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

Board of Directors Meeting/Workshop Charter Reviews

Thursday, April 30, 2026 – 11:00 PM

MINUTES

PRESENT: Sam Besase, Gwen Grace, Karen Harvey, Deb Orchard, Peter Traverso, Andy Van Scyoc (Chair), (Zoom) David Kelly
Budget Development: Colleen Kopperhaver, Sam Besase, Leo Van Orden, Daryl Bulle
Buildings & Grounds: (Chair)- Sam Besase
Compliance Committee: Robert Bondeson, (Zoom) Loni Kiedrowski, Kathy Strickland
Community Outreach Committee: Chair – Gwen Grace, Deb Orchard, Rita Lopienski, Diane Swinney
Residential Modification Committee: Karen Hoover, Robert Bondeson (Zoom), David Kelly
Deed Restrictions- Karen Hoover, Dale Jensen, (Zoom)Robert Bondesen, David Kelly, Loni Kiedrowski
Election Committee – Derrick Hedges, (Zoom) Brian Armen
(Zoom) Amanda Stuever, Steve Gray, Danny Monica, Jenny Bulle, Bonnie Anselment

ABSENT:

Management: Derrick Hedges, RWA Manager

Members: Joe Harris, Annette Casteel, Denise Huffman.

1. The meeting was called to order by President Van Scyoc at 11:00 PM. The meeting was properly noticed, and a quorum was present.

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

President's Update: Andy Van Scyoc

3. Discussion

i. Committees

Director Harvey stated that this is the overall document, the Charter, that rules the entire committee. There are a few changes on the first page and the second page. The red line is difficult to use, and if you see something that's not correct, please bring it to my attention. See page nine of the first document. The following committees have been redlined: the Aquatics Charter, the Activities Charter, and the Community Outreach was added. Examples have been added to show how to do a committee report to the Board, and there are templates for meeting minutes.

ii. Administrative/Personnel: 12:01.01 – Under President Van Scyoc's direction, the President, Vice President, and Treasurer make up the Administrative Board, but President Van Scyoc opted that it can be the full board. A salary change was made, employees are reviewed on their anniversary of date of hire, and the manager's contract is reviewed every three years.

iii. Budget Development:
Leo Van Orden stated that he wanted to make sure that the title for the Budget and Finance Committee to the Budget/Development Committee is consistently followed through with the new title. He requested to show consistency with that document when finalized. Also, adding an ISO number and date when effective, and a version number. Director Harvey responded that they would have some sort of title at the end of the document and a page number. Thank you for your comments. I do appreciate them.

Collen Koppenhaver stated that she is a current member of the Budget and Finance Committee and stated that she has a couple of comments regarding the policy. It stated that the New Charter is eliminating our current Budget and Finance Committee and, in its place, it's creating a Budget/Development Committee. The sole purpose is to draft a budget for review and approval. I have research committee involvement in an HOA in Florida; the responsibilities of a budget or finance-type committee go beyond just developing a budget. She stated that the typical responsibility of a Florida HOA Budget/Finance is drafting the annual budget, reviewing monthly financial statements, ensuring statutory reserve compliance, soliciting vendor bids, and conducting long-term financial planning. Each article was slightly different, but the key points across all of them were drafting the annual operating budget, reviewing the monthly financial statements, and ensuring statutory reserve compliance for best practices. She stated that she is concerned the committee "essentially eliminated our current Budget and Finance and only has a Budget/Development committee". She stated that she does not think "it serves in the best interest of the homeowners of our HOA, the Board in fulfilling the fiduciary responsibilities".
Director Harvey responded to Ms. Koppenhaver and stated that she also did her research, as developing this, and found that most best practices work for the Budget and Finance committees, and the chair for the Budget and Finance committee, the chair for the B & G, was on the redlined committee that reviewed the Charters. Also, there was no Board vote to be on the red line document; the Board voted for approval to be part of the Budget and Finance Committee.
Director Besase responded that he was never chair of the Budget and Finance committee and does not want to be. The group would vote for whoever they wanted, and he would not take it if he was chosen. MS. Koppenhaver stated that to follow the Florida HOA Budget and Finances standard for proven good practices. Director Harvey stated that the best practices are the way to go for most of the documents during my research of the Budget and Finance Committees' best practices. It was put back on page six: the RWA development can make recommendations as appropriate and necessary as to major variances in the RWA operating reserve budgets. Also, on page six, item F, at the discretion of the association manager and president of the board of directors, the Budget Development Committee will have the opportunity to review the annual audit to ensure appropriate financial accountability. Mr.

Besase said he would have no problem with adding something that says "review monthly financial statements in it. Also, we have already talked about reviewing the reserves and regarding the minimum or maximum of four to seven or five to seven, he has no problem with it. We could incorporate those comments, which are a step in the right direction. This will get them involved every month; they can review the financials, and if they see something that needs to change, it can be at the meeting or even at the board meeting. Ms. Koppenhaver reiterated what Director Besase stated: he is willing to change the treasurer as the committee chair and be voted on by the group, that the Budget and Development Committee will review the monthly financial statements and the reserves and with the amount of committee members of four to seven or five to seven, either one would be fine. Director Besase stated that they can review the financial statements once a month, the committee will meet four times a year, quarterly, as opposed to monthly, and will continue to provide the board with a monthly treasurer report, which is based on the monthly financials.

Leo Van Ordan wanted to clarify that RWA has two budgets: one for operations and expenses, and the other is handled by the Building and Grounds committee, which is capital expenditures, which somehow folds into the budgeting. It should be made clear that this committee is only responsible for day-to-day operations and income, not for capital projects. Director Harvey stated that the next charter that will be discussed has a three-year capital plan, as Director Besase said it is just a plan. What we want to do in the next three years. The plan from the Building and Grounds to the reserve budget, which they look at to make sure all those projects are handled in the correct year that they are planned for.

iv. Buildings & Grounds: Wade Casteel, Keith Jenkins, Dale Jenkins, Hank Killion, John Peszko, and Randy Raiden
Director Harvey stated that this committee has some minor changes; Aquatics Committee Charters have been incorporated with the Building and Grounds Committee.

1. Aquatics – it has been redlined, the activities, Charter has been redlined, and the Wildlife Committee has been redlined

v. Community Outreach: Annemarie D'Abrosca. Merrill Horwell, Maureen Laderer, Rita Lopienski, Chester Mann, and David Pulaski. An example is attachment has been added and shows how to do a committee report to the Board; there is a template for meeting minutes.
Director Harvey stated that a lot of references were taken out of the document that were not needed.

vi. Compliance: Robert Bondeson, Loni Kiedrowski, Henry MacConel, Eugene Lerner, Kathy Strickland
Director Harvey stated that minor changes were made and approved by the Chair, Ms. Peszko.

vii. Deed Restrictions: Brian Armen, Karen Hoover, Loni Kiedrowski, Eugene Lerner, Michele Corkery, Suzanne Robbins
Director Harvey stated that there were minor changes and asked if anyone had any questions. Notice the change on the Ad Hoc committee to review the deed restriction and residential modifications guidelines charter has been sunset; this will no longer be part of the committee's charter.

1. Ad hoc to Deed Restrictions

viii. Election*:* Brian Armen

Director Harvey stated that everything was taken out except the expectation of the committee's duties as listed.
Mr. Jensen stated to make this as simple and short as possible: the charter states that the election committee establishes the rules, procedures, etc.; these guidelines are contained in the version of the document; the election is the most recently recorded; and that would be it for the Election Committee charter. Get rid of everything else and use the guidelines to guide the election process.

ix. <u>Residential Modification:</u> Bob Bondeson, Tom Demeo, Joe Haggerty, Karen Hoover, Dale Jensen
Director Harvey stated that there were not many changes. Chair Peszko reviewed. Are there any questions?

4. **<u>New Format</u>**

- Budget Development Committee
  Examples of the new format attached to these minutes

- Community Outreach Committee
  Examples of the new format attached to these minutes

<u>MEMBERS' INPUT</u> (Agenda Items)

<u>RESPONSE TO MEMBER'S INPUT</u>

<u>DIRECTOR INPUT</u>
President Van Scyoc stated that he appreciated all the hard work that was done by the assigned Directors Besase, Grace, and Orchard, for the charter reviews. Director Grace stated that Director Harvey did a fantastic job. Director Besase stated he wanted to thank Director Harvey and said that President Van Scyoc asked us to meet and simplify these documents. Director Harvey stated that she will make the changes, have the resolution and President Van Scyoc to sign, then everything will be uploaded to the RWA website. Director Harvey thanked everyone for their participation in reviewing the charters for each committee.

<u>Adjourn:</u> 1:00 PM

<u>ADJOURNMENT</u> Meeting adjourned at 12:00 PM

Next Board Meeting:
Regular Scheduled: May 14, 2026
Respectfully Submitted,
Denise Huffman, Minutes Clerk
Attachments: Agenda, Minutes, Reports