

**ON TOP OF THE WORLD
CONDOMINIUM ASSOCIATION, INC.,**
a Florida Not-For-Profit Corporation
2069 World Parkway Blvd. East
Clearwater, FL 33763

BOARD OF ADMINISTRATION

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October 1, 2021

IMPORTANT NOTICE - Unit Access Required

Dear Unit Owner:

As discussed during the June 11, 2021 General Meeting, Parkway Maintenance & Management Pinellas, LLC will, as a preventative measure, begin on an extensive project of hydro jetting kitchen and bathroom lines and replacing common cleanouts. Jetting is being done to clean out and further reduce/eliminate back-ups in older lines that are primarily located on the east side of the property. The goal is to hydro jet all existing kitchen and bathroom lines, within condominium buildings, on property over the next five years, one phase occurring per year until project completion.

Currently this project will commence with phase one (1) on or around January 10, 2022 with an anticipated completion date of no later than June 30, 2022. In order to complete this project on time, the target goal is to complete four (4) first floor units and two (2) clean outs per day. The project will begin with building one (1) and proceed in building numerical order until completion of this first phase of the project at building 15. Access to your unit **must** be provided for approximately two to three hours with additional access provided at a later date should a follow-up be required. The impacted units will be contained to first floor units exclusively and any necessary follow-up appointments will be scheduled by the Management Company.

If your unit will be vacant during this period, it will be necessary for you to appoint a representative to provide entry to your unit during your scheduled time. In the event you do not have a personal representative, please complete the form attached and return it with your unit key to: On Top of the World Condominium Association, Hydro Jetting Project, 2069 World Parkway Blvd E, Clearwater, FL, 33763. Keys will be returned to you once the project has been completed.

A tentative schedule has been established for this project however; it is dependent upon ease of access into units and will be weather permitting. Should weather or other delays occur, notices will be sent out via an OTOW Alert, be sure you are signed up to receive alerts prior to project commencement. Additionally, notices will be posted in each building up to two weeks prior to the scheduled start date. This information will also be available on the OTOW Community website at: www.otowclearwaterinfo.com under General Information and then selecting the "Hydro Jetting Project" tab. If you have any questions, contact the Community Service Office at 727-683-6981. Please leave your name and phone number if you require a return phone call. An email address has been established at: clwjettingproject@otowfl.com.

Sincerely,

Kenneth D. Colen
Chairman

Hydro Jetting Project
Proposed Project Schedule

Month	Buildings	First Floor Units ONLY
January 2022	1	1-24
January 2022	2	2-20
January 2022	3	1-12
January 2022	4	1-26
February 2022	5	1-25
February 2022	6	1-24
February 2022	7	1-26
February 2022	8	1-28
March 2022	9	1-22
March 2022	10	1-22
March 2022	11	1-20
March 2022	12	1-28
April 2022	14	1-20
April 2022	15 & Any Remaining Units	1-20

If you will not be present or available at your unit during the time scheduled above, please detach and return the following information sheet to:

On Top of the World Condominium Association, Inc.
Hydro Jetting Project
2069 World Parkway Blvd E
Clearwater, FL, 33763

Cut and mail back form along with personal representative information or include key with form.

<p>OTOW Address _____ Bldg # _____ Unit # _____</p> <p><u>Please complete the following if you are mailing your key (include):</u></p> <p>Your Name: _____</p> <p>Phone number: _____</p> <p>Mailing Address (key return): _____</p> <p>_____</p> <p><u>Please complete the following if you are assigning a personal representative:</u></p> <p>Your name: _____ Phone number: _____</p> <p>Representative name: _____</p> <p>Representative phone number: _____</p> <p>Representative address: _____</p> <p>_____</p>
