

Village Walk of Bonita Springs Homeowners Association, Inc.

Transition Committee Outline

Adapted from a handout from Steve Williams, Southwest Property Management – items in italics were added by Frank Kearney based on Steve Williams’ oral remarks)

1. Community Structure

A. Village Walk of Bonita Springs Homeowners Association, Inc. (incorporated March 3, 2004)

- 1) Currently planned for 1688 units;
- 2) 1299 units are completed/closed as of 1/17/13 (77% are completed)

B. Board of Directors

- 1) Elected by the members;
- 2) There may be 5 – 9 directors who serve 2 year staggered terms.
- 3) Final home will likely be sold in 2015/6

C. Neighborhood Committees and Representatives

- 1) Each street is a neighborhood;
- 2) There will be 47 neighborhoods within VillageWalk;
- 3) Each neighborhood has 3 – 5 representatives which serve as the

Neighborhood

Committee;

- 4) Neighborhood representatives provide representation for the units within their neighborhood at all member meetings. The Neighborhood representatives vote on all issues except owners vote on the election of directors , amendments to the association documents or disputed budgets (resulting from a petition to the Board regarding a budget that has been disputed by a major of owners).

D. Other Committees

- 1) Covenants Committee
- 2) Architectural Review Committee
- 3) Additional committees may be appointed by the Board of Directors (IslandWalk has 23 committees)

2. Association Responsibilities

A. Administration & Management of the Association

- 1) Florida Statutes CH. 720
- 2) Association Documents (Declaration, Bylaws, Articles of Incorporation)
- 3) Election of Directors
 - a. Five (5) directors will be elected at Turnover
 - b. Board may be expanded to nine (9) directors after developer is no longer on the Board
 - c. Directors serve 1 – 2 years with staggered terms

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Transition Committee Outline (continued)

- 4) Required Meetings:
 - a. Annual members meeting
 - b. Special members meetings
 - c. Board meetings
 - d. Budget meeting
- 5) Annual Budget
- 6) Financial accounting (accounts payable, accounts receivable, monthly financial statements)
 - a. Collection Procedure for delinquent accounts
- 7) Communications
- 8) Onsite Staff (Management & Maintenance)
- B. Maintenance
 - 1) Town Center & Amenities
 - 2) Landscape for homes and common areas
 - 3) Irrigation
 - 4) Lakes
 - 5) Pumps
 - 6) Preserve Areas
 - 7) Streets
 - 8) Drainage/ Storm sewers
- C. Security Operations (Guardhouse & Gates)
- D. Social & Activities
- E. Approval of Sales & Leases
 - 1) Application process
 - 2) Application fees
- F. Enforcement of Covenants, Rules & Regulations
 - 1) Notification Procedure
 - 2) Covenant committee/ fines
- G. Architectural Review Committee
 - 1) ARC Application
 - 2) ARC Deposits
- H. Insurance
 - 1) Property
 - 2) General Liability
 - 3) Automobile
 - 4) Workers Compensation
 - 5) Directors & Officers Liability
 - 6) Certificates of insurance for contractors