



OTOW (CENTRAL)

OWNER'S ASSOCIATION

Annual Meeting of Members and Board of Directors Meeting December 17, 2025





Amended Annual Meeting Agenda

1. Call to order
2. Introduction of Board Members and Guests;
3. Establishment of Quorum
4. Proof of notice of meeting
5. Reading, or waiver of reading, and approval of minutes from last Members meeting
6. Owner requests to speak per Rule 20
7. Management Company Reports
8. Board of Directors Reports
9. Written questions pertaining to Agenda items
10. Association Member Comments
11. Adjournment



2. Introduction of Board of Directors and Guests

Board of Directors:

- Robert (Bob) Domzalski, Chairman
- Arthur (Andy) Scharein, Vice Chairman
- William (Bill) Aman, Secretary
- John English, Treasurer
- Patricia (Pat) Day, Director-at-Large
- Mark Vivaronda, Director-at-Large

Guests:

- Heather Ray, Community Association Manager
- Jaime Garafola, Association Administrator
- Boe Stepp, Land Development



3. Establishment of Quorum



4. Proof of Notice

- Notice of meeting published in November and December issues of the *OTOW News*
- Meeting Notice was sent US Mail to all owners of record on December 3, 2025 as evidenced by a US Postal mailing receipt.
- Meeting Agenda posted at the Recreation Center upstairs and downstairs on December 2, 2025, per Affidavit of Posting



5. Reading or Waiver of Reading and Approval of Minutes

- Members, do we have a motion from the floor, waiving the reading of the Minutes of the December 17, 2024 Annual Meeting of Members and approve them as rendered?



6. Owner Comments per Rule 20



7. Management Company Reports

- a. Resident Services
- b. AppFolio Owner's Portal
- c. OTOW App
- d. Golf Cart Rule Change
- e. Enforcement Policy
- f. Development Updates



Resident Services, Orientation, Modifications & Compliance

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	OTOW Central	Entire OTOW Community
Emails	7,881	9,825
Voicemails	11,056	15,759
Walk-Ins	9,730	17,025
Workorders	7,774	8,291
Modifications	1,876	3,937
Violations	418	716
Orientations/Interviews	838	1411



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 Loeppe

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.



On Top of The World Resident Services

2.2K followers • 0 following

Posts

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.

Tw

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

3 1

Like

Comment

View more comments



Margaret Ann Veres

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

Tw



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.

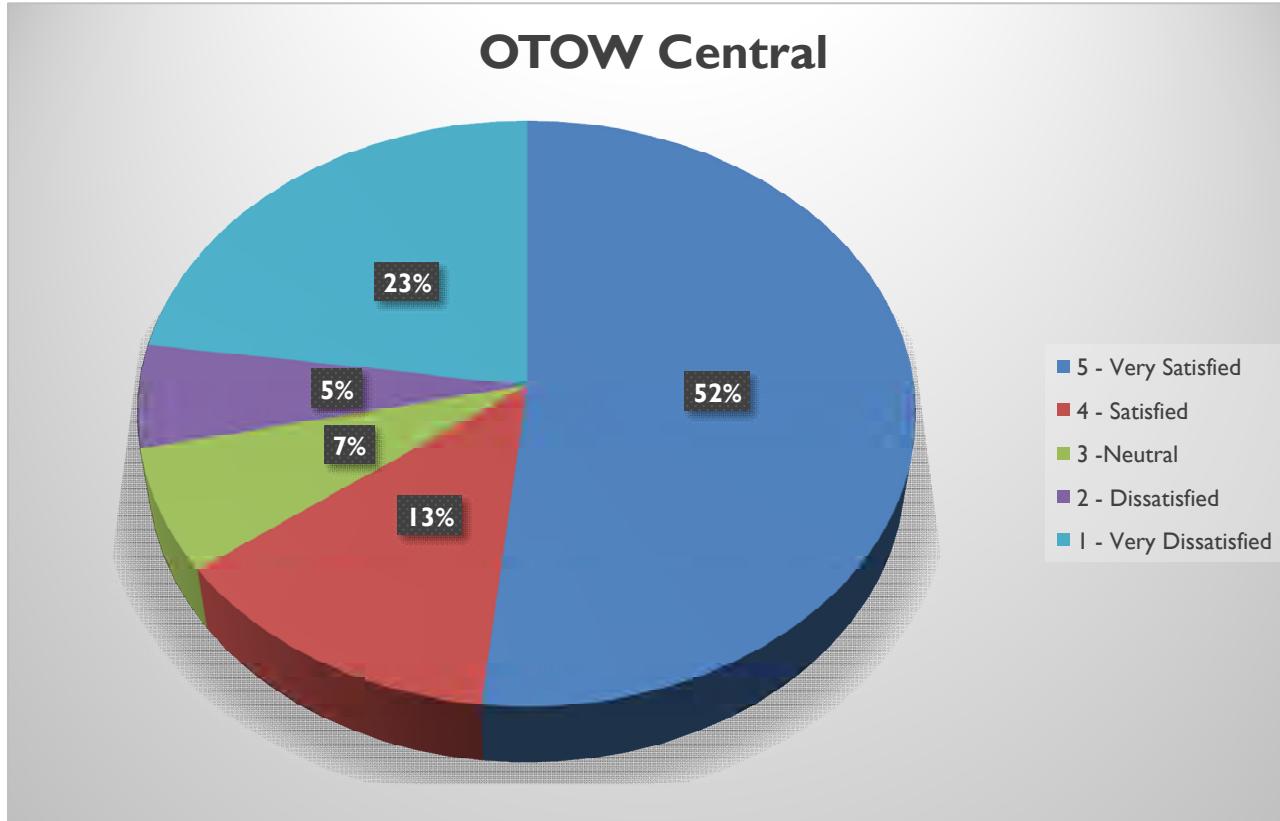
The screenshot shows the AppFolio Owners Portal home page. At the top right, it displays the property address "9548 SW 93RD LOOP, OCALA, FL 34481" and a "Log Out" button. The main content area is titled "Home". It features a "Your Current Balance" section with a message: "There is nothing for you to pay." It includes two buttons: "Make a Payment" and "Set Up Autopay". Below this, a message states: "You have no current bills." The page then lists "Upcoming Events" with three items:

- Friendship Colony Meet & Greet (Last name ...) - Monday, August 11, 2025 | 10:00 AM - 12:00 PM
- Friendship Colony Meet & Greet (Last name ...) - Monday, August 11, 2025 | 01:00 PM - 03:00 PM
- Americana Village Meet & Greet (Last name ...) - Tuesday, August 12, 2025 | 10:00 AM - 12:00 PM

On the left side, a vertical navigation menu is visible, with "Home" currently selected. Other menu items include: Payments, Calendar, Maintenance, Shared Documents, Insurance, Property Details, Account Profile, and Help. The "Maintenance" section on the right includes a "Request Maintenance" button and a message: "You currently do not have any open maintenance requests."



AppFolio Workorder Survey



November 2025	5 - Very Satisfied	4 - Satisfied	3 - Neutral	2 - Dissatisfied	1 - Very Dissatisfied	Total Surveys
OTOW Central	91	23	12	10	40	176

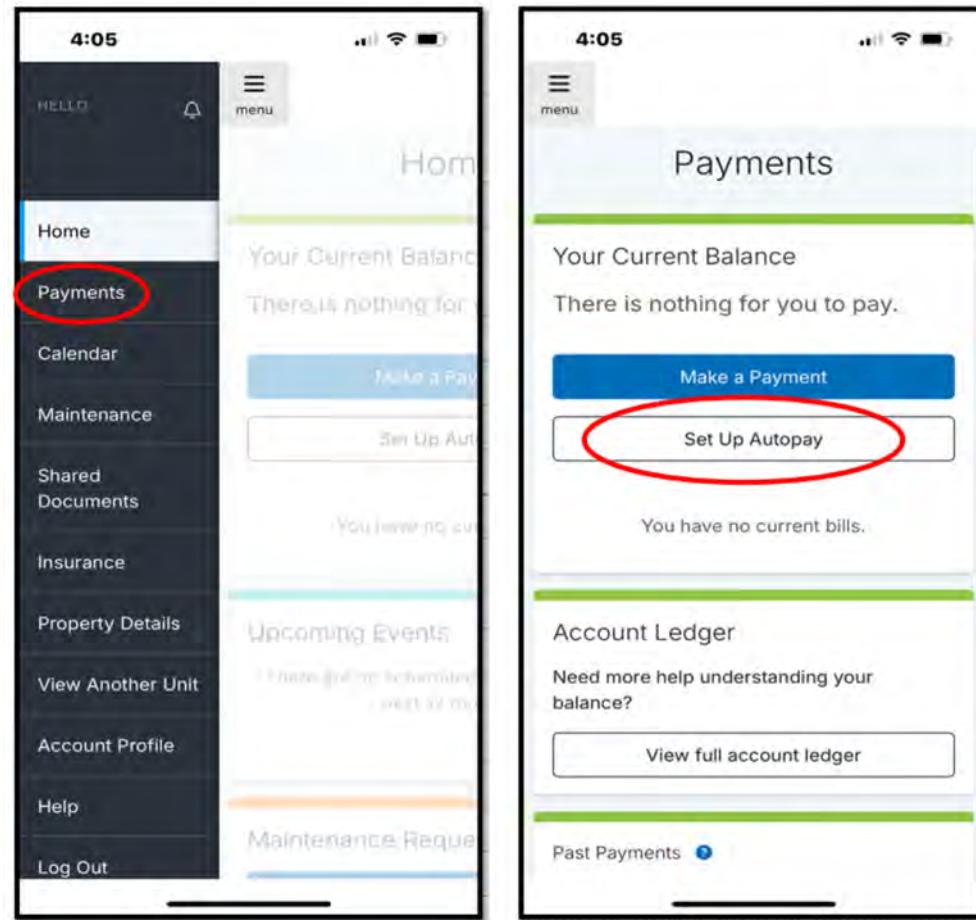


Transition to AppFolio for all Payments

- 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.



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

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



Online Portal by AppFolio

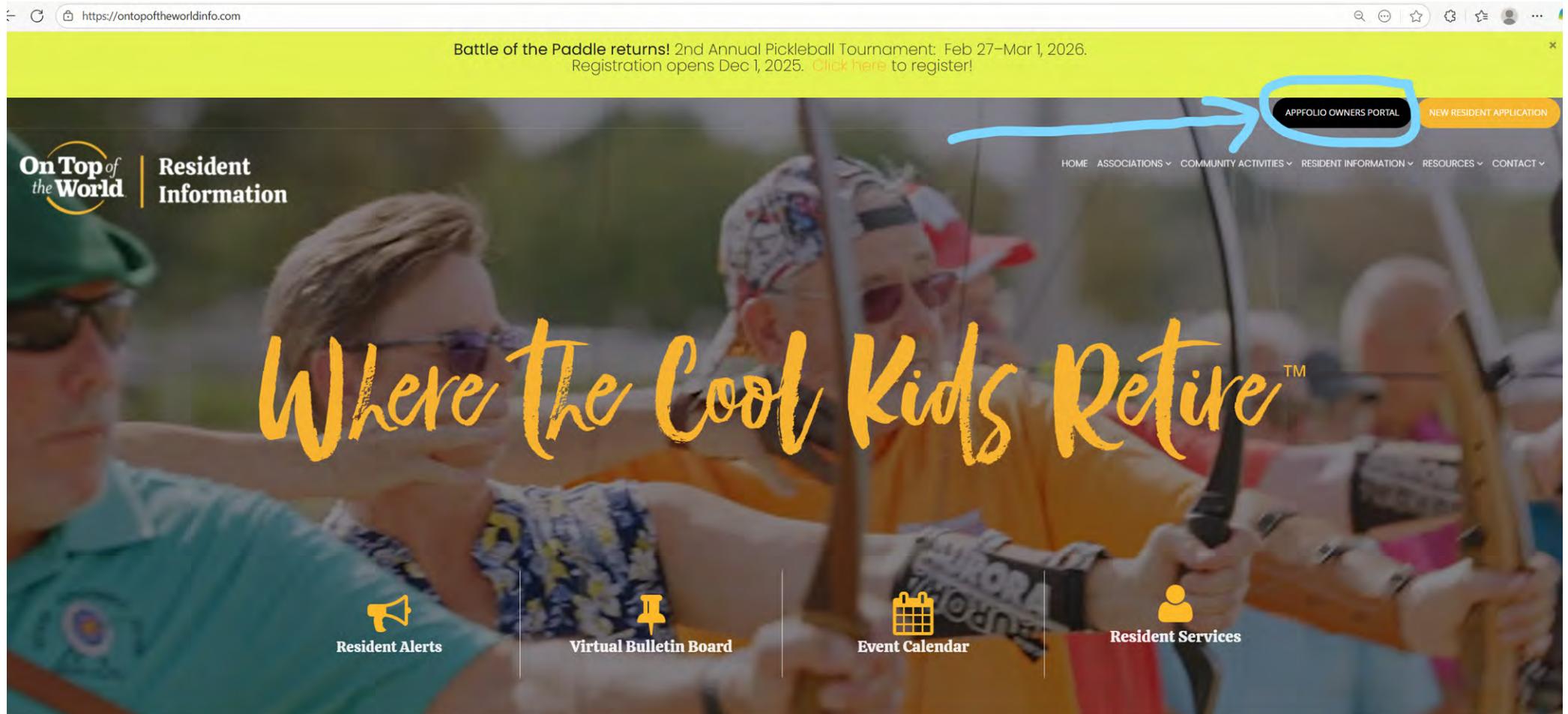
Pay rent or dues instantly
AppFolio, Inc.

#65 in Productivity
2.4 • 831 Ratings

Free



Desktop/Laptop Access



A screenshot of the On Top of the World website homepage. The page features a large banner with the slogan "Where the Cool Kids Retire™" in a stylized, yellow font. Below the banner are four navigation links: "Resident Alerts" (megaphone icon), "Virtual Bulletin Board" (pin icon), "Event Calendar" (calendar icon), and "Resident Services" (person icon). In the top right corner, there is a navigation bar with links for "HOME", "ASSOCIATIONS", "COMMUNITY ACTIVITIES", "RESIDENT INFORMATION", "RESOURCES", and "CONTACT". A blue arrow points from the text "APPFOLIO OWNERS PORTAL" to the "APPFOLIO OWNERS PORTAL" button. The URL "https://ontopoftheworldinfo.com" is visible in the browser's address bar, and the page title "Battle of the Paddle returns! 2nd Annual Pickleball Tournament: Feb 27-Mar 1, 2026. Registration opens Dec 1, 2025. [Click here](#) to register!" is displayed above the navigation bar.



AppFolio Online Portal Adoption

60%

ACTIVATED

[View Tenants](#)

[View Homeowners](#)

34%

NON-ACTIVATED

[Send Activation Emails](#)

6%

NO EMAIL

[View Tenants](#)

[View Homeowners](#)

Online Payment Statistics

8% Payments Collected Online

[View history](#)



AppFolio Training Class

The Recreation Center Ballroom

- **February 19, from 10am - 12pm**
- **March 26, from 10am – 12pm**



OTOW App

Download the **APP NOW!**

On Top of the World.

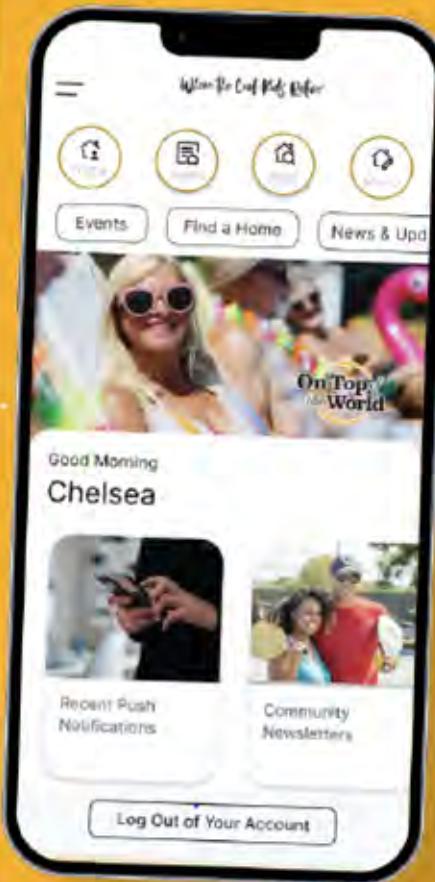
EVERYTHING YOU NEED, ALL ON YOUR PHONE:

- 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

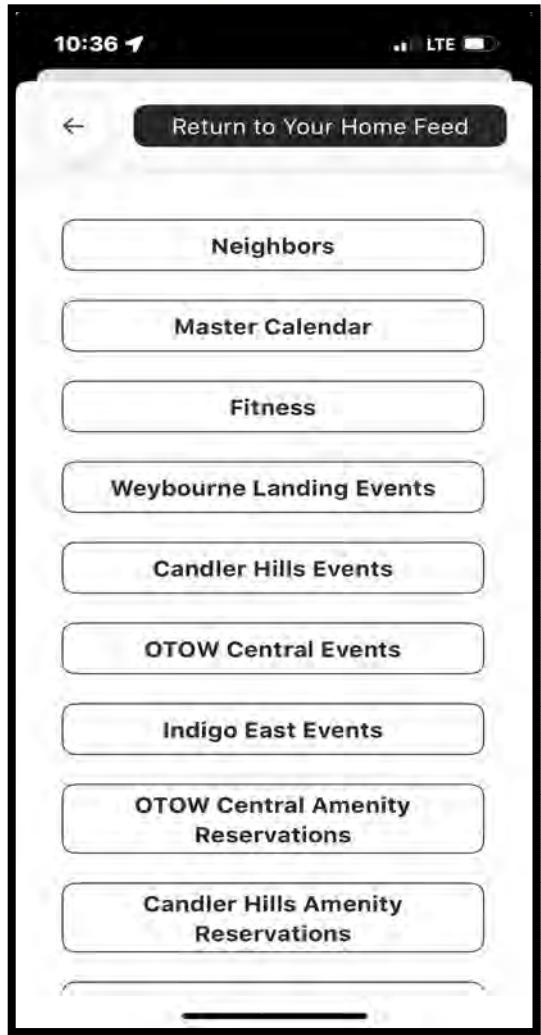
SCAN ME



The smartphone screen shows the "Welcome" page of the OTOW app. It features a navigation bar with icons for "Community", "Events", "Find a Home", and "News & Upd". Below the bar is a large image of a woman wearing sunglasses. The text "Good Morning Chelsea" is displayed. Further down, there are sections for "Recent Push Notifications" (showing a person holding a phone) and "Community Newsletters" (showing a couple). At the bottom is a "Log Out of Your Account" button.



A large QR code is positioned in the bottom right corner of the advertisement, with the text "SCAN ME" printed below it.



OTOW App

Entire OTOW Community

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

OTOW Central

- ***80% Adoption Rate per household***
- ***69% Adoption Rate per User***
- ***Average Monthly Active Users: 3249***

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

Schedule Appointments

Receive Push Notifications

Reserve Amenity Rooms

View Resident Club & Group Information



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 & 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.



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.

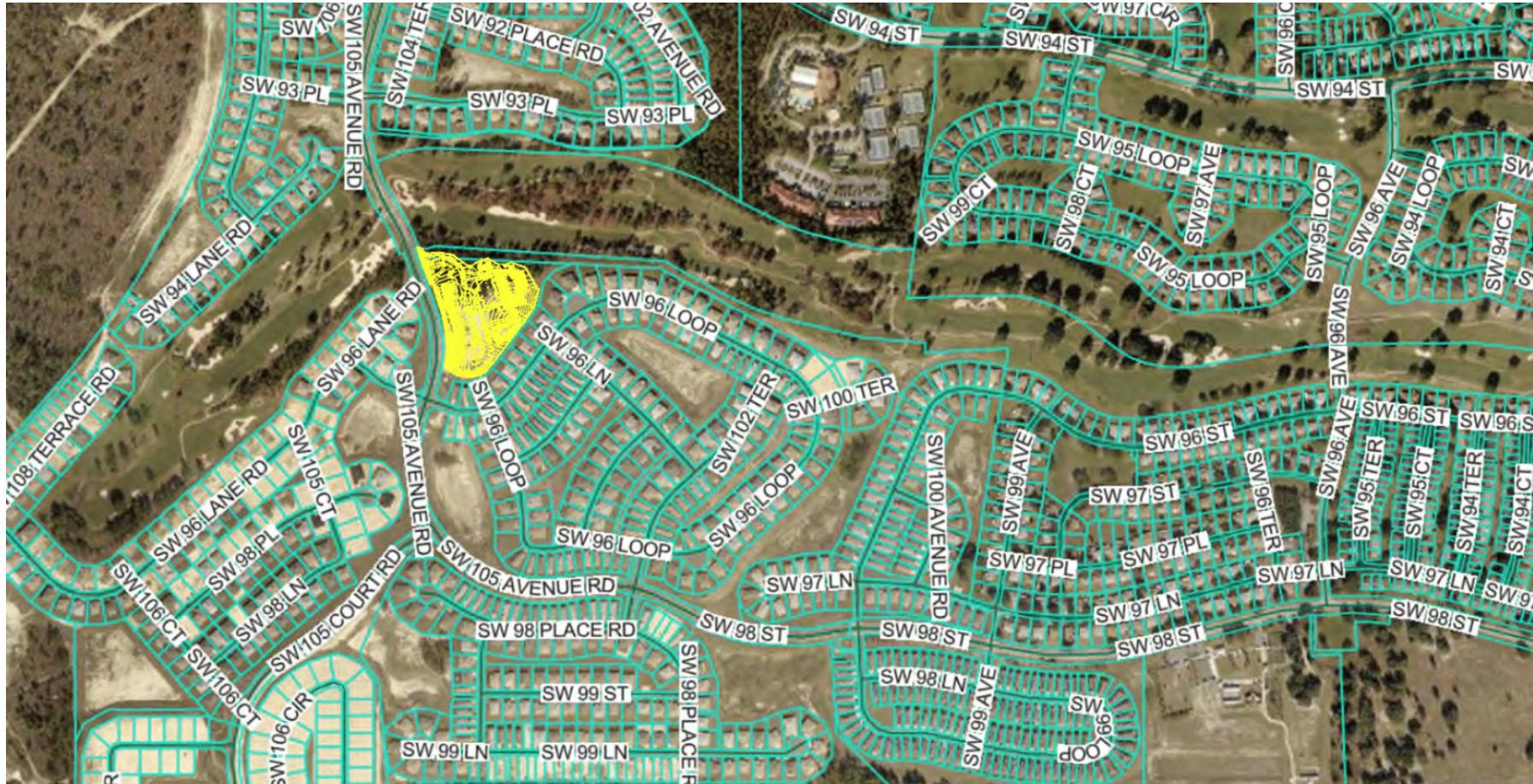


Development Updates

Boe Stepp



The Summit

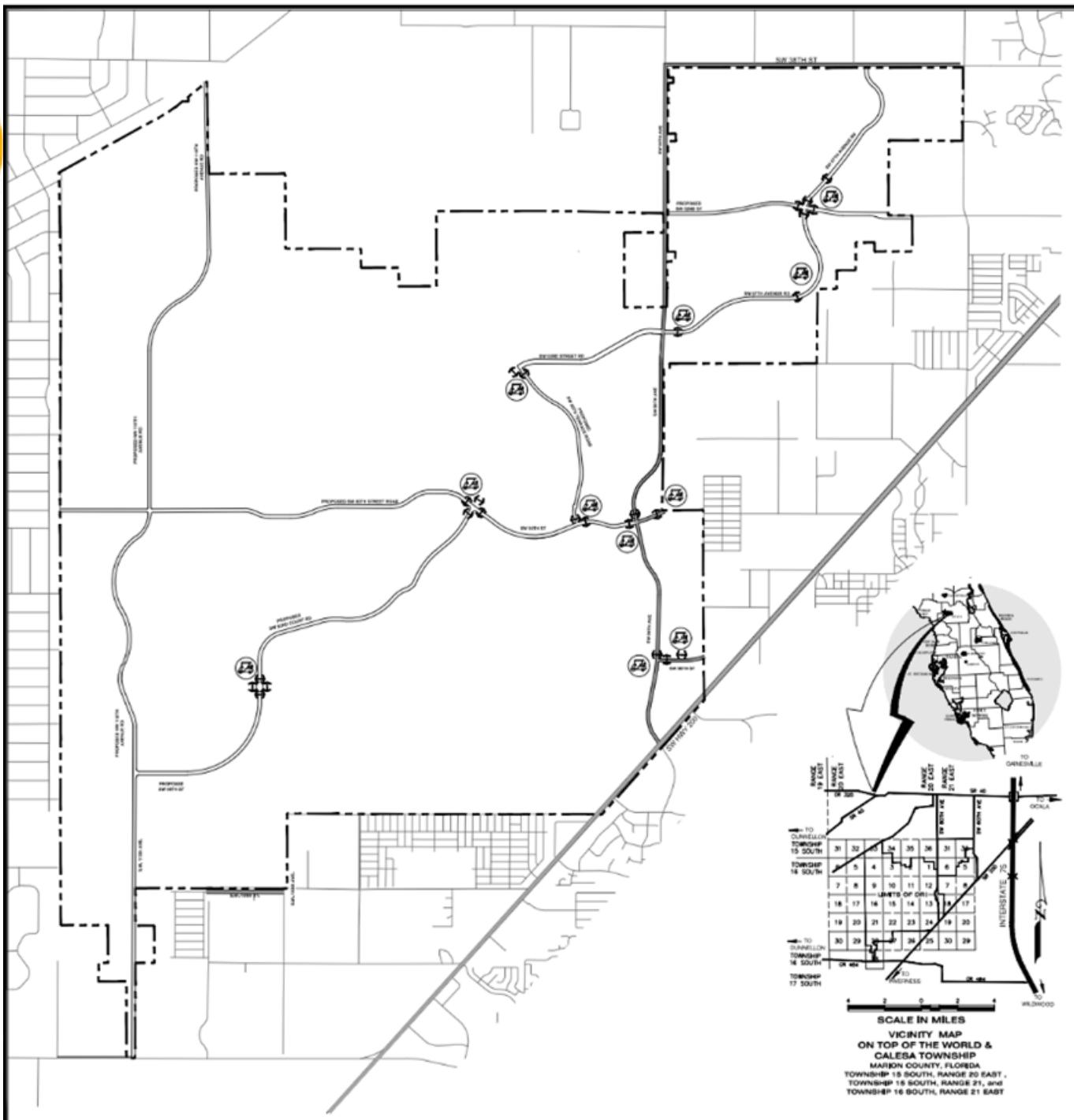


On Top of the World

The Summit



On Top of the World



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

GENERAL MOTORS

1. THIS MASTER CONCEPTUAL PLAN IS FOR PLANNING PURPOSES ONLY. ROADWAY GEOMETRY SUBJECT TO CHANGE, PROVIDED THAT THE PROPERTY OWNER MAY NOT SUBDIVIDE THE PROPERTY UNTIL SECTION 811.A.C, AS MAY BE AMENDED. ALL FUTURE SUBDIVISIONS WITHIN THE TOP OF THE WORLD AND CALERA TOWNSHIP 1/2 MIL, NOT BE REQUIRED TO DEEDBACK RIGHTS-OF-WAY TO MARION COUNTY.
2. ALL DEPICTED ON THE WORLD AND CALERA TOWNSHIP INTERNAL PRIVATE ROADS ARE RESERVED AS INTERNAL PRIVATE ROADS. GOLF CART, GOLF CART, AND PEDESTRIAN INGRESS AND EGRESS, ON TOP OF THE WORLD COMMUNITIES LLC, POTOMAC AND COULEE BUILT DEVELOPMENT, LLC ("CBD") MAY DO THE FOLLOWING REGARDING INTERNAL PRIVATE ROADS:
 - 3.a GRANT AND RESERVE EASEMENTS, AND
 - 3.b CONVEY AND DEED PROPERTY OWNERSHIP RESPONSIBILITIES, AND
 - 3.c CONVEY AND DEED TO A PROPERTY OR HOME OWNERS ASSOCIATION, A COMMUNITY DEVELOPMENT DISTRICT OR OTHER CUSTOMER AND MAINTENANCE ENTITY.
4. GROW AND CBD MAY ELECT TO DESIGN, ENGINEER, PERMIT, AND CONSTRUCT THE INTERNAL PRIVATE ROADWAYS FROM ONE PROPERTY OWNERSHIP TO ANOTHER, IN CONFORMANCE WITH THE FOOT GREEN BOOK AND MARION COUNTY LEGISLATION AS MAY BE APPLICABLE.
- 4.a. TWO-LANE RURAL; AND
- 4.b. TWO-LANE URBAN; AND
- 4.c. FOUR-LANE URBAN.

5. GOLF CART CROSSINGS WERE PREVIOUSLY APPROVED AT THE INTERSECTIONS OF 48th STREET AND SW 90th STREET WITH SW 80th AVENUE BY ORDINANCES 12-66 AND 17-34, OTOW AND CBD MAY, IN THEIR DISCRETION, LOCATE GOLF CART AT-GRADE CROSSINGS, GOLF CART PATHS, AND GOLF CART LANE, SHARING INTRON WITH TOP OF THE WORLD COMMUNITIES LLC.

6. GROW WILL ASK TO CONVEY TO MARION COUNTY UP TO, BUT NOT EXCEEDING, 60 FEET OF HIGH-DEGREE HIGHWAY ALONG THE SOUTHERN BOUNDARY OF SW 36th STREET AND UP TO, BUT NOT EXCEEDING, 56 FEET OF HIGH-DEGREE HIGHWAY ALONG THE NORTHERN BOUNDARY OF SW 15th STREET. THE CONVEYANCE SHALL BE SUBJECT TO OTOW AND MARION COUNTY APPROVAL OF AN IMPROVEMENT AGREEMENT, WHICH SHALL ADDRESS THE HIGHWAY TO BE CONVEYED FOR ROADWAY USE. THE VALUE OF THE PROPERTY SUBJECT TO AN APPRAISAL, THE TIMING AND MANNER OF CONVEYANCE, AND THE AMOUNT OF IMPACT FEES CREDITED 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

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



8. Board Reports



9. Answers to Written Questions



10. Association Member Comments



II. Adjournment

Do we have a motion from the floor to adjourn the meeting?



OTOW (CENTRAL)

OWNER'S ASSOCIATION

Happy Holidays!