

**MINUTES
ROTONDA HEIGHTS STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
THURSDAY, NOVEMBER 6, 2025
9:30 a.m. – 10:43 a.m.**

**Mac V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Florian O'Day, Chair
James Harper, Vice Chair
John Balas
Melissa Sullivan

County Staff: Lorraine Moneypenny, Community Liaison

Guests: See Sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was established by the Chair.

Changes to the Agenda / Motion to Approve Changes:

Ms. Sullivan motioned to move the MOU item to the top of New Business. Mr. Harper seconded, and the motion passed.

Citizen Input on Agenda Items (3 Minute Limit):

None.

Approval of Minutes:

The Minutes were approved as submitted.

Unfinished Business:

- a) Community Entrance Signs: The signs are lit. The electricity bill last month was \$27. Community liaison confirming if that is for one or both signs.
- b) Winchester Buffer: The community liaison reported that the project manager is verifying that the Walker Services estimates for landscape replacement (\$42,313) and irrigation repair (\$10,400) are still valid. To forestall the need to seek this board's approval at the next meeting three months hence, Ms. Sullivan motioned to proactively approve the revised bid of Walker Services for landscaping and irrigation repair as long as it is not ten percent more than the current bid. Mr. Harper seconded. The motion passed 3:1 with Mr. Balas voting against.
- c) No Fishing Signs: Ms. Sullivan said there were "No Fishing" signs in the past. Although the ordinance is still in place, enforcement against fishing cannot be accomplished without postings. The Board discussed strangers in backyards, distinguishing strangers from residents, standing of complainant. The latter must be a property owner. The HOA is property owner for all common areas. All members of the Advisory Board agreed they

AGENDA

ROTONDA HEIGHTS STREET & DRAINAGE MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING THURSDAY, NOVEMBER 6, 2025

9:30 a.m., Mac. V. Horton West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida

BOARD MEMBERS: Florian O'Day, Chair
James Harper, Vice Chair
John Balas
Melissa Sullivan

COUNTY STAFF: Lorraine Moneypenny, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Changes to the Agenda / Motion to Approve Changes
3. Citizen Input on Agenda Items (3 Minute Limit)
4. Approval of Minutes: August 7, 2025
5. Unfinished Business
 - a. Community Entrance Signs - Cougar Way and Sunset Road
 - b. Winchester Buffer Landscaping
 - c. No Fishing Signs
6. New Business
 - a. Financial Reports
 - b. Safety Mowing
 - c. New Quorum Rule
 - d. Rotonda Heights Association MOU
 - e. 2026 Meeting Schedule
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Advisory Board Open Discussion
9. Meeting Schedule / Items for Next Agenda
10. Motion to Adjourn

Rotonda Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2024 - Sept. 30, 2025

Unaudited as of 9.30.25

	Actual FY2024	Adopted Budget FY2025	YTD Actual FY2025	Encumbered FY2025	Balance FY2025
Beginning Balance	\$812,918	\$600,898	\$688,427		
Revenues					
Assessments & Earnings	349,633	292,265	331,066		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$349,633	\$292,265	\$331,066		
Expenditures					
Contract Services	10,500	7,500	22,919	10,459	(25,878)
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	-	-	-	-
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	-	-	-	-
Public Works Services	102,628	124,351	48,684	-	75,667
Internal Charges	3,245	3,150	3,150	-	-
Purchased Services	7,000	6,611	6,045	-	566
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	350,751	-	-	-	-
Total Expenditures	\$474,125	\$161,612	\$80,798	\$10,459	\$70,355
Reserves (Ending Fund Balance)	\$688,427	\$731,551	\$938,694		
Reserve %	59.2%	81.9%	92.1%		

Date Prepared: 10/28/2025

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	76271	Asphalt Maintenance		07/15/2025	16.00	1,103.04	201.48	168.00	0.00		1,472.52
	Work Order 76271 Total		185 BONITA DR, ROTONDA WEST, FL, 33947		16.00	1,103.04	201.48	168.00	0.00	2.19	1,472.52
	Asphalt Maintenance Total										
	68120	Drainage Maintenance - Swale Grading		07/28/2025	42.00	2,883.58	0.00	360.22	0.00		3,243.80
	68120	Drainage Maintenance - Swale Grading		08/06/2025	2.00	129.56	0.00	4.75	0.00		134.31
	68120	Drainage Maintenance - Swale Grading		08/13/2025	0.00	0.00	2,010.00	0.00	0.00		2,010.00
	Work Order 68120 Total		412015354016, 109 OPAL DR, ROTONDA WEST, FL		44.00	3,013.14	2,010.00	364.97	0.00	2,700.00	5,388.11
	Drainage Maintenance - Swale Grading Total										
	126878	Drainage Maintenance Re-grading		09/23/2025	32.00	2,235.78	0.00	360.22	0.00		2,596.00
	126878	Drainage Maintenance Re-grading		09/24/2025	25.50	1,780.65	0.00	287.76	0.00		2,068.41
	126878	Drainage Maintenance Re-grading		09/25/2025	29.00	2,027.34	0.00	302.69	0.00		2,330.03
	Work Order 126878 Total		412015354016, 109 OPAL DR, ROTONDA WEST, FL		86.50	6,043.76	0.00	950.67	0.00	5,920.00	6,994.44
	Drainage Maintenance Re-grading Total										
	113699	GIS Update		07/01/2025	0.50	34.67	0.00	0.00	0.00		34.67
	Work Order 113699 Total				0.50	34.67	0.00	0.00	0.00	2.00	34.67
	114137	GIS Update		07/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 114137 Total				0.50	36.95	0.00	0.00	0.00	3.00	36.95

Monthly Funding Report

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07/01/2025

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09/30/2025

Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	114146	GIS Update		07/03/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 114146 Total										
	114148	GIS Update		07/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 114148 Total										
	115283	GIS Update		07/10/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 115283 Total										
			113 BYRON CT, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	119130	GIS Update		08/06/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 119130 Total										
			111 OPAL DR, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	120076	GIS Update		08/12/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 120076 Total										
	120077	GIS Update		08/12/2025	0.50	36.95	0.00	0.00	0.00	3.00	36.95
	Work Order 120077 Total										
	120860	GIS Update		08/19/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 120860 Total										
			Wayne Rd, Rotonda West, FL,		0.25	18.48	0.00	0.00	0.00	2.00	18.48
	121240	GIS Update		08/19/2025	0.25	18.48	0.00	0.00	0.00		18.48

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	76271	Asphalt Maintenance		07/15/2025	16.00	1,103.04	201.48	168.00	0.00		1,472.52
	Work Order 76271 Total		185 BONITA DR, ROTONDA WEST, FL, 33947		16.00	1,103.04	201.48	168.00	0.00	2.19	1,472.52
	Asphalt Maintenance Total										
	68120	Drainage Maintenance - Swale Grading		07/28/2025	42.00	2,883.58	0.00	360.22	0.00		3,243.80
	68120	Drainage Maintenance - Swale Grading		08/06/2025	2.00	129.56	0.00	4.75	0.00		134.31
	68120	Drainage Maintenance - Swale Grading		08/13/2025	0.00	0.00	2,010.00	0.00	0.00		2,010.00
	Work Order 68120 Total		412015354016, 109 OPAL DR, ROTONDA WEST, FL		44.00	3,013.14	2,010.00	364.97	0.00	2,700.00	5,388.11
	Drainage Maintenance - Swale Grading Total										
	126878	Drainage Maintenance Re-grading		09/23/2025	32.00	2,235.78	0.00	360.22	0.00		2,596.00
	126878	Drainage Maintenance Re-grading		09/24/2025	25.50	1,780.65	0.00	287.76	0.00		2,068.41
	126878	Drainage Maintenance Re-grading		09/25/2025	29.00	2,027.34	0.00	302.69	0.00		2,330.03
	Work Order 126878 Total		412015354016, 109 OPAL DR, ROTONDA WEST, FL		86.50	6,043.76	0.00	950.67	0.00	5,920.00	6,994.44
	Drainage Maintenance Re-grading Total										
	113699	GIS Update		07/01/2025	0.50	34.67	0.00	0.00	0.00		34.67
	Work Order 113699 Total				0.50	34.67	0.00	0.00	0.00	2.00	34.67
	114137	GIS Update		07/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 114137 Total				0.50	36.95	0.00	0.00	0.00	3.00	36.95

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	114146	GIS Update		07/03/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 114146 Total				0.25	18.48	0.00	0.00	0.00	2.00	18.48
	114148	GIS Update		07/03/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 114148 Total				0.50	36.95	0.00	0.00	0.00	2.00	36.95
	115283	GIS Update		07/10/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 115283 Total		113 BYRON CT, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	119130	GIS Update		08/06/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 119130 Total		111 OPAL DR, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
	120076	GIS Update		08/12/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 120076 Total				0.50	36.95	0.00	0.00	0.00	2.00	36.95
	120077	GIS Update		08/12/2025	0.50	36.95	0.00	0.00	0.00		36.95
	Work Order 120077 Total				0.50	36.95	0.00	0.00	0.00	3.00	36.95
	120860	GIS Update		08/19/2025	0.25	18.48	0.00	0.00	0.00		18.48
	Work Order 120860 Total		Wayne Rd, Rotonda West, FL,		0.25	18.48	0.00	0.00	0.00	2.00	18.48
	121240	GIS Update		08/19/2025	0.25	18.48	0.00	0.00	0.00		18.48

Monthly Funding Report

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07/01/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Work Order 121240 Total	234 COUGAR WAY, ROTONDA WEST, FL, 33947		0.25	18.48	0.00	0.00	0.00	1.00	18.48
		GIS Update Total			3.75	274.84	0.00	0.00	0.00	19.00	274.87
	112463	Investigation		07/10/2025	1.50	113.61	0.00	6.24	0.00		119.85
		Work Order 112463 Total	113 BYRON CT, ROTONDA WEST, FL, 33947		1.50	113.61	0.00	6.24	0.00	1.00	119.85
	115733	Investigation		08/19/2025	2.00	151.48	0.00	8.32	0.00		159.80
		Work Order 115733 Total	234 COUGAR WAY, ROTONDA WEST, FL, 33947		2.00	151.48	0.00	8.32	0.00	1.00	159.80
	126653	Investigation		09/22/2025	3.00	221.70	0.00	14.25	0.00		235.95
		Work Order 126653 Total	361 SWEETWATER DR, ROTONDA WEST, FL, 33947		3.00	221.70	0.00	14.25	0.00	1.00	235.95
		Investigation Total			6.50	486.79	0.00	28.81	0.00	3.00	515.60
	72713	MSBU Administrative Work		07/18/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		07/25/2025	1.50	110.85	0.00	0.00	0.00		110.85
	72713	MSBU Administrative Work		08/15/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		09/05/2025	1.00	73.90	0.00	0.00	0.00		73.90
		Administrative Time Total			3.50	258.65	0.00	0.00	0.00		258.65
	72713	MSBU Administrative Work		07/31/2025	0.50	36.95	0.00	0.00	0.00		36.95
	72713	MSBU Administrative Work		08/12/2025	1.00	73.90	0.00	0.00	0.00		73.90
	72713	MSBU Administrative Work		08/15/2025	1.00	73.90	0.00	0.00	0.00		73.90
		MSBU Minutes Total			1.00	73.90	0.00	0.00	0.00		73.90

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START DATE:

07/01/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost	
	Work Order 72713 Total											
	MSBU Administrative Work Total											
	120289	Pavement Markings		08/12/2025	22.25	1,510.00	0.00	29.84	0.00		1,539.84	
	120289	Pavement Markings		08/18/2025	0.00	0.00	66.99	0.00	0.00		66.99	
	Work Order 120289 Total 254 COUGAR WAY, Charlotte, FL, 33947											
	Pavement Markings Total											
	7070	Project Management		07/21/2025	0.00	0.00	0.00	0.00	0.00	16.00	1,606.83	
	7070	Project Management		07/07/2025	1.00	86.41	0.00	4.16	0.00		3,618.98	
	7070	Project Management		07/22/2025	1.00	86.41	0.00	4.16	0.00		90.57	
	7070	Project Management		08/18/2025	1.00	86.41	0.00	4.16	0.00		90.57	
	7070	Project Management		09/02/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	7070	Project Management		09/17/2025	0.00	0.00	0.00	4.16	0.00		4.16	
	7070	Project Management		09/22/2025	1.00	86.41	0.00	4.16	0.00		90.57	
	Site Visits Total											
	7070	Project Management			5.00	432.05	0.00	20.80	0.00		452.85	
	7070	Project Management		07/23/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	7070	Project Management		08/14/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	7070	Project Management		09/09/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	7070	Project Management		09/16/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	Plan/Spec Review Total											
	7070	Project Management			4.00	345.64	0.00	0.00	0.00		345.64	
	7070	Project Management		08/25/2025	1.00	86.41	0.00	0.00	0.00		86.41	
	Project Inspection Total											
	7070	Project Management			1.00	86.41	0.00	0.00	0.00		86.41	

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
Rotonda Heights Community Aesthetic Feature Sign /w Lighting											
Work Order 7070 Total											
					10.00	864.10	0.00	20.80	3,618.98	0.00	4,503.88
Project Management Total											
					10.00	864.10	0.00	20.80	3,618.98	0.00	4,503.88
113 SUNRISE DR, CHARLOTTE COUNTY, FL, 33947											
	114322	Sign Fabrication		07/03/2025	9.50	685.43	511.09	64.98	0.00		1,261.49
Work Order 114322 Total											
					9.50	685.43	511.09	64.98	0.00	38.00	1,261.49
120233 Sign Fabrication											
	120233	Sign Fabrication		08/12/2025	1.00	72.15	150.91	6.84	0.00		229.90
Work Order 120233 Total											
			SUNSET RD N, ROTONDA WEST, FL, 33947		1.00	72.15	150.91	6.84	0.00	4.00	229.90
125963 Sign Fabrication											
	125963	Sign Fabrication		09/17/2025	0.75	54.11	99.42	5.13	0.00		158.66
Work Order 125963 Total											
			CONCORD DR, PORT CHARLOTTE, FL, 33952		0.75	54.11	99.42	5.13	0.00	3.00	158.66
Sign Fabrication Total											
					11.25	811.69	761.42	76.95	0.00	45.00	1,650.05
120292 Sign Installation											
	120292	Sign Installation		08/12/2025	0.75	50.67	72.68	1.30	0.00		124.64
Work Order 120292 Total											
			113 SIDNEY CT, Charlotte, FL, 33947		0.75	50.67	72.68	1.30	0.00	2.00	124.64
126475 Sign Installation											
	126475	Sign Installation		09/17/2025	2.00	132.18	108.15	5.19	0.00		245.52
Work Order 126475 Total											
			COUGAR WAY, ROTONDA WEST, FL, 33947		2.00	132.18	108.15	5.19	0.00	4.00	245.52
Sign Installation Total											
					2.75	182.85	180.82	6.49	0.00	6.00	370.16
113109 Sign Maintenance											
	113109	Sign Maintenance		07/01/2025	0.25	16.19	0.00	0.00	0.00		16.20
Work Order 113109 Total											
			119 CUTLASS DR, Charlotte, FL, 33947		0.25	16.19	0.00	0.00	0.00	3.00	16.20

Monthly Funding Report

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07/01/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accompl	Total Cost
	113741	Sign Maintenance		07/01/2025	0.75	48.59	30.66	3.89	0.00	0.00	83.13
	113741	Sign Maintenance		07/03/2025	0.25	16.20	0.00	0.00	0.00	0.00	16.20
	Work Order 113741 Total		156 INDIAN CREEK DR, Charlotte, FL, 33947		1.00	64.78	30.66	3.89	0.00	2.00	99.33
	113750	Sign Maintenance		07/01/2025	0.50	32.39	47.43	2.60	0.00	0.00	82.42
	113750	Sign Maintenance		07/03/2025	0.25	16.20	0.00	0.00	0.00	0.00	16.20
	Work Order 113750 Total		117 SESAME RD W, CHARLOTTE COUNTY, FL, 33947		0.75	48.59	47.43	2.60	0.00	1.00	98.62
	113754	Sign Maintenance		07/01/2025	0.75	48.59	83.85	3.89	0.00	0.00	136.33
	113754	Sign Maintenance		07/03/2025	0.50	32.39	0.00	0.00	0.00	0.00	32.39
	Work Order 113754 Total		142 OPAL DR, Charlotte, FL, 33947		1.25	80.97	83.85	3.89	0.00	3.00	168.72
	120282	Sign Maintenance		08/11/2025	2.00	137.88	0.00	5.19	0.00	0.00	143.07
	Work Order 120282 Total		WAYNE RD, ROTONDA WEST, FL, 33947		2.00	137.88	0.00	5.19	0.00	4.00	143.07
	124726	Sign Maintenance		09/05/2025	9.00	583.02	0.00	46.71	0.00	0.00	629.73
	Work Order 124726 Total		108 SUNRISE DR, CHARLOTTE COUNTY, FL, 33947		9.00	583.02	0.00	46.71	0.00	28.00	629.73
	124935	Sign Maintenance		09/10/2025	9.00	583.02	0.00	46.71	0.00	0.00	629.73
	Work Order 124935 Total		127 OPAL DR, ROTONDA WEST, CHARL, FL, 33947		9.00	583.02	0.00	46.71	0.00	20.00	629.73

Monthly Funding Report

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07/01/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
		Sign Maintenance Total									
	86103	Small Pipe Repair (Pipes 31" And Under)		07/02/2025	23.25	1,514.45	161.94	108.99	0.00	61.00	1,785.40
		Work Order 86103 Total	228 WAYNE RD, ROTONDA WEST, FL, 33947		6.50	458.26	0.00	9.50	0.00	0.00	467.76
					6.50	458.26	0.00	9.50	0.00	0.00	467.76
	106457	Small Pipe Repair (Pipes 31" And Under)		08/05/2025	4.00	284.01	0.00	8.91	0.00		292.92
	106457	Small Pipe Repair (Pipes 31" And Under)		08/08/2025	8.00	557.76	12.09	58.28	0.00		628.13
	106457	Small Pipe Repair (Pipes 31" And Under)		08/12/2025	1.00	79.79	0.00	4.16	0.00		83.95
	106457	Small Pipe Repair (Pipes 31" And Under)		09/05/2025	1.50	119.69	0.00	6.24	0.00		125.93
	106457	Small Pipe Repair (Pipes 31" And Under)		09/08/2025	1.00	79.79	0.00	4.16	0.00		83.95
	106457	Small Pipe Repair (Pipes 31" And Under)		09/17/2025	3.00	212.58	0.00	5.19	0.00		217.77
	106457	Small Pipe Repair (Pipes 31" And Under)		09/25/2025	3.00	203.46	0.00	5.19	0.00		208.65
		Work Order 106457 Total	116 Hunter Rd		21.50	1,537.08	12.09	92.13	0.00	1.00	1,641.30
	117792	Small Pipe Repair (Pipes 31" And Under)		08/04/2025	6.00	406.92	0.00	9.50	0.00		416.42
		Work Order 117792 Total	120 FRENCH CT, Charlotte, FL, 33947		6.00	406.92	0.00	9.50	0.00	1.00	416.42
					6.00	406.92	0.00	9.50	0.00	1.00	416.42
		Small Pipe Repair (Pipes 31" And Under) Total			34.00	2,402.25	12.09	111.13	0.00	2.00	2,525.48
	113160	Support (Post) Maintenance		07/03/2025	0.25	16.20	0.00	0.00	0.00		16.20
		Work Order 113160 Total			0.25	16.20	0.00	0.00	0.00	3.00	16.20

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

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Rotonda Heights Street and Drainage Unit

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
	120858	Support (Post) Maintenance		08/15/2025	1.00	68.94	51.56	5.19	0.00		125.69
	Work Order 120858 Total		Wayne Rd		1.00	68.94	51.56	5.19	0.00	2.00	125.69
	124180	Support (Post) Maintenance		09/06/2025	4.00	275.76	0.00	20.76	0.00		296.52
	Work Order 124180 Total		112 HUNTER RD, Charlotte, FL, 33947		4.00	275.76	0.00	20.76	0.00	4.00	296.52
	Support (Post) Maintenance Total										
	119121	Vacuum Culvert Cleaning		08/05/2025	5.25	360.90	51.56	25.95	0.00	9.00	438.41
	Work Order 119121 Total		107 OPAL DR, ROTONDA WEST, FL, 33947		6.00	416.04	0.00	137.64	0.00		553.68
	Vacuum Culvert Cleaning Total				6.00	416.04	0.00	137.64	0.00	3.00	553.68
Rotonda Heights Street and Drainage Unit Total											
					277.50	19,427.24	3,446.30	2,030.24	3,618.98		28,522.83

Monthly Funding Report

START DATE:

07/01/2025

END DATE:

09/30/2025

Page 9 of 9

Project	WO Number	WO Description	Location	Date Worked	Labor Hours	Labor Cost	Materials Cost	Equip. Cost	Contractor Cost	Work Accomp	Total Cost
					277.50	19,427.24	3,446.30	2,030.24	3,618.98		28,522.83

Grand totals for all MSBUs reported

ROTONDA HEIGHTS CONSERVATION ASSOCIATION, INC

P.O. BOX 3100
PLACIDA, FL 33946

(941) 307-6053
info@legacygroupswfl.com

October 6, 2025

VIA CERTIFIED AND REGULAR US MAIL

Charlotte County Public Works Department
7000 Florida Street
Punta Gorda, FL 33950

Hector Flores
County Administrator
18500 Murdock Circle
Port Charlotte, FL 33948

Dear Charlotte County Public Works Officials, Hector Flores, County Administrator & Rotonda Heights Streets and Drainage Unit Advisory Committee (MSBU),

This correspondence is being sent to you by the Rotonda Heights Conservation Association Board of Directors.

We would officially like to request that Charlotte County, through the Rotonda Heights Streets and Drainage Unit (MSBU) take over the maintenance and upkeep of all areas pertaining to drainage throughout the Rotonda Heights subdivision. We have included a plat map that we feel identifies all the areas being referenced in this request. These areas are vital to the proper street drainage throughout the community. The stormwater/drainage is created by county roads, and this stormwater system primarily provides for the stormwater storage and treatment for these county roads. This plan may also impact other surrounding communities and/or areas near by Rotonda Heights. This request is being made due to the fact that the Rotonda Heights Conservation Association does not have the ability to gain funding for the continued long-term upkeep of these vital drainage areas, because of assessment restrictions that occurred as part of the revitalization process of the association back in 2017-2018. The Board of Directors of this association is trying to be proactive in preserving the functionality and purpose of these drainage areas, as they affect all property owners of the Rotonda Heights subdivision.

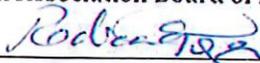
We have sent a copy of this correspondence to our Association legal representative, Attorney Stephen Thompson (Najmy Thompson, Attorneys at Law) and we have conversed with him on this matter in some detail. He stands ready to support us and to help us achieve and execute whatever is needed between Charlotte County and Rotonda Heights Conservation Association if an agreement between both parties is at all possible. In addition to the area identified on the included map, a detailed description of maintenance and upkeep of these areas could be conveyed between the association and the County for past history reference as well as possible future needs.

Please forward this to all appropriate people within Charlotte County that may be involved in this type of request, as we look forward to the possibility of a response with a long-term resolution for these areas.

Sincerely,

Rotonda Heights Conservation Association Board of Directors

Rodica Popa, President



Date 10/9/2025

Florida General Notary Acknowledgment Form

STATE OF FLORIDA

COUNTY OF Sarasota

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 2 day of October 2025 by Rodica Roca (name of person acknowledging).

Personally Known OR Produced Identification

Type of Identification Produced: _____

Barbara Thomas _____ Witness

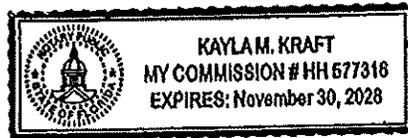
[Signature] _____ Signature of Notary Public State of Florida

(Print, Type, or Stamp Commissioned Name of Notary Public)

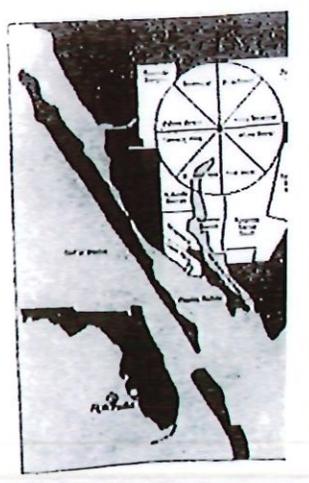
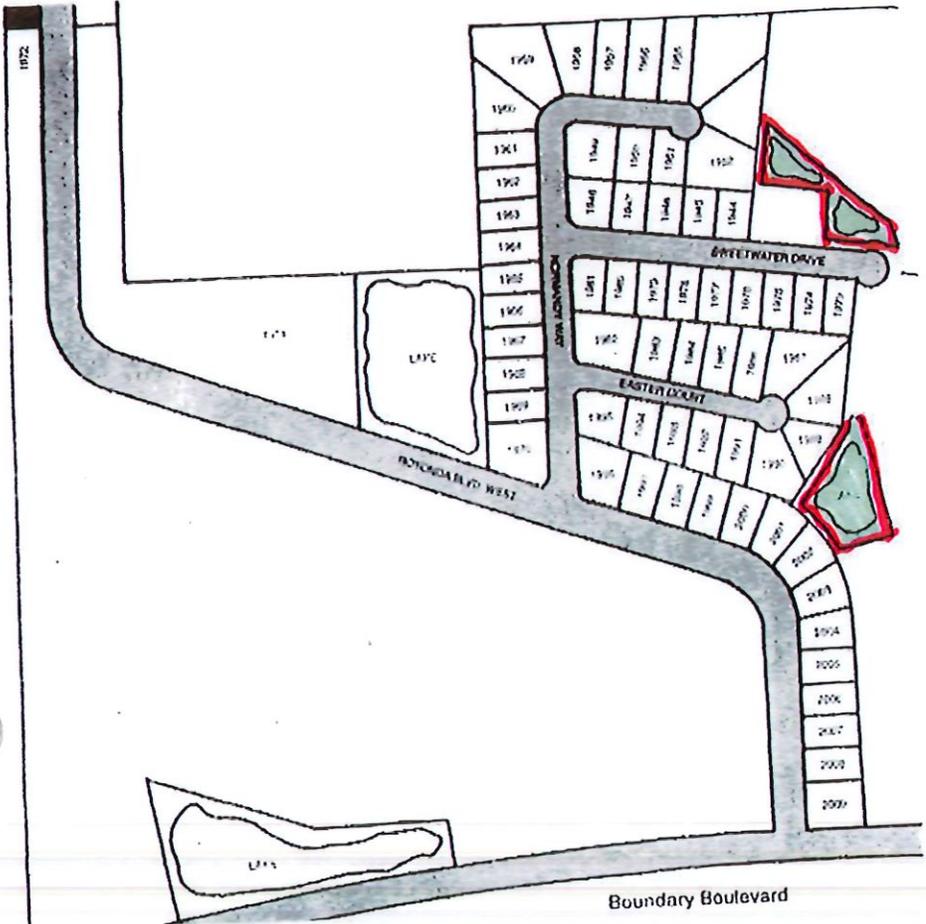
Notary Public, State of Florida

My Commission Expires: _____

Commission Number: _____

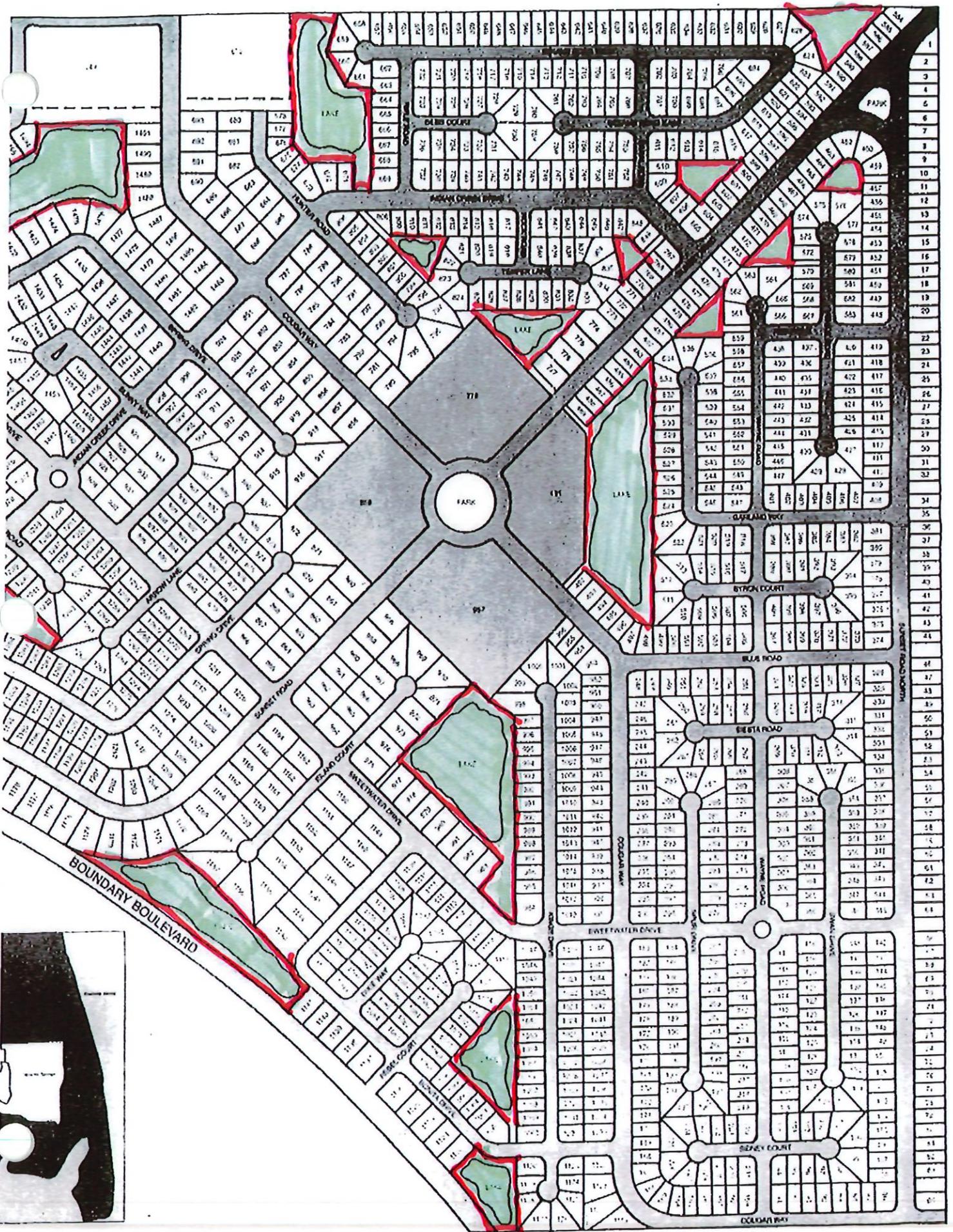


Rotonda Heights



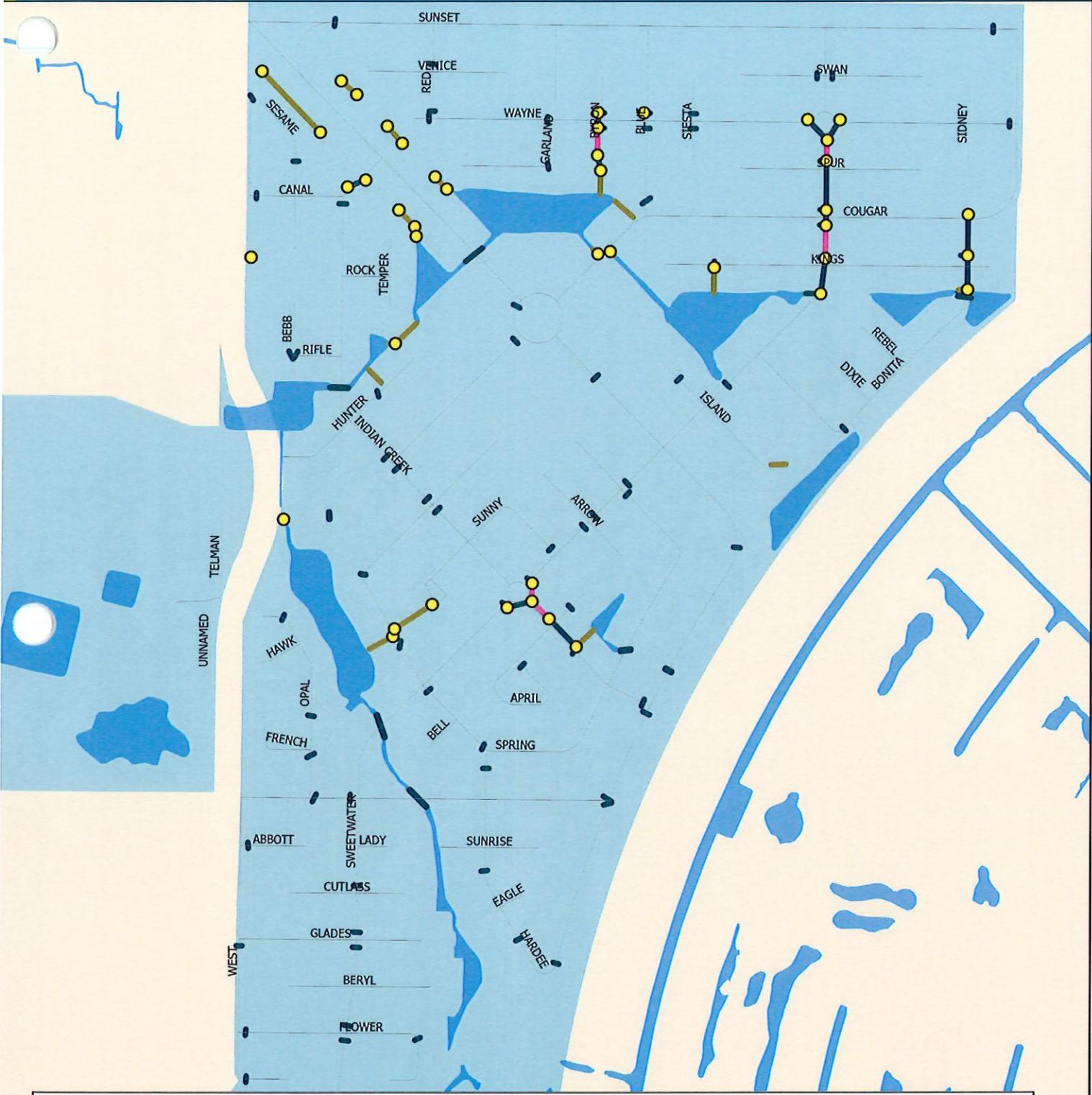
Boundary Boulevard

Produced by Rotonda Heights Conservati



CHARLOTTE COUNTY

Rotonda Heights MSBU



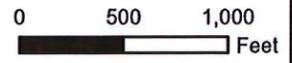
Stateplane Projection
Datum: NAD83
Units: Feet
Source: Public Works/Asset Management
Metadata available upon request

Pipe Use

- Lot Pipe
- Outfall Pipe
- Road Crossing Pipe
- Streets and Roads of Rotonda Heights
- Rotonda Heights Catches Basins



(Not To Scale)



This map is a representation of compiled public information. It is believed to be an accurate and true depiction for the stated purpose, but Charlotte County and its employees make no guarantee, implied or otherwise, as to the accuracy, or completeness. We therefore do not accept any responsibility as to its use. This is not a survey or is it to be used for design. Reflected Dimensions are for informational purposes only and may have been rounded to the nearest tenth. For precise dimensions, please refer to recorded plats and related documents.



Date: January 5, 2025

Subject: Rotonda Heights Conservation Association Request for MOU

Prepared by: Public Works Staff

Background

The Rotonda Heights Street & Drainage MSBU's purpose is to provide for the construction, reconstruction, repair, paving, repaving, hard-surfacing, re-hard surfacing, widening, guttering, and draining of streets, bridges and related drainage facilities in the unit, and of necessary appurtenances and accessory structures thereto located within or without the unit, and beautification projects including landscaping, lighting, and community signs, from funds derived from special assessments within the unit.

Agreement 2000-017 established the Rotonda Heights Conservation Association's responsibility to provide mowing and trimming services in county rights-of-way located within the boundaries of the community. On September 5, 2024 the HOA attorney submitted a letter to county wishing to terminate AGR2000-017. October 1, 2025 Charlotte County Public Works transitioned right-of-way safety mowing under the Rotonda Heights Street & Drainage MSBU.

Concerns/ Discussion

On October 2, 2025 the Rotonda Heights Conservation Association (HOA) Board President submitted a letter to Charlotte County (Exhibit A) requesting the County "take over the maintenance and upkeep of all areas pertaining to drainage through the Rotonda Heights subdivision... This request is being made due to the fact that Rotonda Heights Conservation Association does not have the ability to gain funding for the continued long-term upkeep".

Public Works currently maintains all known pipe and basin infrastructure within the Rotonda Heights subdivision (see attached Exhibit B). Certain locations require a Temporary Right of Entry form (TRE) to be completed to enter HOA property where a retention is located.

The HOA is requesting maintenance of properties identified as parks, lakes and/ or canals under Plat book 8, Page 26 which are dedicated to its property owners in



Rotonda Heights for recreation and other related activities; these described areas are not dedicated for use by the public. At this time, the HOA funds the mowing around the retention ponds located on these properties.

Charlotte County does conduct specialty mowing on a routine basis under the Right-of-Way Landscape Maintenance Contract around county owned stormwater retention ponds.

Two Memoranda of Understanding (MOU) have been adopted by the Board of County Commissioners, both note that mowing and pond maintenance fall under the property owner's responsibility, not Charlotte County.

Considerations

Make an exception for the Rotonda Heights Conservation Association, enter into an MOU to include blanket drainage easements which would eliminate the need for TRE's when conducting drainage maintenance. Include their request for pond maintenance and turf mowing on a routine basis around the retention ponds.

Do not accept maintenance of the HOA properties to include specialty mowing and pond maintenance.