



RUGGIERI  
LAW FIRM



# PERSONALIZED REPRESENTATION FOR COMMUNITY ASSOCIATIONS



Community  
Association Law

Civil Litigation

Corporate Law

Real Estate



## ABOUT US

THE RUGGIERI LAW FIRM, PA IS COMMITTED TO PROVIDING A LEVEL OF SERVICE TO COMMUNITY ASSOCIATIONS THAT IS OTHERWISE IMPOSSIBLE TO PROVIDE ON A LARGER SCALE.

At a certain stage in a Community Association law firm's growth, it simply becomes impossible to provide a truly personalized level of service. We understand the importance of personal attention and reliable communication for our clients. We recognize the significance of smart growth for our firm and have pledged to limit our practice so we will be able to continuously provide personalized attention to all of our clients.

Mr. Ruggieri began representing Community Associations in 1999. With over 15 years devoted to the representation of Community Associations, the greatest satisfaction has been the development of client relationships that have spanned throughout this time. The Firm's clients are located throughout Central

Florida, including Marion, Seminole, Orange, Osceola, Brevard, and Pasco County. We are a full service Community Association law firm committed to all aspects of our clients' needs, including collections, covenant enforcement matters, document drafting and commercial litigation matters.

Our firm's philosophy is to maintain a direct relationship with all of our Community Association clients while also offering an ease of communication by providing a direct office line as well as personal cell phone access to the Association's attorney. Monthly status reports for all open matters will be personally prepared, by each attorney, in a format that is easy to understand. We look forward to serving your Community and providing a level of service beyond reproach.

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## FRANK RUGGIERI

FRANK A. RUGGIERI IS THE FOUNDING MEMBER OF THE RUGGIERI LAW FIRM, P.A. MR. RUGGIERI HAS DEVOTED HIS PRACTICE TO THE CENTRAL FLORIDA AREA SINCE 1996 WHEN MR. RUGGIERI FIRST BEGAN PRACTICING LAW.

Beginning in 1999, Mr. Ruggieri has focused his practice on representing Community Associations exclusively, including Condominium, Homeowners, and Mobile Home Communities in addition to related "Community Development Districts." Mr. Ruggieri's experience has included a devotion to litigation, including trials and prosecution of appeals before the First and Fifth District Court of Appeals, as well as Bankruptcy matters primarily in the Middle District of Florida. Mr. Ruggieri has prosecuted and defended covenant violation, collection, commercial and construction defect cases on behalf of the Firm's Community Association clients. Frank also brings a unique perspective to his area of concentration through experience representing a small number of real estate developers in obtaining State approval for the development of Condominiums as well as single-family project sites and mixed-use developments.

Mr. Ruggieri received his Bachelor of Science in Management at The Florida State University with honors. He has since been admitted to practice before the United States District Court for the Middle District of Florida and the Eleventh Circuit Court of Appeals. Mr. Ruggieri's Federal litigation experience includes representing the Firm's community association clients in Bankruptcy Court in the United States District Court for the Middle District of Florida in connection with collection matters. Mr. Ruggieri has been published in CondoManagement Magazine, submitting articles regarding collection and covenant violation litigation. He has likewise spoken on community association topics at Community Association Institute and Orange County Homeowners Forums, in addition to teaching courses certified by the State of Florida for continuing education credits for Licensed Community Association Managers and State approved Board Member Certification courses.





## FEE STRUCTURE

- Contingency collections – we look to the homeowner to satisfy the legal fees. NO INVOICES
- Flat fees for mortgage foreclosures - \$600 includes a response to the lawsuit, all needed court activity, and proper conclusion of the case where we make sure the Association is recovering everything it is entitled to receive from the Bank or the party that takes title at the foreclosure sale
- Flat fee structure for violations
- \$500 for all activity before mediation
- \$500 for any mediation before a lawsuit is filed
- \$750 to pursue the violation court proceedings to Judgment

\*Note that contingency fees for violations is available where the governing documents for the Community contain appropriate language regarding recovery of presuit legal fees. Amendments to the governing documents may be necessary.

(The firm reserves the right to pursue any additional legal fees based upon the firm's hourly rate directly from the homeowner)

- Flat Fees negotiated in advance and provided for all other matters, when possible. All other services will be provided at the firm's hourly rate of \$275.

## STAY CONNECTED WITH THE CLIENT PORTAL

The Ruggieri Law Firm Client Portal allows 24/7 access by Board Members and Management through your browser on any internet-connected device. After receiving an invitation and creating your personal log-in, return to the Portal anytime to obtain the monthly status report for all matters, access individual matters, review file documents, and engage in a private chat with our team members in a secure environment. We all love the convenience of e-mails but they're not secure. We believe the future of electronic communication between attorney and client is through secure portals which seek to protect the attorney-client privilege and the sensitive nature of the information being exchanged.

## THE RUGGIERI LAW FIRM "CHECK-UP"

Many of our clients have an issue in mind when they approach our firm considering legal representation. Problems with violations? Has the Association failed to enforce its covenants in the past? Do the governing documents need updating?

We feel it is crucial and most effective to perform an overall review of the Association's specific circumstances, issues, and governing documents in the beginning, and to develop a game plan to address any legal issues the Community is facing. This includes cost-effective solutions to address the most common legal needs a Community is facing, and to "empower professional management" to more effectively manage the Community in conjunction with legal counsel while minimizing the time necessary to do so.

The Ruggieri Law Firm Check-Up includes the following:

- Complete review of the Association's governing documents including all Board-made rules, policies and procedures
- Recommended changes to the governing documents (document review and recommended changes provided for a flat fee of \$500)
- Optional forms and policies to address the Association's specific needs:
  - Collections policy (includes the policy, Board resolution, and form demand letters for management): \$350
  - Enforcement Policy (includes the policy, Board resolution, and form demand letters for management): \$350
  - Community-Specific Policies (parking, leasing): \$500

\*Note that the foregoing rates are made available provided the Board authorizes our firm to proceed with these activities within forty-five (45) days of retaining the firm. Otherwise, the services are provided at the firm's typical hourly rate of \$275 or a negotiated flat fee.

## STAY EDUCATED

Mr. Ruggieri has been educating Board Members and professional management since 1999. We firmly believe educated Board Members (and their managers) reduce legal costs. All of the firm's clients and their professional management have access to our "Board Member Modules", which begins with "Board Member Basics". Board Member Modules are educational "chapters" devoted to different subjects including collections, violations, and common issues involving the governing documents.

We also offer Board Member Certification Classes taught regularly in Orange/Seminole, Brevard, Lake and Marion County. Stay informed with our quarterly newsletter as well as legislative and caselaw alerts. The firm also routinely teaches courses which are approved for continuing education credits for professional management.

We look forward to providing an unquestioned level of service and a personalized approach developed by Mr. Ruggieri since he first began representing Community Associations in 1999.

## EMPOWER MANAGEMENT

Our philosophy at the Ruggieri Law Firm is to "solve the problem" quickly and in the most cost-effective manner while making certain the Board understands the process. A crucial piece to this puzzle is making certain professional management is given the tools to perform their functions quickly and with clear steps in the process. Our Collections and Enforcement Policies include demand letters for management, reducing time and avoiding potential pitfalls. We are focused on reducing the time necessary for professional management to complete their tasks.

The Ruggieri Law Firm Client Portal allows management and the Board to stay on top of your matters on YOUR SCHEDULE. Log in from any browser, get our regular monthly status report, or check on just one particular matter. Don't worry about making sure you have status reports for the Board package. Just bring a laptop or other internet-connected device.

“DEVOTED TO THE  
PERSONALIZED REPRESENTATION  
OF COMMUNITY ASSOCIATIONS”

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**RUGGIERI**  
LAW FIRM