

CANDIDATE PROFILE

Director, Design Review & Covenants
Bonita Bay Community Association
Bonita Springs, Florida



www.bonitabayresidents.com

[Watch a short video here.](#)

The Organization

Bonita Bay Community Association (BBCA) is the master association for Bonita Bay, one of Southwest Florida's most distinguished gated communities, located in Bonita Springs, Florida. Established over four decades ago and encompassing 2,400 acres — more than half of which will never be developed — Bonita Bay offers 58 distinct neighborhoods, ranging from coach homes and single-family residences to waterfront high-rise living.

Recognized for its commitment to environmental stewardship, Bonita Bay is a Blue Zones Recognized Community, an Audubon Certified Community and the largest gated community in Southwest Florida. Residents enjoy twelve miles of recreational pathways, three waterfront parks, a private beach park, marina facilities and access to the private Bonita Bay Club, which is separate from BBCA. The Association maintains the community's common areas, roads and water management systems; provides 24/7 gated security; and offers a full calendar of resident programming through its Activities Department.

A professionally staffed Design Review Department upholds the architectural standards that have defined Bonita Bay's character since its founding, ensuring that new construction, renovations and modifications remain in harmony with the community's covenants and design guidelines.

Position Overview

Bonita Bay Community Association is seeking an experienced Director, Design Review & Covenants to lead the Association's design review process, and help preserve the beauty, integrity and standards that define this exceptional community.

The Director will lead and manage the Design Review Committee (DRC), oversee the review of applications for building construction, renovations, modifications and landscaping, to ensure ongoing compliance with Bonita Bay's governing documents and Design Review Guidelines (DRG). This is an excellent opportunity for a diplomatic, detail-oriented design professional with a strong background in architectural review, landscaping review and covenant compliance who enjoys balancing firm

standards with genuine relationship-building and design solutions. This position should be looked at as a “calling” more than just a job. The successful candidate will be able to “see, feel and describe” the overall look and feel of Bonita Bay and will help owners select appropriate designs, materials and landscapes which adhere to and uphold the community’s standard.

Responsibilities

- Lead and manage the Design Review Committee (DRC), guiding the review and approval process for all proposed construction, renovations and modifications.
- Review applications to ensure compliance with Bonita Bay’s design standards and governing documents.
- Conduct site inspections throughout the community and enforce covenant compliance.
- Issue violation notices as needed and coordinate with homeowners and contractors to reach timely, professional resolution.
- Maintain and update the community’s design guidelines and Design Review Committee records.
- Collaborate with internal departments and community stakeholders to support a cohesive resident experience.
- Serve as a clear, professional point of contact for homeowners and contractors navigating the design review process.

Qualifications and Experience

- A polished, diplomatic professional who can enforce community standards firmly while building trust with homeowners, contractors and volunteer committee members.
- Exceptional judgment and integrity, balancing the Association’s covenants against individual homeowner requests with fairness and consistency.
- A confident leadership presence, with the ability to guide a volunteer committee toward well-reasoned, defensible decisions.
- A keen eye for architectural detail and design aesthetics, paired with practical knowledge of construction, landscaping and land development.
- Highly organized, with the discipline and energy to manage a steady volume of applications, inspections and documentation.
- Excellent written and verbal communication skills, equally comfortable with homeowners, contractors, boards and committees.
- A calm, even-keeled approach to conflict resolution and rule enforcement.
- Genuine passion for Bonita Bay’s culture of environmental stewardship and architectural excellence.
- Bachelor’s degree in Business, Architecture, Landscape Design, Construction or a related field preferred.
- Five to seven years of relevant experience in HOA management, architectural review or compliance.
- Strong working knowledge of HOA governing documents, covenants and design review processes.
- Familiarity with Chapter 720 of the Florida Statutes governing Homeowners Associations.
- Excellent communication and interpersonal skills, with the ability to enforce rules with professionalism and diplomacy.
- Strong organizational and technical skills.

Compensation and Benefits

- Competitive compensation/salary with a performance bonus based upon meeting objectives
- Medical, dental and vision insurance
- 401(k) with 3% company match
- Budgeted education/dues expenses
- Standard vacation, sick and holiday
- Company phone

To Be Considered

To be considered for this outstanding opportunity, all cover letters and resumes should be received as quickly as possible. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience and interest in this opportunity, along with their resume, to:



Thomas J. Noyes, CCM, CCE
Principal



tnoyes@gsiexecutivesearch.com

941-525-3211



Manny Gugliuzza, CCM, CCE
Principal



mannyg@gsiexecutivesearch.com

732-618-8665

