

Submittal Date: _____

Parkway Maintenance and Management Windows/Doors Modification Request

The following are required when modifying Windows / Doors for the condominiums

- ___ Attach a copy of Impact Resistance Compliance with ASTM E 1886, ASTM E 1996. SBCCI SSTD 12 or Miami-Dade County Protocols PA 201, 202 and 203
- ___ Contractor's compliance with On Top of the World's Acrylic/Polyurethane sealants policy

Please complete the checklist below to expedite your condo modification request.

Fill out all paper work completely.

- ___ Attach a detail or sketch of work being done.
- ___ Attach a copy of contractor's license.
- ___ Attach a copy of contractor's liability insurance and competency card (if applicable).
- ___ Attach a copy of your contractor's worker compensation.
- ___ Attach a copy of specification if applicable.
- ___ For alterations that require pre or post inspections, please include your check or money order for 35.00 payable to *Parkway Maintenance and Management Pinellas, LLC*. Please reference exhibit "C" for the schedule of fees.

*After approval, a permit will be issued.
Work may not be initiated until the modification is approved.
Post permit in a visible location (window or door).
These protocols are for your protection.*

Thank you for your cooperation
Parkway Maintenance and Management Pinellas, LLC.

Association Correspondence:
2069 World Parkway Blvd.
Clearwater, FL 33763

**APPLICATION FOR APPROVAL OF REQUEST FOR MODIFICATION
On Top of the World Condominium Association, Inc.**

SKETCH OR DRAWING ATTACHED

Additional Information: _____

The undersigned hereby applies to the On Top of the World Condominium Association, Inc. ("the Association"), for approval to make those modifications/alterations, specified in the attached drawings and as summarized above. The undersigned represents and covenants that the said modification/alteration will be exactly as set forth herein: and further, the undersigned is aware that if this application is granted, said approval is solely based on the plans and drawings submitted herewith. No amendment nor change of any kind is acceptable, without the express written approval of the Association.

APPROVAL FOR THE MODIFICATION IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. No vehicles are allowed off paved surfaces, unless prior written approval is obtained: from management.
2. Any damage that may result from the actions of a contractor or sub-contractor, and the subsequent modifications to the building structure, building exterior, landscaping, or irrigation which may result from either from the actions of the contractor or from the existence of the modification itself, are the sole financial obligation of the dwelling owner.
3. In the event damages occur as a result of the alteration, the Association and Parkway Maintenance and Management Pinellas, LLC ("the Management Company") reserve the right to take legal action against the dwelling owner for any recovery and all expenses that may be incurred by them as a result of damages resulting from the alteration/ modifications including, but not limited to the reimbursement of all legal fees and court costs expended on behalf of the Association, regardless of the findings of the court.
4. The Association and the Management Company shall not be responsible for any damage, whatsoever, to aluminum structures or other components attached to the exterior of the home. Owner, their successors and assigns, assumes all risk.
5. The Association and Parkway Maintenance and Management Pinellas, LLC shall not be responsible for roof repairs and maintenance where any portion of the alteration is affixed to the existing building or when the existing roof structure has been altered in any respect.
6. All of the work must be completed in accordance with the approved plans and site plan attached here to and made part hereof.
7. Approval of the requested modification or landscaping change does not constitute approval of any further alteration, modification, or landscaping and the approval of this or any other application does not constitute precedence for any other approval. Further, approval of this application does not release the applicant nor the dwelling owner from all requirements to repair and maintain the building structure as well as improvements, which may be authorized to herewith. Applicant and dwelling owner are responsible for any damage done by any worker or contractor or subcontractor who has been employed by applicant or dwelling owner to complete the said work.
8. The dwelling owner is responsible for ensuring that the contractor secures all necessary building permits and modifications to meet all zoning requirements, to include building setbacks.
9. Prior to excavation or digging, it will be dwelling owner's responsibility to have all underground electrical, cable, sewer and water lines located.

The undersigned further agrees that he/she shall indemnify and hold harmless the Association, the Management Company, and any and all of their officers, agents, and employees from any loss or damage resulting to or from the alteration or modification involved in this application including any loss or damage occasioned by or from any resident of the On Top of the World Community who may object to the approval of this application and to the work performed. The indemnification and hold harmless provisions herein shall survive the completion of any work approved and authorized pursuant hereto, and further shall obligate the undersigned to reimburse the Association and the Management Company for all costs, expenses and attorneys' fees which may be expended with regard to any claim arising out of the said alteration or modification.

Dwelling Owner _____ Building # _____
(print or type)

Address _____ Telephone _____
(print or type)

Signed By _____ Date _____
(owner)

Your request for Alteration to Dwelling is:

- Approved
- Not Approved for the following reasons:
- Contractor/Vendor has failed to supply this office with a current Certificate of Insurance
 - Modification does not meet minimum standard for approval
 - Other

Authorized By _____ Date _____

EXHIBIT “C”
TO
THIRD AMENDED AND RESTATED RULES OF
ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION, INC.

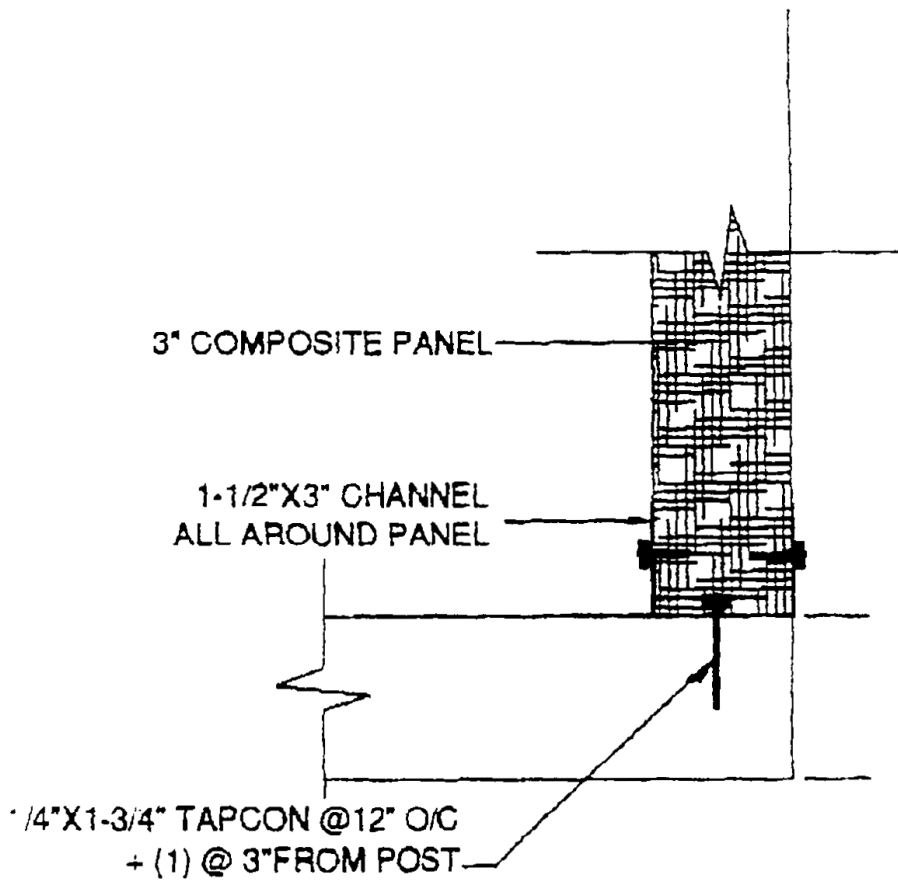
Schedule of Fees

The following fees and charges shall be collected by, and paid to, the Management Company for the use and benefit of the Association:

Access Card (New)	\$7.00
Access Card (Replacement)	\$25.00
<i>A replacement card is defined as a new card printed to replace a damaged, lost, or stolen card. There is no charge to renew an existing card.</i>	
Activity Card (New)	\$3.00
Activity Card (Replacement)	\$25.00
<i>A replacement card is defined as a new card printed to replace a lost, damaged, or stolen card. All expired cards will need to be surrendered prior to a new card being issued</i>	
Application for Approval Processing Fee:	
Single Applicant	\$150.00
Married Couple	\$150.00
Additional Applicant	\$150.00
Boat Storage Rental Fee	\$50.00
Common Element Alteration or Additional Inspection Fee	\$35.00
Common Element Attachment Caulking and Sealing	\$10.00
Condominium Documents	\$50.00
Condo Questionnaire or responding to request for information by or on behalf of a prospective purchaser or lien holder, other than that required by law	\$150.00
Copy Charge – B/W (per page)	\$0.25

Estoppel Certificate:		
Within Ten (10) Business Days of Request, No Delinquent Amount Due		\$250.00
Within Ten (10) Business Days of Request, Delinquent Amount Due		\$400.00
Within Three (3) Business Days, No Delinquent Amount Due		\$350.00
Within Three (3) Business Days, Delinquent Amount Due		\$500.00
Flag Bracket or Anchor Installation Fee		\$10.00
Lead Paint Disclosure		\$3.00
Mailbox Key (Replacement)		\$14.00
Modification Inspection Fee		\$35.00
On Top of the World License Plate		\$10.00
Paradise Gate Bar Code		\$15.00
Re-inspection/Correction Fee		\$35.00
Water Turn On Service Charge - After-Hours		\$35.00
Returned Check or Rejected ACH Debit Service Charge		
Face value not over \$50		\$25.00
Face value over \$50;but not over \$300		\$30.00
Face value over \$300		\$40.00 or 5% of the face amount, whichever is greater
Community Service Fee Late Charge	Greater of \$25.00 or 5% of the delinquent installment for each Community Service Fee installment not received by the 15 th day of the month in which due.	

(Includes Amendments Approved by the Board of Administration on June 17, 2022)



**FRAME ALL AROUND
INSULATED PANEL**

EXHIBIT "A"
TO
THIRD AMENDED AND RESTATED RULES OF
ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION, INC.

Community Standards for Alterations or Additions to the Common Areas

- 8. Doors and Related Trim and Decorations.** No exterior door of any unit may be replaced unless the replacement door is approved by the Association prior to installation. The preferred material for door trim and decorations are synthetic materials capable of maintaining their original appearance and providing optimum protection for its exposure. The recommended material for exterior doors is fiberglass or steel with an Energy Star rating. Doors with windows shall contain impact resistant glass or be glazed with missile resistant glass (.060 OVE inner layer). Replacement doors must meet applicable wind load and impact ratings of the Florida Building Code. Paint color for exterior doors must comply with the building paint specification. Storm doors (i.e., doors in front of the standard exterior door) must be white in color and meet all applicable Florida Building Codes.
- 9. Windows and Related Trim and Decoration.** No exterior window of any unit may be replaced unless the replacement window is approved by the Association prior to installation. No film or tint may be applied to any exterior window without the prior approval of the Association. Window film or tint must be impact resistant and non-reflective. Replacement windows must be of the same size as the original window being replaced. The preferred material for window trim and decorations are synthetic materials capable of maintaining their original appearance and providing optimum protection for its exposure. The recommended material for exterior windows is vinyl or aluminum with Low-E glass and an Energy Star rating. Windows shall meet Miami-Dade County's stringent requirements for impact resistance and adhere to all state and local building codes. Jalousie type windows are prohibited as replacement windows. Exterior windows and related trim and decorations must be white in color.

Parkway Maintenance and Management Company
An On Top of the World Company

September 1, 2010

Dear Contractor,

Parkway Management has adopted a new policy that will affect many different contractors that currently perform work at the On Top Of the World property in Clearwater, Florida.

Parkway Management will no longer approve final inspections where silicone sealants have been used as a weatherproofing barrier. Silicone sealants have been discontinued from our approved list of waterproof sealants due to an extremely high failure rate. In cases of failure, the resident will be notified to contact the contractor for resolution. This will affect all return/warranty work as well and will require that silicone sealants be removed and replaced.

All contractors that install Windows, Doors, Hurricane Shutters, HVAC, Awnings, or Electrical fixtures will now be required to use a **One-Part, High Performance Polyurethane Sealant**. These Polyurethane products provide an effective material-to-structure seal that is impervious to moisture and offers superior adhesion for up to 25+ years. Examples of acceptable products include Vulkem 116, Sikaflex 1c SL, and Bondaflex PUR 25 TEX, amongst others.

We appreciate your company's cooperation in the implementation of this requirement. Information or questions regarding approved sealants can be obtained by contacting Parkway Management at 727-799-3270, or by visiting the OTOW service desk at 2069 World Parkway Boulevard, Clearwater, FL. 33763.

Sincerely,

Shawn Tobias
Operations Manager
Parkway Maintenance and Management Company