

Indigo East Neighborhood Association, Inc.

Annual Meeting of Members and
Board of Directors Meeting
December 11, 2025



Indigo East
NEIGHBORHOOD ASSOCIATION

Annual Meeting Agenda

- 1. Call to order
- 2. Introduction of Board Members and Guests; Quorum
- 3. Proof of notice of meeting
- 4. Owner requests to speak per Rule 17
- 5. Reading, or waiver of reading, and approval of minutes from last Members meeting
- 6. Appointment of inspectors of elections; call for ballots
- 7. Management Company Reports
- 8. Written questions pertaining to Agenda items
- 9. Announce election results
- 10. Other business
- 11. Adjournment



2. Introduction of Board, Guests

Board of Directors:

- Robert Barkus, Chairman
- Roger Sparks, Secretary-Treasurer
- Vacant

Guests:

- Heather Ray, Community Association Manager, Management Company
- Jaime Garafola, appointed Assistant Secretary taking minutes
- Guy Woolbright, Accounting
- Boe Stepp, Land Development
- Monique Parker, Association Counsel



3. Proof of Notice

- Meeting Notice and 2026 Budget mailed to all owners of record on November 25, 2025.
- Meeting Agenda posted at The Indigo East Community Center on December 2, 2025 per Affidavit of Posting.

Do we have quorum?



4. Owner Comments per Rule 17

17. Owner Participation at Owner Meetings.

(a) Written Request. All requests to speak at a meeting of the Owners shall be in writing and shall specify the agenda item or items to be addressed.

(b) Notice of Participation Request. All requests to speak at a meeting of the Owners must be received by the Association at the address specified by the Governing Documents not less than the greater of seventy-two (72) hours or three (3) business days prior to the applicable Owner meeting.



5. Reading, or waiver of reading and approval of minutes of last annual meeting

We have the Minutes from December 10, 2024 Annual Meeting. Minutes are always available to Owners.

Members, do I hear a motion from the floor waiving the reading of the last members meeting minutes and approve them as rendered?



6. Appointment of Inspectors of Election, Call for Ballots

Inspectors of Election are located
in the lobby as you entered today.

If you have not already turned in
your Ballot, please do so now.



7. Management Company Reports

- a. Proposed Operating Budget 2026
- b. Resident Services
- c. AppFolio Owner's Portal
- d. OTOW App
- e. Golf Carts Rule Change
- f. Enforcement Policy
- g. Development Updates



a. Proposed 2026 Budget

Guy Woolbright



Indigo East Neighborhood Association, Inc.
Proposed Annual Budget REVISED
Calendar Year 2026

		Buildout 593	Year End 2026 593	Year End 2025 593
Average Homes in Association				
Revenues:	Carry forward of Projected Cash Balance		\$ -	\$ -
Note 1	Neighborhood Association Resident Fees		\$ 1,906,677.83	\$ 1,717,290.28
	Total Revenue & Cash Carry Forward		\$ 1,906,677.83	\$ 1,717,290.28
Expenses:				
Note 2	Direct Services			
	Garbage/Debris Collection		\$ 141,039.12	\$ 118,801.62
	Gate Operations		\$ 5,000.00	\$ 5,000.00
	Insurance		\$ 18,500.00	\$ 15,090.00
	Common Area Landscape/ Grounds		\$ 242,434.20	\$ 210,295.80
	Total Direct Services		\$ 406,973.32	\$ 349,187.42
Note 3	Circle Square Ranch Master Association Fees		\$ 451,481.23	\$ 390,487.43
Note 4	Management Service Fees & Expenses			
	Services Agreement		\$ 271,407.88	\$ 271,407.87
	Operating Expenses		\$ 752,705.41	\$ 674,347.55
	Total Management Service Fees & Expenses		\$ 1,024,113.29	\$ 945,755.42
	Professional Fees			
Note 5	Accounting Fees		\$ 18,360.00	\$ 18,360.00
	Legal Fees (including Enforcement)		\$ 5,000.00	\$ 11,500.00
	Total Professional Fees		\$ 23,360.00	\$ 29,860.00
	Licenses & Taxes			
	Licenses, Taxes		\$ 750.00	\$ 2,000.00
	Real Estate Taxes		\$ -	\$ -
	Total Licenses & Taxes		\$ 750.00	\$ 2,000.00
	Total Expenses		\$ 1,906,678	\$ 1,717,290
	Net Association Surplus		\$ -	\$ -
	Monthly Assessment - Indigo East NA		\$ 267.94	\$ 241.33
	Monthly Developer Contribution		\$ -	\$ -
	Net Monthly Homeowner Assessment		\$ 267.94	\$ 241.33

Budget Changes/Drivers

- Direct services increased due to contractual increases
- Services Agreement and operating expenses increased due to operating costs of the facilities, common area landscaping, and contractual increases
- CSF increase of \$26.61 monthly to \$267.94/ month



Delinquent CSF Accounts

- Accounts not paid within 30 days shall be turned over to Association's legal counsel for collection
- Accounts outstanding after 90 days are subject to suspension of use rights of owners, occupants and guests to use common facilities and also suspension of voting rights (F.S. 720.305(3))
- There is 1 account in legal collection



Property Financing

Eighty (80%) percent maximum financing.

- Post acquisition financing, such as a home equity loan is acceptable subject to approval of Association and not in violation of 80% provision. **Reverse Mortgages do not meet this provision.**

Transfer & Mortgaging Properties – No owner may mortgage his home, or any interest therein, without the prior written consent of the Association, except for a first mortgage to an Approved Lender which first mortgage secures not more than eighty percent (80%) of the purchase price paid for the home.

- Maintaining reasonable equity in your home supports property values and integrity of the community.



b. Resident Services

Heather Ray




Some of the Services Provided:

Vehicle RFIDs
 Resident IDs
 Gateway of Services
 Tag/Estate Sales
 Workorders
 Storage Rentals
 Modifications
 Compliance Violations
 Resident Orientations/Interviews

YTD Totals	Indigo	Entire OTOW Community
Emails	295	9825
Voicemails	683	15759
Walk-Ins	547	17025
Workorders	93	8291
Modifications	193	3937
Violations	41	716
Orientations/Interviews	87	1411





On Top of The World Resident Services

2.2K followers · 0 following

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[About](#)
[Photos](#)

Intro

Our experienced Resident Services staff are on-hand to help you! We want to make sure that our residents receive a personalized customer service experience. From vehicle decals, resident ID cards, storage, and so much more!

Page · Real Estate

9850 SW 84TH Court, Suite #500, Ocala, FL, United States, Florida

(352) 236-6869

otowservice@otowfl.com


ontopoftheworldinfo.com/resident-services


Open now

Not yet rated (0 Reviews)

Photos

[See all photos](#)





On Top of The World Resident Services
November 27 at 8:00 AM · 🌐


This season, we're thankful for our wonderful residents who make this community such a special place to live. May your day be filled with good food, great company, and moments of gratitude.

🍁 Wishing you all a safe and joyful Thanksgiving! 🍂

👍❤️ 43


Like Comment

[View more comments](#)



Margaret Ann Veres
Starting our 25th year and never a moments regret! We are so grateful for the Colen family, Ken Colen and all the OTOW crew who make this our dream place.

👍🍁



On Top of The World Resident Services
November 26 at 9:59 AM · 🌐


Just a friendly reminder that Resident Services will be open from 8 to noon today and then closed on Thursday, November 27, and Friday, November 28, 2025.

Regular business hours (8 am to 4 pm) will resume on Monday, December 1, 2025.

👍❤️ 9

Like Comment

[View more comments](#)



Margaret Ann Veres
Happy Thanksgiving to each of you folks, you are greatly appreciated.

👍

Follow Us on Facebook

- 

Linda Monaco
Thanks for the timely information and lovely messaging format. I look forward to future messages.
- 

Nancy Hogan
This is an awesome way to reach residents. Thank you for creating this page.
- 

Rich Brott
Grateful for a wonderful community to reside in.
- 

Arlene Loepp
Any and all effort made to ensure better communication and information by OTOW for the residents is much appreciated. Thank you.
- 

Carolyn Hall
Thank you for the Facebook page!!!
- 

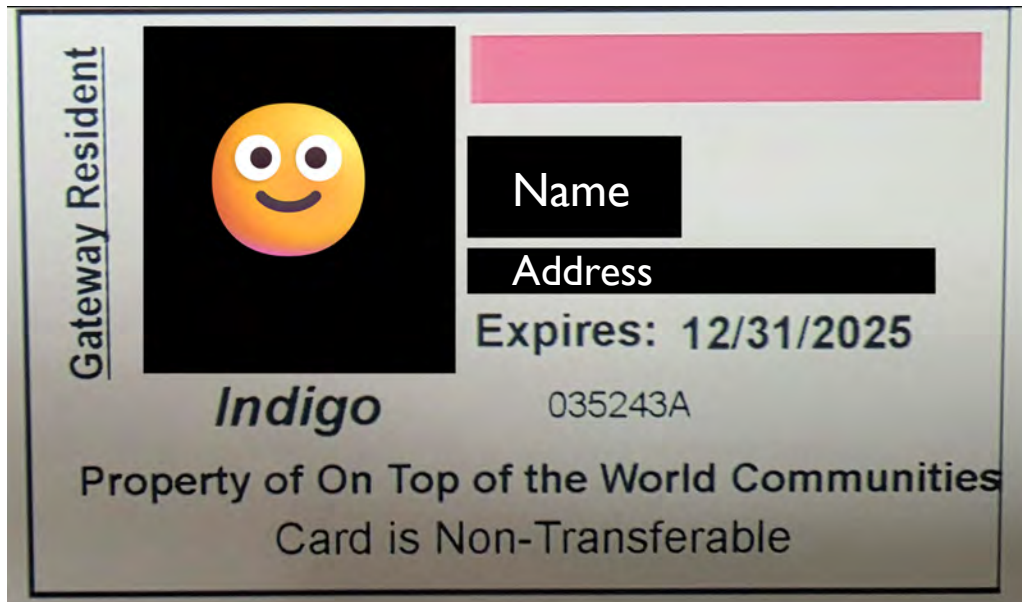
Margaret Ann Veres
Starting our 25th year and never a moments regret! We are so grateful for the Colen family, Ken Colen and all the OTOW crew who make this our dream place.



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Gateway of Services

**\$1265 per person,
second resident included**



- Access to the Arbor Fitness & Aquatic Centers
- Access to the Recreation, Fitness Center & Sports Facilities
- Access to the walking, jogging and fitness trails
- Dining privileges at The Pub
- Access to two private golf courses: The Tortoise & Hare and the Links
- Access to social and recreational clubs
 - Use of model airplane field
 - Wellness classes, personal training and aquacise training



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c. AppFolio Owners Portal

Heather Ray



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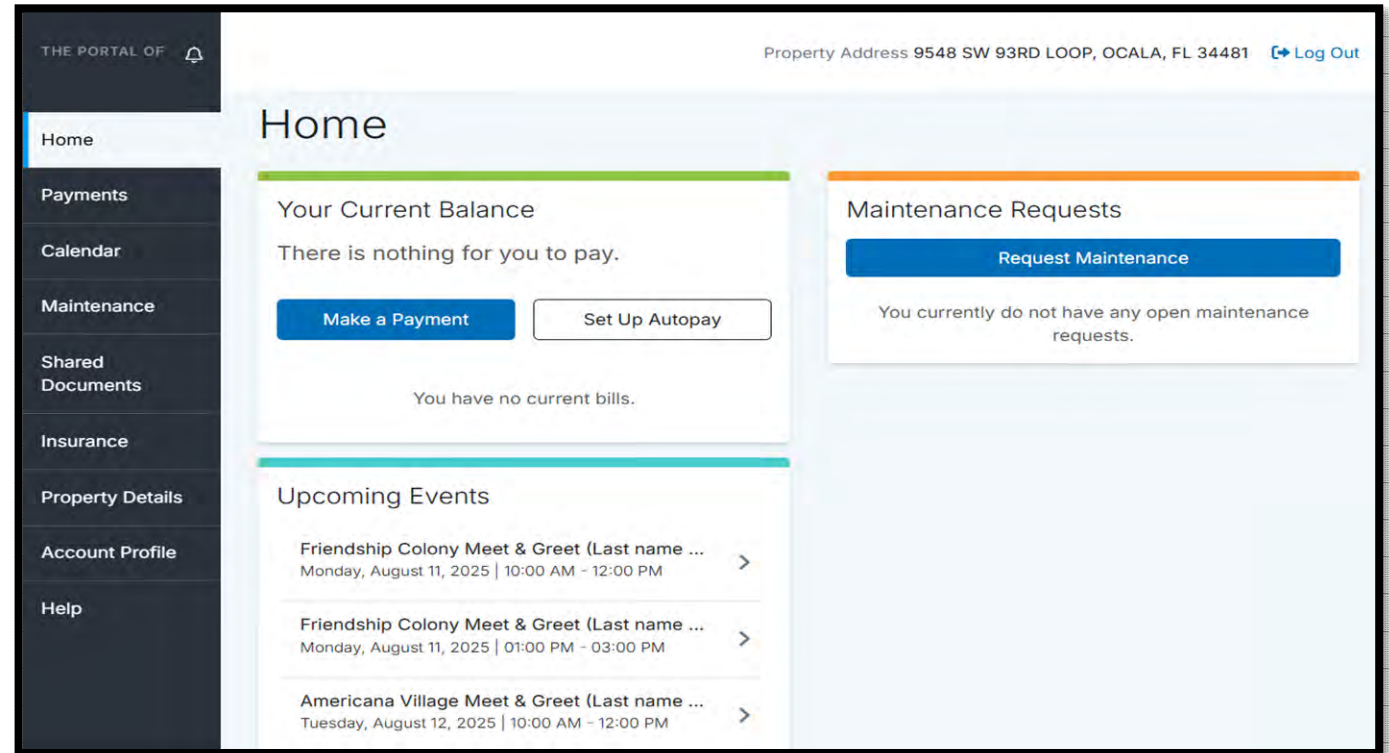
AppFolio Owners Portal

Securely pay association assessments via eCheck (ACH), credit / debit card.

Receive calendar notices for Board of Directors meetings and Annual Members meetings.

View and download Association Official Records.

Submit Maintenance Requests.

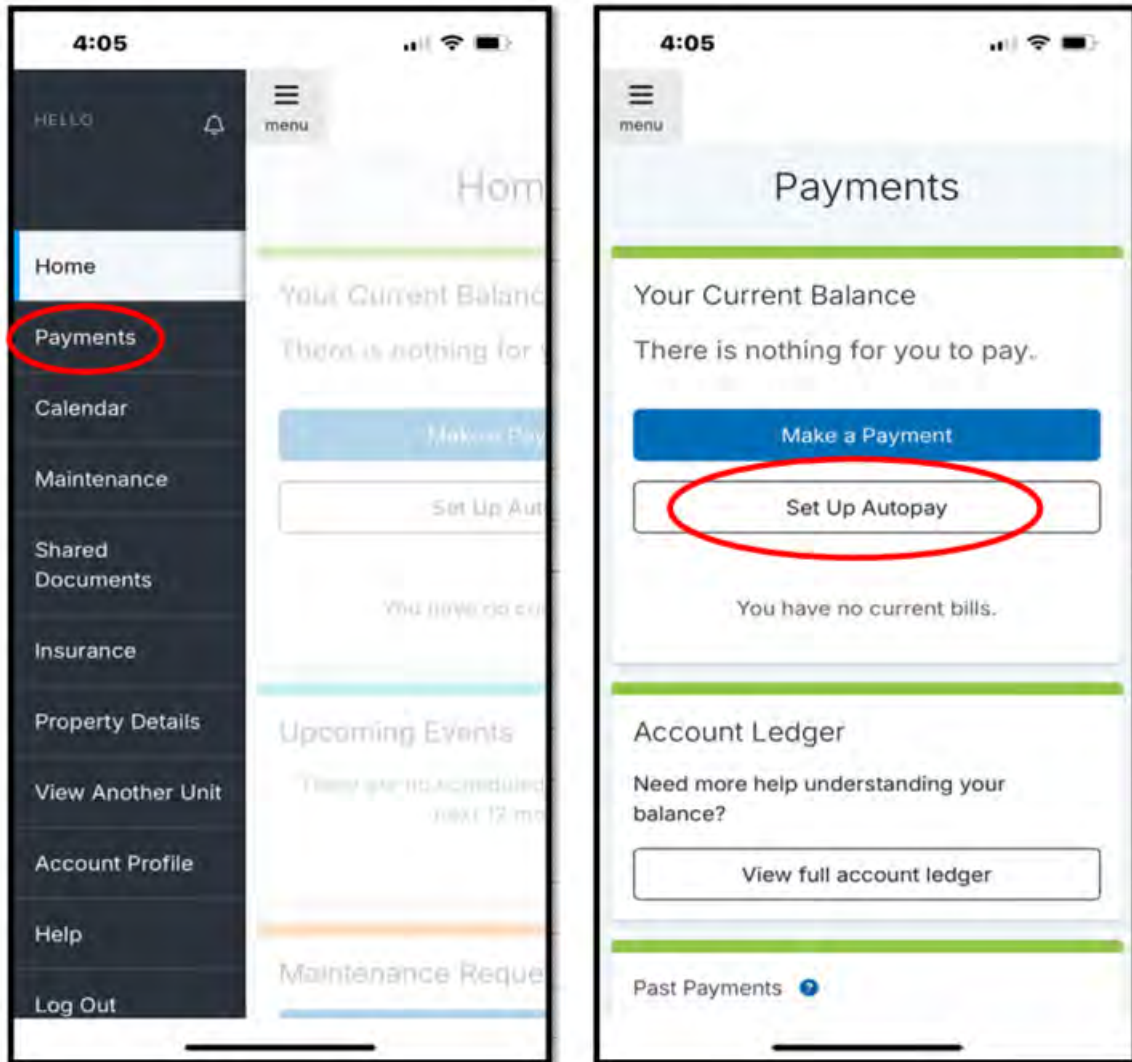


Transition to AppFolio Portal for All Payments

- Beginning April 1, 2026, all payments must be submitted directly through the AppFolio Owner Portal using one of the following methods:
 - Credit Card (merchant processing fees apply)
 - E-Check (no charge)



HOW TO SET-UP AUTOPAY IN THE APPFOLIO OWNER PORTAL



Step 1: Login into your AppFolio Owner Portal.

**If you do not have an account, please contact Resident Services at (352) 236-6869.*

Step 2: Visit the Payments tab and select “Set Up Autopay”.

Step 3: Choose your payment method – via Credit/Debit or via eCheck (Checking or Savings account) and fill out all required information.

Step 4: Choose your Payment Amount and Date. For recurring payments, choose Autopay. Once complete, click Create Autopay at the bottom of the screen.

**If you choose “A Specific Amount” you will need to update this amount annually to reflect any changes with your Community Service Fees.*

You will receive confirmation once the autopay set-up is completed.



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Online Payment Fee Schedule

- Credit Card: 2.99% of the total amount per transaction
- Debit Card: \$9.99 flat fee per transaction
- eCheck (ACH): fees waived



Mobile App



Online Portal by AppFolio

AppFolio, Inc.

3.4★
3.38K reviews

1M+
Downloads

E
Everyone

Install

Share Add to wishlist

You don't have any devices



App Store Preview

This app is available only on the App Store for iPhone and iPad.



Online Portal by AppFolio 4+

Pay rent or dues instantly

AppFolio, Inc.

#65 in Productivity

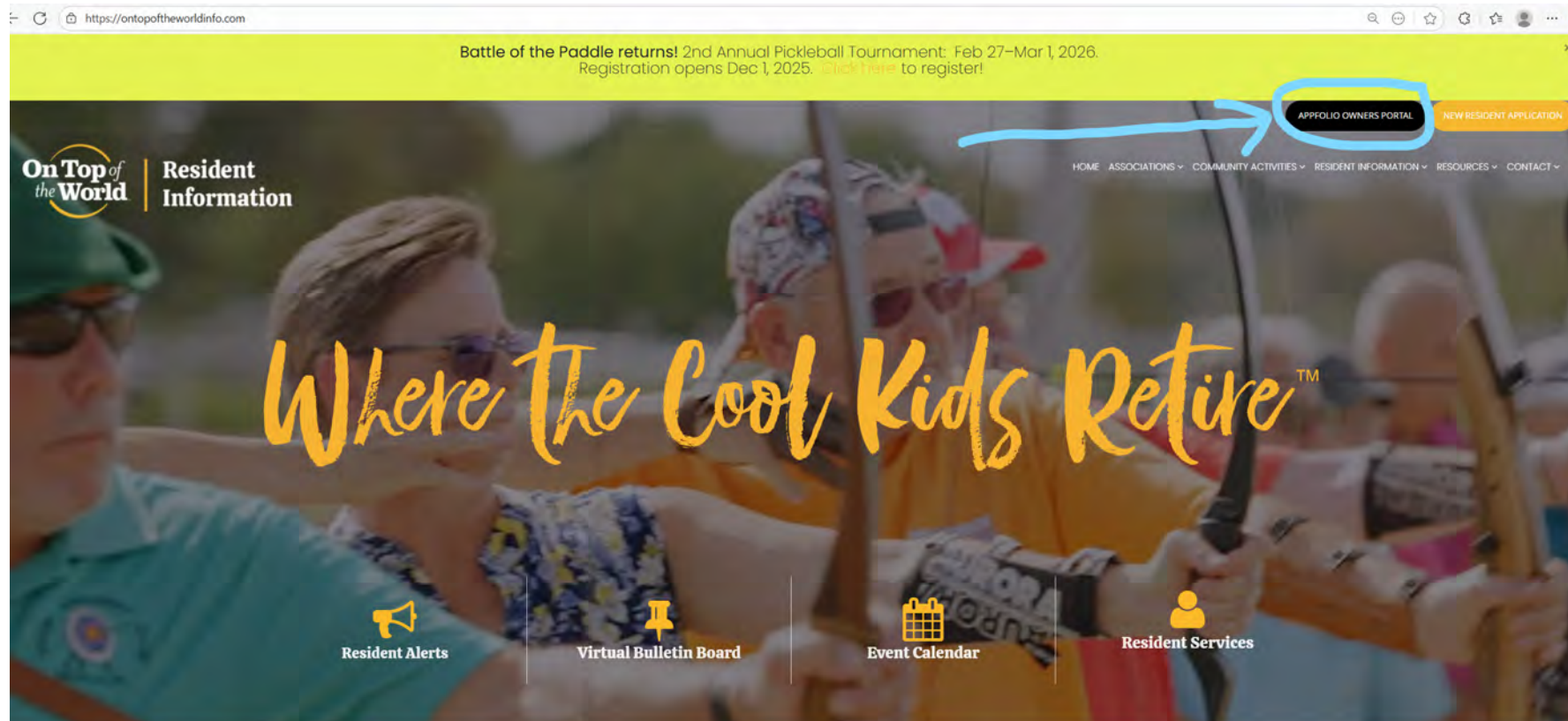
★ ★ ★ ★ 2.4 • 831 Ratings

Free



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Desktop/Laptop Access



Indigo East
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AppFolio Online Portal Adoption



Online Payment Statistics ?

8% Payments Collected Online

[View history](#)



AppFolio Training Class

Indigo East Community Center

- February 03, from 10am -12pm
- March 17, from 10am – 12pm



d. OTOW App

Heather Ray



Download the **APP NOW!**

**On Top of
the World.**

EVERYTHING YOU NEED, ALL ON YOUR PHONE:

- Navigate the Community
- Discover Activities & Clubs
- Resident Services Resources
- Access HOA & Service Fees
- & So Much More!



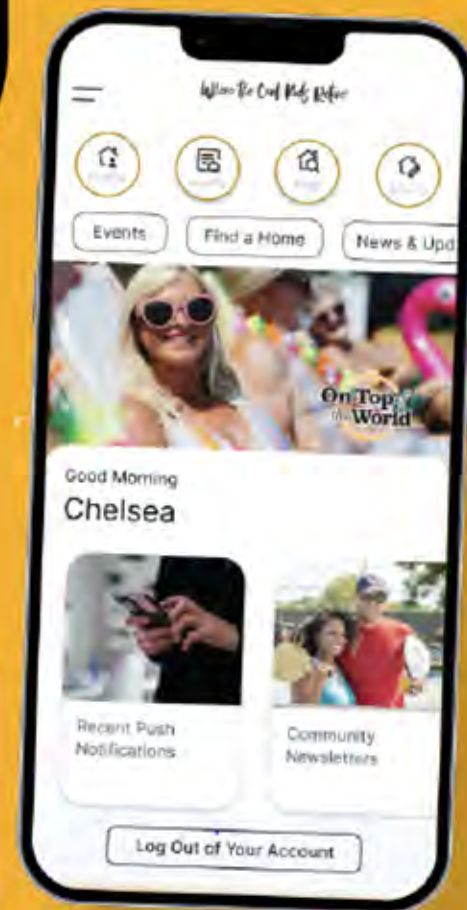
Download on the
App Store



GET IT ON
Google Play



SCAN ME



Indigo East
NEIGHBORHOOD ASSOCIATION

OTOW App

Entire OTOW Community

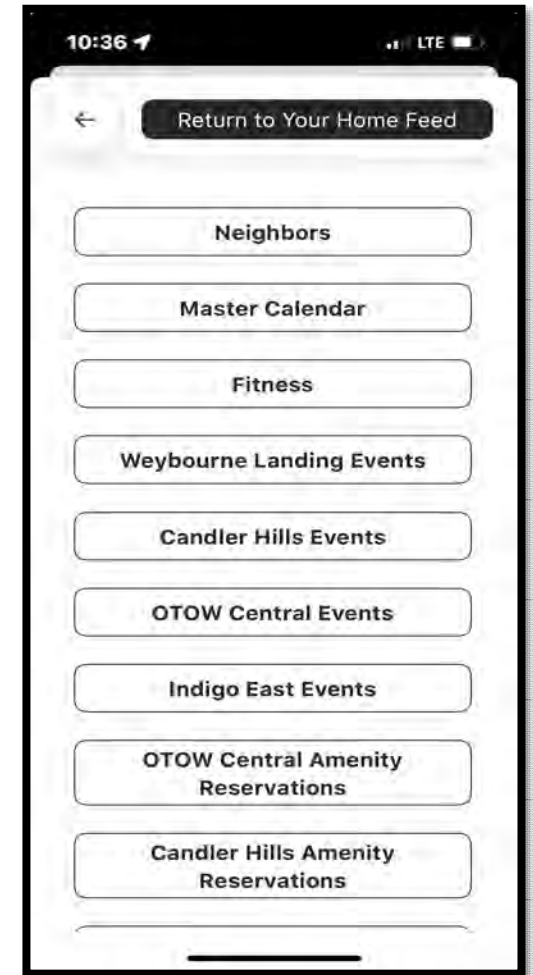
- ***94% Adoption Rate per household***
- ***70% Adoption Rate per User***

Indigo East Community

- ***73% Adoption Rate per household***
- ***80% Adoption Rate per User***

**** Average Monthly Active Users:432***

**Register for Excursions and Events
through the OTOW App!**



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e. Golf Cart Rule Change

Heather Ray



Golf Cart Rule Change

Rule 13

Low Speed Vehicles (“LSVs”) and Golf Carts

The use and operation of LSVs and/or Golf Carts within the Community are subject to all applicable Florida laws, Marion County Ordinances, rules, regulations and rules of the road. The owner of such vehicle will be required to complete the LSV/Golf Cart Form and Release of Liability attached hereto as Exhibit “A” and incorporated herein by this reference.



LSV/Golf Cart Form and Release of Liability

LOW SPEED VEHICLE ("LSV")/GOLF CART FORM

RESIDENT NAME: _____

RESIDENT ADDRESS: _____

SERIAL NUMBER: _____

YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

RELEASE AND LIABILITY WAIVER

I/We ("Releasor(s)") hereby unconditionally and irrevocably release, waive, and discharge any and all claims, demands, actions, causes of action, damages, losses, or liabilities of any kind—whether known or unknown, contingent or fixed, past, present, or future—against On Top of the World Communities, LLC.; Sidney Colen & Associates, Ltd.; Parkway Maintenance & Management Co.; On Top of the World Real Estate, Inc.; and all related homeowner associations and community development districts, including by not limited to On Top of the World (Central) Owners Association, Inc.; Candler Hills Neighborhood Association, Inc.; Indigo East Neighborhood Association, Inc.; Weybourne Landing Neighborhood Association, Inc.; Circle Square Ranch Master Association, Inc.; and all of their respective parents, subsidiaries, affiliates, officers, directors, members, employees, agents, contractors, insurers, successors, and assigns (collectively, the "Released Parties").

This release applies to any claim for bodily injury, death, property damage, economic loss, or any other harm, including by not limited to those arising from the negligence, gross negligence, premises liability, or strict liability of the Released Parties, in any way arising from or relating to my/our operation, possession, or presence of any golf cart or other vehicle within or upon any property, roadway, cart path, easement, multimodal lane, or facility located within On Top of the World Communities in Marion County, Florida.

Releasor(s) further agree to defend, indemnify, and hold harmless the Released Parties from and against any claims, lawsuits, judgments, settlements, damages, liabilities, costs, and expenses (including reasonable attorneys' fees and court costs) arising from Releasor's operation of a golf cart within the community or any breach of this waiver, including any third-party claims.

Releasor(s) expressly acknowledge and agree that this waiver is intended to be interpreted as broadly and inclusively as permitted under applicable Florida law, and that it shall remain in full force and effect at all times the undersigned own, operate, or use a golf cart or otherwise access or reside within On Top of The World Communities.

Inspections are no longer required.

Decals will no longer be issued.

LSV/Golf Cart Form and Release of Liability must be signed.



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f. Enforcement Policy

Heather Ray



Enforcement Policy

Violation Process –

- (a) First Notice: Door Knock/Door Hanger and Letter – 30 days to cure.
- (b) Second Notice: “Final Notice” – 14 days to cure.

Fine and Suspension Procedure –

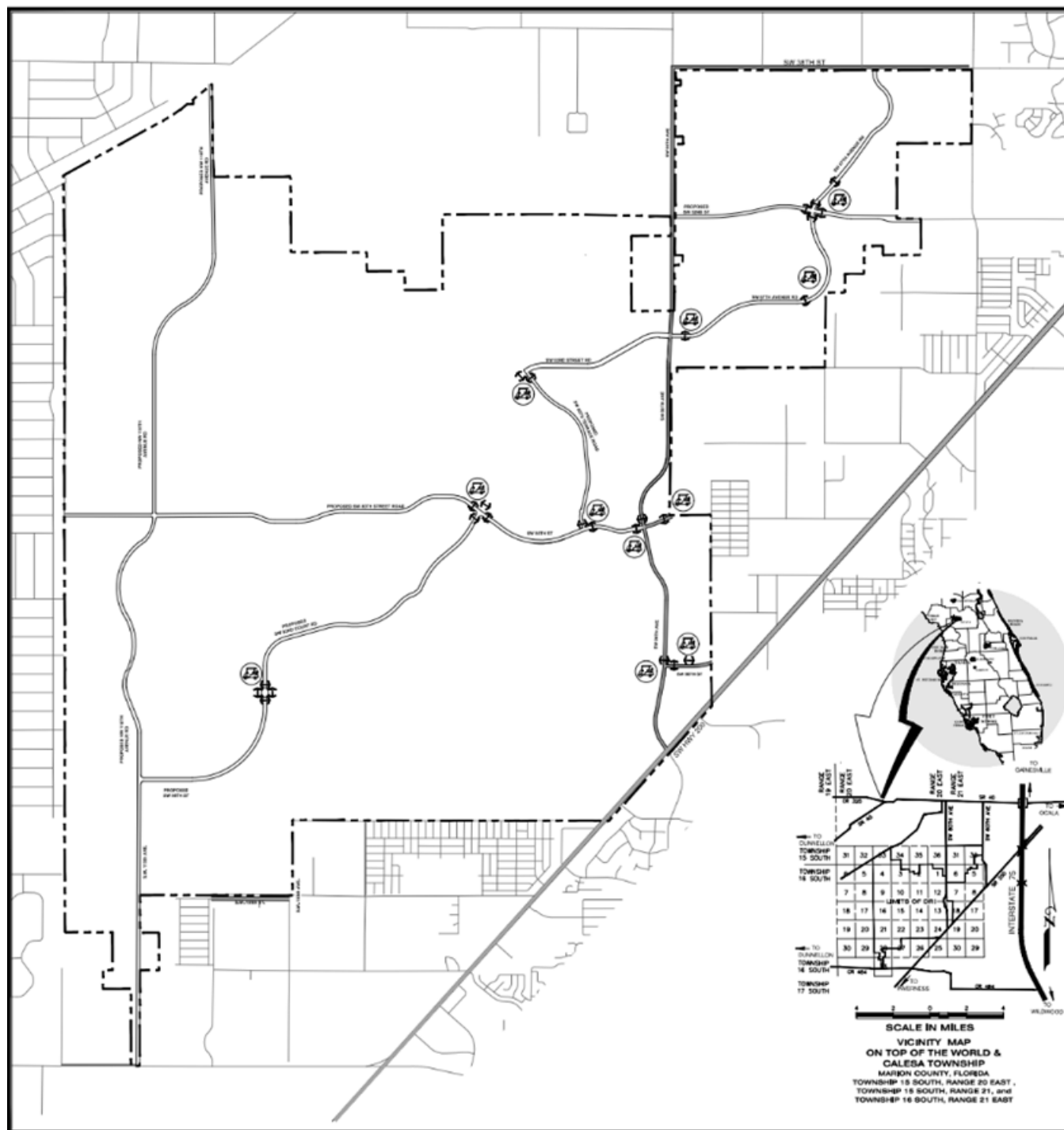
- (a) Levying of Fines or Suspension: If the Violation(s) is not cured within the specified time, the Association’s Board of Directors may levy a fine (up to \$100 per day, not to exceed \$1,000 per violation) or suspend common area use rights and/or voting rights, in accordance with Florida Statutes 720.305.
- (b) Notice of Hearing: At a duly noticed Board of Directors meeting, the Association’s Board of Directors will make recommendations on next steps. After such meeting, if the Board has proposed a fine or fines against a property, at least fourteen (14) days’ notice of a hearing shall be given to the owner(s). Included in the notice shall be the date and time of a hearing before the Enforcement Committee.
- (c) A written decision of a majority of the Enforcement Committee shall be delivered to the Member, tenant, guest, or invitee within seven (7) days after the hearing.



g. Development Updates

Boe Stepp





On Top of The World & Calesa Township Master Roadway Corridor Map

GENERAL NOTES:

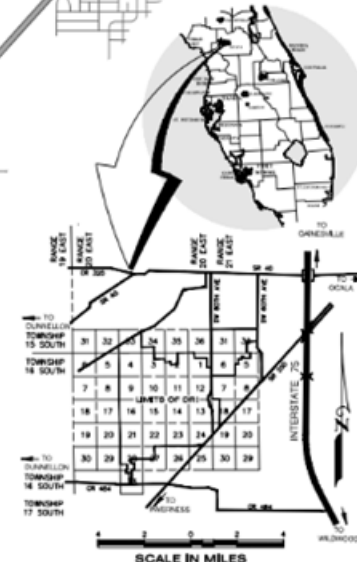
1. THIS MASTER CONCEPTUAL PLAN IS FOR PLANNING PURPOSES ONLY. ROADWAY GEOMETRY SUBJECT TO CHANGE. THIS PLAN SATISFIES ALL REQUIREMENTS OF THE MARION COUNTY LDC INCLUDING LDC SECTION 8.11.1.C. AS MAY BE AMENDED. ALL FUTURE SUBMITTALS WITHIN THE ON TOP OF THE WORLD AND CALESA TOWNSHIP WILL NOT BE REQUIRED TO DEDICATE RIGHTS-OF-WAY TO MARION COUNTY.
2. ALL DISPECTED ON TOP OF THE WORLD AND CALESA TOWNSHIP INTERNAL PRIVATE ROADWAYS ARE RESERVED AS PRIVATE ROADS FOR VEHICULAR, GOLF CART, AND PEDESTRIAN INGRESS AND EGRESS. ON TOP OF THE WORLD COMMUNITIES, L.L.C. ("OTOW") AND COLEN BUILT DEVELOPMENT, L.L.C. ("CBO") MAY DO THE FOLLOWING REGARDING INTERNAL PRIVATE ROADS:
 - 3.A. GRANT AND RESERVE EASEMENTS, AND
 - 3.B. ASSIGN OPERATION AND MAINTENANCE RESPONSIBILITIES, AND
 - 3.C. CONVEY AND DEDICATE TO A PROPERTY OR HOME OWNERS ASSOCIATION, A COMMUNITY DEVELOPMENT DISTRICT OR OTHER CUSTODIAL AND MAINTENANCE ENTITY.
3. OTOW AND CBO MAY ELECT TO DESIGN, ENGINEER, PERMIT, AND CONSTRUCT THE INTERNAL PRIVATE ROADWAYS FROM ANY ONE OR MORE OF THE FOLLOWING: AND IN COMPLIANCE WITH THE FOOT GREEN BOOK AND MARION COUNTY LDC, AS MAY BE APPLICABLE:
 - 4.A. TWO-LANE RURAL; AND
 - 4.B. TWO-LANE URBAN; AND
 - 4.C. FOUR-LANE URBAN.
4. GOLF CART CROSSINGS WERE PREVIOUSLY APPROVED AT THE INTERSECTIONS OF 8th STREET AND SW 10th STREET WITH SW 8th AVENUE BY ORDINANCES 12-08 AND 17-04. OTOW AND CBO MAY, IN THEIR DISCRETION, LOCATE GOLF CART AT-GRADE CROSSINGS, GOLF CART PATHS, AND GOLF CART LANE SHARING WITHIN ON TOP OF THE WORLD COMMUNITIES AND CALESA TOWNSHIP.
5. OTOW WILL AGREE TO CONVEY TO MARION COUNTY UP TO, BUT NOT EXCEEDING, 50 FEET OF RIGHT-OF-WAY ALONG THE SOUTHERN BOUNDARY OF SW 38th STREET AND UP TO, BUT NOT EXCEEDING, 50 FEET OF RIGHT-OF-WAY ALONG THE NORTHERN BOUNDARY OF SW 10th STREET. THE CONVEYANCE SHALL BE SUBJECT TO OTOW AND MARION COUNTY ENTERING INTO AN IMPACT FEE CREDIT AGREEMENT, WHICH SHALL ADDRESS THE PROPERTY TO BE CONVEYED FOR RIGHT-OF-WAY, THE VALUE OF THE PROPERTY SUBJECT TO AN APPRAISAL, THE TIMING AND MANNER OF CONVEYANCE, AND THE AMOUNT OF IMPACT FEE CREDITS TO BE CONVEYED BY THE COUNTY TO OTOW EQUAL TO THE VALUE OF THE PROPERTY TO BE CONVEYED TO THE COUNTY.

GOLF CART CIRCULATION PLAN LEGEND

EXISTING CART CROSSING

LEGEND

PROPERTY BOUNDARY
 EXISTING MARION COUNTY ROADS
 OTOW & CALESA TOWNSHIP INTERNAL PRIVATE ROADWAYS



SCALE IN MILES

VICINITY MAP
 ON TOP OF THE WORLD &
 CALESA TOWNSHIP
 MARION COUNTY, FLORIDA
 TOWNSHIP 18 SOUTH, RANGE 20 EAST,
 TOWNSHIP 18 SOUTH, RANGE 21, and
 TOWNSHIP 18 SOUTH, RANGE 21 EAST

Prepared For:
ON TOP OF THE WORLD, L.L.C.
COLEN BUILT DEVELOPMENT, LLC
 8445 SOUTHWEST 80th STREET
 OCALA, FLORIDA
 33481-9807



NOT VALID UNLESS SIGNED AND SEALED
 BY A PROFESSIONAL ENGINEER

Tillman & Associates
 ENGINEERING, LLC
 CIVIL ENGINEERING - PLANNING - LANDSCAPE ARCHITECTURE - ENVIRONMENTAL
 1720 SE 16th Ave, 18th 100, Ocala, FL 34471
 OFFICE: (352) 367-4540 FAX: (352) 367-4545

DATE: 8/28/24
 DRAWN BY: ETN
 CHECK BY: JMM
 JOB NO.:
 ON TOP OF THE WORLD, L.L.C.
 COLEN BUILT DEVELOPMENT, LLC
 MARION COUNTY, FLORIDA
 CORRIDOR MAP

DATE: 8/28/24
 DRAWN BY: ETN
 CHECK BY: JMM
 JOB NO.:
 ON TOP OF THE WORLD, L.L.C.
 COLEN BUILT DEVELOPMENT, LLC
 MARION COUNTY, FLORIDA
 CORRIDOR MAP

8. Written questions pertaining to agenda items



9. Announce Election Results



10. Other Business



11. Adjournment

Next, we will go into the Board of Directors Meeting



Board of Directors Meeting Agenda

- 1. Call to order; Proof of notice
- 2. Organizational Matters
- 3. Reading, or waiver of reading, and approval of minutes from last Board meeting
- 4. Owner request to speak per Rule 18
- 5. Consideration of Resolution 2025-01 – Adopting the 2026 Neighborhood Association Operating Budget and levying of assessments based thereon
- 6. Consideration of Resolution 2025-02 – Adopting Amendments to Rules and Regulations of the Association
- 7. Consideration of Resolution 2025-03 – Adopting Enforcement Policy
- 8. Consideration of Resolution 2025-04 – Adopting Architectural Review Board (ARB) Policy
- 9. Consideration of Resolution 2025-05 – Implementing the Association's Statutory Powers to suspend rights of Owners, Occupants and Guests, as provided in Section 720.305, Florida Statutes
- 10. Consider, if necessary or desired, to record a notice of preservation of the Indigo East Neighborhood Association Declaration per F.S. Section 720.303(2)(e)
- 11. Other business
- 12. Adjournment



Happy Holidays!



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