

THIS INSTRUMENT WAS PREPARED BY,
AND AFTER RECORDING RETURN TO:
Jason Hamilton Mikes, Esq.
HAMILTON MIKES, P.A.
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Bonita Springs, Florida 34134

CERTIFICATE OF AMENDMENT
RULES AND REGULATIONS
WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.

I, the undersigned President of Windsor West Condominium Association, Inc., hereby certify that on March 10, 2026, at a duly-called and properly-noticed meeting of the Board of Directors at which a quorum was present, the attached Resolution Establishing Good Cause Reasons to Approve or Deny a Lease or Sale was unanimously approved by all members of the Board.

See Exhibit A attached for text of resolution.

Dated this 12th day of March, 2026

Witnesses:

WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.

Janice V. Wilson
By: *Janice V. Wilson*

Michael Contorno
By: Michael Contorno
President : Board of Directors
Windsor West Condominium Association, Inc.

Karen Fischer
By: *Karen Fischer*

(Corporate Seal)

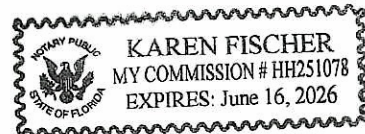
STATE OF FLORIDA
COUNTY OF LEE

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 12th day of March, 2026, by Michael Contorno as Association President for Windsor West Condominium Association, Inc.

Karen Fischer
Signature of Notary Public

Print Name: *Karen Fischer*

Personally Known OR Produced Identification
Type of Identification Produced _____



VOTING CERTIFICATE

Windsor West Condominium Association, Inc.

Lee County, Florida

The undersigned officers and directors of Windsor West Condominium Association, Inc. ("Association") hereby certify that at a duly noticed meeting of the Board of Directors held on March 10, 2026, the Board considered and approved the "Good Cause Reasons to Approve or Deny a Lease or Sale – 2026 Revision."

After discussion and consideration, the Board of Directors voted unanimously to approve the resolution. The following directors were present and voted in favor of adoption:

- Michael Contorno, President
- Rosetta Walker, Vice President
- Christina Trapp, Secretary
- Alexander Murillo, Treasurer
- Frank Racioppi, Director

This certificate is executed to confirm that the foregoing action was duly adopted by unanimous vote of the Board of Directors at the March 10, 2026 meeting of the Association and that such action remains in full force and effect.

Executed this 10th day of March, 2026.



Michael Contorno

President, Board of Directors

Windsor West Condominium Association, Inc.

Drafted & Prepared By:
Michael Contorno, BM, LCAM, PI
President – Board of Directors

Reviewed by:
Jason Hamilton Mikes, PA
(Association Attorney)



WINDSOR WEST CONDOMINIUM
ASSOCIATION, INC.

Exhibit A

BOARD OF DIRECTORS RESOLUTION ESTABLISHING GOOD CAUSE REASONS TO APPROVE OR DENY A LEASE OR SALE (2026 Revision)

WHEREAS Section 13 of the Declaration of Condominium provides that all leases, sales, and transfers of a Unit are subject to prior written approval by the Association.

WHEREAS the Board of Directors finds it necessary and prudent to establish comprehensive criteria and standards to govern the approval or disapproval of proposed leases, sales, transfers, and renewals based on good cause, and to provide a framework that upholds legal compliance and the welfare of the Windsor West community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Windsor West Condominium Association, Inc. shall evaluate all lease, sale, transfer, or renewal applications under the following standards and principles:

Effective Date:

This Resolution, and any amendments or revisions to it, shall become effective only upon recordation in the Official Records of the Lee County Clerk of Courts.

PROCEDURE FOR EVALUATION

Notice Requirement:

An Owner intending to lease, sell or transfer his or her Unit or renew an existing lease shall give to the Board of Directors or its designee written notice of such intention at least twenty (20) days before the intended first day of the lease, sale closing or transfer, together with the name and address of the proposed lessee, buyer, transferee and all intended occupants, a copy of the lease, sales contract or transfer agreement and such other information as the Board of Directors may reasonably require including but not limited to a background report and credit report. The Board of Directors may require a personal interview with any lessee, buyer, transferee, and proposed occupants, if any, as a precondition to approval.

WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.

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Failure to provide notice

If no notice is given, the Board of Directors, at its election, may approve or disapprove at the time it learns of the lease, sale or transfer. If any Owner fails to obtain the Association's approval prior to leasing, selling, or transferring his or her Unit, such failure shall create a rebuttable presumption that the Owner and lessee, owner, or the transferee intends to violate the covenants of this board resolution and shall constitute good cause for Association disapproval.

Board Action

Within fifteen (15) days after receipt of the required notice, fully completed application, all information or interview requested, the Board of Directors shall approve or disapprove the lease, sale or transfer. If a lease, sale or transfer is approved, the approval shall be stated in a Certificate of Approval executed by the President or Vice-President or authorized agent of the Association. If the Board neither approves nor disapproves within the time limits as set forth above, such failure to act shall be deemed the equivalent of approval, and on demand, the Board of Directors shall issue a Certificate of Approval.

No Obligation to Substitute

If the lease, sale, or transfer is disapproved for good cause, the Association is not obligated to provide an alternate lessee, buyer, or transferee.

Board Director Conflicts of Interest, Recusal, & Abstention

Any Board member must recuse themselves from discussion and voting when the application relates to:

- i. that director's purchase;
- ii. a prospective tenant applying to rent a unit owned by that director;
- iii. any unit owned (in whole or in part) by an entity for which the director serves as an officer, manager, director, or has comparable control or fiduciary responsibility; or
- iv. any circumstance in which a conflict of interest could reasonably be perceived, including situations where the director could directly or indirectly benefit financially ("self-enrichment") from the outcome.

Recusal in these circumstances is required to avoid undue scrutiny, preserve the integrity of the process, and ensure consistent enforcement.

**** *If a vote results in a tie, the sitting Board President will cast the deciding vote* ****

Lease Duration and Renewal

- i. All leases must be for a minimum term of 90 days and shall not exceed 12 months.
- ii. All leases are subject to renewal at the Board's discretion.
- iii. Renewal applications must include a new criminal background check conducted by the Association's tenant screening vendor.
- iv. Renewal approval will be contingent upon compliance with all community guidelines, rules, and regulations during the prior lease period.
- v. Violations of any Association policies during the previous lease term constitute good cause for denial of a renewal application.

THAT WHEREAS, Section 13 of the Declaration of Condominium provides that all leases, sales and transfers of a Unit are subject to prior written approval of the Association; and

WHEREAS the Board deems it to be in the best interest of the Association to adopt a list of good cause reasons as a basis for the disapproval of a proposed lease, sale or transfer of a Unit.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Windsor West Condominium Association, Inc., a proposed lease, lease renewal, sale or transfer of a Unit shall be disapproved only for good cause and only if a majority of the Board so votes, and in such case the lease, sale or transfer shall not be made. The Board may conduct background and credit checks on all proposed lessees, owners, and occupants that are 18 years or older. In considering whether good cause exists the Board shall consider each applicant on a case-by-case basis and shall consider mitigating factors such as the recency of the event and the detrimental impact on Windsor West and its residents based on reasonable information. Appropriate good cause grounds for disapproval shall include, but not be limited to, the following:



Good Cause Grounds for Disapproval

1. **Owner delinquency on any amount owed to the Association.**
2. **Owner's history of leasing without approval or failing to control tenants.**
3. **Real estate agent's history of poor applicant vetting or unapproved transactions.**
4. **Indications that the applicant or occupant intends to violate the Association Covenants.**
5. **Criminal history involving violence, drugs, dishonesty, or sexual offenses.**
6. **History of disruptive conduct or disregard for the property rights of others.**
7. **Failure to meet the minimum credit score requirement**
8. **Prior violations of Association rules or display of noncompliance.**
9. **Submission of false or incomplete application information or failure to pay fees.**
10. **Failure to give timely notice of intent to lease or sell.**
11. **Occupancy prior to Board approval.**
12. **Violation of community guidelines or rules and regulations during the prior lease Period.**

Credit Score Requirements

(Only credit scores generated by the Association's authorized screening vendor will be accepted.)

- Applicants for rent are not subject to a minimum credit score requirement.
- Applicants for unit purchase must meet a minimum credit score equal to the *F.H.A. (Federal Housing Administration)* minimum threshold in effect at the time the application is submitted.

**Any purchase applicant who produces a "no credit score" shall not meet the eligibility requirements. **

WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.



Holistic Evaluation Standard

A credit score can be used solely or in conjunction with the following:

- *Rental history*
- *Criminal background*
- *Civil litigation record*
- *Employment and income verification*
- *Reference feedback*
- *Interview assessment*

These criteria reflect the different obligations of tenants versus purchasers and ensure sound risk assessment.

Language Accommodation

Applicants whose primary language is not English must provide an interpreter upon the Board's request for any interview or meeting. Failure to comply may result in denial.

Disclosure of Ownership Affiliation

Applicants must fully disclose:

- **Existing Unit Ownership**
- **Affiliations with any LLC, Trust, Company, or Board that owns a unit**
- **Managerial, financial, or legal relationships with existing unit holders**

Failure to disclose such affiliations, if discovered after approval, may result in revocation or denial of approval and may prompt legal action to nullify the title transfer.

Lease Renewal Requirements:

All renewals of existing leases must be approved and may be disapproved for good cause. All renewals require submission of updated information and must include a renewal application and approval prior to lease continuation.

No transfer fee will be charged for renewal leases unless the occupants have changed. All new leases and/or lease renewals require Board approval

WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.

Independent Verification Authority

The Association may independently verify information submitted in any application, including:

- **Public records**
- **Criminal and civil history**
- **Tax and lien data**
- **Physical address checks**
- **Identity and social security validation**

Verification applies to all applicants and is conducted as part of the Association's fiduciary duty.

THIS RESOLUTION applies to all forms of occupancy for which the Unit Owner receives or will receive, or the occupants pay or will pay any form of consideration to the Owner or any other person or entity, including but not limited to occupancy pursuant to a license, transient rental agreement, home exchange, home share, employment arrangement, or any other type of agreement.

All occupants not approved as part of the initial lease, sale, or transfer application must be approved prior to occupancy.

THE FOREGOING NOTWITHSTANDING, the Association is an equal opportunity provider of housing, and no lease, sale, or transfer shall be disapproved for an illegal or discriminatory reason under any circumstances.

Windsor West Condominium Association does not discriminate on the basis of *race, color, religion, national origin, sex, sexual orientation, gender identity, familial status, disability, age*, or any other characteristic protected under applicable law. Our community is committed to ensuring equal housing opportunity and fostering an inclusive environment where all individuals are treated with dignity and respect. Any actions or decisions made by the Association—whether related to leasing, purchasing, residency, or access to amenities—are conducted in full compliance with the *Fair Housing Act*.

All information obtained in connection with approving a lease, sale, or transfer is a protected official record and shall not be available to Owners for inspection or copying.



**WINDSOR WEST CONDOMINIUM
ASSOCIATION, INC.**

ADOPTED by the Board of Directors this 10th day of March 2026

Michael P. Contorno

Michael P. Contorno, BM, LCAM, PI
President, Board of Directors

3-12-2026

Date

Christina Trapp

Christina Trapp
Secretary, Board of Directors

3-12-2026

Date

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