

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

**ADVISORY BOARD REGULAR MEETING
THURSDAY, FEBRUARY 12, 2026
9:30 a.m. – 11:21 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
Chuck Peters, Project Manager, Landscaping

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:

None.

Citizen Input on Agenda Items (3 Minute Limit):

None.

Approval of Minutes:

Mr. Balas moved to add "Heights" between "Rotonda" and "lakes. Mr. O'Day added "for that vote" at the end of the New Quorum Rule section. The minutes were approved as corrected.

Unfinished Business:

- a. Winchester Buffer: The Advisory Board was presented with the current estimate for landscaping of Winchester Buffer (attached). The Advisory Board had approved a previous estimate plus ten percent, but this is much higher. Mr. Peters explained that plant quantity is higher, reflecting an actual count of plants needing replacement. In response to questions, he explained the purchasing process and its checks and balances, which sometimes add to delays. He described the challenge of replanting and maintaining the Winchester Buffer, as it is on a slope; also, irrigation relies on reclaimed water and timely repairs. Mr. Harper recalled that previous landscaping there deteriorated. Mr. O'Day said that is not a risk this time, as the MSBU is budgeting for maintenance. This is something residents have wanted for a long time. Mr. Peters advised that a purchase order is in process and the work could be completed in a matter of months. Ms. Sullivan ventured that the cost outweighs the benefit. Mr. Harper moved that the Board acknowledge that it's been presented with an estimate and that a purchase order is in process. The Board voted in favor 3:1, with Ms. Sullivan dissenting.

- b. No Fishing Signs: The Board acknowledged that the County cannot post “No Fishing” signs on public property, as there is no ordinance against fishing.
- c. Rotonda Heights Association MOU: The Advisory Board was presented with the point paper (attached) that Public Works will present to Charlotte County Administration. It presents two choices: 1) do not accept maintenance of the HOA properties to include specialty mowing and pond maintenance; 2) enter into a memorandum of understanding to accept pond maintenance and turf mowing; include blanket drainage easements. Mr. O’Day emphasized that the accompanying map should not designate retention ponds as parks. Mr. Peters explained that retention ponds would be added to the County landscaping contract; the roundabout, if included, would fall under the safety mowing contract. The Advisory Board speculated about the consequences of not maintaining the southernmost pond in the unit, which is surrounded by wetlands and privately owned.

New Business:

- a. Financial Reports: The Board reviewed the fund financials and maintenance activity report for the first quarter of Fiscal Year 2026.

Citizen Input on MSBU Items (3 Minute Limit):

None.

Election of Officers:

Mr. Harper nominated Mr. O’Day to continue as chair and himself to continue as vice chair. The Board voted unanimously to retain Mr. O’Day and Mr. Harper.

Annual Training: Sunshine Law, Robert’s Rules of Order, Public Records

Members of the Advisory Board were given an opportunity to ask any questions about Florida Sunshine Law, Robert’s Rules of Order, and Public Records Law. Mr. O’Day noted that advisory board members who also serve on the HOA board are cognizant of their responsibilities under Sunshine Law. Rather than watch the annual training videos, the members opted to sign declarations that they understand the laws and practices that govern MSBU advisory boards.

Advisory Board Open Discussion:

None.

Schedule Meetings / Items for Next Agenda: The next agenda will include drainage impacts of the private retention pond. Future meetings are scheduled at 9:30 a.m. in the West County Annex Conference Room 120 as follows:

- Thursday, May 7, 2026
- Thursday, August 6, 2026
- Thursday, November 5, 2026

The meeting adjourned at 11:21 a.m.

Submitted by Lorraine Moneypenny
Public Works Department

Chair Signature

Date

AGENDA

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

ADVISORY BOARD REGULAR MEETING THURSDAY, FEBRUARY 12, 2026

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 Money Penny, 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: November 6, 2025
5. Unfinished Business
 - a. Winchester Buffer Landscaping
 - b. No Fishing Signs
 - c. Rotonda Heights Association MOU
6. New Business
 - a. Financial Reports
7. Citizen Input on MSBU Items (3 Minute Limit)
8. Officer Elections
9. Robert's Rules of Order / Florida Sunshine Law / Public Records
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn



**Rotonda Heights Street & Drainage
Municipal Service Benefit Unit**

Advisory Board Meeting Attendance

Thursday, February 12, 2026

**9:30 a.m., West County Annex
6868 San Casa Drive, Englewood, Florida**

**INFORMATION SUPPLIED ON THIS FORM
BECOMES PUBLIC RECORD**

NAME (please print)	Email Address	Phone Number
Florian Dy	fdy103@comcast.net	941-249-0905
Masse Sullivan	sulf@comcast.net	
Jim Harper	JIMHARPER627@GMAIL.COM	
Chuck Peters	chuck.peters@charlottecountyfl.gov	941-575-3458
RODICA POPA	rodica.rotondaheights@gmail.com	
John P. Kas		

Rotonda Heights Street and Drainage MSBU

Fund Financial Report
Oct. 1, 2025 - Dec. 31, 2025

	Actual FY2025	Adopted Budget FY2026	YTD Actual FY2026	Encumbered FY2026	Balance FY2026
Beginning Balance	\$688,427	\$785,702	\$947,740		
Revenues					
Assessments & Earnings	337,199	292,569	167,041		
Grant & Subsidy Revenue	-	-	-		
Loans & Borrowing	-	-	-		
Total Revenue	\$337,199	\$292,569	\$167,041		
Expenditures					
Contract Services	22,919	60,500	-	-	60,500
Pipe Lining	-	20,000	-	-	20,000
ROW Maintenance	-	12,000	1,725	11,588	(1,313)
ROW Reclamation	-	-	-	-	-
Speciality Mowing	-	60,000	-	-	60,000
Public Works Services	48,684	134,526	-	-	134,526
Internal Charges	3,150	5,631	-	-	5,631
Purchased Services	3,133	7,605	3,409	-	4,196
Materials and Supplies	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Services	-	-	-	-	-
Total Expenditures	\$77,886	\$300,262	\$5,134	\$11,588	\$283,540
Reserves (Ending Fund Balance)	\$947,740	\$778,009	\$1,109,647		
Reserve %	92.4%	72.2%	99.5%		

Date Prepared: 1/13/2026

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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
	140015	Brush Cutting		12/11/2025	20.00	1,328.88	0.00	176.16	0.00		1,505.04
	140015	Brush Cutting		12/12/2025	6.00	369.50	0.00	79.05	48.31		498.86
	140015	Brush Cutting		12/17/2025	1.00	79.79	0.00	4.41	0.00		84.20
	Work Order 140015 Total		COUGAR WAY & INDIAN CREEK DR, ROTONDA WEST, FL, 33947		27.00	1,778.17	0.00	259.62	48.31	150.00	2,086.10
	Brush Cutting Total				27.00	1,778.17	0.00	259.62	48.31	150.00	2,086.10
	129217	Contracted Work		11/03/2025	0.00	0.00	0.00	0.00	1,237.50		1,237.50
	129217	Contracted Work		12/17/2025	0.00	0.00	0.60	0.00	487.50		487.50
	Work Order 129217 Total		West County Safety Mowing		0.00	0.00	0.60	0.00	1,725.00	0.00	1,725.00
	#40 West County - Safety Mowing										
	Contracted Work Total				0.00	0.00	0.60	0.00	1,725.00	0.00	1,725.00
	136205	Contracted Work - Inspection		11/18/2025	1.00	75.74	0.00	4.41	0.00		80.15
	Work Order 136205 Total		COUGAR WAY, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.41	0.00	1.00	80.15
	#22-530 Safety Mowing - West County										
	Contracted Work - Inspection Total				1.00	75.74	0.00	4.41	0.00	1.00	80.15
	98770	Drainage Maintenance - Swale Grading		10/03/2025	1.00	79.79	0.00	4.16	0.00		83.95
	Work Order 98770 Total		126 VENICE RD, ROTONDA WEST, FL, 33947		1.00	79.79	0.00	4.16	0.00	0.00	83.95
	Drainage Maintenance - Swale Grading Total				1.00	79.79	0.00	4.16	0.00	0.00	83.95
	126878	Drainage Maintenance Re-grading		10/14/2025	0.00	0.00	532.77	0.00	0.00		532.77
	126878	Drainage Maintenance Re-grading		10/22/2025	0.00	0.00	1,344.56	0.00	0.00		1,344.56

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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
	Work Order 126878 Total		412015354016, 109 OPAL DR, ROTONDA WEST, FL		0.00	0.00	1,877.33	0.00	0.00	5,920.00	1,877.33
	Drainage Maintenance Re-grading Total				0.00	0.00	1,877.33	0.00	0.00	5,920.00	1,877.33
119907		Investigation		10/01/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 119907 Total		216 SPRING DR, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.16	0.00	1.00	79.90
120846		Investigation		10/07/2025	1.00	75.74	0.00	4.16	0.00		79.90
	Work Order 120846 Total		FLOWER RD, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.16	0.00	1.00	79.90
124991		Investigation		11/03/2025	2.00	151.48	0.00	8.82	0.00		160.30
	Work Order 124991 Total		100 CUTLASS DR, ROTONDA WEST, FL, 33947		2.00	151.48	0.00	8.82	0.00	1.00	160.30
134049		Investigation		11/04/2025	1.00	75.74	0.00	4.41	0.00		80.15
	Work Order 134049 Total		546 SUNSET RD N, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.41	0.00	1.00	80.15
139783		Investigation		12/19/2025	1.00	75.74	0.00	4.41	0.00		80.15
	Work Order 139783 Total		120 TEMPER LN, ROTONDA WEST, FL, 33947		1.00	75.74	0.00	4.41	0.00	1.00	80.15
	Investigation Total				6.00	454.44	0.00	25.96	0.00	5.00	480.40
128161		MSBU Administrative Work		10/02/2025	0.50	36.95	0.00	0.00	0.00		36.95
128161		MSBU Administrative Work		10/03/2025	1.00	73.90	0.00	0.00	0.00		73.90

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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 Accomp	Total Cost
	128161	MSBU Administrative Work		10/07/2025	1.50	110.85	0.00	0.00	0.00		110.85
	128161	MSBU Administrative Work		10/09/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		10/14/2025	0.75	55.43	0.00	0.00	0.00		55.43
	128161	MSBU Administrative Work		10/21/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		10/23/2025	1.00	73.90	0.00	0.00	0.00		73.90
	128161	MSBU Administrative Work		10/24/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		11/05/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		11/06/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		11/07/2025	0.50	36.95	0.00	0.00	0.00		36.95
	128161	MSBU Administrative Work		11/21/2025	1.00	73.90	0.00	0.00	0.00		73.90
		Administrative Time Total			8.75	646.63	0.00	0.00	0.00		646.63
	128161	MSBU Administrative Work		11/06/2025	4.00	295.60	0.00	0.00	0.00		295.60
		MSBU Meeting Total			4.00	295.60	0.00	0.00	0.00		295.60
	128161	MSBU Administrative Work		11/12/2025	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
	128161	MSBU Administrative Work		12/09/2025	1.00	73.90	0.00	0.00	0.00		73.90
	Work Order 128161 Total					14.75	1,090.03	0.00	0.00	0.00	1,090.03
	MSBU Administrative Work Total					14.75	1,090.03	0.00	0.00	0.00	1,090.03
	126321	ROW - Clearing / Haul Debris		10/02/2025	4.00	291.29	0.00	45.84	0.00		337.13
	Work Order 126321 Total		SWEETWATER DR & FLOWER RD, ROTONDA WEST, FL, 33947		4.00	291.29	0.00	45.84	0.00	0.02	337.13

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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 Accomp	Total Cost
	131475	ROW - Clearing / Haul Debris		10/22/2025	2.00	141.00	0.00	30.56	0.00		171.56
	131475	ROW - Clearing / Haul Debris		10/24/2025	2.00	70.50	0.00	15.28	5.50		91.28
	Work Order 131475 Total		186 SWEETWATER DR, ROTONDA WEST, FL, 33947		4.00	211.50	0.00	45.84	5.50	0.14	262.84
	136203	ROW - Clearing / Haul Debris		11/21/2025	3.50	256.04	0.00	42.61	0.00		298.65
	Work Order 136203 Total		FLOWER RD & SWEETWATER DR, ROTONDA WEST, FL, 33947		3.50	256.04	0.00	42.61	0.00	0.23	298.65
	ROW - Clearing / Haul Debris Total				11.50	758.83	0.00	134.29	5.50	0.39	898.62
	141287	ROW - Vegetation / Boom Mowing		12/18/2025	13.00	911.10	0.00	263.93	0.00		1,175.03
	Work Order 141287 Total		133 COUGAR WAY, ROTONDA WEST, FL, 33947		13.00	911.10	0.00	263.93	0.00	33,777.00	1,175.03
	142573	ROW - Vegetation / Boom Mowing		12/30/2025	10.00	689.40	0.00	250.70	0.00		940.10
	Work Order 142573 Total		TEMPER LN, ROTONDA WEST, FL, 33947		10.00	689.40	0.00	250.70	0.00	31,333.00	940.10
	142726	ROW - Vegetation / Boom Mowing		12/31/2025	10.00	689.40	0.00	250.70	0.00		940.10
	Work Order 142726 Total		ARROW LN, ROTONDA WEST, FL, 33947		10.00	689.40	0.00	250.70	0.00	33,244.00	940.10
	ROW - Vegetation / Boom Mowing Total				33.00	2,289.90	0.00	765.33	0.00	98,354.00	3,055.23
	130846	ROW Watering		11/10/2025	2.50	177.78	0.00	18.02	0.00		195.79
	Work Order 130846 Total		361 SWEETWATER DR, ROTONDA WEST, FL, 33947		2.50	177.78	0.00	18.02	0.00	17.00	195.79

Monthly Funding Report

START DATE:

10/01/2025

END DATE:

12/31/2025

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
		ROW Watering Total			2.50	177.78	0.00	18.02	0.00	17.00	195.79
106457		Small Pipe Repair (Pipes 31" And Under)		10/02/2025	37.00	2,623.72	0.00	370.15	0.00		2,993.87
106457		Small Pipe Repair (Pipes 31" And Under)		10/07/2025	0.50	39.90	523.26	2.08	0.00		565.23
		Work Order 106457 Total	116 Hunter Rd		37.50	2,663.62	523.26	372.23	0.00	1.00	3,559.10
126706		Small Pipe Repair (Pipes 31" And Under)		10/06/2025	6.00	426.68	0.00	35.04	0.00		461.72
126706		Small Pipe Repair (Pipes 31" And Under)		10/15/2025	42.00	2,913.76	0.00	359.62	0.00		3,273.38
126706		Small Pipe Repair (Pipes 31" And Under)		10/16/2025	0.00	0.00	118.55	0.00	0.00		118.55
		Work Order 126706 Total	361 SWEETWATER DR, ROTONDA WEST, FL, 33947		48.00	3,340.44	118.55	394.66	0.00	1.00	3,853.65
		Small Pipe Repair (Pipes 31" And Under) Total			85.50	6,004.06	641.81	766.89	0.00	2.00	7,412.75
24877		Standard Cuts		12/29/2025	9.00	610.38	0.00	17.31	0.00		627.69
24877		Standard Cuts		12/30/2025	4.00	277.36	0.00	0.00	0.00		277.36
		Work Order 24877 Total	103 GARLAND WAY, ROTONDA WEST, 33947		13.00	887.74	0.00	17.31	0.00	0.00	905.05
		Standard Cuts Total			13.00	887.74	0.00	17.31	0.00	0.00	905.05
		Rotonda Heights Street and Drainage Unit Total			195.25	13,596.46	2,519.14	1,995.98	1,778.81		19,890.40

WALKERS SERVICE INC.

6620 Riverside Drive
Punta Gorda, FL 33982

Quote

Date: 10/20/2025
Quote #: 978

Charlotte County Purchasing Division
18500 Murdock Circle #344
Port Charlotte, FL 33948

Account #: CONTRACT#24-030

Project: ROW LS MAINT WEST COUNTY

Qty	Description	Rate	Total
	WINCHESTER BLVD LANDSCAPE BUFFER		
	Landscape Replacement:		
20	15gal Red Maple (Acer rubrum)	140.00	2,800.00
157	15gal Crape Myrtle (Lagerstoemia indica)	150.00	23,550.00
35	15gal Bald Cypress (Taxodium distichum)	140.00	4,900.00
343	3gal Wax Myrtle (Myrica cerifera)	12.00	4,116.00
332	3gal Simpson's Stoppers (Myrcianthes fragrans)	12.00	3,984.00
39,350	7% Upcharge on material	0.07	2,754.50
242	Man hours Plant Install	160.00	38,720.00
	IRRIGATION:		
	Repair drip and bubblers on E side of road after clean up and plant replacement ***area is overgrown- will reaccess after clean up (AI Est 6666 attached for material costs)		
8,400	Drip pipe	0.41	3,444.00
200	Drip Fitting	0.33	66.00
100	1" Fitting	1.10	110.00
110	Adjustable Flood Bubbler	2.97	326.70
1	Misc parts	500.00	500.00
4,446.7	7% Markup on material	0.07	311.27
65	Man hours Irrigation	160.00	10,400.00
Total			\$95,982.47

WALKERS SERVICE INC.

6620 Riverside Drive
Punta Gorda, FL 33982

Quote

Date: 3/27/2024
Quote #: 854

Charlotte County Purchasing Division
18500 Murdock Circle #344
Port Charlotte, FL 33948

Account #: CONTRACT#24-030

Project: ROW LS MAINT WEST COUNTY

Qty	Description	Rate	Total
	LANDSCAPE MAINTENANCE PER CONTRACT		
	WINCHESTER BLVD LANDSCAPE BUFFER		
12	Monthly Landscape Maintenance	1,600.00	19,200.00
2	Fertilization	1,800.00	3,600.00
2	Mulch Top Dressing	1,600.00	3,200.00
1	Canopy Tree Pruning (243 Hardwood Trees @ \$45/tree)	10,935.00	10,935.00
	***Initial Clean Up- to be done prior to monthly landscape maintenance		
	Prune all plants		
	Remove all dead plants		
	Remove Weeds		
1	Redefine Beds	9,500.00	9,500.00
Total			\$46,435.00

AMERICAN IRRIGATION
 451 Dogwood St
 Port Charlotte, FL 33954 US
 +19415872027
 info@americanirrigationfl.com
 www.americanirrigationfl.com



ESTIMATE

ADDRESS

Winchester Blvd
 c/o Walkers Services, Inc. 6620
 Riverside Drive
 Punta Gorda, FL 33982

ESTIMATE # 6666

TECHNICIAN NAME

Bruce

PART	SKU	DESCRIPTION	QTY	RATE	AMOUNT
		Estimate for Repairs: Estimate to repair drip and bubblers on East side of road after clean up and plant replacement. Amount of damage that will be done is unknown as area is overgrown.			
		This is a rough estimate and will only charge for materials used.			
DRIP PIPE CNP	.		8,400	0.44	3,696.00
DRIP FITTING CNP	.		200	0.28	56.00
1" FITTING CNP	.		100	1.64	164.00
ADJUSTABLE FLOOD BUBBLER CNP	.		110	7.33	806.30
Sales		Misc parts	1	500.00	500.00



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



