

*On Top of the World*  
Clearwater Florida

**General Meeting  
June 15, 2023**



# General Meeting Agenda

1. Call to order; proof of notice of meeting
2. Introduction of Board of Administration and Guests
3. General Rules of Meeting Conduct
4. Approval of Minutes of the last meeting
5. Report of the Board of Administration
  - a. Operating Budget
  - b. Insurance
  - c. Summit Broadband
  - d. Amazon Hub
6. Management Company Report
7. Lease Agreement between SCA Pinellas Amenities LLC and the Association (Bingo)
8. Vote on Waiver of Reserves
9. Written Questions
10. Other Business
11. Adjournment

# Agenda Item 1

- Call meeting to order; we have a quorum!
- Proof of notice of meeting
  - Mailed to all owners of record on June 1, 2023 per USPS Receipts of Mailing
  - Meeting Agenda posted on Association Bulletin Board at the EAC on May 24, 2023, pursuant to Affidavit of Posting; updated Amended Board Meeting Agenda posted on June 7, 2023
  - The General Meeting Packet was posted on June 8, 2023 at [www.otowclearwaterinfo.com/Association Meetings](http://www.otowclearwaterinfo.com/AssociationMeetings)

# 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
  - Barrie Buenaventura, Association Counsel
  - Patty Soriano, assistant secretary, taking minutes of the meeting

# Agenda Item 3

General Rules of Meeting Conduct

Barrie Buenaventura,  
Association Counsel

# Agenda Item 4

- Approval of Minutes of Annual Meeting June 17, 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 5

## Report of the Board of Administration

- a. Operating Budget
- b. Insurance
- c. Summit Broadband
- d. Amazon Hub

# **a. Operating Budget 2023-2024**

Guy Woolbright



## Annual Operating Budget for Fiscal Year July 01, 2023-June 30, 2024

Income				
Without Reserves	\$ 20,239,461			
Reserves	\$4,568,310			
With Reserves	<u>\$ 24,807,771</u>			
<b>Services and Operating Expenses</b>		<b>Condos 4,968</b>	<b>Average Per Unit Per Month</b>	
Bulk Service agreement for: TV and Internet	\$ -	0.00	0.00	\$ -
Management Fees	\$ 715,392	12.00	12.00	\$ 715,392
Maintenance Expenses				
Janitorial and Grounds Maintenance Services	\$ 6,931,920	115.86	116.00	\$ 6,915,456
Landscape Services	\$ 366,000	6.14	6.00	\$ 357,696
Building Maintenance and Repair	\$ 1,114,642	18.70	19.00	\$ 1,132,704
Remediation and Special Projects	\$ 68,000	1.14	1.00	\$ 59,616
Elevator Services	\$ 119,300	2.00	2.00	\$ 119,232
Electrical Services	\$ 7,500	0.13	0.50	\$ 29,808
Inspection Services	\$ 3,000	0.05	0.50	\$ 29,808
<b>Total Maintenance Expenses</b>	<u>\$ 8,610,362</u>	<u>144.02</u>	<u>145.00</u>	<u>\$ 8,644,320</u>
Operating Expenses				
Property and Casualty Insurance	\$ 1,942,016	32.58	33.00	\$ 1,967,328
Gate Operations	\$ 566,000	9.49	9.00	\$ 536,544
Pinellas Utility Potable Water	\$ 1,026,000	17.21	17.00	\$ 1,013,472
Recreational Amenities	\$ 2,433,451	40.82	41.00	\$ 2,444,256
Wastewater and Irrigation	\$ 1,433,959	24.05	24.00	\$ 1,430,784
Waste Management Trash and Recycle	\$ 580,000	9.73	10.00	\$ 596,160
Association Audit Fee	\$ 26,000	0.44	0.50	\$ 29,808
Association Tax Return	\$ 11,000	0.18	0.50	\$ 29,808
Association Legal Expenses	\$ 70,000	1.17	1.00	\$ 59,616
Bad Debt Expense	\$ 60,000	1.01	1.00	\$ 59,616
General and Administrative	\$ 78,078	1.31	1.00	\$ 59,616
Fees Payable to the Division	\$ 19,872	0.33	0.33	\$ 19,872
<b>Total Operating Expenses</b>	<u>\$ 8,246,375</u>	<u>138.32</u>	<u>138.33</u>	<u>\$ 8,246,880</u>
Capital Expenditures and Deferred Maintenance				
Deferred Maintenance Expense	\$ 450,000	7.55	8.00	\$ 476,928
Roof Replacement	\$ 1,170,000	19.63	20.00	\$ 1,192,320
Building Painting & Waterproofing	\$ 803,032	13.47	13.00	\$ 775,008
Elevator Cab Replacement	\$ 239,000	4.01	4.00	\$ 238,464
Paving	\$ 30,000	0.50	1.00	\$ 59,616
<b>Total Capital Expenditures and Deferred Maintenance</b>	<u>\$ 2,692,032</u>	<u>45.16</u>	<u>46.00</u>	<u>\$ 2,742,336</u>
<b>Total Services and Operating Expenses</b>	<u>\$ 17,572,129</u>	<u>294.34</u>	<u>295.33</u>	<u>\$ 17,606,592</u>
<b>Total Annual Expenses Without Reserves</b>	<u>\$ 20,264,161</u>	<u>339.50</u>	<u>341.33</u>	<u>\$ 20,348,928</u>
<b>Total Reserves - Unless Waived</b>	<u>\$4,568,310</u>			<u>\$ 4,568,310</u>
<b>Total Annual Expenses With Reserves</b>	<u>\$ 24,832,471</u>			<u>\$ 24,917,238</u>

On Top of the World Condominium Association, Inc.  
Annual Operating Budget for Fiscal Year July 01, 2023-June 30, 2024

<b>Income</b>			
Association Assessments (Without Reserves)		\$	20,348,928
Reserves - Unless Waived		\$	4,568,310
<b>Total Income (With Reserves)</b>		<b>\$</b>	<b>24,917,238</b>
<b>Services and Operating Expenses:</b>			
Bulk Service agreement for: TV and Internet	SCH 1	\$	0
Management Fees		\$	715,392
<b>Maintenance Expenses</b>			
Janitorial and Grounds Maintenance Services		\$	6,915,456
Landscape Services		\$	357,696
Building Maintenance and Repair		\$	1,132,704
Remediation and Special Projects		\$	59,616
Elevator Services		\$	119,232
Electrical Services		\$	29,808
Inspection Services		\$	29,808
	<b>Total Maintenance Expense</b>	<b>\$</b>	<b>8,644,320</b>
<b>Operating Expenses</b>			
Property and Casualty Insurance	SCH 2	\$	1,967,328
Gate Operations		\$	536,544
Pinellas Utility Potable Water		\$	1,013,472
Recreational Amenities		\$	2,444,256
Wastewater and Irrigation		\$	1,430,784
Waste Management Trash and Recycle		\$	596,160
Association Audit Fee		\$	29,808
Association Tax Return		\$	29,808
Association Legal Expenses		\$	59,616
Bad Debt Expense		\$	59,616
General and Administrative		\$	59,616
Fees Payable to the Division		\$	19,872
	<b>Total Operating Expense</b>	<b>\$</b>	<b>8,246,880</b>
<b>Capital Expenditures and Deferred Maintenance</b>			
Deferred Maintenance		\$	476,928
Roof Replacement		\$	1,192,320
Building Painting & Waterproofing		\$	775,008
Elevator Cab Replacement		\$	238,464
Paving		\$	59,616
	<b>Total Capital Expenditures and Deferred Maintenance</b>	<b>\$</b>	<b>2,742,336</b>
<b>Total Services and Operating Expenses</b>		<b>\$</b>	<b>20,348,928</b>
<b>Total Reserves - Unless Waived</b>		<b>\$</b>	<b>4,568,310</b>
<b>Total Annual Expenses (With Reserves)</b>		<b>\$</b>	<b>24,917,238</b>
<b>Balance</b>			

	Current	Estimated	Estimated	Estimated	
<b>Reserves</b>	<b>Amount Funded</b>	<b>Replacement Cost</b>	<b>Remaining Life</b>	<b>Useful Life</b>	<b>Annual Cost</b>
Building Roofing		247,835	various	20	\$2,708,587
Building Painting		46,918	various	5	\$923,924
Paving		25,390	various	25	\$99,259
Elevator Cab Replacement		53,736	various	20	\$836,540
<b>Total Reserves</b>					<b>\$4,568,310</b>

**On Top of the World Condominium Association, Inc.  
Application of SBB Door Fees and MMA Excess Funds  
Fiscal Year 2023-2024**

								Schedule 1	As Of 06/30/23 Total MMA	Schedule 2
		\$	400	Door Fee		MMA - Summit Applied	MMA- Excess Applied		MMA- Excess	
				\$ 1,986,800.00		\$ 1,147,338.15			\$ 902,661.85	\$ 2,050,000.00
	4818		Applied Fiscal 2023	\$ (602,119.77)			Bulk Service 2023-2024			
	45		Remaining 2024	\$ 1,384,680.23						P&C Insurance Exp 2023-2024
	2023-2024		Total						\$ (274,677.54) A	
	Video & Internet	Taxes								\$ 2,595,312.31
Jul-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (233,924.66)			\$ -			
Aug-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (233,924.66)			\$ -			
Sep-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (233,924.66)			\$ -			
Oct-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (233,924.66)			\$ -			
Nov-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (233,924.66)			\$ -			
Dec-23	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66	\$ (215,056.93)	\$ (18,867.73)		\$ -			
Jan-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66		\$ (233,924.66)		\$ -			
Feb-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66		\$ (233,924.66)		\$ -			
Mar-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66		\$ (233,924.66)		\$ -			
Apr-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66		\$ (233,924.66)		\$ -			
May-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66		\$ (193,171.78)	\$ (40,752.88)	\$ -			
Jun-24	\$ 216,810.00	\$ 17,114.66	\$ 233,924.66			\$ (233,924.66)	\$ -			B \$ (627,984.31)
	\$ 2,601,720.00	\$ 205,375.92	\$ 2,807,095.92	\$ (1,384,680.23)	\$ (1,147,738.15)	\$ (274,677.54)	\$ -	\$ 627,984.31 B		\$ 1,967,328.00
					A		Bulk Service 2023-2024	Remaining MMA to P & C Insurance		P&C Insurance Exp 2023-2024

# **b. Insurance**

## **2023-2024**

Guy Woolbright

# Insurance

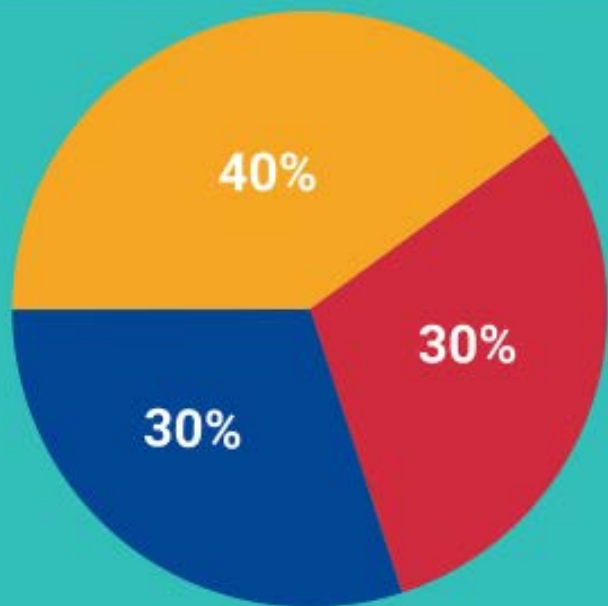
- Association obligated to provide coverage for adequate property insurance based on replacement cost of the property insured.
- FS provides that an Association controlled by Unit Owners must use its best efforts to maintain adequate property insurance.
- Board establishes Deductible Limit per F.S. §718.111(11).
- 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
- Increased this fiscal year
- Market Driven; Global Impact
  - Natural Disasters worldwide reduce capacity locally
  - Investment returns to insurers
- Hurricane Forecasts - Best Guess?



# 2023 Atlantic Hurricane Season Outlook



■ Above normal   ■ Near normal   ■ Below normal

Season probability

**Named storms**

12 - 17

**Hurricanes**

5 - 9

**Major hurricanes**

1 - 4

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

May 2023

# 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.



# Insurance (continued)

- **Master Policy Insurance Deductibles (no change this budget year)**
  - \$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

# 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.

# **c. Summit Broadband 2023-2024**

Dessa Barabba



**summit**  
B R O A D B A N D

**Summit Broadband Representatives are on-site today in the Largo Room and are available to speak with residents regarding any questions, concerns, or feedback you may have.**

**There were multiple letters and comments received in advance of meeting and most if not all, were addressed during Mr. Woolbright's portion of the presentation**

## **d. Amazon Hub**

Dessa Barabba

# Apartment locker solutions from Amazon Hub



***How are apartment lockers different from the lockers I see at grocery and convenience stores?***

Amazon's apartment lockers are not open to the public, offering OTOW residents exclusive access.

Lockers in grocery and convenience stores are open to the general public.



# How it works!

- Step 1 – resident buys on Amazon.com and order ships to resident mailing address
- Step 2 – Amazon carrier arrives at property and delivers package to locker
- Step 3 – Once package in locker, resident receives an instant notification via email or text message
- Step 4 – Resident connects to the locker through Amazon shopping app on their smartphone. The door opens and resident retrieves their package.

# What's Next?

- Board to consider Resolution 2023-07:
  - Convenience to Association members and resident's vs leaving packages outside doors
  - Amazon lockers will be placed in select building center cores and common elements
  - Management Company designates location of lockers in consultation with Amazon
  - No cost to the Association for Amazon supplying and installing the lockers provided they remain for one year
  - Association will incur nominal expenses for installing electrical outlets, relocating bulletin boards, signage, and misc. work in center cores

# Agenda Item 6

Management Company Report  
Dessa Barabba

# Management Company Report

July 1, 2022—June 30, 2023



# Parkway Maintenance & Management

## Providing Valued Services to your Community

- Proudly Serving Your Community Since 1968
  - 55 Years of Dedicated Experienced Service
  - Serving the Community 24-7-365
  - On-Site Management
    - Address Urgent Situations
    - Storm Damage Recovery
    - Timely Response to Service Tickets
    - Work Performed In-House to Reduce Costs Verses Outsourcing
    - Comprehensive Selection and Hiring Process Verses Outsourcing
    - Community Service Office



Water, Fire  
Restoration  
Certified  
Personnel



Mold  
Remediator/Mold  
Assessor Licensed  
Personnel



State of Florida  
Certified  
Elevator  
Company



State of Florida  
Elevator  
Competency Card  
Holder(s)



Lawn and  
Ornamental Pest  
Control Company  
Licensing



State of Florida  
Agricultural  
Dealer/Buyer  
Licensing



Regulated (ACM) Asbestos  
Containing Materials  
Supervisors and Inspector  
Accreditations

## Community Service Office Statistics June 2022 to December 2022

<b>Reporting Area</b>	<b>22-Jun</b>	<b>22-Jul</b>	<b>22-Aug</b>	<b>22-Sep</b>	<b>22-Oct</b>	<b>22-Nov</b>	<b>22-Dec</b>
Service Line Calls	703	711	756	847	972	745	683
Walk Ins	1881	1699	1816	1654	2147	1659	1336
Work Orders Generated in Total	834	861	982	875	942	838	731
Work Orders Generated for Service Items	574	653	760	677	641	665	593
Work Orders Generated for Common Elements	260	208	222	198	301	173	138
Emails	142	193	162	190	155	150	136
<b>TOTAL TRANSACTIONS</b>	<b>3560</b>	<b>3464</b>	<b>3716</b>	<b>3566</b>	<b>4216</b>	<b>3392</b>	<b>2886</b>

# Community Service Office Statistics January 2023 to April 2023

Parkway Maintenance & Management Pinellas, LLC

REPORT MONTH: May

REPORT DATA CURRENT AS OF: 4/30/2023

REPORTING PERIOD: April 1 to April 30 2023



## Community Service Office

Index	DEPARTMENT	1/1/2023 TO 1/31/2023	2/1/2023 TO 2/28/2023	3/1/2023 TO 3/31/2023	4/1/2023 TO 4/30/2023	5/1/2023 TO 5/31/2023	6/1/2023 TO 6/30/2023	7/1/2023 TO 7/31/2023
1	Service Line Calls	688	675	892	687			
2	Walk Ins	1789	1578	1808	1416			
3	Work Orders Generated in Total	790	743	927	856			
4	Work Orders Generated for Service Items	630	567	653	526			
5	Work Orders Generated for Common Elements	160	176	274	330			
6	Emails	144	111	139	186			

DEPARTMENT	1/1/2023 TO 1/31/2023	2/1/2023 TO 2/28/2023	3/1/2023 TO 3/31/2023	4/1/2023 TO 4/30/2023	5/1/2023 TO 5/31/2023	6/1/2023 TO 6/30/2023	7/1/2023 TO 7/31/2023
TOTAL TRANSACTIONS	4201	3850	4693	4001	0	0	0



# SERVICE REQUESTS

Index ▲	BLDG	TYPE OF TICKET	BASIS OF REQUEST	OPENED DATE	DATE COMPLETED
1008	82	MAINT	LIGHTING	4/28/2023	5/1/2023
1009	83	MAINT	FENCE/RAILINGS	4/28/2023	
1010	83	MAINT	LIGHTING	4/28/2023	5/1/2023
1011	83	MAINT	SAFETY SYSTEMS	4/28/2023	5/1/2023
1012	84	MAINT	DOORS/DOOR JAMBS	4/28/2023	4/28/2023
1013	84	MAINT	ELEVATOR	4/28/2023	5/1/2023
1014	84	MAINT	LIGHTING	4/28/2023	5/1/2023
1015	85	SERVICE	WATER	4/28/2023	5/3/2023
1016	85	SERVICE	DRAINAGE ISSUES	4/28/2023	5/8/2023
1017	86	SERVICE	TREE CARE	4/28/2023	5/4/2023
1018	87	MAINT	SAFETY SYSTEMS	4/28/2023	5/1/2023
1019	90	SERVICE	SAFETY SYSTEMS	4/28/2023	4/28/2023
1020	90	SERVICE	DRYER VENTS	4/28/2023	5/2/2023
1021	96	SERVICE	LIGHTING	4/28/2023	5/1/2023
1022	50	MAINT	SAFETY SYSTEMS	4/30/2023	4/30/2023
1023					
1024					
1025					
1026					
1027					
1028					
1029					
1030					



# Multiple Departments to Meet the Community's Complex Needs

## Landscape Team

### **General Landscape Maintenance Common Areas**

- Mowing
- Weed Eating
- Edging
- Trimming of Shrubs
- Leaf and Debris (Storm) Removal
- Planting and Vegetation Removal
- Mulching
- Sod Installation and Maintenance
- Resident Requested Fee Based Services
- Removal of Items (Illegally discarded)

(by direction for community compliance reasons)

### **Tree Maintenance**

- Trimming/Pruning
- Removals
- Re-Plants
- Stump Grinding
- Inspections and Assessment
- Permitting

### **Spray Treatments Common Areas**

- Pesticide Application(trees/shrubs/grass)
- Granular/Liquid Fertilization
- Growth Regulators
- Moisture Retention Products







07/22/2011



# Multiple Departments to Meet the Community's Complex Needs

## Buildings Team

- Trash and Recycle Containers/Curbside Services
- Cleaning of Common Areas
- Center Core Areas
- Trash Rooms
- Laundry Rooms
- Elevators
- Walkways
- Stairwells
- Handrails
- Windowsills
- Parking Lots

### Wet Projects

- Building Façade Cleaning
- Mildew Removal
- Balcony Walkway & End Stairwells
- Baluster Cleaning

### Flooring Maintenance Cleaning

- Center Core Lobby
- Floor Stripping
- Floor Maintenance

### Mailboxes

- Lock Changes





# Multiple Departments to Meet the Community's Complex Needs

## Remediation Team

### Inspections Common Areas:

#### Leak:

- Storage Rooms
- Center Core Ceilings
- Condominium Units

#### Interiors:

### Leak Source Identification & Assessment:

- Potable Water Lines
- Contractor Assignment/Oversight
- Plumbing Stacks
- Source Identification
- HVAC Condensate Lines
- Toilet Wax Rings
- Toilet Supply Lines
- Ice Maker Supply Lines

- Windows
- Water Heaters & Supply Lines
- Appliance Related
- Shower Pan/Bathtub
- Drywall Assessment - Demolition & Replacement (limited area)

### Mold

- Inspection and Assessment
- Evaluation
- In-House or Outsource
- Contractor Assignment/Contractor Oversight
- Resident/Association Liaison

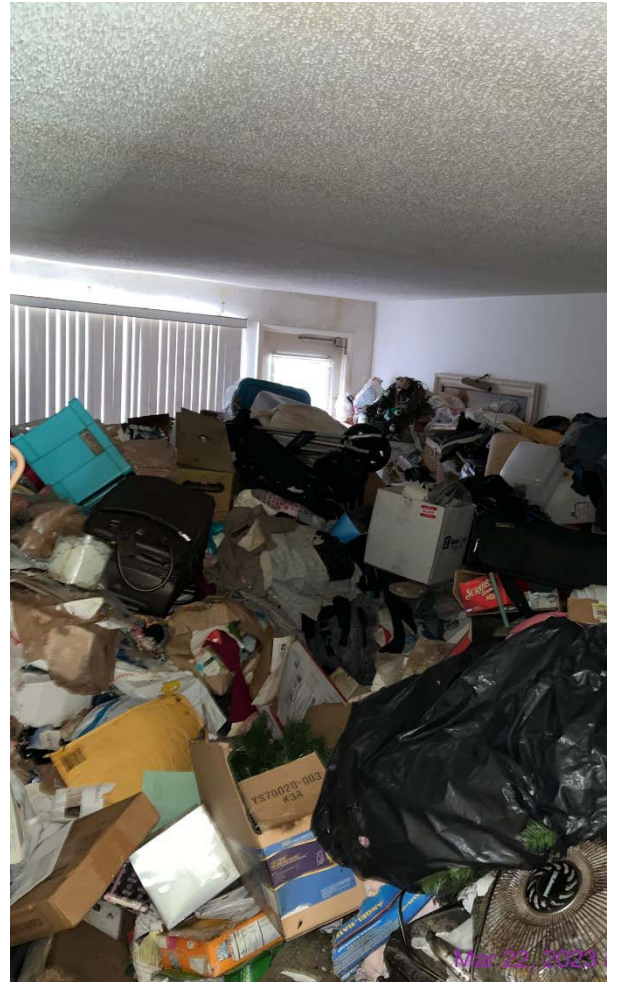
### Fire

- Information Gathering
- Smoke Damage Assessment
- Asbestos Containing Material (ACM)
- Resident Liaison
- Contractor Assignment/Contractor Oversight

### Bio-Units (Death – Hoarder)

- Unit Assessment
- Contractor Assignment/Contractor Oversight







# Multiple Departments to Meet the Community's Complex Needs Elevator Team

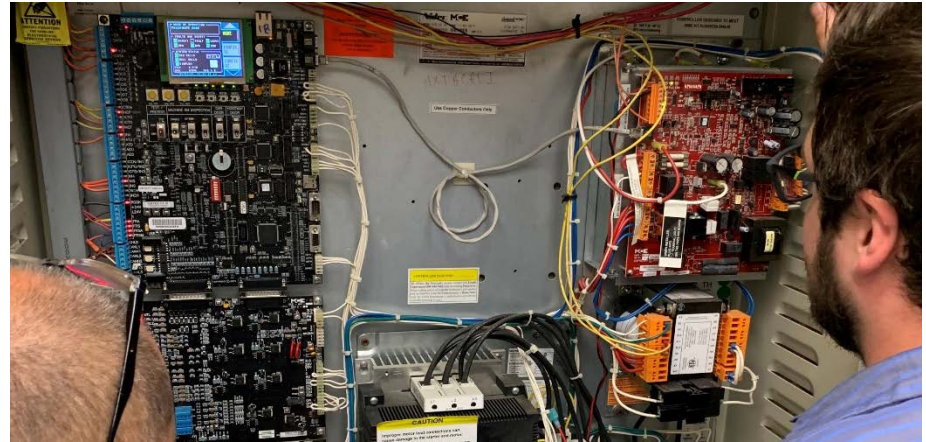
State of Florida Licensed Elevator Company with State of Florida Competency Card Holder(s)

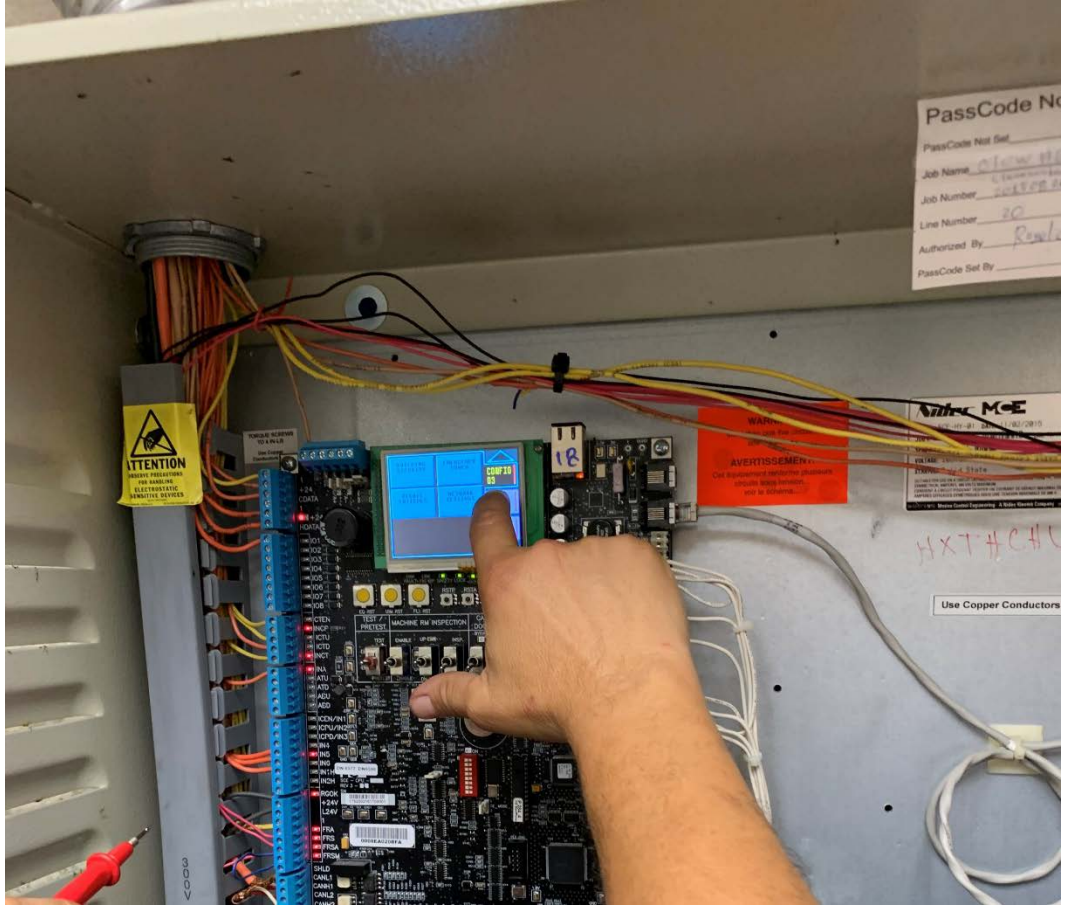
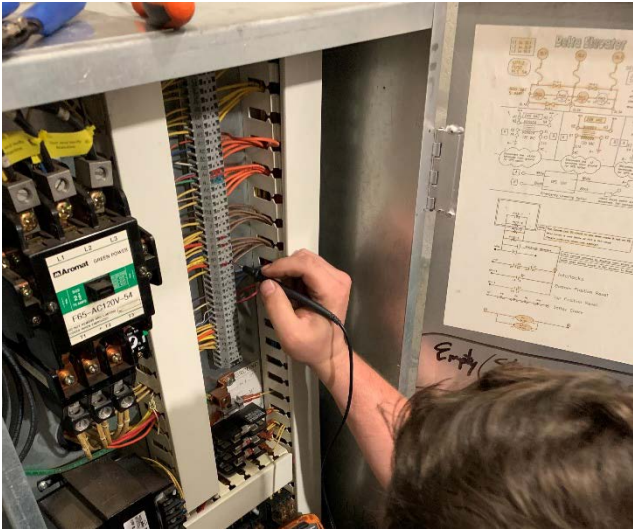
- General Maintenance
- Elevator Preventative Maintenance
- Troubleshooting and Repair
- Improvements
- Complete Equipment Modernizations
- Cab Remodels
- Vendor Liaison

State of Florida Inspector Liaison

Jack/Piston Repair contractor Liaison

Two-way Telecom Provider Liaison





# Multiple Departments to Meet the Community's Complex Needs

## Construction Team

### General Maintenance & Repair/Common areas

- Painting - touchup
- Patching
- Unit number(address) repair/installation
- Spall repairs
- Walkway-Stairwell coating preparation/application
- Windowsill restoration
- Lintel Maintenance-repair
- Awning Removals
- Stucco repair-restoration
- Sidewalk restoration-demo & replacement
- Patio demo-repair; new installations
- Mailbox demo; repair-replacement
- Handrail repair
- Door repair-replacement
- Lock replacement-repair
- Drywall repairs; demo/replacement
- Street Curb repair; demo/replacement
- Exterior leak inspection
- HVAC pad restoration/removal
- Soffit/Fascia Repair
- Fence repair - replacement installation
- Baluster repair/replacement
- Expansion joint maintenance(structure)
- Floor Tile demo; repair/replacement
- Dock maintenance; repair/rehabs
- Boat Rack Installation/repair

### Railing Replacement

- Contractor oversight







# Multiple Departments to Meet the Community's Complex Needs

## Inspection Services Team

### Common Areas (common and limited elements)

- Community Compliance/Violations
- Motor Vehicle
- Water-Craft (kayaks/boats)
- Patios (front and rear)
- Green areas
- Walkways
- Stairwells
- Storage Rooms
- Trash Rooms

- Illegally disposed of items

### Management Company Liaison

- Condominium Units

### Modifications

- Flooring
- Remodels; bathroom tubs/shower pans
- HVAC
- Windows
- Doors
- Patio Installations
- Satellite Dish Installations

### Estoppel Compliance/Inspection

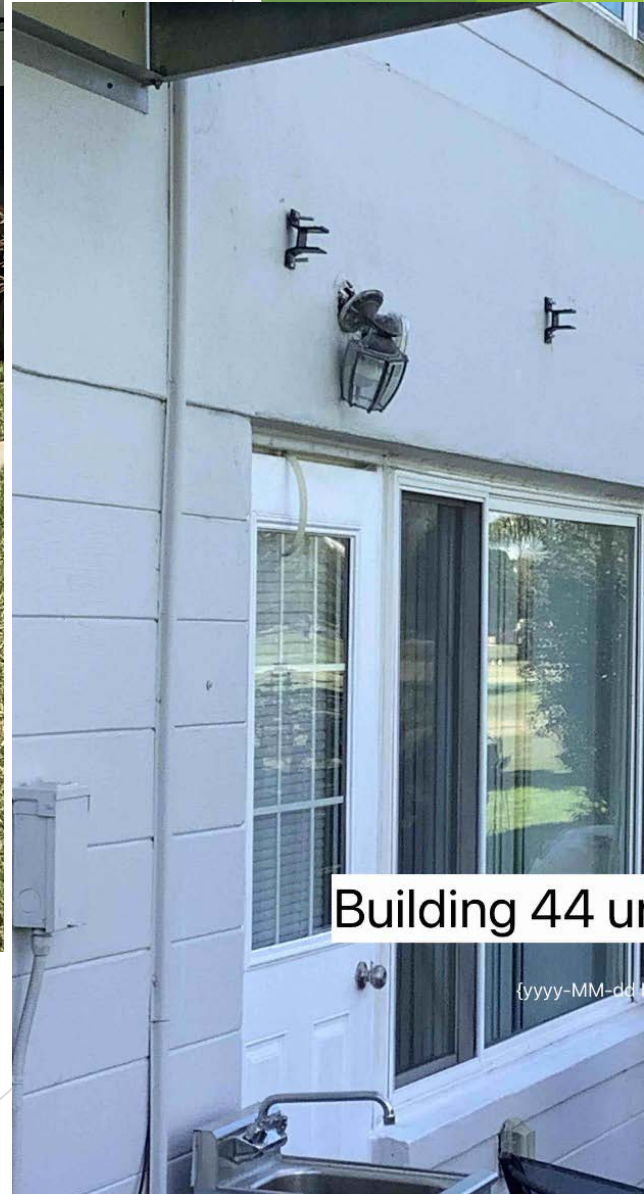
### Contractor/Vendor Liaison:

- First Responder Liaison
- Pinellas Co. Sheriff Dept.
- Clearwater Fire and Rescue



Building 49 trash room





Building 44 u

{yyyy-MM-dd

# Multiple Departments to Meet the Community's Complex Needs

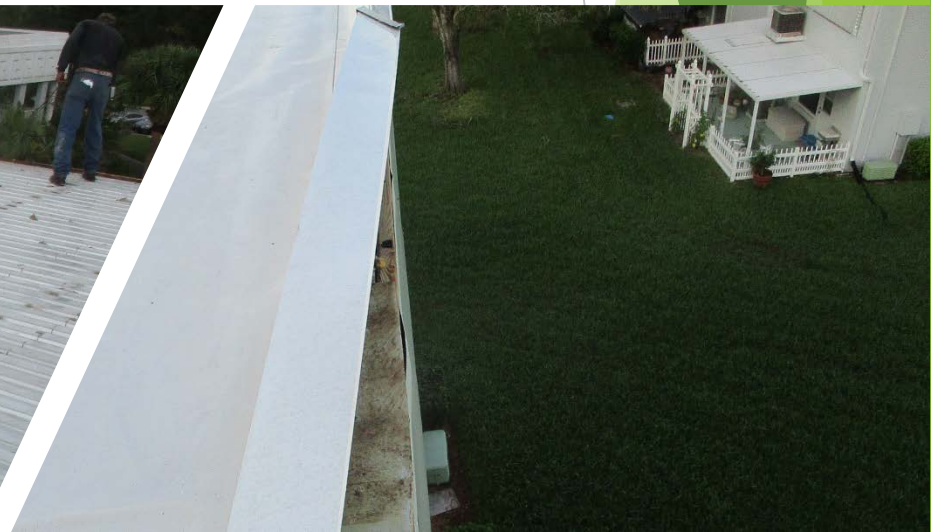
## Roofing Team

### General Maintenance: Common Areas/Roofs

- Inspections
- Preventative Maintenance
- Troubleshooting/Leak Detection
- Roof system repairs
- Roof deck repairs
- Gutter systems & downspout repairs
- Ornamental Towers
- Waterproofing membrane applications
- Condominium Units:
  - Leak detection (in tandem with remediation department)

### Vendor Liaison

Roofing system replacement oversight





# Multiple Departments to Meet the Community's Complex Needs

## Electrical Team

- Common Areas/Electrical rooms:
    - Preventative Maintenance
    - Thermo Imaging main electrical gear
    - Breaker replacement
    - Center Cores and storage rooms:
      - Bulb replacement
      - Fixture repair/replacement
      - Emergency Lighting maintenance; repair; replacement
      - Electrical receptacle repair - replacement
      - Walkways/Stairwells
      - Bulb Replacement
      - Fixture repair/replacement
      - Emergency lighting maintenance, repair, replacement
      - Irrigation timer troubleshooting, repair, replacement
    - Assist Other OTOW facilities (GOLF, SCA, WWTP)
- Maintenance liaison oversight as requested
- Contractor Liaison:
  - Fire Alarm Vendor:
    - Test and Inspections/repair work oversight
  - Fire Extinguisher Vendor:
    - Test and Inspections/repair work oversight
  - Common Dryer Vent System Cleanings
- Duke Energy:
- Surge suppression installation oversight
- Repair of transformers/vaults oversight
- Restricted area access/oversight
- Sprinkler system (wet pipe) Vendor:
- Test & inspection, repair oversight







# Multiple Departments to Meet the Community's Complex Needs

## Utilities Team

### General Maintenance/Common Areas

- Irrigation repairs
- Inspections:
- Repairs (valves, pipes, diaphragms, rotors, drip systems)
- Improvements
- Reclaimed pumping system oversight/maintenance

### Gravity Sewer System

- Inspections
- Preventative Maintenance
- Repairs

### Manhole Repair

- Contractor Oversight

### HVAC condensate lines

- Inspections
- Troubleshooting
- Preventative Maintenance
- Repair
- Replacement

### Parking Lots and Streets - Asphalt

- Inspections
- Preventative Maintenance - Cleaning/Smelting
- Repairs
- Line Striping
- Contractor Liaison
- Contractor Oversight

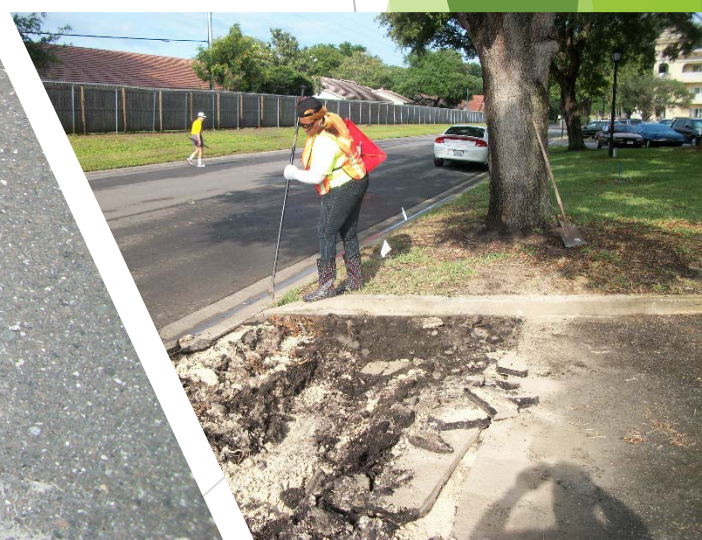
### Storm Drain System

- Inspections
- Preventative Maintenance
- Repairs
- Structure Rehabs
- New Pipe Installations
- Underdrain repair/replacement

### Contractor Liaison/Oversight

- Ponds/Waterways
- Aeration system installations/maintenance
- Cleaning/Maintenance







# Where to Get Project Community Updates

For monthly updates on planned work in your community follow:

- *On Top of the World News*
- *OTOW TV Channel 901*
- *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)***
- ***Slide Presentation will be available on the website***

# 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 may 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
- Access Cards for Pools, Learning Lab, Fitness Center
- 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 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- 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
- Association approval is required for all transfers and leases

# Use of Recreational Facilities

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

# Mortgage/Refinance

- Rule 15(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

Lease Agreement between SCA Pinellas Amenities, LLC and the Association (for Bingo)

- Lease Agreement was approved by the non-conflicted directors on July 14, 2022 and is required per F.S. 718.3027 and 617.0832 to be disclosed to Members at next Members Meeting
- Lease Agreement gives the Association the right it needs to conduct bingo games and specifies conditions to make bingo games compliant with statutes.



# Agenda Item 8

## Vote on Waiver of Reserves

- Official Vote Count

# Agenda Item 9

- Written Questions

# Agenda Item 10

- Other Business

# **Agenda Item 11**

## **Adjournment**

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