

ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION, INC.

BOARD OF ADMINISTRATION MEETING

APRIL 5, 2024

9:00 AM

EAST ACTIVITY CENTER

BOARD MEETING PACKET

**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
Kenneth D. Colen, Chairman
Charles McAllister, Vice Chairman
C. Guy Woolbright, Secy-Treas.
Gail Sanders
James F. O'Neil
Maria Avdelas
Nancy Burt
Stacy Rush
Katie Bajis

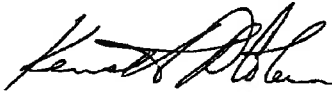
NOTICE OF BOARD OF ADMINISTRATION MEETING

Date/Time: April 5, 2024 - 9:00 AM

Venue: East Activity Center Auditorium
2069 World Parkway Blvd. East
Residents may also join by tuning into Channel 901 or
YouTube: <https://www.youtube.com/watch?v=tsjJrqFekmc>

Board of Administration Agenda

1. Call to order; roll call
2. Proof of notice of meeting
3. Owner Comments per Rule 22
4. Approve Contracts for Fire Safety Systems, Inc. for B85 and B87 Fire Alarm Panels Mods
5. Other Business
6. Adjournment



Kenneth D.
Colen,
Chairman

Agenda Item 1 –

a) Call to Order _____ a.m.

b) Roll Call:

- Kenneth Colen
- Chuck McAllister, joining via Phone
- Guy Woolbright
- Gail Sanders
- Jim O'Neil
- Maria Avdelas
- Nancy Burt
- Stacy Rush
- Katie Bajis

Guests:

- Barrie Buenaventura, Association Counsel
- Dessa Barabba, General Manager, the Management Company
- Shawn Tobias, Senior Manager-Operations, the Management Company
- Tim Martin is appointed Assistant Secretary and will take the minutes of this meeting
- Diane Like will serve as timekeeper

Agenda Item 2 – Proof of notice of meeting

The Board Meeting Agenda was posted on the Association Bulletin Board on March 29, 2024, pursuant to an Affidavit of Posting. The Agenda was also posted on the Website.

An email was distributed to the all Board members on March 29, 2024 with the two proposals for B85 and 87 to be considered. The contents of that email pertaining to this meeting is as follows:

The Management Company has brought a matter forward that requires Board approval affecting B85 and B87 elevators (please see below for summary and attached proposals).

- The attached fire alarm panel/elevator recall proposals are for improvements that are of an urgent nature, for which budgeted funds were not initially earmarked, however savings in other line items of the budget provide for.

Three vendors were solicited in total. All three replied with their intent to bid the work. As the deadline approached for the Request for Proposal (“RFP”) to close and the vendors did their homework on what it would take to make the improvements, two gave their regrets and declined to bid the projects.

- Cintas (our current provider) – Accepted RFP, declined to bid work.
- VSC Fire & Security – Solicited us for work, accepted RFP, declined to bid.
- Fire Safety Systems Inc. (currently provides Wet pipe and Fire hydrant inspections/service to the community) – Provided bids at \$28,460.00 for each elevator.

The fire panels that are currently in place in the community are defined as “local” panels. The panels have basic circuitry and functionality as a result and are not monitored by a third-party service in the event of a fire emergency. The community has been able to continue to utilize these *local* panels because the panels met code for when the buildings were constructed. They also continued to meet code as no substantial changes were made to the system, which would precipitate their upgrade to the current code requirements.

Elevator code was adopted which requires that any elevator being altered (modernized) must have the latest version of Phase II fire recall. This is considered a substantial change to the fire panel system.

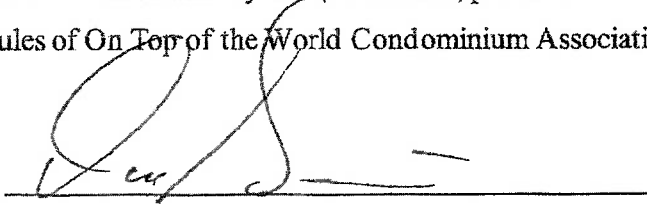
Some of the fire panels at OTOW Condominiums have this recall functionality, but the community is at a point where the remaining older *local* fire alarm panels are unable to be interfaced with any of the new elevator controllers being manufactured today. That means that when a building’s elevator is *on the schedule* for an equipment rehabilitation, elevator fire recall components must be installed in keeping with the current elevator code. To achieve this, the Fire Panel must be upgraded to the minimum code required by the AHJ.

Time is of the essence on this improvement work, as two permits need to be issued from the Bureau of Elevator Safety for these urgent mods at building 85 and 87.

The April 5 Board meeting is scheduled to begin at 9 a.m. at the EAC Auditorium and this email will serve as your Board meeting packet. The attached meeting agenda will be posted as soon as the YouTube link is available and included in the agenda, providing the ability for residents to attend the meeting remotely.

AFFIDAVIT OF POSTING

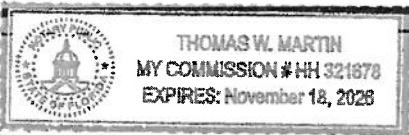
I, David Simms, do hereby swear, that on 3/29,
_____, 2024 at 1:30 a.m./p.m. a "Notice of Board of
Administration Meeting" of the On Top of the World Condominium Association, Inc. to
be held on Friday, April 5, 2024 at 9:00 a.m., was posted on the community bulletin board
in the East Activity Center at 2069 World Parkway Boulevard East, pursuant to Rule 11 of
the Amended and Restated Rules of On Top of the World Condominium Association, Inc.

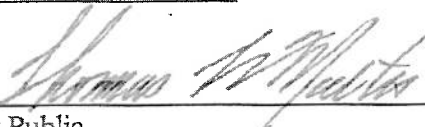


STATE OF FLORIDA)
)
COUNTY OF PINELLAS)

The foregoing document was acknowledged before me on this the 29 day of _____
MARCH, 2024 by DAVID SIMMS who:

- is personally known to me or
- produced _____ as identification.





Notary Public
My Commission Expires:

Agenda Item 3 – Unit Owner Comments per Rule 22

Rule 22

22. Unit Owner Participation at Board of Administration and Committee Meetings.

- a. **Written Request.** All questions or requests to speak at a Board of Administration or committee meeting shall be in writing and shall specify a specific agenda item(s). The request must be delivered to the Association at 2069 World Parkway Boulevard East, Clearwater, FL. 33763 or emailed to associationinfo@otowfl.net no less than one (1) business day prior to the Board of Administration or committee meeting.
- b. **Participation.** Unit owners shall only be permitted to speak on specific agenda items, as reflected in the posted notice of the Board of Administration or committee meeting and shall be limited to comments, opinions, or questions on the specific agenda item(s) identified in the written request. A unit owner may speak for a cumulative maximum time of three (3) minutes during each meeting and may only address a particular agenda item one time during the meeting. Participants must be recognized by the Chairperson before being permitted to speak. The Board of Administration or committee will not participate in a debate with any unit owner.
- c. **Board or Committee Discussion.** After all unit owners who filed their written requests with the Association one (1) business day prior to the meeting have had an opportunity to speak on the particular agenda item, the Board or committee may discuss that item and said discussion shall be without interruption from the floor.
- d. **Prohibited Activities.** Shouting, profanity, or comments of a slanderous or derogatory nature, or otherwise disrupting the meeting, shall not be permitted. Participants engaging in this type of conduct may be asked to leave and are subject to any and all available legal remedies.

Speaker(s):

1. Trish Lawrence
2. Russell Ciokiewicz
3. Mike Payne

From: Trish Lawrence <trishlawrence2003@yahoo.com>

Sent: Wednesday, April 3, 2024 11:44 AM

To: associationinfo otowfl.net <associationinfo@otowfl.net>

Subject: Reqeust for 3 Mins. at Friday Meeting (April 5, 2024)

I am requesting 3 minutes to discuss Elevator Repair **prior to the vote** on April 5, 2024.

Please confirm this with me, and also, please confirm the **start time** of the meeting.

Thank you very much.

Patricia Lawrence
Building 57 - Apt. 31
787-479-2679

Meeting Scheduled on April 5

Russell Ciokiewicz <ciokiewicz8801@gmail.com>

Wed 4/3/2024 1:44 PM

To:associationinfo otowfl.net <associationinfo@otowfl.net>

To Whom It May Concern,

In accordance with the Third Amended and Restated Rules of OTOW, Rule 22, paragraph a, I formally request to speak at the meeting. Since this moment, 1:43 PM, Wednesday, April 3, falls more than one (1) business day prior to the meeting, there shall be no issues with you denying me my right as an owner to speak at this meeting.

Russell Jon Ciokiewicz, CPA, MAcc
Building 88, Unit 1

Speak at board meeting April 5 2024

Mike Payne <mikepayne1111@gmail.com>

Wed 4/3/2024 1:32 PM

To:associationinfo otowfl.net <associationinfo@otowfl.net>

Cc:Viki <viki2453@gmail.com>

Request to speak at board meeting 4/5 Concerning agenda items 3/4/5.

In as much as I have the legal right to have a reasonable amount of time to speak to all agenda items, I will elect to reserve some of my time to address items under other business. Thank you.

I request to video tape meeting.

Mike Payne

Bldg 85 Apt 17

2223 Philippine Dr

727 515 4308

Agenda Item 4 – Approve Contracts for Fire Safety Systems, Inc. for B85 and B87 Fire Alarm Panels Mods

There are two proposals to approve for Fire Safety Systems, Inc. for B85 and B87 Fire Alarm Panel modifications (attached).



P.O. Box 17371 | Clearwater, FL 33762
EF20001376
Phone 727.523.1843
Fax 727.523.8595

March 20th, 2024

On Top Of The World
Condo Association
C/O Parkway M&M Pinellas, LLC.

RE: On Top of The World Bldg. #85
2223 Philippine Dr./2222 Norwegian Dr.
Clearwater, FL 33763

Elevator Recall System Proposal

I am pleased to provide you with the following proposal for the elevator recall system for the above referenced project. Please review the following information carefully and feel free to contact me with any questions or clarifications regarding this proposal.

SUMMARY OF SCOPE:

The information contained within this proposal represents our intention to provide an elevator recall system at the facilities described by the bid documents listed below. This proposal is based on Fire Safety Systems Inc "FSSI" supplying all required materials, equipment, and labor to provide the following:
Provide and install One (1) new elevator recall system at the existing building.

Survey

The following items were available to us and have been used for this proposal:

<u>Item</u>	<u>Title</u>	<u>Date</u>
Request for Proposal	Fire Panel and Elevator Recall Phase 2	1/26/2024.

PROPOSED SYSTEM COMPONENTS:

Furnish & Install (1) Silent Knight 6808 Addressable Intelligent Fire Alarm Control Panel.
Furnish & Install (2) Backup Batteries.
Furnish & Install (12) Silent Knight-SK Minimons- Mini-Monitor Modules.
Furnish & Install (3) Silent Knight- SK Relay Control Modules.
Furnish & Install (5) 302 Series Vertical Mount 135 Deg. Heat Detectors.
Furnish & Install (1) 120v Surge Arrester.
Furnish & Install (1) Napco Starlink Wireless Communicator.
Plans, Permit, and P.E. seal cost are included in the price below.
Installation, and 100% testing of new devices.

INSTALLATION: The installation shall be done by skilled tradesmen working normal business hours and days. Overtime hours required due to the buyer accelerating the construction schedule will be charged as extra work to the buyer.

LAYOUT OF SYSTEM: Layout of system to be at FSSI discretion according to NFPA standards and local codes.

TERMS AND CONDITIONS

- All work is to be done in strict accordance with applicable NFPA standards and local codes. No work will commence, or equipment ordered until a 35% deposit is received (or purchase order, AIA).

Project: OTOTW
Clearwater Fire Alarm
<http://www.firesafety-inc.com/>



P.O. Box 17371 | Clearwater, FL 33762
EF20001376
Phone 727.523.1843
Fax 727.523.8595

- Monthly progress payments are to be in accordance with Contract Terms and applicable Schedule of Values. Final invoice will be made at completion and is due with net 15 terms.
- Late Payment Charges: A 1.5% monthly service charge will be applied to all past due accounts.
- All materials and equipment included in this proposal are non-refundable and non-returnable.
- FSSI is not responsible for changes made by AHJ or Plans Review.
- If AHJ requires additional hardware, cable, or devices that attach to our system then FSSI shall perform necessary requests and shall submit these changes on a Time & Material basis.
- Client will be notified in writing before this additional work commences.
- AutoCAD Fire Alarm Plans from registered FPE must be provided prior to shop drawings.
- Pricing does not include overtime, or fast track of installation. Installation will be completed in a timely matter; schedule will be discussed with management and FSSI will do its best to adhere to that schedule.
- Conduit Plan provided by FSSI.
- Class B Wiring is by FSSI.

TRAINING, WARRANTY & GUARANTEE: FSSI will furnish all manufacturer's warranties and instructions, as-built drawings, and certificate of final inspection upon completion of work. FSSI will provide a twelve-month guarantee covering defective equipment, materials, and workmanship. The guarantee is to start on the date equipment is placed in service. Once installation is complete a FSSI tech will spend the necessary time with client for proper training. FSSI will provide a Fire Alarm Logbook which will include manuals, drawings, and testing docs. Warranty repairs shall be performed between 8am-4pm, M-FRI, not including holidays. The warranty does not apply if failures are caused by misuse, abuse, accident, vandalism or acts of God.

TAXES & PERMITS: This proposal includes applicable sales taxes as well as the cost of a fire alarm permit.

EXCLUSIONS: Unless specifically noted, the following are not included:

- Any additional work beyond what is stated in the scope of the proposal.
- Removal of any material - that is not trade related - from proposed project' site.
- Fire Sprinkler Systems.
- Fire alarm manufacturers different than proposed.
- **Complete Fire Alarm Systems or repair/upgrades to existing alarm system.**
- **Duct Detectors.**
- **Monitoring.**
- **Systems such as: Voice-Evac systems, Mass Notification Systems, Security/Surveillance, Card/Door Access systems, Nurse Call Systems, (BDA) Bi-Directional Amplification, or Two-Way Radio Communication systems, etc.**
- **Knox box or its plan/permits.**
- **Class A Wiring.**
- **CO2 monitoring Systems.**
- Unforeseen obstructions.
- Lock Box.
- Electrical supply dedicated electrical for FACP, electrical devices, or electrical wiring.
- Patching, redecorating, painting, preparing for painting, cleaning of equipment, priming, painting of equipment, or covering of devices/appliances.
- Kitchen hood or Ansul systems.
- Prevailing wages; Davis Bacon Act; or Buy American Act.
- After hours, night, or weekend work.



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- Light, water, electrical service, and toilet facilities during construction.
• Insurance requirements above local code or specifications.
• Bid Bond or Performance/Payment bonds (available upon request, add 2.5%).
• 3D or BIM Coordination – Files can be provided for conversion.

PROPOSAL BASE PRICE\$28,460.00
(TWENTY-EIGHT THOUSAND FOUR HUNDRED SIXTY DOLLARS)

*** Proposal Options:

- > Please Add \$720.00 for annual wireless monitoring.

NOTE:

- Fire Safety Systems Inc reserves the right to require final contract documents and all necessary CAD disks needed to draw the fire protection system. No costs for these documents or disks have been included in this quotation. Any such costs will be incurred by the General Contractor.
• All provisions of the AIA Document A401-1997 are hereby incorporated by reference to this agreement.
• Owner Duties: As required by 4A.60.006 Florida Fire Prevention Code, NFPA 25 4-1.2 and NFPA 72 7-1.2, it is the Owner's responsibility to properly maintain the Fire Sprinkler and Fire Alarm System(s). To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Subcontractor, his agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from all losses caused or contributed to by the Owner's failure to properly Test, inspect, and maintain all fire protection system(s) in accordance with NFPA 25 and NFPA 72.
• Pricing on this quotation is valid for a period of thirty (30) days from the time the quotation is accepted. Materials purchased for the project after the (30) day period has expired are subject to price adjustments that reflect increases in the current cost of such materials. Such material price adjustments will increase the contract sum and be processed by means of a contract change order. This proposal may be withdrawn by Fire Safety Inc if not accepted within thirty (30) days, or if a contract agreeable to both parties cannot be negotiated.

Best regards,

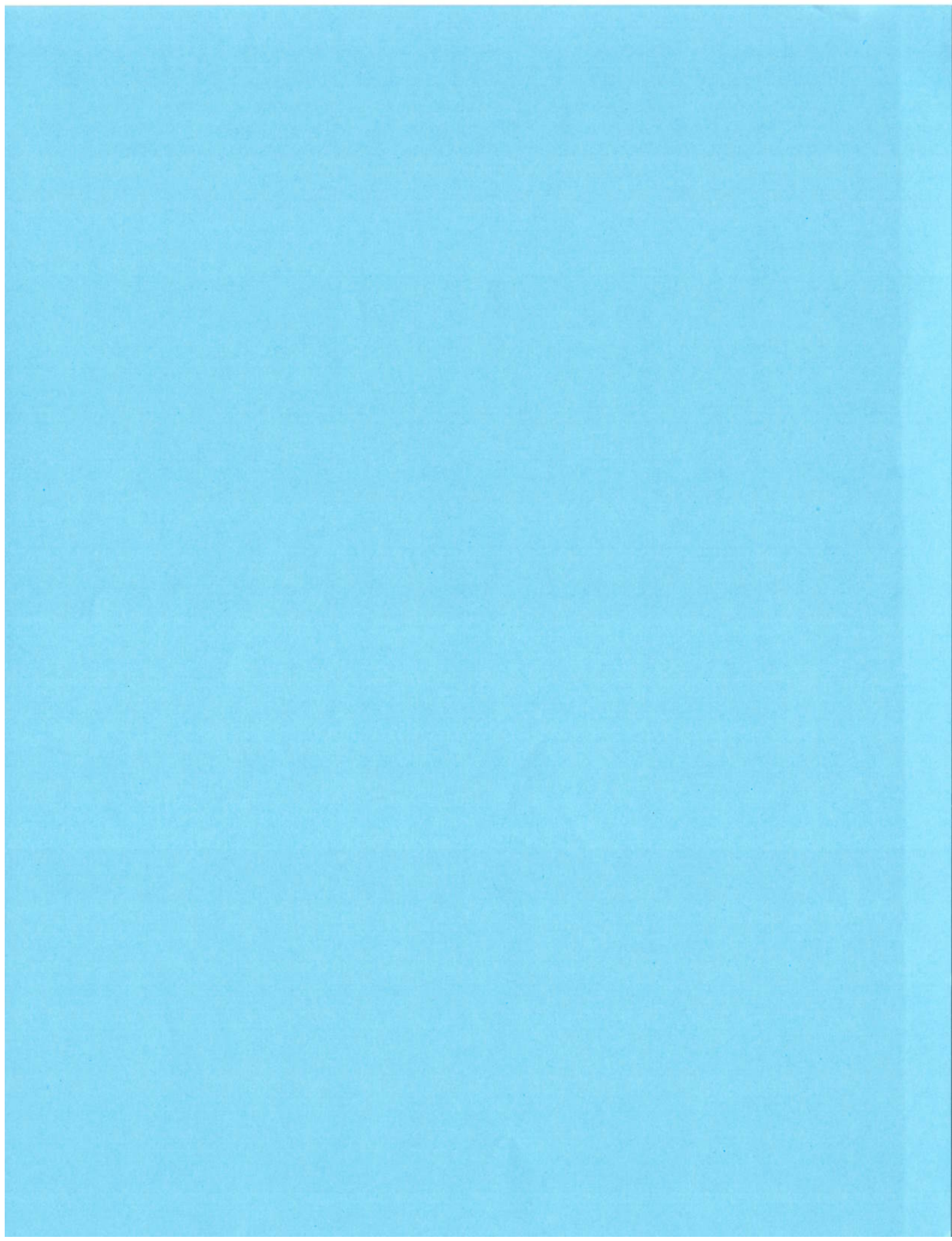
Matthew Mousa

Proposal Accepted

Sign & Print Name

Title

Date





P.O. Box 17371 | Clearwater, FL 33762
EF20001376
Phone 727.523.1843
Fax 727.523.8595

March 20th, 2024

On Top Of The World
Condo Association
C/O Parkway M&M Pinellas, LLC.

RE: On Top of The World Bldg. #87
2287 Philippine Dr./2286 Norwegian Dr.
Clearwater, FL 33763

Elevator Recall System Proposal

I am pleased to provide you with the following proposal for the elevator recall system for the above referenced project. Please review the following information carefully and feel free to contact me with any questions or clarifications regarding this proposal.

SUMMARY OF SCOPE:

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Provide and install One (1) new elevator recall system at the existing building.

Survey

The following items were available to us and have been used for this proposal:

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Furnish & Install (5) 302 Series Vertical Mount 135 Deg. Heat Detectors.
Furnish & Install (1) 120v Surge Arrester.
Furnish & Install (1) Napco Starlink Wireless Communicator.
Plans, Permit, and P.E. seal cost are included in the price below.
Installation, and 100% testing of new devices.

INSTALLATION: The installation shall be done by skilled tradesmen working normal business hours and days. Overtime hours required due to the buyer accelerating the construction schedule will be charged as extra work to the buyer.

LAYOUT OF SYSTEM: Layout of system to be at FSSI discretion according to NFPA standards and local codes.

TERMS AND CONDITIONS

- All work is to be done in strict accordance with applicable NFPA standards and local codes. No work will commence, or equipment ordered until a 35% deposit is received (or purchase order, AIA).

Project: OTOTW
Clearwater Fire Alarm
<http://www.firesafety-inc.com/>



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- Monthly progress payments are to be in accordance with Contract Terms and applicable Schedule of Values. Final invoice will be made at completion and is due with net 15 terms.
- Late Payment Charges: A 1.5% monthly service charge will be applied to all past due accounts.
- All materials and equipment included in this proposal are non-refundable and non-returnable.
- FSSI is not responsible for changes made by AHJ or Plans Review.
- If AHJ requires additional hardware, cable, or devices that attach to our system then FSSI shall perform necessary requests and shall submit these changes on a Time & Material basis.
- Client will be notified in writing before this additional work commences.
- AutoCAD Fire Alarm Plans from registered FPE must be provided prior to shop drawings.
- Pricing does not include overtime, or fast track of installation. Installation will be completed in a timely matter; schedule will be discussed with management and FSSI will do its best to adhere to that schedule.
- Conduit Plan provided by FSSI.
- Class B Wiring is by FSSI.

TRAINING, WARRANTY & GUARANTEE: FSSI will furnish all manufacturer's warranties and instructions, as-built drawings, and certificate of final inspection upon completion of work. FSSI will provide a twelve-month guarantee covering defective equipment, materials, and workmanship. The guarantee is to start on the date equipment is placed in service. Once installation is complete a FSSI tech will spend the necessary time with client for proper training. FSSI will provide a Fire Alarm Logbook which will include manuals, drawings, and testing docs. Warranty repairs shall be performed between 8am-4pm, M-FRI, not including holidays. The warranty does not apply if failures are caused by misuse, abuse, accident, vandalism or acts of God.

TAXES & PERMITS: This proposal includes applicable sales taxes as well as the cost of a fire alarm permit.

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- Fire Sprinkler Systems.
- Fire alarm manufacturers different than proposed.
- **Complete Fire Alarm Systems or repair/upgrades to existing alarm system.**
- **Duct Detectors.**
- **Monitoring.**
- **Systems such as: Voice-Evac systems, Mass Notification Systems, Security/Surveillance, Card/Door Access systems, Nurse Call Systems, (BDA) Bi-Directional Amplification, or Two-Way Radio Communication systems, etc.**
- **Knox box or its plan/permits.**
- **Class A Wiring.**
- **CO2 monitoring Systems.**
- Unforeseen obstructions.
- Lock Box.
- Electrical supply dedicated electrical for FACP, electrical devices, or electrical wiring.
- Patching, redecorating, painting, preparing for painting, cleaning of equipment, priming, painting of equipment, or covering of devices/appliances.
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- After hours, night, or weekend work.



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- Light, water, electrical service, and toilet facilities during construction.
- Insurance requirements above local code or specifications.
- Bid Bond or Performance/Payment bonds (available upon request, add 2.5%).
- 3D or BIM Coordination – Files can be provided for conversion.

PROPOSAL BASE PRICE.....\$28,460.00
(TWENTY-EIGHT THOUSAND FOUR HUNDRED SIXTY DOLLARS)

***** Proposal Options:**

- > **Please Add \$720.00 for annual wireless monitoring.**

NOTE:

- Fire Safety Systems Inc reserves the right to require final contract documents and all necessary CAD disks needed to draw the fire protection system. No costs for these documents or disks have been included in this quotation. Any such costs will be incurred by the General Contractor.
- All provisions of the AIA Document A401-1997 are hereby incorporated by reference to this agreement.
- Owner Duties: As required by 4A.60.006 Florida Fire Prevention Code, NFPA 25 4-1.2 and NFPA 72 7-1.2, it is the Owner's responsibility to properly maintain the Fire Sprinkler and Fire Alarm System(s). To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Subcontractor, his agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from all losses caused or contributed to by the Owner's failure to properly Test, Inspect, and maintain all fire protection system(s) in accordance with NFPA 25 and NFPA 72.
- **Pricing on this quotation is valid for a period of thirty (30) days from the time the quotation is accepted. Materials purchased for the project after the (30) day period has expired are subject to price adjustments that reflect increases in the current cost of such materials. Such material price adjustments will increase the contract sum and be processed by means of a contract change order. This proposal may be withdrawn by Fire Safety Inc if not accepted within thirty (30) days, or if a contract agreeable to both parties cannot be negotiated.**

Best regards,

Matthew Mousa

Proposal Accepted _____
 Sign & Print Name

Title _____

Date _____

Agenda Item 5 – Other Business

Agenda Item 6 – Adjournment