your attention by the Association in its Notice of Violation and Hearing dated [ViolationDate\_Short] which the hearing was held before the Compliance Committee on [HearingDate].

PLEASE BE ADVISED THAT after the hearing on this violation, the Compliance Committee confirmed that the fine levied by the Board of Directors in the amount of \$50 for commencing work before the required permit had been obtained.

**Payment of the \$\_\_\_\_\_ fine is now due and must be received no later than thirty (30) days of delivery of this letter.**

Checks should be made payable to Rotonda West Association, Inc., 646 Rotonda Circle, Rotonda West, Florida 33947, or online at [www.rotondawest.org](http://www.rotondawest.org). For assistance with payment, please contact the Bookkeeper, Jenny Bulle, by email at [jenny@rotondawest.org](mailto:jenny@rotondawest.org) or by telephone at (941) 697-6788.

Rotonda West Association, Inc. reserves its right to take further action as may be necessary. If you fail to comply, or if additional violations occur, the Association will pursue further legal action, including without limitation: the imposition of fines following proper notice and opportunity for hearing as required by Florida law; the imposition of a lien on your property in the amount of a fine; the filing of a lawsuit in the court with appropriate jurisdiction for damages and/or injunction; and the service of a demand for mediation pursuant to Fla Stat. § 720.311. In the event the Association takes any of the foregoing legal actions, the Association will seek to recover its reasonable attorneys' fees and costs pursuant to Fla. Stat. § 720.305.

**To Cure this Violation, please see the reference below:**

**Sec 5 – Fill out the enclosed Residential Modification Application and submit the application for approval.**

*Respectfully,*

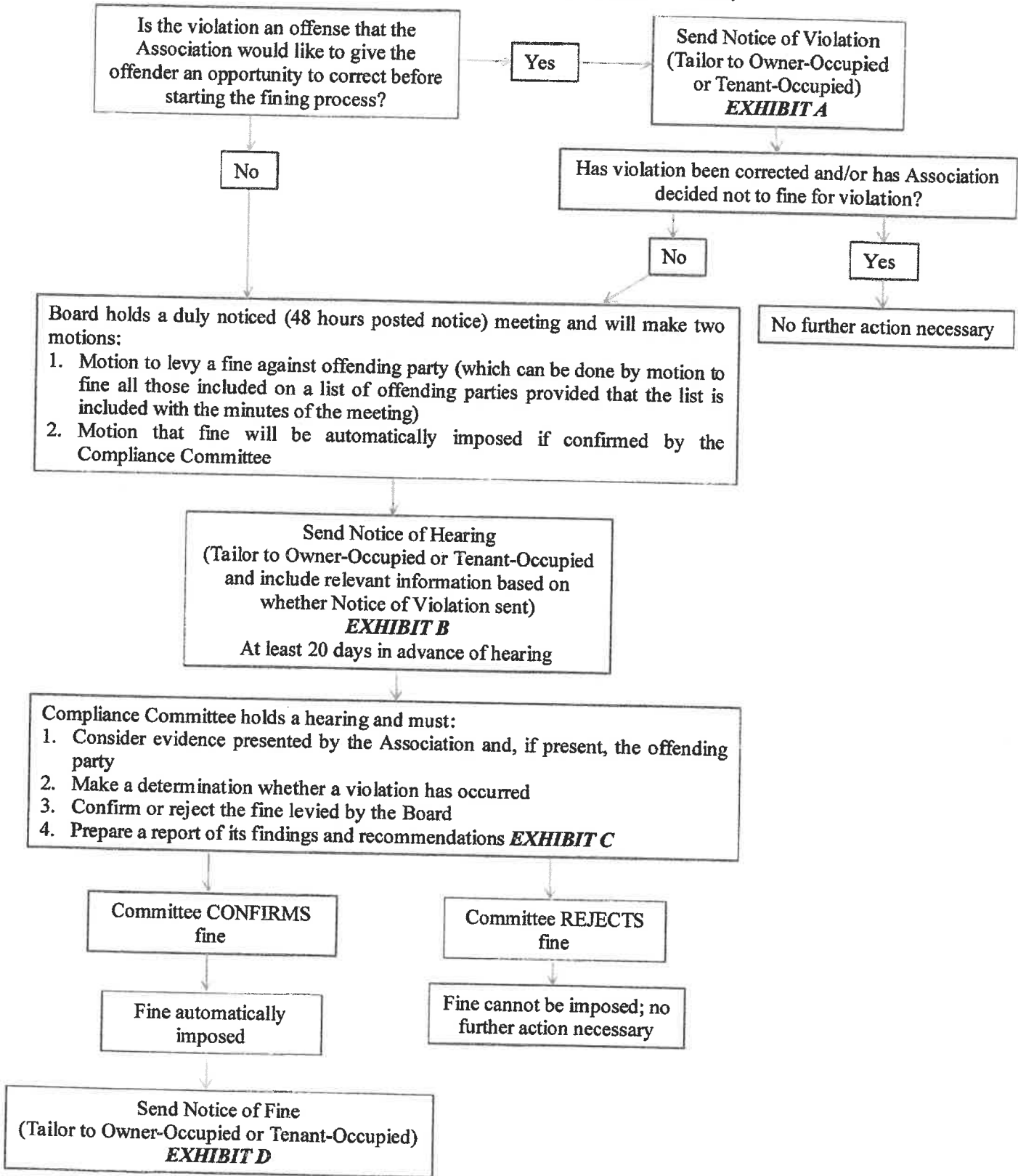
Derrick Hedges

Manager

ROTONDA WEST ASSOCIATION, INC.

CC: Occupant, File, Deed Restriction Committee Chair, Accounting

**FINING PROCEDURE FLOWCHART**  
(tied to Resolution Establishing Fining Procedures)



RWA Policy & Procedures

Committee: **Deed Restrictions Committee**

Policy & Procedures Manual, Chapter 12, Section 12.06

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Deed Restrictions Committee** is hereby authorized as a Non-required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7** Directors voted in favor and **0** Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

**Deed Restrictions Committee**

**Chapter 12, Section 12.06**

**Title:** Deed Restrictions, Chapter 12.00, Section 12.06

Effective Date: 03/09/2023

Revised Date: 04/29/2026

**Authority:**

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, Article II, Section 10, allows the Board of Directors to establish subcommittees in order to facilitate the overall operations of the Association.

The Deed Restrictions Committee, having been approved by the Board of Directors on October 27, 2022, is hereby authorized as a Non-required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter. The Board has the option of modifying the Charter at any time.

**Committee Purpose:**

The Deed Restrictions Committee is to advise and assist the Rotonda West Association's Board of Directors ("Board") in carrying out its fiduciary responsibility for enforcement of the Association's deed restrictions in order to protect property values. If specifically requested to do so by the Board, the Deed Restrictions Committee may be authorized to conduct any of the following activities in carrying out its responsibilities:

**Committee Responsibilities:**

- review, at least annually following the State Legislature's Session, or as often as necessary and appropriate, any changes adopted to the statutes and policies governing homeowners' associations and make any recommendations, as appropriate to the Board for revisions to the Association's deed restrictions;

**Deed Restrictions Committee**

**Chapter 12, Section 06**

**Title:** Deed Restrictions, Chapter 12.00, Section 12.06

**Committee Responsibilities (continued):**

- investigate the methodology for consistent enforcement of the deed restrictions and, as appropriate make recommendations to the Board;
- investigate the methodology for establishing fines consistent with the violations in order to encourage compliance and, as appropriate make recommendations to the Board;
- work closely with the Compliance Committee and the Manager to review, analyze and identify appropriate and consistent fines for the various violations of the deed restrictions.
- investigate the methodology for collection of fines for deed restriction violations and, as appropriate, make recommendations to the Board;
- investigate, as directed by the Board, items of concern expressed by members regarding the deed restrictions and provide recommendations for action based on research of the governing documents, statutes, and solutions accomplished by other HOAs for addressing these issues;
- develop a transition plan and provide same to the Board
- work with the Board, the Association's Attorneys, The Developer, and the Manager in reviewing changes to Florida Statutes §720 and §617, as well as other state and county legislative and policy actions in identifying changes that are required to be made to the deed restrictions.
- propose changes to the Board for forwarding to the Developer or, in the event the Developer relinquishes control, to the membership for final adoption. Such procedures shall occur at least annually, or as often as required.
- carry out other activities as directed by the Board
- The Deed Restrictions Committee shall work closely with the Board, the Developer, the Association's Attorney, and the Manager in developitransition plan for the Association to take sole control of the community's operation,

**Deed Restrictions Committee**

**Chapter 12, Section 06**

**Title:** Deed Restrictions, Chapter 12.00, Section 12.06

**Make Up and Structure:**

The Deed Restrictions Committee shall consist of four (4) members in good standing, which includes the Chair. Members shall serve one (1) term. Committee members may be appointed to consecutive terms.

**Reporting:**

The Deed Restrictions Committee shall report regularly to the Rotonda West Association Board of Directors.

**Reference:** Rotonda West Association, Policy & Procedures, Chapter 12 – Section 12.00

RWA Policy & Procedures

Committee: **Election Committee**

Policy & Procedures Manual, Chapter 12, Section 12.07

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Election Committee** is hereby authorized as a Non-required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7**, Directors voted in favor and **0**, Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

**Election Committee**  
**Chapter 12, Section 12.07**

**Title:** Election Committee, Chapter 12.00, Section 12.07

Effective Date: 07/07/2015

Revised Date: 04/29/2026

**Authority:**

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, Article II, Section 10, allows the Board of Directors to establish subcommittees in order to facilitate the overall operations of the Association.

The Election Committee, having been approved by the Board of Directors is hereby authorized as a Non-required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter. The Board has the option of modifying the Charter at any time.

**Committee Purpose:**

The Election Committee is to advise and assist the Rotonda West Association's Board of Directors ("Board") in establishing the rules, procedures and political campaign guidelines for hold annual elections. These guidelines are contained in the version of the document entitled "Election Committee Rules, Procedures and Political Campaign Guidelines.

**Committee Responsibilities:**

Please refer to the document entitled, Election Committee Rules, Procedures and Political Campaign Guidelines.

**Make Up and Structure:**

The Election Committee shall consist of four (4) members in good standing, which includes the Chair. Members shall serve one (1) term. Committee members may be appointed to consecutive terms.

**Election Committee**

**Chapter 12, Section 12.07**

**Title:** Election Committee, Chapter 12.00, Section 12.07

**Reporting:**

The Election Committee shall report regularly to the Rotonda West Association Board of Directors.

Reference: Rotonda West Association, Policy & Procedures, Chapter 12 – Section 12.00

RWA Policy & Procedures

Committee: **Residential Modification Committee**

Policy & Procedures Manual, Chapter 12, Section 12.08

The Rotonda West Association is authorized by Florida Statutes §720 and §617 to organize according to the needs of the Association. The RWA By-Laws, in Article II, Section 10, allow the Board to establish committees in order to facilitate the overall operations of the Association.

THIS RESOLUTION hereby authorizes the Board of Directors to adopt, revise, terminate and approve the Charters of the Association's Committees according to Rotonda West Association's Policy & Procedures Manual, Policy on Committees, Chapter 12.0. The Board of Directors has the authority to modify any approved charter at its discretion.

The **Residential Modification Committee** is hereby authorized as a Required Standing Committee, according to Rotonda West Association's Policy and Procedures Manual and its Policy for Committees, Section 12.00, to carry out the purposes stated in the Charter. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA.

This Committee and its Charter will remain authorized and in effect until such time as the RWA Board of Directors terminates or disbands the Committee.

THIS RESOLUTION was considered at a meeting held the **14<sup>th</sup> day of May, 2026**, at which a quorum of the Directors was present, **7**, Directors voted in favor and **0**, Directors voted against.

ROTONDA WEST ASSOCIATION, INC.

By: \_\_\_\_\_  
Andy VanScyoc, President

Date: May 14, 2026

**Residential Modification Committee**

**Chapter 12, Section 12.08**

Effective: 07/15/2015

Revised: 04/29/2026

**Title: Residential Modification Committee**

**Authority:**

The Rotonda West Association is authorized by Florida Statutes {720 and {617 to organize according to the needs of the Association. The RWA By-Laws, Article II, Section 10, allow the Board of Directors to establish committees in order to facilitate the over-all operations of the association.

The Residential Modification Committee (RMC) is hereby authorized as a Required Standing Operating Committee according to the Rotonda West Association's Policy for Committees, Section 12.0, to carry out the purposes stated in the Charter below. The Committee is also authorized to make recommendations to the Board of Directors as may reasonably be necessary to advance the interests of the RWA. The Board has the option of modifying the Charter at any time.

**Committee Purpose:**

The RMC is a committee authorized by Florida State Statutes and the Rotonda West Deed Restrictions and appointed by the Board for the purpose of reviewing and approving new construction of Residential Improvements constructed on a Lot/Tract after the receipt of a certificate of occupancy for the Dwelling on the same Lot/Tract and additions, alterations or modifications to Dwellings actually used as residences and Residential Improvements but not Dwellings used as model homes or builders' speculation houses, Dwellings owned by the Grantor/Developer or on Commercial Improvements.

**Residential Modification Committee**

**Chapter 12, Section 12.08**

**Committee Responsibilities:**

- The RMC shall review and approve/disapprove all applications relative to construction of Residential Improvements constructed on a Lot/Tract after the receipt of a certificate of occupancy for the Dwelling on the same Lot/Tract and additions, alterations and modifications to existing Dwellings and Residential Improvements. The RMC may not review additions, alterations or modifications to Dwellings used as model homes or builders' speculation houses or Dwellings owned by Grantor/Developer or Commercial Improvements.
- No construction of Residential Improvements constructed on a Lot/Tract after the receipt of a certificate of occupancy for the Dwelling on the same Lot/Tract or additions, alterations or modifications to a Dwelling or Residential Improvements shall be made without the prior written approval of the RMC. In seeking such approval, the Owner must submit a set of construction plans and specifications, including working drawings, a site plan, in a form reasonably satisfactory to the RMC, showing the location of the Dwelling(s) and all Residential Improvements, together with landscaping, parking spaces, mailboxes, irrigation and utility lines, property lines and setbacks, and adequate assurances demonstrating that the proposed construction or alteration meets the requirements of the Governing Documents and all building, zoning, plumbing, electrical and other codes in effect at the time of construction of such Residential Improvement or addition, alteration or modification to such Dwelling or Residential Improvement. The RMC reserves the right to require proof of project completion funding from the Owner.
- The Association may establish and from time to time modify Residential Modification Guidelines, subject to Grantor/Developer approval. The Association may not establish or modify Residential Modification Guidelines for the control of the design of, and additions, alterations and modifications to, Dwellings used as model homes or builders' speculation houses or Dwellings owned by Grantor/Developer or Commercial Improvements. Residential Modification Guidelines established or modified by the RMC must be adopted by the Association through its Board of Directors and subject to Grantor/Developer approval prior to enforcement by the RMC.
- Approval or disapproval of an application by the RMC, which shall be in writing, shall be based on the standards set forth in these Restrictions together with those in the Residential Modification Guidelines. In the event the RMC fails to approve or disapprove an application within forty five (45) days after the RMC has received all documentation required by this Section, together with that required by the Residential Modification Guidelines, approval shall be deemed to have been given.

**Residential Modification Committee**

**Chapter 12, Section 12.08**

**Committee Responsibilities (continued):**

- The Association may establish a schedule of fees and/or deposits to cover costs related to review of applications and plans, together with on-going inspections throughout the construction process, relative to new construction of Residential Improvements and additions, alterations and modifications to Dwellings and Residential Improvements.
- The application (See Exhibit A), plans and other specifications required by the RMC shall be submitted in writing and hand-delivered or mailed to RMC, ROTONDA WEST ASSOCIATION, 646 Rotonda Circle, Rotonda West, FL 33947. The Association reserves the right to change the address from time to time.
- Permanent approved additions to a Dwelling which match the color and texture of the Dwelling and are approved by the RMC will not be construed as a shed even if used for storage.
- Grantor/Developer and the Association reserve the right, but not the obligation, to inspect construction as it proceeds in order to insure that the Improvements are being constructed according to the plans and specifications and site plan. Such inspections, if undertaken by the Grantor/Developer or the Association, shall be solely for the purpose of determining that construction is in compliance with the approved plans and specifications; site plan and these deed restrictions. Said inspections shall not be deemed trespass.
- If inspections show that the building is not being constructed in accordance with the approved plans and specifications, the site plan or these Restrictions, then a letter shall be delivered to the contractor with a copy of same to the Lot/Tract Owner setting forth said objections. This letter shall be issued by the Grantor/Developer or Association, as appropriate, for deed restriction non-compliance. Upon receipt, the work shall stop until the objections shall have been complied with or resolved in writing. The issuance of a building permit or other license or substantial completion of improvements which may be in contravention of the plans and specifications, the site plan or these restrictions, shall not prevent the Association from enforcing these provisions.

**Residential Modification Committee**

**Chapter 12, Section 12.08**

**Committee Responsibilities (continued):**

- Non-liability. The review and approval or disapproval of all plans and specifications submitted for any proposed construction, improvement, modification, alteration, or addition shall not be deemed approval or certification of the proposed construction for structural safety or conformance with building or other County, State or Federal codes. The Grantor/Developer, Association, Board of Directors, officers and any members of the committees shall not be liable to any Owner or any other person or entity for any loss, damage, or injury arising out of or in any way connected with the performance or nonperformance of the duties hereunder or the approval or disapproval of any plans or specifications.
- The RMC shall work with the Board of Directors, the Association's Attorneys, The Developer, and the Manager in reviewing changes to Florida Statutes {720 and {617, as well as other state and county legislative and policy actions in identifying changes that are required to be made to the deed restrictions. The Committee shall propose those changes to the Board for forwarding to the Developer for final adoption. Such procedures shall occur at least annually, or as often as required.
- The Residential Modification Committee shall carry out other activities as directed by the Board by holding periodic meetings and making reports to the Board.

**Make Up and Structure:**

The RMC shall be comprised of no less than three (3) members. One (1) of the members shall be an active member of the Deed Restriction Committee. A majority shall constitute a quorum.

**Reporting:**

The Residential Modification Committee shall report regularly to the Rotonda West Association Board of Directors.

Reference: Rotonda West Association, Policy & Procedures, Chapter 12 – Section 12.00



**ROTONDA WEST ASSOCIATION, INC. – RESIDENTIAL MODIFICATION APPLICATION**

This form must be completed and approved prior to the start of work on any property in the Rotonda West Association.

1. This application is good for six (6) months from the date of approval. All work must be underway or completed within this time frame. If work is not underway within the six (6) months, or there has been a change in the proposed modification, you must resubmit your application. If application is denied, it may be resubmitted to the Residential Modification Committee or appealed to the Rotonda West Board of Directors within 14 days of denial.
2. A complete description and location of the proposed work, materials, and colors including any manufacturer's brochure must be submitted with each modification application. SEE CHECKLIST BELOW!

It is the applicant's responsibility to ensure that all modifications comply with the specifications and requirements described in the Rotonda West Deed Restrictions and the Rotonda West Residential Modification Guidelines ([www.rotondawest.org](http://www.rotondawest.org)). In addition, it is the applicant's responsibility to comply with all Charlotte County requirements, including permits.

**A \$50 DOLLAR FEE WILL BE IMPOSED IF WORK IS STARTED BEFORE APPROVAL**

Owner's Name \_\_\_\_\_

Modification Address \_\_\_\_\_

Owner Phone \_\_\_\_\_ Date of Request \_\_\_\_\_

Email Address \_\_\_\_\_

Owner Signature \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

License Received \_\_\_\_\_ By \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Denied \_\_\_\_\_

Comments \_\_\_\_\_

**CHECK LIST OF REQUIRED ITEMS:**

**PAINTING/RE-PAINTING OF HOUSE, ACCESSORY STRUCTURES, DRIVEWAYS, POOL CAGES, SCREENED FRONT ENTRY**

- \_\_\_\_\_ Current color picture of exterior of house and roof
- \_\_\_\_\_ Sample of colors, indicating where base color and any trim color(s) will be applied
- \_\_\_\_\_ Current color picture of addition, accessory structure, screened front entry, garage screen(s), and/or pool cage denoting color/trim location

**NEW ROOF/RE-ROOF/COMPOSIT LANAI ROOFS**

- \_\_\_\_\_ Current color picture of exterior of house and roof
- \_\_\_\_\_ Sample of materials to be used and colors

**SCREENED ENTRYWAY/GARAGE SCREENS/EXTERIOR SCREENED DOORS**

- \_\_\_\_\_ Current color picture of area to be screened
- \_\_\_\_\_ Plans & Specifications

**DOORS (Main Garage & Exterior)/PAINTING OR REPLACING**

- \_\_\_\_\_ Current color picture of door & Sample of color (Painting)
- \_\_\_\_\_ Current color picture of door & Photo example of door to be installed

**FENCES, SIGHT SCREENS, AND WALLS \*WOOD OR GALVANIZED CHAIN LINK IS NOT PERMITTED\***

- \_\_\_\_\_ Complete plans and specifications (e.g. colors, materials to be used, height, length, no slatted chain link allowed)
- \_\_\_\_\_ Site plan showing location of fence/sight screen/wall

**DRIVEWAYS/WALKWAYS/PATIOS, INCLUDING DRIVEWAY EXTENSIONS** Exhibit A

- \_\_\_\_\_ Working drawing/construction plan showing location of dwelling and all improvements
- \_\_\_\_\_ Color stamping, painting, or installation of paver bricks include specifications and colors
- \_\_\_\_\_ Site plan, survey or contractors plan for driveway additions or turn around area, any addition cannot exceed 9 feet

**POOL OR PATIO CAGE \*NO FLAT ROOFS, THIS INCLUDES ADDITIONS OR REPLACEMENT CAGES\***

- \_\_\_\_\_ Working drawing/construction site plan showing location of dwelling and all improvements, pool or patio cage to be added, all pool cages and extensions must have a mansard style roof
- \_\_\_\_\_ List of materials and color sample of pool or patio cage

**SWIMMING POOLS, SPAS, AND HOT TUBS \*ABOVE GROUND POOLS ARE NOT PERMITTED\***

- \_\_\_\_\_ Must provide complete contractor plans, specifications, and a site plan

**FLAG POLES, ANTENNAS, WEATHER STATIONS, AND RECEPTION OR TRANSMISSION DEVICES**

- \_\_\_\_\_ Flag poles cannot exceed 20 feet
- \_\_\_\_\_ Must be permanently tied down or mounted on a foundation so as to assure the rigidity and stability of structure
- \_\_\_\_\_ Site plan

**BOAT DOCKS AND OTHER CANAL AREA IMPROVEMENTS**

- \_\_\_\_\_ Complete plans and specifications (e.g. colors, materials to be used)
- \_\_\_\_\_ Site plan showing location of dock/other canal area improvement

**ACCESSORY STRUCTURES, I.E. SUN SAILS, ARBORS, CHILDRENS' PLAY SETS/HOUSES, TRAMPOLINES, GAZEBOS, PERGOLAS, TRELLISES, DECORATIVE STRUCTURE (FOUNTAINS, STATUARY, ETC.)**

- \_\_\_\_\_ Complete plans and specifications provide explanation for securing or tying down to ensure rigidity and stability (e.g. colors, materials to be used)
- \_\_\_\_\_ Site plan showing location of accessory structure/decorative structure

**RECREATIONAL EQUIPMENT and PUTTING GREENS**

- \_\_\_\_\_ Recreational activity equipment, including but not limited to, putting greens, soccer nets, bocce ball courts, horseshoe pits
- \*Permanent basketball hoops and trampolines, may be permitted, with RMC approval
- \*No permanent equipment permitted in front of dwelling or garage. No portable basketball equipment/hoop may extend over roadway.
- \_\_\_\_\_ Site plan, materials and how equipment will be secured

**SHELL AND ROCK LANDSCAPING**

- \_\_\_\_\_ Complete plans and specifications (e.g. colors, materials to be used)
- \_\_\_\_\_ Must include a maintenance plan

**STORM/SECURITY SHUTTERS**

- \_\_\_\_\_ Complete plans and specifications (e.g. colors, materials to be used)
- \_\_\_\_\_ Site plan showing location of windows.

**SOLAR AND PHOTO VOLTAIC PANELS**

- \_\_\_\_\_ Complete plans and specifications and a site plan
- \_\_\_\_\_ All ground mounted panels must be sight screened

**PERMANENT GENERATORS/PROPANE TANKS**

- \_\_\_\_\_ Complete plans and specifications as supplied by the contractor, and a site plan that shows the exact location of same
- \_\_\_\_\_ Must be placed on a concrete pad

\*Deadline for submission is 12 noon the Friday before the Residential Modification Committee (RMC) meeting. The RMC meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 9am.

TO: Rotonda West Association Board of Directors  
FROM: RWA Community Outreach Committee, Gwen Grace, Chair  
DATE: May 8, 2026  
SUBJECT: Report of May 6, 2026 Committee Meeting

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- **April attendance & notes**

- Bingo – 140 attended
- Food Truck Tuesday on 4/ 28 Hills Beverages was absent

- **Upcoming events New Events & notes**

- Statue of Liberty Dedication & Celebration of USA – May 23, 2026
- June 16, 2026 – Fall Prevention 101
- October 14, 2026 – Charlotte County Transit System presentation
- November 6 & 7, 2026 – Fall Garage Sale
- November 10, 2026 – Johnny Puma – Music in the Park
- December 8, 2026 – Paul Dufy – Music in the Park

**Communication** - 6,013 email addresses receive constant contact

Respectfully Submitted  
Gwen Grace, COC Chair

# COMPLIANCE REPORT

**5/14/2026**

Under Florida Statute Chapter 720.305(2)(b), the duly appointed Compliance Committee of the Rotonda West Association, Inc., after proper notice, met on April 30, 2026, to provide those residents of Rotonda West against whom the Board of Directors had imposed fines under the above-referenced Chapter 720.305(2)(b) on April 09, 2026 with an opportunity to appear before the Compliance Committee to contest the imposition of the fine(s). Before the above-referenced meeting of the Committee, the residents against whom the fines were imposed were given written notice of their right to appear before the Committee.

A motion by Robert Bondeson, seconded by Eugene Lerner, to CONFIRM the fines imposed on Deborah Hope for parking violations. Motion passed unanimously.

A motion by Eugene Lerner, seconded by Loni Kiedrowski, to CONFIRM the fines imposed on Deborah Hope for TCv. Motion passed unanimously.

A motion by Robert Bondeson, seconded by Eugene Lerner, to CONFIRM the fines imposed by the Board of Directors on April 09, 2026. THE COMMITTEE VOTED UNANIMOUSLY TO CONFIRM.

Next meeting June 04, 2026

A total of 2 violations were to be voted on:

1 violation for Section 24: Vehicle parking: \$250.00

1 violation for Section 18: TCv \$150.00

The total fines voted on were \$400.00 Total approved was \$400.00

Barbara Peszko, Chair

**05/14/2026**

**ROTONDA WEST BOARD OF DIRECTORS MEETING**

**RESIDENTIAL MODIFICATION COMMITTEE REPORT**

Since the last board meeting on 4/09/2026, there have been 2 RMC meetings for February on 4/14/2026 and 4/28/2026

Total applications: 150

Total resubmit                      06 fence, trellis, clothesline  
Total disapproved                01 clothesline,  
Tabled as incomplete

**CATEGORIES:**

PAINT:	38	
FENCE/SITE SCREEN/WALLS:	41	04 RESUBMIT
DOORS/SHUTTERS:	14	
CONCRETE/PAVER ETC:	10	
POOL/CAGE/LANAI/POOL HEATER:	05	
LANDSCAPE/CURBING/ROCK:	15	
MISC: FLAG, PERGOLA, TRELIS, ARBOR ROCK, CLOTHESLINE, MAILBOX, STAIRS, LIGHTS, TOYS	14	02 RESUBMIT
SOLAR:	06	
SCREENED ENTRY:	01	
GENERATOR:	01	
GARDEN BED:	03	
DOCK:	01	
DECK:	01	

Motion to appoint Les Goodman to the committee.

RESPECTFULLY SUBMITTED  
BARBARA PESZKO, CHAIR

**Board of Directors Meeting May 14, 2026**

**Motion**

**Deed Restrictions Committee April 29, 2026**

**Motion: To accept Cheryl Rippe to join the Deed Restrictions committee.**

**PROPOSED AMENDMENTS**

**SECOND AMENDED AND RESTATED  
BY-LAWS  
ROTONDA WEST ASSOCIATION, INC.**

Additions indicated by underlining.  
Deletions indicated by ~~striking through~~.

**Proposed Amendment No. 1: Article II, Section 2, Second Amended and Restated Bylaws**

**ARTICLE II  
DIRECTORS**

(Article II, Section 1 Remains Unchanged)

Section 2. ELECTION NOTICE AND PROCEDURE. The regular election of Directors shall occur as the first item of business at the annual meeting.

A. Election to the Board of Directors shall be by written secret ballot or by electronic voting as provided in Section 720.317, Florida Statutes, as amended from time to time. Members may vote in advance of the annual meeting, provided that the written secret ballot or electronic vote is received by the Association, or its designated representative, no later than ~~5:00~~ 4:00 PM on the day three (3) days before the annual meeting, or may vote in person at the annual meeting. A member may cast as many votes as they are entitled to exercise under the provisions of the Declaration of Restrictions or these By-Laws. The persons receiving a plurality of the votes cast for that office shall be elected. Cumulative voting is not permitted.

(Remainder of Article II Remains Unchanged)

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**Proposed Amendment No. 2: Article VII, Section 2, Second Amended and Restated Bylaws**

**ARTICLE VII  
FINANCES**

(Article VII, Section 1 Remains Unchanged)

Section 2. CHECKS: ~~All checks or demands for money and notes of the Association shall be signed by any one of the following officers: President, Vice President(s), Secretary or Treasurer or by such officer or such other person or persons as the Board of Directors may from time to time designate, unless changed by Resolution of the Board of Directors. Two authorized signatures are required for any check exceeding One Hundred and Fifty Dollars (\$150.00). Two directors are required to authorize payments of bills up to \$149.99, the intent being that the two directors will review the bill and authorize the payment prior to a payment being made electronically, either~~

**DRAFT 4/23/2026**

through automatic bank withdrawal or through a credit card payment. Electronic payment of bills of \$150.00 or more is not permitted. All checks, drafts, or other orders for the payment of money, and all notes of the Association, shall be signed by the President, Vice-President(s), Secretary, or Treasurer, or by such other person(s) as the Board of Directors may designate.

Two authorized signatures are required for any check exceeding Five Hundred Dollars (\$500.00).

Payments of Five Hundred Dollars (\$500.00) or less may be approved by any one authorized officer, provided the expense is consistent with the approved budget or prior Board direction.

The Association may make electronic payments, including but not limited to ACH transfers, automatic withdrawals, wire transfers, and credit or debit card payments, for routine, recurring, or operational expenses such as payroll, insurance, utilities, subscriptions, and contractual obligations.

Electronic payments exceeding Five Hundred Dollars (\$500.00) are permitted, provided they are consistent with the approved budget, a contract, or standard business operations of the Association.

A monthly summary of all electronic payments, including ACH transactions, shall be presented to the Board of Directors. Such report shall be reviewed and acknowledged by at least two authorized signatories, as evidenced by their signatures, to confirm oversight and approval of the transactions.

(Remainder of Article VII Remains Unchanged, Except as Indicated Below)

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**Proposed Amendment No. 3: Article VII, Section 3, Second Amended and Restated Bylaws**

**ARTICLE VII  
FINANCES**

(Article VII, Section 1 and Section 2 Remain Unchanged, , Except as Indicated Above)

Section 3. ASSOCIATION EXPENDITURES: Prior to any Association expenditures in excess of Six Thousand Dollars (\$6,000.00), the Association shall solicit and attempt to obtain three (3) independent quotations of price or proposals for services prior to such expenditure. Upon receipt of such quotations or proposals the Board of Directors may authorize such expenditure as it sees fit based on price, quality or any other factor within the discretion of the Board of Directors. The Association shall obtain competitive bids if required by Section 720.3055(2), Florida Statutes, as amended from time to time.

For expenditures in excess of Twelve Thousand Dollars (\$12,000.00), the Association shall advertise in a newspaper of general circulation a solicitation of proposals for such expenditure.

~~After publication, the Board of Directors may authorize such expenditure as it sees fit based on price, quality or any other factor within the sound discretion of the Board of Directors.~~

For discretionary capital expenditures in excess of ten percent (10%) of the total annual operating budget, the Association shall, prior to any such expenditure, obtain the approval of the membership. Approval of the membership for discretionary capital expenditures in excess of ten percent (10%) of the total annual operating budget shall require an affirmative vote of a majority of all members casting a vote in person or by absentee ballot. Discretionary capital expenditures as used herein shall mean expenditures not required as part of the routine or necessary maintenance, repair and replacement responsibility of the Association.

Discretionary capital expenditures shall not include expenditures in excess of ten percent (10%) of the total annual operating budget occasioned by flood, storms or other acts of God.

~~In addition to the foregoing expenditure requirements, the Association will comply with the competitive bidding requirements of Section 720.3055(2), Florida Statutes, as amended from time to time.~~

(Remainder of Article VII Remains Unchanged)

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