

# *On Top of the World*

Clearwater Florida

**Annual Meeting  
June 17, 2022**





# Annual Meeting Agenda

1. Call to order; proof of notice of meeting
2. Introduction of Board of Administration and Guests
3. Approval of Minutes of the last meeting
4. Unit Owner comments per Rule 21
5. Report of the Board of Administration
6. Management Company Report
7. Vote on Waiver of Reserves
8. Written Questions
9. Other Business
10. Adjournment

# Agenda Item 1

- Call meeting to order; we have a quorum!
- Proof of notice of meeting
  - Mailed to all owners of record on May 23, 2022 per USPS Receipts of Mailing
  - Meeting Agenda posted in East Activity Center on June 3, 2022 pursuant to Affidavit of Posting

# Agenda Item 2

- Introduction of Board of Administration
  - Kenneth Colen, Chairman
  - Chuck McCallister, Vice Chairman
  - Guy Woolbright, Secretary/Treasurer
  - Leslee Colen
  - Sharon Licata
  - Corby Ratliff
  - Gail Sanders
  - Mike Spodeck
  - Jim O'Neil
- Guests
  - Dessa Barabba, General Mgr, Management Company
  - Barrie Buenaventura, Association Counsel
  - Patty Soriano, assistant secretary, taking minutes of the meeting

# Agenda Item 3

- Approval of Minutes of Reconvened Annual Meeting January 5, 2022; waiver of reading of minutes
  - Minutes are available for review by any member at any time
  - Do we have a motion from the floor to waive the reading and approve them in the form presented?

# Agenda Item 4

- Open meeting to those who have requested to speak on agenda item
  - Rule 21

# Agenda Item 5

- Report of the Board of Administration

# **Budget & Insurance 2022-2023**

Guy Woolbright



# New Budget Format

- Budget provides greater detail:
  - Service expenses
  - Operating expenses
  - Capital expenditures and deferred maintenance
- Individual building budgets now contain:
  - New page 2 lists total units and ownership
  - Monthly Assessment detail (based on percentage of common element – as stated in building Declaration)
  - Shows monthly charge for reserves (unless waived)

# New Budget Format (cont)

- Reserve calculations:
  - Tracked for community as a whole; not individual buildings
  - Each unit shares equally in roofs, paving, painting, elevator cab maintenance

# New Budget Format

## On Top of the World Condominium Association, Inc. Annual Operating Budget for Fiscal Year July 01, 2022-June 30, 2023

<b>Income</b>			
Association Assessments (Without Reserves)	\$ 20,647,008		
Reserves - Unless Waived	\$ 3,672,793		
<b>Total Income (With Reserves)</b>	<b>\$ 24,319,801</b>		
<b>Services and Operating Expenses:</b>			<b>Per Unit per Month</b>
Bulk Service agreement for: TV and Internet	\$ 1,132,704	\$	19.00
Management Fees	\$ 715,392	\$	12.00
<b>Maintenance Expenses</b>			
Janitorial and Grounds Maintenance Services	\$ 6,259,680	\$	105.00
Landscape Services	\$ 357,696	\$	6.00
Building Maintenance and Repair	\$ 1,192,320	\$	20.00
Remediation and Special Projects	\$ 59,616	\$	1.00
Elevator Services	\$ 119,232	\$	2.00
Electrical Services	\$ 59,616	\$	1.00
Inspection Services	\$ 59,616	\$	1.00
<b>Total Maintenance Expense</b>	<b>\$ 8,107,776</b>	<b>\$</b>	<b>136.00</b>
<b>Operating Expenses</b>			
Property and Casualty Insurance	\$ 2,623,104	\$	44.00
Gate Operations	\$ 596,160	\$	10.00
Pinellas Utility Potable Water	\$ 1,013,472	\$	17.00
Recreational Amenities	\$ 2,205,792	\$	37.00
Wastewater and Irrigation	\$ 1,430,784	\$	24.00
Waste Management Trash and Recycle	\$ 536,544	\$	9.00
Association Audit Fee	\$ 59,616	\$	1.00
Association Tax Return	\$ 59,616	\$	1.00
Association Legal Expenses	\$ 59,616	\$	1.00
Bad Debt Expense	\$ 59,616	\$	1.00
Fees Payable to the Division	\$ 19,872	\$	0.33
<b>Total Operating Expense</b>	<b>\$ 8,664,192</b>	<b>\$</b>	<b>145.33</b>
<b>Capital Expenditures and Deferred Maintenance</b>			
Roof Replacement	\$ 1,073,088	\$	18.00
Building Painting & Waterproofing	\$ 775,008	\$	13.00
Elevator Cab Replacement	\$ 119,232	\$	2.00
Paving	\$ 59,616	\$	1.00
<b>Total Capital Expenditures and Deferred Maintenance</b>	<b>\$ 2,026,944</b>	<b>\$</b>	<b>34.00</b>
<b>Total Services and Operating Expenses</b>	<b>\$ 18,620,064</b>	<b>\$</b>	<b>312.33</b>
<b>Total Annual Expenses (Without Reserves)</b>	<b>\$ 20,647,008</b>	<b>\$</b>	<b>346.33</b>
Total Reserves - Unless Waived	\$ 3,672,793	\$	61.61
<b>Total Annual Expenses (With Reserves)</b>	<b>\$ 24,319,801</b>	<b>\$</b>	<b>407.94</b>
Balance	\$ -		

# New Building Budget Format

	Monthly			
<b>Income</b>				
<b>Association Assessments (Without Reserves)</b>	<b>\$24,936</b>			
Reserves - Unless Waived	\$4,436			
<b>Total Income (With Reserves)</b>	<b>\$29,372</b>			
<b>Services and Operating Expenses:</b>				
Bulk Service agreement for: TV and Internet	<b>\$1,368</b>			
<b>Management Fees</b>	<b>\$864</b>			
<b>Maintenance Expenses</b>				
Janitorial and Grounds Maintenance Services	\$7,560			
Landscape Services	\$432			
Building Maintenance and Repair	\$1,440			
Remediation and Special Projects	\$72			
Elevator Services	\$144			
Electrical Services	\$72			
Inspection Services	\$72			
<b>Total Maintenance Expense</b>	<b>\$9,792</b>			
<b>Operating Expenses</b>				
Property and Casualty Insurance	\$3,168			
Gate Operations	\$720			
Pinellas Utility Potable Water	\$1,224			
Recreational Amenities	\$2,664			
Wastewater and Irrigation	\$1,728			
Waste Management Trash and Recycle	\$648			
Association Audit Fee	\$72			
Association Tax Return	\$72			
Association Legal Expenses	\$72			
Bad Debt Expense	\$72			
Fees Payable to the Division	\$24			
<b>Total Operating Expense</b>	<b>\$10,464</b>			
<b>Capital Expenditures and Deferred Maintenance</b>				
Roof Replacement	\$1,296			
Building Painting & Waterproofing	\$936			
Elevator Cab Replacement	\$144			
Paving	\$72			
<b>Total Capital Expenditures and Deferred Maintenance</b>	<b>\$2,448</b>			
<b>Total Services and Operating Expenses</b>	<b>\$22,488</b>			
<b>Total Annual Expenses (Without Reserves)</b>	<b>\$24,936</b>			
Total Reserves - Unless Waived	\$4,436			
<b>Total Annual Expenses (With Reserves)</b>	<b>\$29,372</b>			
<b>Balance</b>				
<b>Reserves</b>				
Current Amount Funded	Estimated Replacement Cost	Estimated Remaining Life	Estimated Useful Life	A
Building Roofing	\$226,429	various	20	
Building Painting	\$44,742	various	5	
Paving	\$22,923	various	25	
Elevator Cab Replacement	\$17,582	various	20	
<b>Total Reserves</b>				

# Page 2

## Building

## Budget

## Format

On Top of the World Condominium Association, Inc.  
Annual Operating Budget for Fiscal Year July 01, 2022-June 30, 2023  
Condominium 25

**Monthly Unit Assessment**

**8 Units with Ownership of 0.013880**

Monthly Assessments (without Reserves)	\$346.11
Reserves – Unless Waived	\$61.57
Total Monthly Assessment (with Reserves)	\$407.68

**Monthly Unit Assessment**

**64 Units with Ownership of 0.013890**

Monthly Assessments (without Reserves)	\$346.35
Reserves – Unless Waived	\$61.62
Total Monthly Assessment (with Reserves)	\$407.97

**On Top of the World Condominium Association, Inc.  
Annual Operating Budget  
for Fiscal Year 2021 - 2022**

# Old Budget Format

## Building 25

### INCOME

	Monthly	Annual
Monthly Payments from Apartment Owners (WITHOUT RESERVES)	\$20,067	\$240,804
Reserves	\$3,325	\$39,900
Monthly Payments from Apartment Owners (WITH RESERVES)	\$23,392	\$280,704

### Expenses

General Administration	\$1,346	\$16,152
Maintenance		
Salaries Maintenance	\$5,256	\$63,072
Ground and Building Maintenance	\$3,433	\$41,196
Repairs – Maintenance Equipment	\$202	\$2,424
Street Lights	\$192	\$2,304
Management Services	\$948	\$11,376
Recreation and Facilities		
Operating Costs	\$1,043	\$12,516
Salaries Recreation	\$900	\$10,800
Water/Sewage/Garbage	\$3,331	\$39,972
Insurance	\$3,736	\$44,832
Gate Operation	\$428	\$5,136
Fees Payable to Division	\$24	\$288
Association Expenses (Printing, office supplies, postage)	\$176	\$2,112
	\$21,015	\$252,180
ANNUAL MANAGEMENT FEE WAIVED BY MANAGEMENT CO.	\$948	\$11,376
TOTAL ANNUAL EXPENSES WITHOUT RESERVES	\$20,067	\$240,804
RESERVES – UNLESS WAIVED	\$3,325	\$39,900
TOTAL ANNUAL EXPENSES WITH RESERVES	\$23,392	\$280,704

\*General and Administration includes office expenses, office salaries, legal fees, accounting fees, utilities, insurance, cleaning, etc.

### **Building 25**

**Total Annual Expense Without Reserves** **\$240,804**

### Reserves

Item	Current Amount Funded	Estimated Replacement Cost	Estimated Remaining Life	Estimated Useful Life	Annual Cost
Roof Replacement	\$0.00	\$270,000	10	20	\$27,000
Building Painting	\$0.00	\$51,000	5	5	\$11,304
Pavement Resurfacing	\$0.00	\$27,000	17	25	\$1,596
<b>Total Reserves</b>					<b>\$39,900</b>
<b>2021 - 2022 Estimated Budget Total With Reserves</b>					<b>\$280,704</b>



# Increases

- Bulk Service Agreement for TV & Internet
- Labor – Grounds & Janitorial Maintenance
- Solid Waste Hauling
- Roof and Painting
- Gate Staffing

# Gate Staffing

- Budgeted for new company to staff gates this fiscal year
- Honest discussion – is this a value add to the community?
- Based on outcome of survey - 60% of respondents do not see value in staffed gates
- Crime – high calls due to welfare checks, domestic violence
- Overall Safe community

# Gate Staffing Suggestions

- Management Company to research alternatives
- Report back to the Board suggestions and related costs for gate enhancements
- Board may elect to hold a workshop to consider alternatives
- Bring final decision back to the Board at meeting prior to next Fiscal Year

# Planned Improvements for 2022 - 2023

- 4 building railing improvements
- 18 front facade paint improvements
- 13 back and side wall waterproofing improvements
- 2 elevator mechanical equipment upgrades
- 2 elevator cab renovations
- 4 roofing system replacements
- 8 walkway coating improvements
- Various parking lot surface improvements
- Roadway streetlight additions

# 2022-2023 Paint Schedule

July – B7 (Front), B12(Front),

August – B14 (Front), B17(Front), B42 (Front),

September – B45(Front), B33 (Front), B51 (Front), B52(Front)

October – B34 (Front), B1 (Rear),

November - B2(Rear), B91 (Rear), B91(Front), B94 (Front)

\*\*\*\*Painting work moves to back of building waterproofing projects the week of Thanksgiving for the holiday decorating season through January 10\*\*\*\*

December – B64 (Front), B68 (Front), B69 (Front),

January – B65 (Rear), B71 (Front), B86 (Front),

February – B6 (Rear), B19 (Front)

March – B18 (Rear), B31 (Rear),

April – B32 (Rear), B54 (Rear),

May – B55(Rear), B 58 (Rear),

June – B40 (Rear), B43 (Rear)

# Roof Schedule

## Planned Roofing Projects

(Anticipated pending acceptable pricing):

- B28
- B57
- B61
- B80



# Roof Replacement



# Mansard Replacement





# Building Railing Retrofit



# Elevator Cab Refurbishment

Anticipated Elevator equipment modernization:

- B74
- B76

Anticipated Elevator cab only remodel:

- B21
- B23

# Schedule of Services

## **Parkway Maintenance and Management Company Overview**

*Licenses, Certifications, and Accreditations maintained by the management company:*

- Regulated asbestos containing materials (ACM) supervisors and inspector accreditations
- Water Damage, Odor control, Smoke and Fire restoration certification
- Mold Remediation/Mold Assessor Licensing
- State Of Florida Certified Elevator Company
- State Of Florida Elevator Competency Card Holders
- Lawn and Ornamental Pest Control Company Licensing
- State of Florida Agricultural Dealer/Buyer Licensing
- State of Florida Arborist License

## ***Specialized Services***

Heavy Equipment Operators, Aerial Lift Operators, In-house equipment maintenance and repairs, 24/7/365 maintenance services

# Schedule of Services

## **Building Maintenance – *Building Janitorial Services***

Cleaning of Commons areas, mildew removal, façade cleaning

## **Landscape Department – *General Landscape Maintenance***

Mowing, trimming, mulching, tree removal, pest applications

## **Construction Department – *General Maintenance & Repair***

Painting, patching, restorations, drywall repair, street curb repair

## **Remediation Department – *Inspections***

Common area leaks & mold, leak assessments, mold assessment

## **Utilities Department – *General Maintenance***

Irrigation, sewer system, HVAC drains, parking lots and street repair



# Schedule of Services

## **Electrical Department – *Building Services***

Preventive maintenance, bulb replacement, fire alarm & extinguisher tests

## **Elevator Department – General Maintenance**

Preventive maintenance, improvements, inspector liaisons

## **Roofing Department – *General Maintenance***

Preventive maintenance, inspections, gutter repair, leak detection

## **Inspection Services Department – *Community Compliance***

Motor vehicles, walkways, stairwells, HVACS, satellite dish installations

## **Quality Assurance Department – *Confirms Established Standards***

Commons areas, buildings, grounds, parking lots, streets

# Schedule of Services

## Amenities Provider

*(Sidney Colen & Associates - Health and Recreation)*

*Personnel provides:*

- General cleaning and maintenance of the SCA Activity Centers interiors
- General cleaning and maintenance of the SCA Activity Centers exteriors
- Maintenance of two golf courses
- Amenities maintenance:
  - Dog park, Pools, Smoking areas, Tennis courts, Horseshoe pits, Pavilion and Grills, Shuffleboard Courts, Lawn Bowl Courts
- Provides potable water to community
- Event coordination, Set-up and Take-down upon request
- Local cable channels for resident information
- WIFI access at Activity Centers and pools
- Guard house maintenance
- Supports Community Service Office
- Good Karma Café
- Shuttle bus service for residents

# Insurance

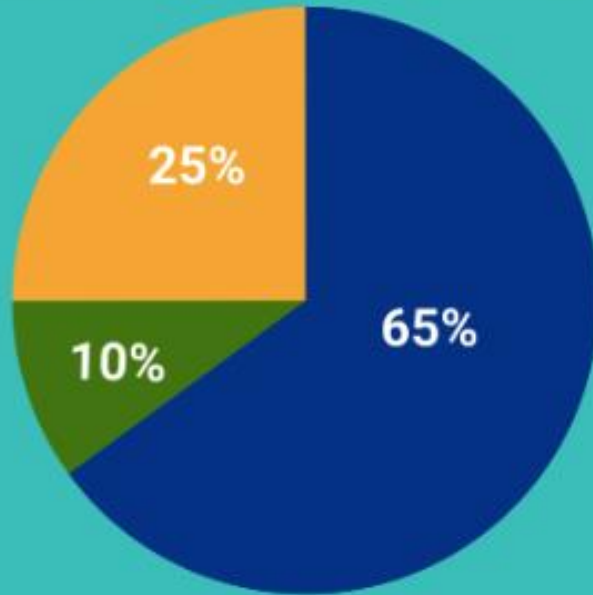
- Association obligated to provide coverage for adequate property insurance based on replacement cost of the property insured.
- FS provides that an Association controlled by Unit Owners must use its best efforts to maintain adequate property insurance.
- Board establishes Deductible Limit per F.S. §718.111(11).
- The Association has a Wind Study prepared every year to evaluate the risk of loss (RMS-18.1) in community.

# Insurance (continued)

- Mandatory Budget Item
- Market Driven; Global Impact
  - Natural Disasters worldwide reduce capacity locally
  - Investment returns to insurers
- Hurricane Forecasts - Best Guess?



# 2022 Atlantic Hurricane Season Outlook



■ Above-normal ■ Near-normal ■ Below-normal season

Season probability

Named storms  
14-21

Hurricanes  
6-10

Major hurricanes  
3-6

Be prepared: Visit [hurricanes.gov](https://hurricanes.gov) and follow @NWS and @NHC Atlantic on Twitter

May 2022

Source: NOAA.gov

# Insurance (continued)

- Association policy covers property from the exterior framing inward but does not cover fixtures or installations within a condo unit nor the A/C unit (F.S. 718.111(11)(f)).
- Unit owner purchases a personal policy for their unit and belongings “HO-6” policy.
  - In the case of the destroyed building due to a fire, flood or other casualty, the HO-6 policy pays the unit owner for new flooring, kitchen appliances, furniture, and it may even pay for living somewhere else while the unit is being repaired (Loss of Use). It may have some liability coverage bundled in with it.





7401 Cypress Gardens Blvd.  
Winter Haven, FL 33888-0007

AT1

H-19- 2283-FB0E

H 6

F

002000 0001



ST: 0101-0000

Insured:

Location:

SFPP No: 1018219419

**Loss Settlement Provisions (See Policy)**

A1 Replacement Cost - Similar Construction

B1 Limited Replacement Cost - Coverage B

**Forms, Options, and Endorsements**

Condominium Unitowners Policy

Fungus (Including Mold) Excl

Hurricane Deductible

FL Cat Grnd Collapse Cov

Condo Unit Policy Endorsement

Additional Insured

Actual Cash Value Endorsement

FP-7956.FL

FE-5453

FE-5703.4

FE-3566.1

FE-3441

OPT AI

FE-3650

**HO-6  
Policy**

**RENEWAL CERTIFICATE**

POLICY NUMBER 80-Q1-4118-4

Condominium Unitowners Policy  
MAR 15 2017 to MAR 15 2018

BILLED THROUGH SFPP

**Coverages and Limits****Section I**

A Building Property	\$44,700
B Personal Property	32,000
C Loss of Use	Actual Loss Sustained
D Loss Assessment	2,000

**Deductibles - Section I**

All Losses	500
Hurricane	500

**Section II**

L Personal Liability	\$300,000
Damage to Property of Others	500
M Medical Payments to Others (Each Person)	5,000

**Annual Premium** \$494.00

Covered Loss Due to	
Hurricane Event	133.00 (Included)
Other Covered Losses	361.00 (Included)
FL EMPA ASSESSMENT	2.00

**Total Amount** \$496.00**Premium Reductions**

Building Code Rating	5.00
Home/Auto Discount	37.00
Claim Record Discount	44.00
Wind Mitigation Discount	54.00

Inflation Coverage Index: 241.7

Hurricane Deductibles may be per calendar year. There is also a possibility that the deductible applied at the time of hurricane loss may be different than the amount shown. Refer to the applicable hurricane deductible and/or hurricane coverage endorsement attached to this policy. Please contact your State Farm agent if you have any questions.

# Insurance (continued)

- **Deductibles**

- \$10,000 per occurrence, except
  - Named Storm Wind deductible = 5% of building value subject to \$250,000 min deductible per occurrence
  - All other wind deductible = same as named storm deductible
- Flood deductible = \$100,000 per occurrence
- Earthquake deductible = \$100,000 per occurrence
- Sinkhole deductible = \$10,000 per occurrence
- \$10 million maximum deductible per event
  - Maximum possible assessment - \$2,012/unit

# Cause: Cracked Toilet Tank



# Effect: Mold Event





# What Happens Next?



# Association Restoration



# Practical Loss Prevention

- Service HVAC Regularly(Every 6 Months)
- Replace Water Heaters at 10 -12 Years
- Water Alarms and Smoke Alarms
  - Early Warning Detection Alarm
  - Audible Form of property protection
- When out of town
  - Weekly unit inspections
  - Water Turn-off

# Insurance (continued)

- Wind Mitigation Forms
  - Obtain from website:  
<https://www.otowclearwaterinfo.com/wind-mitigation-forms/>
  - Visit the Community Service Office if you are unable to access the forms via Internet
  - Wind Mitigation forms are updated
    - At roof replacement or
    - Five years after issuance



# Hurricane/Tropical Storm Preparation & Safety

- Establish personal plan
  - Power Outages - impacts residents with medical devices. Elevators are unavailable. Residents requiring these services should consider special needs shelters. Activity Centers are not designated storm shelters.
  - Stay inside and off the roadways. **Do not drive** through standing water or past barricades.

# Hurricane Irma Building 42



# **Recreation Amenities & Community Information**

Dessa Barabba

# Completed 2021-2022

## Planned 2022-2023

### Completed Improvements 2021-2022

- - Repaired pool chairs and replaced damaged ones
- - Repaired Lawn Bowling court due to tree root damage
- - New sound system in auditorium
- - Replaced area of Golf course fence
- - Added new blinds in the exercise room EAC
- - Replaced East Activity Center pool heater
- - Resurfaced one Tennis Court due to damage

### 2022-2023 SCA Planned Projects

- - Install Access Control on West and East pool gates
- - EAC Shuffleboard Resurfacing
- - WAC Pool and Spa Resurfacing
- - WAC install Pool Heater
- - WAC and EAC Pool Decks and Spa Pavers- Clean, Sand and Seal
- - Painting Entrance to East Activity Center
- - Repair ramp to pool at EAC

# Where to Get Project Community Updates

For monthly updates on planned work in your community follow:

- *On Top of the World News*
- *Channel 732*
- *Building Center Core Bulletin Boards*
- *Website: [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com)*
- *Receive community updates via OTOW Alerts powered by RAVE Mobile Security.*  
*Sign up at: [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com)*

# Service Requests

- **Community Service Office phone number:**  
**727-683-6981**
- **Visit Community Service Office in person:**  
East Activity Center  
2069 World Parkway Blvd. E.  
Hours: M-F 8:30 a.m. – 3:00 p.m.  
(Closed Noon to 12:30)
- **Email us through link at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com)**  
Click on Community Services Tab. Select Community Service Office and scroll down the page to “Service Request”. Click “Go To Form”, fill it out and hit “Submit”.
- **For emergency service call in a Common Area**  
3 p.m. to 6 a.m. call 727-799-1115. Live operators will forward the following emergencies only: Elevator Entrapment, Building Alarm Malfunction and Water Entering a unit.

# Requesting Water On/Off

Water on/off can be requested in the following manner:

- Call the water phone line 727-799-3417 (#6) Schedule a minimum of one (1) day in advance of your arrival or by Friday if arriving over the weekend so your request can be accommodated in a timely manner; or
- Request in person at the CSO, or
- Fill out a request online at:  
<https://www.otowclearwaterinfo.com/water-service/> then scroll to “Fill Out Water Service Request Form” and then fill out the form and click submit.



# To Make a Request:

## TO HAVE YOUR WATER SERVICE TURNED OFF:

- Tell us the **DATE** you want your water **OFF**
- Your **BUILDING #** or address if you don't know your building number AND **UNIT**
- Your phone number for our records
- You DO NOT have to be there. If you want to be there – tell us the **TIME** you will be there

## TO HAVE YOUR WATER SERVICE TURNED ON:

- Tell us the **DATE** you want your water **ON**
- Hours are 7:30-5:30 m-f, and 7:30-11:30 on Sat. Extended hours available by calling the emergency number 799-1115 and for \$35 fee payable by personal check
- Your **BUILDING #** or address if you don't know your building number AND **UNIT**
- The **TIME** you or someone who has access (keys) will be at the unit (i.e., am, pm, 8-10a)
- Your **CONTACT'S INFORMATION** (building / unit and phone number of the person who has access to your unit)
- Your phone number for our records
- **SOMEONE MUST BE THERE TO SIGN** when requesting your service be turned on

# Community Service Office

- Common Area Service Requests
- Activity Cards
- Activity Center Room Reservations
- Club Registrations – Note that if members operate machinery or equipment, as an additional means of protection you may want to consider incorporating your club.
- Fax, Copy & Notary Services
- Village Post Office
- Water Leak Alarms; Whistles; Horns; Spray Deterrents
- Modification Requests
- Golf and Good Karma Apparel

# Community Standards & Compliance

Dessa Barabba

# Community Standards

- Provide continuity within the community
- Protect the health, safety, and welfare of the residents, employees, and guests
- Maintain architectural control to support property values in the community

# Inspection Services Department

- Responsible for assuring compliance with established rules and community standards
- Assist in enforcing:
  - Rules
  - Review of contractor licensing & insurance
  - Community Standards
  - Life Safety Code
- Assist in keeping your community safe and beautiful

# Community Standards



# Use and Maintenance of Unit



# Alterations/Modifications

Owner's obligation to obtain Association approval for modifications

Available on [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com) or the Community Service Office

Any change from originally conveyed common element surface. To name a few:

- Building Walkways, Center cores, Exterior Walls, Railings, Awnings
- Laundry Rooms
- Storage Rooms
- Landscape/Fences/Exterior Patios
- HVAC, Water Softeners, Washers & Dryers
- Doors & Windows
- Satellite Dishes
- Second/Third Floor Hard floor (tile, wood, etc.) installations



# Modification Forms

- Inspection fees ensure your modification is in compliance with Community Standards
- All inspections are done after installation.
  - If problems found, resident will be notified by Inspection Services Department
  - Modification forms are available at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com). Go to the Community Services page and then to Inspection Services Department. Scroll down to Individual Modification Request Forms and select the form needed. Print, fill out, and return to the Community Service Office along with the required fee.

# Agenda Item 6

## Management Company Report Dessa Barabba

- Community Work Completed 2021-2022
- 2021-2022 Department Summary
- Pickleball Storage
- Hydro-Jetting Update
- Summit Broadband Updates

# Summit Broadband Updates

- Notices will continue to be posted on the website, at the Activity Centers, on channel 732, OTOW Alerts (RAVE), and at each building.
- Keys can be mailed in, dropped off, or you can provide information regarding a key holder who can provide access in your absence.
- More information can be found on the OTOW Clearwater website.
- NOTE: if you submitted a key or contact information for unit access for the Hydro-Jetting project, the Management company would like to retain your key and return it after this project has been completed.
  - What if I am away for the summer? Summit will plan to return to complete the installation for any units they were not able to access initially.
  - What if I don't want Summit Broadband and want to keep Spectrum? You can. The agreement is a bulk agreement so everyone will pay for the service. Residents will have until January 2024 to take advantage of the complimentary installation of new services, which would include fiber into the unit.

# Summit Updates Continued

## **GCCC-**

- Ground work has commenced for buildings 1-7
- As of 6/16 (Thursday) they are at building #1
  - Will be moving to the South side of #4
- Sod has been placed at Bldgs #1, #2 & #3
- USIC is continuing locates for underground utilities
- Locates completed for #1-#7

# Summit Updates Continued

- **WISE CONNECT- (Contractor)**
- White lined Bldgs #37 - #50, locates have been called in
- Blds #36, #37, #46, #47, #48, #49 to tentatively start week of 6/20/22
- To receive material delivery 6/16/22

# Summit Updates Continued

## **ASPIRE- (Contractor)**

- Aspire will be painting white lines for locates @bldgs# 90,#91,#92,#93,#94,#95 and #96
- Locates complete for #63-#88
- Will be starting groundwork at bldgs #63 through #70
- Received material delivery 6/14/22

# General Community Information

Kenneth Colen

# Reduce, Reuse, Recycle



- Flattened cardboard
- Magazines/phone books
- Newspapers/mixed office paper
- Junk mail
- Paper board packaging
- Clean metal cans - aluminum, tin or steel
- #1 and #2 plastics – clean containers



# What NOT to Recycle

- Food waste
- Camera Films
- Plastic bags
- Plastic wrap
- Foam Cups
- Foam Containers
- Styrofoam
- Glass (For the Tampa Area)

# Washer/Dryer Permits and Inspections

- New washer/dryer installations - Pinellas County permit requirements and fees.
- Condominiums built prior to 1995, in particular, those units located on the east side of Belcher Road. If your unit is located on the west side of Belcher, you may also be impacted if a washer and dryer were added after purchasing the unit.
- Inspections by both a licensed and insured plumber and electrician, and an appliance specialist.
- Washing machine connected improperly may create an overflow with the potential to damage multiple units.

# Washer/Dryer Inspections (cont.)

- Resale Units: In the case of properties listed for resale, these items should be included on the buyer's inspection checklist of known or possible defects. The inspection documentation together with a written report describing any remedial work must be provided to the Association at time of resale interview.
- Documentation from the inspection forwarded to the OTOW Condominium Association or presented to the Community Service Office. A copy is retained in a permanent file for that unit.
- **Corrections to these potential hazards are the unit owner's obligation.**

# Electrical Washer/Dryer



# Replace Your Water Heater?

## What to look for:

- Over 10 years of age
- State, Rheem (Others)
- Visual inspections are important - obvious signs of deterioration; water leaking, rust & corrosion
- Lime and Sediment

# Now is the Time!



# Water Alarms

- ***FloodStop 3/4-NPT*** detects water loss from a leaking water heater, or its supply line and then automatically shuts off the water supply.





# Water Alarms (cont.)

- Water Alarm-02
- provides an audible form of property protection from water damage caused by air conditioners, indoor appliances, water heaters, water conditioners, pipe leaks, air conditioner, toilets, rain, ground water and sewage backup related events



# Community Census

- In order for the condominium community to remain a 55 and older community, and in accordance with the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988, 80% of the apartments must be occupied by at least one person who is 55 years of age or over.
- Census information collected at time of property transfer.

# Association Compliance

## Resales, Rentals and Property Transfers

- First Line of Compliance with the Declaration for Age Qualification and other Declaration requirements
- Orientation/Lease Process- Continue to review and streamline process. New owner “Skype” Orientation - Provides a more efficient transfer of unit ownership and expedites the process for Activity Cards.
- Background Checks on all transfers and leases

# Use of Recreational Facilities

- Limited to Owners or Association-Approved Tenants
- Must Present Valid Activity Cards upon request
- Fitness Center is for exclusive use of Owners and Approved Tenants, no Guests
- Guests for other activities must be accompanied by Owner or Approved Tenant
- Activity Centers serve social and recreational purposes exclusively

# Mortgage/Refinance

- Rule 23(a) Limitation on Encumbrances:  
No owner may mortgage or encumber their unit or any interest in it without written approval of the Association
  - Limit on indebtedness is 65% of the lesser of:
    - The purchase price paid for the unit
    - The appraised value of the unit

# Community Safety

## Take Responsibility for Your Personal Safety

- Camera systems at Activity Centers and Entrance Gates
- Don't provide a crime of opportunity - lock vehicles, windows, doors
- Remain Alert – know your surroundings – see something say something
- Contact Pinellas County Sheriffs Office by calling 911 to report a crime in progress or report suspicious activity to their non-emergency number at 727-582-6200. They will determine if what you are reporting is an emergency
- Provide facts not rumors
- Document incidents (facts)

# Agenda Item 7

- Vote on Waiver of Reserves



# Agenda Item 8

- Written Questions

# Agenda Item 9

- Other Business

# **Agenda Item 10**

## **Adjournment**

***Next is Board of  
Administration Meeting***

# Agenda Item 1

- Call to order
- Proof of notice of meeting

# Agenda Item 2

- Approval of minutes of April 7, 2022  
Board of Administration Meeting

# Agenda Item 3

- Unit Owner comments per rule 22

# Agenda Item 4

- Resolutions 2022-01 – Consideration of adoption of Budget for fiscal year July 1, 2022 through June 30, 2023

On Top of the World Condominium Association, Inc.  
Annual Operating Budget for Fiscal Year July 01, 2022-June 30, 2023

<b>Income</b>	
Association Assessments (Without Reserves)	\$ 20,647,008
Reserves - Unless Waived	\$ 3,672,793
<b>Total Income (With Reserves)</b>	<b>\$ 24,319,801</b>
<b>Services and Operating Expenses:</b>	
Bulk Service agreement for: TV and Internet	\$ 1,132,704
Management Fees	\$ 715,392
<b>Maintenance Expenses</b>	
Janitorial and Grounds Maintenance Services	\$ 6,259,680
Landscape Services	\$ 357,696
Building Maintenance and Repair	\$ 1,192,320
Remediation and Special Projects	\$ 59,616
Elevator Services	\$ 119,232
Electrical Services	\$ 59,616
Inspection Services	\$ 59,616
<b>Total Maintenance Expense</b>	<b>\$ 8,107,776</b>
<b>Operating Expenses</b>	
Property and Casualty Insurance	\$ 2,623,104
Gate Operations	\$ 596,160
Pinellas Utility Potable Water	\$ 1,013,472
Recreational Amenities	\$ 2,205,792
Wastewater and Irrigation	\$ 1,430,784
Waste Management Trash and Recycle	\$ 536,544
Association Audit Fee	\$ 59,616
Association Tax Return	\$ 59,616
Association Legal Expenses	\$ 59,616
Bad Debt Expense	\$ 59,616
Fees Payable to the Division	\$ 19,872
<b>Total Operating Expense</b>	<b>\$ 8,664,192</b>
<b>Capital Expenditures and Deferred Maintenance</b>	
Roof Replacement	\$ 1,073,088
Building Painting & Waterproofing	\$ 775,008
Elevator Cab Replacement	\$ 119,232
Paving	\$ 59,616
<b>Total Capital Expenditures and Deferred Maintenance</b>	<b>\$ 2,026,944</b>
<b>Total Services and Operating Expenses</b>	<b>\$ 18,620,064</b>
<b>Total Annual Expenses (Without Reserves)</b>	<b>\$ 20,647,008</b>
<b>Total Reserves - Unless Waived</b>	<b>\$ 3,672,793</b>
<b>Total Annual Expenses (With Reserves)</b>	<b>\$ 24,319,801</b>
<b>Balance</b>	<b>\$ -</b>



# Agenda Item 5

- Resolution 2022-02 – Consideration of adoption of insurance deductibles

Deductibles (per occurrence):		
	2022-2023 Renewal (no change)	
Property Damage / Time Element Combined	\$10K	
Earthquake	\$100K	
Flood, except:	\$100K	
Flood - SFHA Zone	\$500K	
Named Storm	See Below	
Named Storm - Clearwater	5%/Bldg value; Min Of \$250K, Max Of \$10M	
Equipment Breakdown	\$10K	

# Agenda Item 6

- Resolution 2022-03 – Consideration of Implementing the Association's statutory powers to suspend rights of unit owners, occupants and guests to use common facilities and to suspend rights of member to vote when payments due the Association are more than 90 days delinquent, as provided in Section 718.303, Florida Statutes
  - 9 accounts to consider

# Collection of Assessments

- Association pursues collection of Assessments
- Payments not received within 15 days of date due assessed a late fee of \$25 and 8% interest
- Accounts not paid within 30 days are turned over to Association's legal counsel for collection
- Accounts outstanding after 90 days are subject to suspension of use rights of owners, occupants and guests to use common facilities and suspension of voting rights

# Agenda Item 7

- Resolution 2022-04 – Consideration of adopting Amendments to SCA Facilities Rules and Regulations

# Agenda Item 8

- Resolution 2022-05 – Consideration of adopting changes to the Amended and Restated Rules and Regulations of the Community

# Agenda Item 9

- Report on Unit Owners Vote on Waiver of Reserves

# Agenda Item 10

- Other Business

# Agenda Item 11

- Adjournment