

*On Top of the World*  
Clearwater Florida

**Annual Meeting  
June 11, 2021**





# General Meeting Agenda

1. Call to order; proof of notice of meeting
2. Introduction of Board of Administration and guests
3. Approval of minutes of June 17, 2020 Annual 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 19, per USPS Receipt of Mailing
  - Meeting Agenda posted in East Activity Center on May 21, pursuant to Affidavit of Posting
  - Amended “Board” Meeting Agenda posted in East Activity Center on May 21 and June 4, pursuant to Affidavits of Posting

# Agenda Item 2

- Introduction of Board of Administration

- Kenneth Colen, Chairman
- Guy Woolbright, Secretary/Treasurer
- Leslee Colen, Vice Chairman
- Sharon Licata
- Virgil “Corby” Ratliff
- Gail Sanders
- Charles “Chuck” McAllister
- Michael “Mike” Spodeck
- James “Jim” O’Neil

(For more information on your Board Members see website:

<https://www.otowclearwaterinfo.com/association-board-members>)

- Guests

- Dessa Barabba, General Manager, Management Company
- Barrie Buenaventura, Association Counsel
- Patty Soriano, assistant secretary, taking minutes of the meeting



# Agenda Item 3

- Approval of Minutes of June 17, 2020 Annual Meeting; waiver of reading of minutes
  - Minutes are available for review by any member at any time

# Agenda Item 4

Unit Owner Comments Per Rule 21

# Agenda Item 5

- Report of the Board of Administration



# **Budget & Insurance 2021-2022**

Guy Woolbright

# Reserves

- Per Florida Statutes, Association Members vote to waive or establish reserves each budget year
- Majority of those voting must vote to waive reserves
- Unless properly waived, at this meeting, reserves must be fully funded beginning on July 1, 2021

**On Top of the World Condominium Association, Inc.  
Annual Operating Budget for Fiscal Year July 01, 2021 - June 30, 2022**

**Expenses**

<b>Association Expense</b>	Current Year
Computer Processing	\$93,288
Postage	\$3,528
Printing & Office Supplies	\$32,292
<b>Total Annual Association Expenses</b>	<b>\$129,108</b>

**On Top of the World Condominium Association, Inc.  
Annual Operating Budget for Fiscal Year July 01, 2021 - June 30, 2022**

**Income**

Without Reserves	\$17,346,919
Reserves	\$5,202,755
With Reserves	<b>\$22,549,674</b>

**Expenses**

General and Administration	\$988,884
<b>Maintenance</b>	
Salaries Maintenance	\$3,861,900
Ground and Building Maintenance	\$2,522,676
Repairs - Maintenance Equipment	\$148,824
Street Lights	\$140,916
<b>Recreation and Facilities</b>	
Operating Costs	\$766,308
Salaries Recreation	\$661,296
Water/Sewer/Garbage	\$2,447,628
<b>Insurance</b>	<b>\$2,745,804</b>
<b>Gate Operation</b>	\$314,136
<b>Fees Payable to Division</b>	\$19,872
<b>Association Expense</b>	\$129,108
<b>Annual Management Fee Simple Schedule</b>	<b>\$2,599,567</b>

(For Buildings 1,2, 4, 5, 6, 7, 8, 9, 10 and 16 only  
less Fees Payable to Division)

**Total Annual Expenses Without Reserves** **\$17,346,919**



# Budget Year Over Year

	<u>FYE 2022</u>	<u>FYE 2021</u>	<u>Change</u>	<u>% Change</u>
<b><u>Expenses:</u></b>				
<b>Computer Processing</b>	93,288	93,924	(636)	-1%
<b>Postage</b>	3,528	1,932	1,596	83%
<b>Printing &amp; Office Supplies</b>	<u>32,292</u>	<u>29,844</u>	<u>2,448</u>	<u>8%</u>
<b>Total Association Expenses</b>	129,108	125,700	3,408	3%
<b>General and Administration</b>	988,884	961,764	27,120	3%
<b>Salaries Maintenance</b>	3,861,900	3,628,152	233,748	6%
<b>Ground and Building Maintenance</b>	2,522,676	2,986,764	(464,088)	-16%
<b>Repairs - Maintenance Equipment</b>	148,824	180,804	(31,980)	-18%
<b>Street Lights</b>	140,916	140,928	(12)	0%
<b>Operating Costs</b>	766,308	779,124	(12,816)	-2%
<b>Salaries Recreation</b>	661,296	681,468	(20,172)	-3%
<b>Water/Sewer/Garbage</b>	2,447,628	2,402,184	45,444	2%
<b>Insurance</b>	2,745,804	2,593,932	151,872	6%
<b>Gate Operation</b>	314,136	309,912	4,224	1%
<b>Fees Payable to Division</b>	19,872	19,872	0	0%
<b>Annual Management Fee Simple Schedule</b>	2,599,567	2,609,076	(9,509)	0%
<b>Total Annual Expenses</b>	17,346,919	17,419,680	(72,761)	0%

# Planned Improvements for 2021 - 2022

- **8 Building railing improvements**
- **18 Front facade paint improvements**
- **13 Rear and side wall waterproofing improvements**
- **4 elevator mechanical improvements (pending updated Covid directives)**
- **4 Elevator cab renovations (pending updated Covid directives)**
- **4 roofing system replacements**
- **8 walkway coating improvements**
- **8 main parking lot sealcoating improvements**
- **Roadway streetlight additions**

# 2021-2022 Painting Schedule

- **July – B21 (Front), B23(Front),**
- **August – B24 (Front), B28(Front), B3 (Front),**
- **September – B3(Rear), B39 (Front), B56 (Front), B92(Front)**
- **October – B95 (Front), B96 (Front),**
- **November - B94(Rear), B5 (Rear), B11 (Rear), B15 (Rear),**

\*\*\*\*Move to back of building waterproofing projects the week of Thanksgiving for the holiday decorating season\*\*\*\*

- **December – B16 (Rear), B36 (Rear), B52 (Rear),**
- **January – B63 (Front), B66 (Front), B72 (Front),**
- **February – B73 (Front), B75 (Front)**
- **March – B76 (Rear), B82 (Rear),**
- **April – B85 (Rear), B86 (Rear),**
- **May – B87(Rear), B 80 (front),**
- **June – B83 (Front), B89 (Front).**



# Roof Replacement



# Mansard Replacement





# Building Railing Retrofit



# Parkway Maintenance

## Licenses, Certifications, Accreditations

- 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

# Parkway Maintenance Community Services

**Building  
Maintenance**

**Landscape  
Maintenance**

**Construction  
Department**

**Remediation  
Department**

**Utilities  
Department**

# Schedule of Services

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

Cleaning of Commons areas, mildew removal, facade 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

# Parkway Maintenance Community Services

**Electrical  
Department**

**Elevator  
Department**

**Roofing  
Department**

**Inspection  
Services**

**Quality  
Assurance**



# 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

# Parkway Maintenance Contracts with SCA to Provide:

## Recreation, Amenities & Services

- Activity Centers (East and West) general cleaning, maintenance, event coordination
- Golf courses, Dog park, Pools, Smoking areas, Tennis courts, Horseshoe pits, Pavilion and Grills, Shuffleboard Courts, Lawn Bowl Courts
- Local cable channels for resident information (Channel 732)
- WIFI access at Activity Centers and pools
- Guard house maintenance
- Supports Community Service Office
- Good Karma Café
- Shuttle bus service for residents

## Utilities

- Potable Water through Pinellas Utilities
- Wastewater and Reuse Irrigation through SCA Water Reclamation Plant

# Insurance

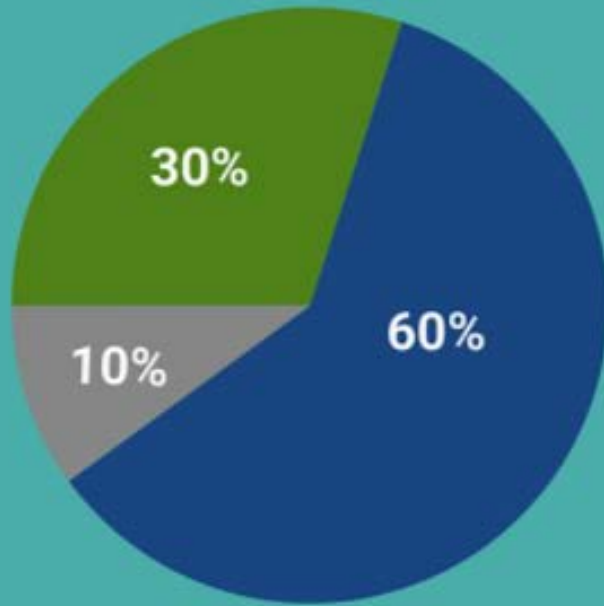
- Association obligated to provide coverage for replacement value and is re-valuated every 36 months.
- Reviewed annually.
- Board establishes Deductible Limit per F.S. §718.111(11) - No changes
- The Association has a Wind Study prepared every year to evaluate the risk of loss (RMS-18) in community. Reviewed annually.

# Insurance (continued)

- Non-discretionary Budget Item
- Market Driven; Global Impact
  - Natural Disasters worldwide reduce capacity locally
  - Investment returns to insurers
- Insurance increased 6% over last FY
- Hurricane Forecasts - Best Guess?



# 2021 Atlantic Hurricane Season Outlook



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

Season probability

**Named storms**

13-20

**Hurricanes**

6-10

**Major hurricanes**

3-5

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

May 2021

Source: NOAA.gov

# 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.







# Insurance (continued)

- Association's Policy
- Unit Owners Policy

# 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.

# Before



# Mold Event



## Cause





# What Happens Next



# Association Restoration







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

AT1 H-19- 2283-FB0E H 6 F

000000 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	FP-7956 .FL
Fungus (Including Mold) Excl	FE-5453
Hurricane Deductible	FE-5703 .4
FL Cat Grnd Collapse Cov	FE-3566 .1
Condo Unit Policy Endorsement	FE-3441
Additional Insured	OPT AI
Actual Cash Value Endorsement	FE-3650

**HO-6  
Policy**

**RENEWAL CERTIFICATE**

<b>POLICY NUMBER</b>	80-Q1-4118-4	
Condominium Unitowners Policy MAR 15 2017 to MAR 15 2018		
BILLED THROUGH SFPP		
<b>Coverages and Limits</b>		
<b>Section I</b>		
A Building Property		\$44,700
B Personal Property		32,000
C Loss of Use	Actual Loss Sustained	
D Loss Assessment		2,000
<b>Deductibles - Section I</b>		
All Losses		500
Hurricane		500
<b>Section II</b>		
L Personal Liability		\$300,000
Damage to Property of Others		500
M Medical Payments to Others (Each Person)		5,000
<b>Annual Premium</b>		\$494.00
Covered Loss Due to		
Hurricane Event	133.00	(Included)
Other Covered Losses	361.00	(Included)
FL EMPA ASSESSMENT		2.00
<b>Total Amount</b>		<b>\$496.00</b>
<b>Premium Reductions</b>		
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 remain the same 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

# FireAvert



- Website – [Fireavert.com](http://Fireavert.com)
- Cost \$150
- Most effective way to protect your home from stove fires
- Installs in less than 10 minutes – no tools or skills necessary
- Automatically cuts power to stove when smoke alarm sounds
- Must have functioning Smoke Alarm!!!!

# How does FireAvert Work?



Smoke alarm will sound.



Electric Stove

FireAvert Unit



FireAvert will hear your smoke alarm and shutoff your stove.

# Insurance (continued)

- Wind Mitigation Forms
  - Added to <https://www.otowclearwaterinfo.com/wind-mitigation-forms/> (located under General Information tab)
  - 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

# 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 bottles and containers



# What NOT to Recycle

- Food waste
- Camera Films
- Plastic bags
- Plastic wrap
- Foam Cups
- Foam Containers
- Styrofoam

# Clam Shell Awnings

- Do not meet wind code
- Damaged awnings and awnings creating damage to buildings must be removed immediately. Visit the Community Service Office to schedule removal:
- First Floor- \$100.00 fee
- Second Floor-\$150.00 fee
- Third Floor- \$200.00 fee
- As of August 1, 2018 no Association approvals for transfer with awnings
- There are 61 units with a total of 87 awnings remaining in the community to be removed

# Clam Shell Awnings



# Damage from Clam Shell Awnings





# 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.**



# Incorrect Washer/Dryer Installation



# 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 units 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
- Association Correspondence – June 2019- May 2020
  - Received 828 Y.T.D. / average 69 per month
  - Outgoing 1216 Y.T.D. / average 101 per month

# Use of Recreational Facilities

- Limited to Owners or Association-Approved Tenants
- Standard Practice to Request Resident Present Valid Activity Cards
- Fitness Center is for exclusive use of Owners and Approved Tenants, no Guests, new Digital Card access (see Community Service Office)
- 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
- If you plan to mortgage or refinance, please write to [clw\\_interview@otowfl.com](mailto:clw_interview@otowfl.com)

# Community Safety

## Take Responsibility for Your Personal Safety

- Upgraded camera systems 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 6

- Management Company Report: Dessa Barabba
  - Overview of work completed 2020-2021
  - Preventative work planned for 2021-2022 budget cycle

# Parkway Maintenance and Management Report

- Work completed from July 1, 2020-March 31, 2021(as reported quarterly).
  - The Community Service Office assisted over 11,500 walk in visitors and approximately 10,000 calls were received. They generated over 2500 Service Tickets.
  - The Management Company sent out over 980 letters requesting actions be taken by an owner regarding water leak repairs, non-compliance issues, occupancy compliance, as well as neighbor disputes, and other matters.
  - The Orientation department conducted approximately 800 interviews for purchases, deed transfers, inheritance and residency via in person, Skype, phone, or zoom.
    - There were only 35 cancellations during this time period.
  - The Occupancy Compliance department conducted over 400 interviews for tenancy.
  - The Remediation department generated over 550 service tickets, serviced over 290 water leaks and addressed 28 mold remediation's.
  - Elevator runtime percentage as of March 31, 2021 report is holding at 99.85%. Only 8 times during the year was an elevator down for more than 24 hours. Delays were typically caused by shipping/supply chain delays. Additionally, there were 15 incidents of communication issues. Communication issues require the elevator be shut down until the issue is resolved



# Preventative Work

As a preventative measure, the management company is currently working to obtain bids for an extensive project of hydro jetting kitchen and bathroom lines and replacing common cleanouts. Jetting would be done to clean out and further reduce/eliminate back-ups in older lines that are primarily located on the east side of the property. The goal is to hydro jet all existing kitchen and bathroom lines on property over the next five years.

# Hydro Jetting Before and After

10:15:10 AM / 10-02-2020



10:55:29 AM / 10-02-2020



# Before and After



# Community Standards & Compliance

Dessa Barabba

# Community Standards

- Level of quality 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

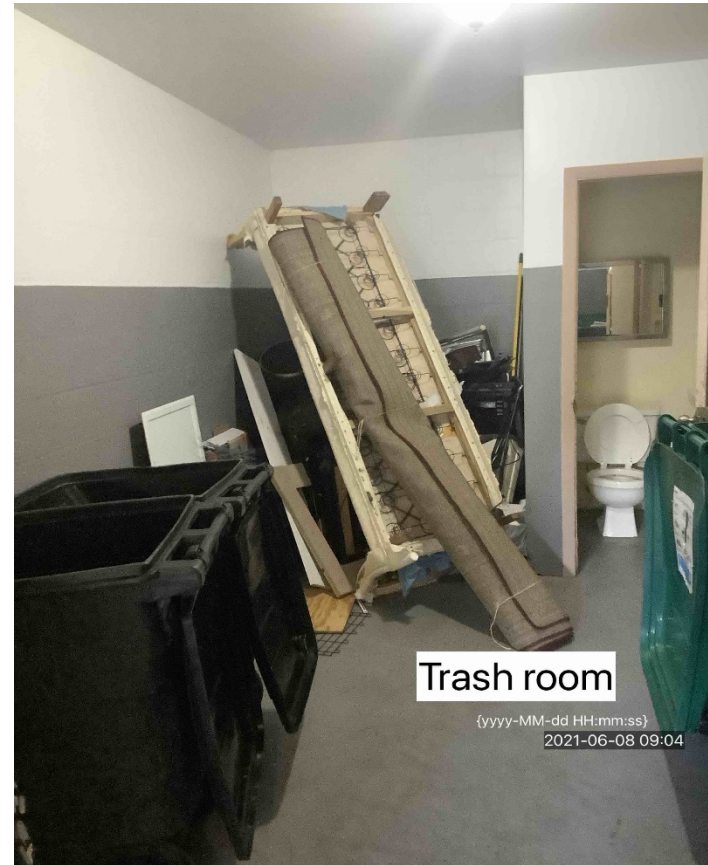
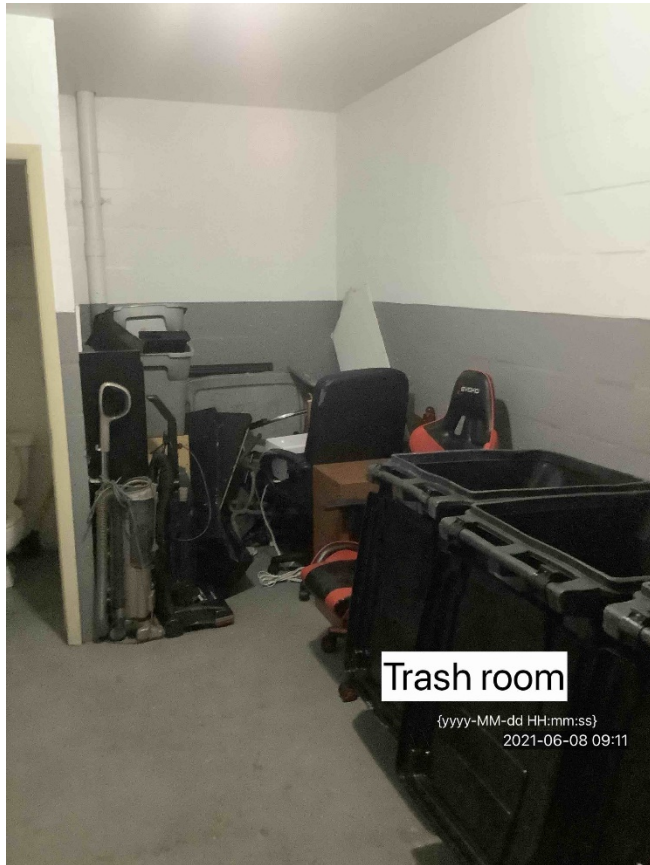
# Community Standards Non-compliance Report

- Awnings that do not meet the minimum standards – 87
- Leaks with unresolved repairs – 13
- Landscape - 122
- Vehicle Violations – 107 (unauthorized parking, expired registration)
- Age Restriction Investigation & Enforcement - 26
- Signage/Advertising - 9
- Animals – 23 (barking, not on leash, aggressive, not picking up after your pet, etc.)

# Community Standards



# Community Standards Continued





# Use and Maintenance of Unit



# Alterations/Modifications

## Owner's obligation to obtain Association approval for modifications

- Changes to common elements requires a modification form to be completed and approved by the Association.
  - 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
- If you observe a possible alteration violation don't assume someone else has reported it. Contact Inspection Services at 727-683-6981 and the violation will be reviewed by compliance personnel. If an issue exists, staff will begin the compliance process.



# Modification Forms

- Modification forms are available at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com). Under the Community Services tab select Inspection Services Department. Scroll to the forms and select as needed. You can also pick them up in the Community Service Office.
- 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 Requests received and processed between June 2020 - May 2021 = 965
- 892 notice of non-compliance letters were sent out

# Recreation Amenities Updates

Dessa Barabba

# Completed 2020-2021

## Planned 2021-2022

### Completed Improvements 2020-2021

- Installation of Electronic Access Control at the Fitness Center
- Replaced pool controllers East Activity Center (EAC) and West Activity Center (WAC)
- Added 3 large grills for pavilion
- Installed grill covers for all small grills
- Repaired and resurfaced the lawn bowls court
- Purchased new maintenance equipment for lawn bowls court

### Planned Improvement 2021-2022

- Purchased a floor cleaning machine for WAC
- Purchased 2 new billiard tables
- Installation of Fire alarm in Woodshop area
- Expansion of Access Control to Pool/Spa Areas

# 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 OTOW Alerts (powered by RAVE Mobile Security). Sign up on the [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com) 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.
- **Email us through link at**  
**[www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com)**  
From Community Services, click open Community Service Office Page, scroll to service requests.  
Click on the form, fill in boxes with request and hit "Submit".
- **For emergency service call in a Common Area**  
3 p.m. to 6 a.m. call 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
- by requesting it in person at the CSO or;
- by filling out a request online at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com). From Community Services tab, click on Water Service, scroll to “Fill Out Water On/Off Service Request Form”, fill out request and click submit.



# When Making Your Request You Should:

## 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 7:30-5:15 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
- Fitness Center Access 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

# Agenda Item 7

- Vote on Waiver of Reserves

# Agenda Item 8

- Written Questions

# Agenda Item 9

- Other Business

# Agenda Item 10 Adjournment

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



## **AMENDED BOARD MEETING AGENDA**

1. Call to order, proof of notice of meeting
2. Approval of minutes of July 17, 2020 and March 26, 2021 Board of Administration meetings
3. Resolution 2021-01 – Consideration of adoption of Budget for fiscal year July 1, 2021 through June 30, 2022
4. Resolution 2021-02 – Consideration of adoption of insurance deductibles
5. Resolution 2021-03 – 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 members to vote when payments due the Association are more than 90 days delinquent, as provided in Section 718.303, Florida Statutes
6. Resolution 2021-04 – Consideration of adoption of SCA Facilities Rules and Regulations
7. Resolution 2021-05 – Consideration of adoption of an Internet-based online voting system
8. Report on Unit Owners Vote on Waiver of Reserves
9. Working Group Report
10. Consideration of proposed engagement for consultant for video and internet services
11. Other Business
12. Adjournment

# Agenda Item 1

- Call to order
- Proof of notice of meeting

# Agenda Item 2

- Board approval of minutes; waiver of reading
  - July 20, 2021 Board Meeting
  - March 26, 2021 Board Meeting

# Agenda Item 3

- Resolution 2021-01 – Consideration of Adoption of Budget for Fiscal Year July 1, 2021 through June 30, 2022

# Agenda Item 4

- Resolution 2021-02 – Consideration of adoption of insurance deductibles

Deductibles (per occurrence):	2020-2021 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 5

- Resolution 2021-03 – 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
  - 23 Unit Owners 90 days or more delinquent



# Collection of Assessments

- Association pursues collection of Assessments
- Payments not received within 15 days of date due are assessed a late fee of \$25 and 18% annum interest (1.5% per month)
- Accounts not paid within 45 days are turned over to Association's collection's firm
- 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

# Delinquent Accounts

## Year over Year Comparison

	<b>June 2021</b>	<b>June 2020</b>	<b>Difference</b>
Number over 90 days	23	15	+8
% of Total Units – 4,967	.005%	.003%	+.002%
Association pursuing foreclosure	5	10	+2
Bank pursuing foreclosure	2	2	0
Number in Bankruptcy	0	0	0

# Agenda Item 6

- Resolution 2021-04 – Consideration of Adoption of SCA Facilities Rules and Regulations
  - Amenities Provider is Sidney Colen & Associates
  - Association made arrangements for recreation facilities to be made available to Association members, approved tenants, with valid activity cards (along with their guests)
  - Association’s rules do not govern use of SCA recreation facilities
  - Association needs to adopt SCA rules and regulations in order to enforce them in the same manner as the Association’s Rules and Regulations
  - All revisions to the SCA Rules shall require subsequent approval by the Board

# Agenda Item 7

- Resolution 2021-05 – Consideration of Adoption of an Internet-Based Online Voting System

# Agenda Item 8

- Report on Unit Owners Vote on Waiver of Reserves

# Agenda Item 9

- Working Group Report
  - By: Chuck McAllister, Chairman of Working Group

# Agenda Item 10

- Consideration of proposed engagement for consultant for video and internet services



# Agenda Item 11

- Other Business

# Agenda Item 12

- Adjournment