

# **Weybourne Landing Neighborhood Association, Inc.**

Annual Meeting of Members and  
Board of Directors Meeting  
December 8, 2025



Weybourne Landing

# Annual Meeting Agenda

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



## 2. Introduction of Board, Guests

### Board of Directors:

- Kenneth D. Colen, Chairman
- Guy Woolbright, Vice Chairman
- Robert Stepp, Secretary-Treasurer

### Guests:

- Heather Ray, Community Association Manager, Management Company
- Jaime Garafola, appointed Assistant Secretary taking minutes
- Monique Parker, Association Counsel



### 3. 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 November 24, 2025 as evidenced by a US Postal mailing receipt.
- Meeting Agenda posted at The Landing on December 1, 2025 per Affidavit of Posting.



## **4. Reading, or waiver of reading and approval of minutes of last annual meeting**

We have the Minutes from the December 6, 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?



Weybourne Landing<sup>5</sup>

# 5. 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.



# 6. 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



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**Weybourne Landing Neighborhood Association, Inc.**  
**Proposed Annual Budget**  
**Calendar Year 2026**

	Number of Homes in Association	Bulldout 1345	Year End 2026 849	Year End 2025 724
<b>Revenues:</b>	<b>Carry forward of Projected Cash Balance</b>		\$ -	\$ -
<b>Note 1</b>	Neighborhood Association Resident Fees		\$ 2,283,843	\$ 1,894,745
<b>Note 2</b>	On Top of The World Developer Contribution		\$ 139,316	\$ 173,063
	<b>Total Revenue &amp; Cash Carry Forward</b>		<b>\$ 2,423,158</b>	<b>\$ 2,067,808</b>
<b>Expenses:</b>				
<b>Note 3</b>	<b>Direct Services</b>			
	Road and Common Area Landscape/ Grounds		\$ 332,547	\$ 294,771
	Garbage/Debris Collection		\$ 201,364	\$ 145,422
	Gate Operations		\$ 77,412	\$ 51,451
	Insurance		\$ 16,320	\$ 14,765
	<b>Total Direct Services</b>		<b>\$ 627,642</b>	<b>\$ 506,410</b>
<b>Note 4</b>	<b>Circle Square Master Assoc.</b>		\$ 677,180	\$ 468,958
<b>Note 5</b>	<b>Management Service Fees &amp; Expenses</b>			
	Services Agreement		\$ 404,197	\$ 404,196
	Operating Expenses		\$ 692,224	\$ 664,828
	<b>Total Management Service Fees &amp; Expenses</b>		<b>\$ 1,096,421</b>	<b>\$ 1,069,025</b>
	<b>Professional Fees</b>			
<b>Note 6</b>	Accounting Fees		\$ 16,500	\$ 16,500
	Legal Fees (including Enforcement)		\$ 5,000	\$ 6,500
	<b>Total Professional Fees</b>		<b>\$ 21,500</b>	<b>\$ 23,000</b>
	<b>Licenses &amp; Taxes</b>			
	Licenses, Taxes		\$ 250	\$ 250
	Real Estate Taxes		\$ 165	\$ 165
	<b>Total Licenses &amp; Taxes</b>		<b>\$ 415</b>	<b>\$ 415</b>
	<b>Total Expenses</b>		<b>\$ 2,423,158</b>	<b>\$ 2,067,808</b>
	<b>Net Association Surplus/ (Deficit)</b>		<b>\$ -</b>	<b>\$ -</b>
	Monthly Assessment -Weybourne Landing NOA		\$ 237.98	\$ 238.17
	Monthly Developer Contribution		\$ (11.95)	\$ (17.42)
	<b>Net Monthly Homeowner Assessment</b>		<b>\$ 226.03</b>	<b>\$ 220.75</b>

# Budget Changes/Drivers

- Roads & Common Area Landscape/Grounds
- Garbage/Debris Collection
- Gate Operations
- Services agreement and operating expenses increase due to operating costs of the amenities, common area landscaping, and contractual increases
- CSF increase of \$5.28 monthly to \$226.03/ 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 currently 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.



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## **b. Resident Services**

Heather Ray



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## Some of the Services Provided:

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

YTD Totals	Weybourne	Entire OTOW Community
Emails	498	9,825
Voicemails	1,200	15,759
Walk-Ins	1,152	17,025
Workorders	107	8,291
Modifications	615	3,937
Violations	39	716
Orientations/Interviews	227	1,411



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## 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

Way Mair  
anagement



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.

TV



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.

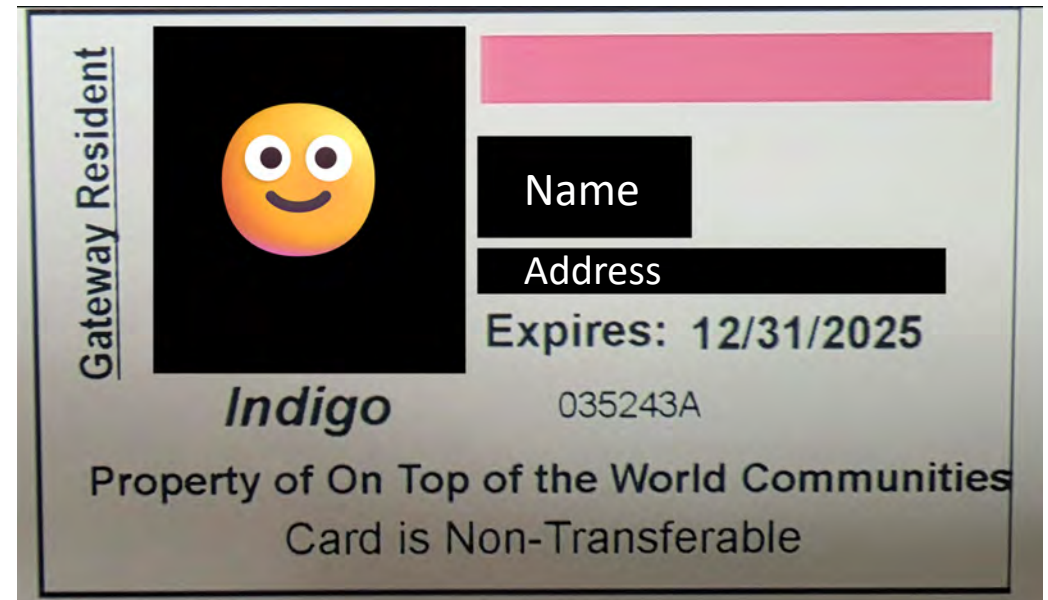


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# Gateway of Services

\$1,265 per person plus tax,  
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



# **c. AppFolio Owners Portal**

Heather Ray



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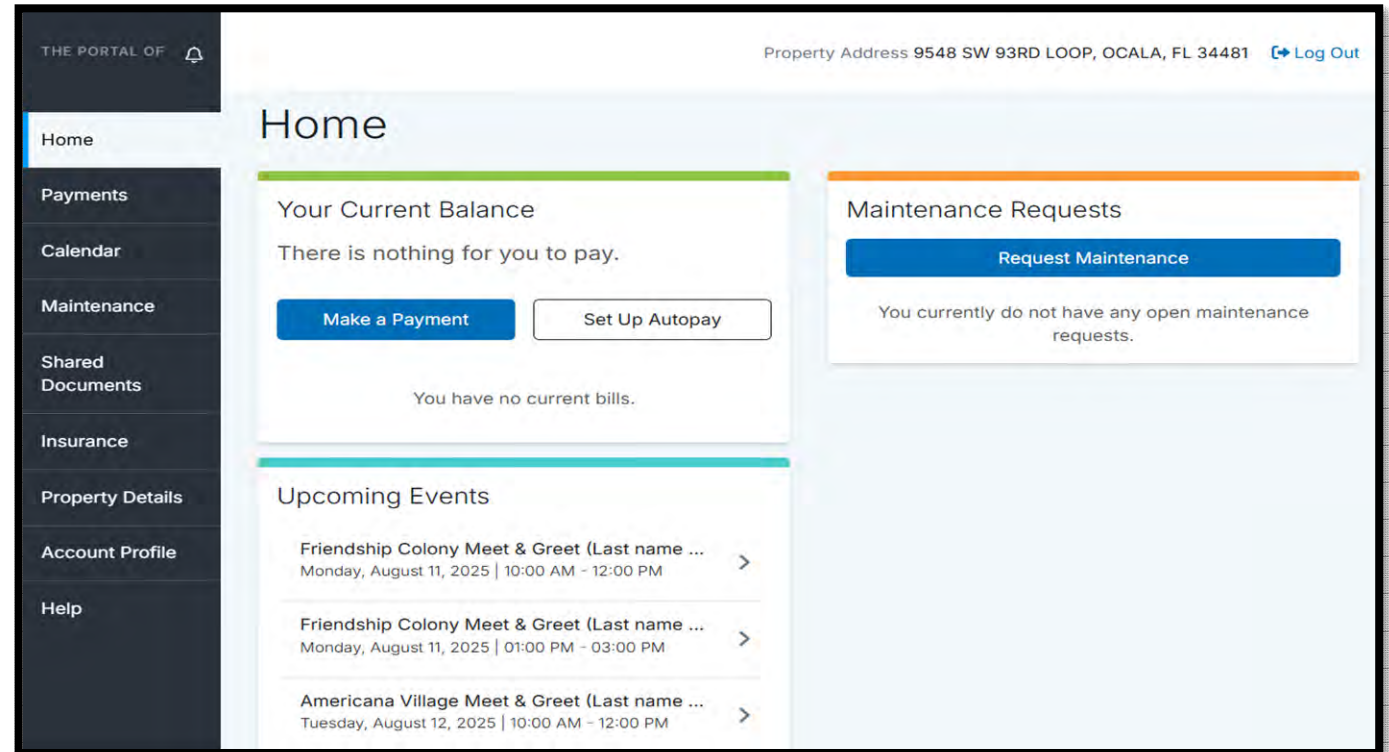
# AppFolio Owners Portal

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

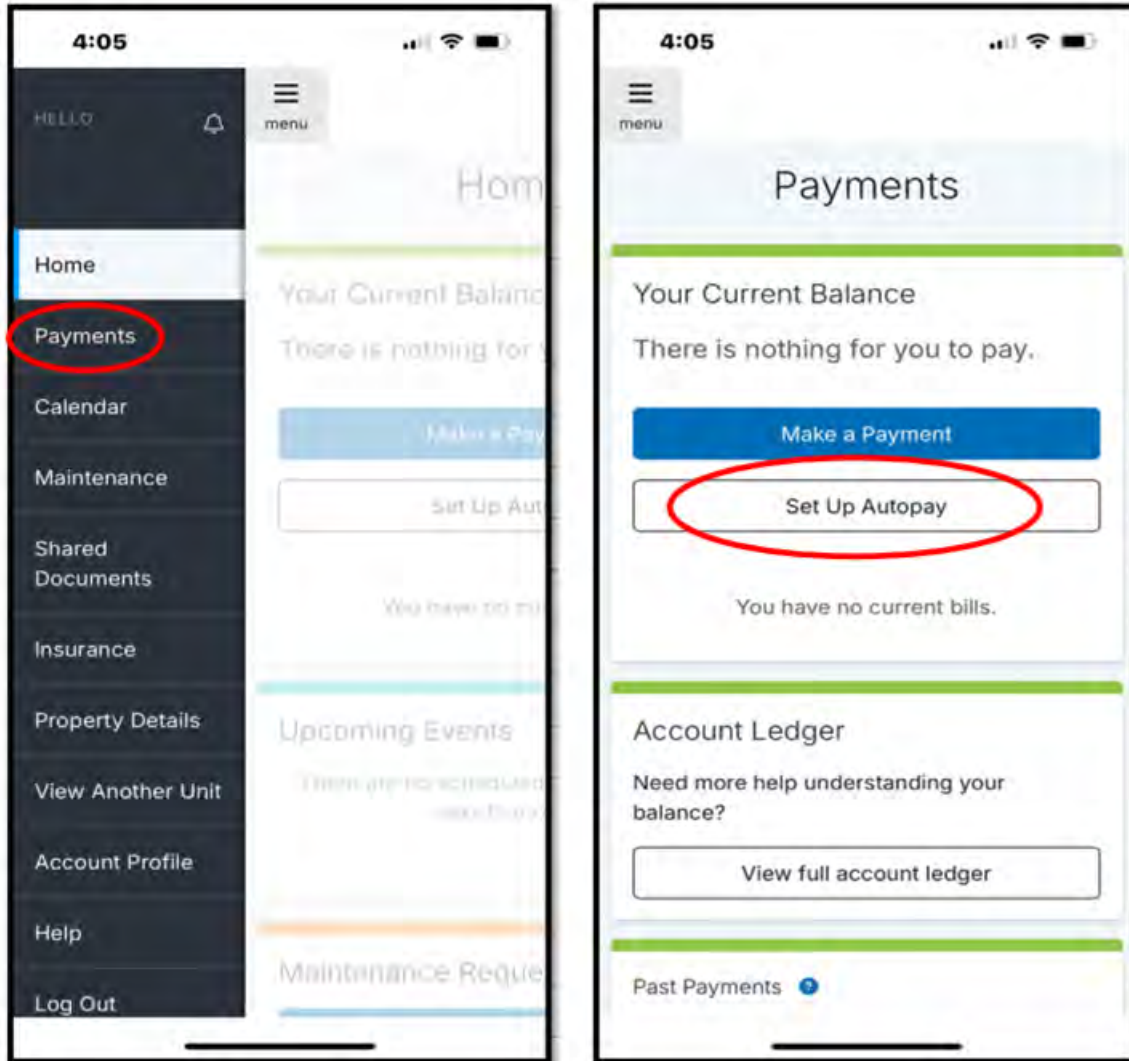
Beginning April 1, 2026, all payments must be submitted directly through the AppFolio Owner Portal using one of the following methods:

- Credit Card (merchant processing fees apply)
- E-Check (no charge)



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# 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.*



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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.



### Online Portal by AppFolio 4+

Pay rent or dues instantly

AppFolio, Inc.

#65 in Productivity

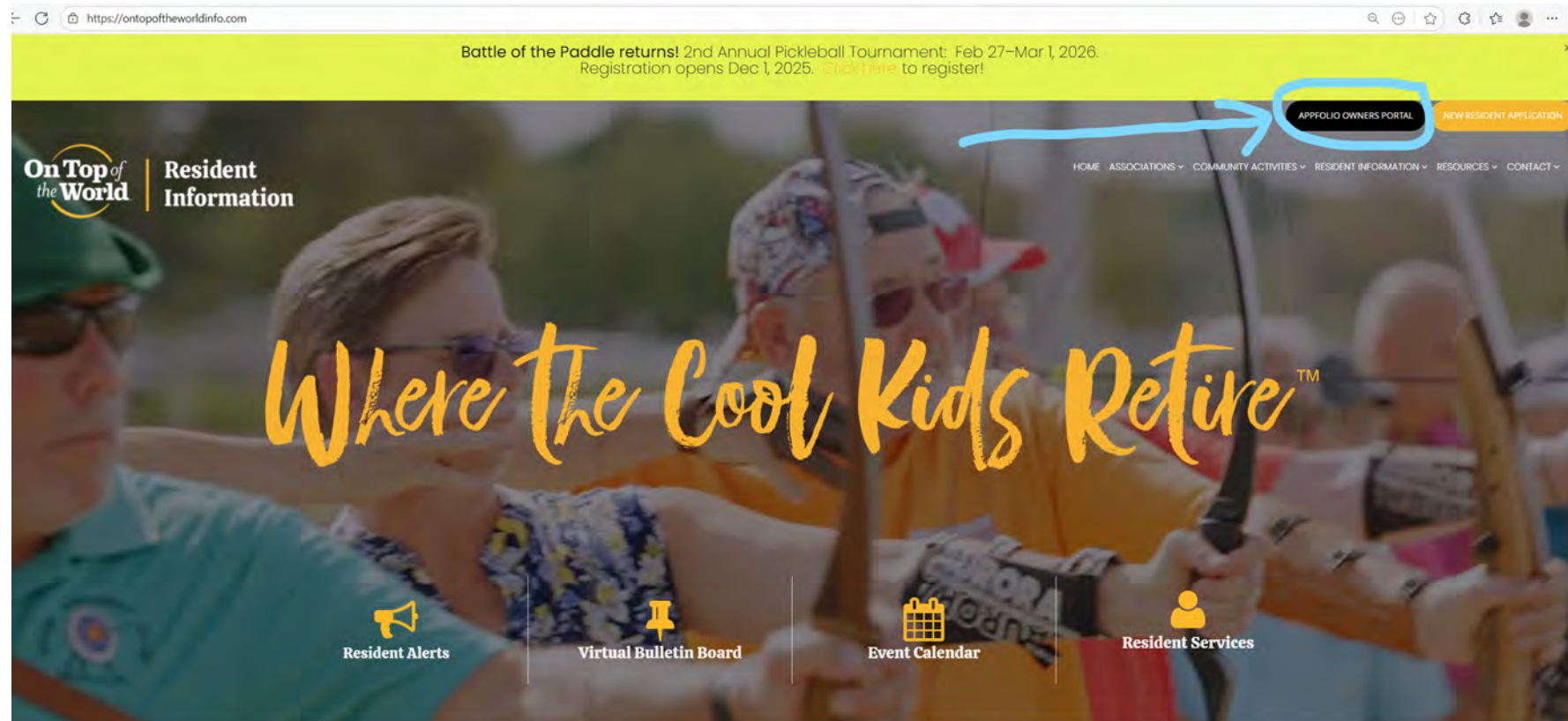
★★★★★ 2.4 • 833 Ratings

Free



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# Desktop/Laptop Access



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# AppFolio Online Portal Adoption



## Online Payment Statistics ?

8% Payments Collected Online

[View history](#)



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# AppFolio Training Class

## The Landing

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



## **d. OTOW App**

Heather Ray



# Download the **On Top of the World.** APP NOW!

**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



Weybourne Landing

# OTOW App

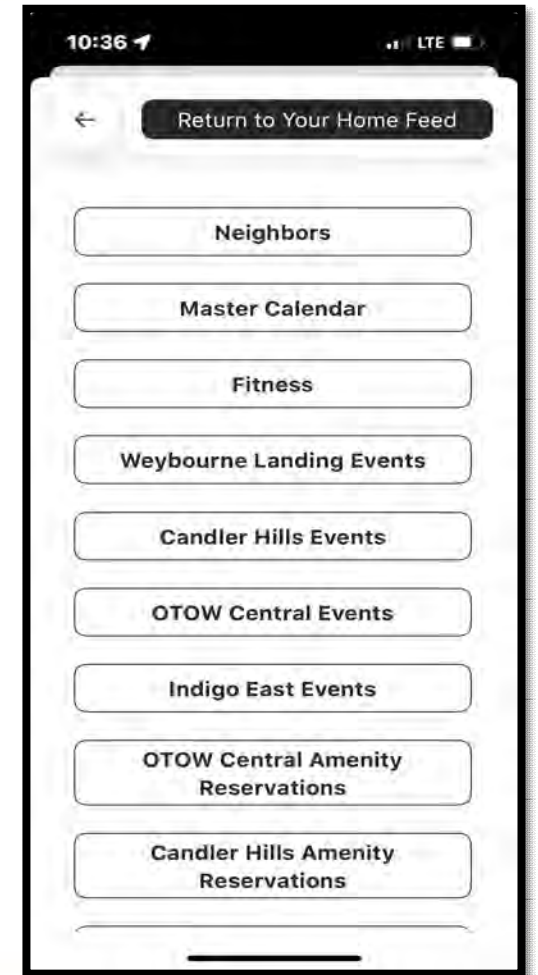
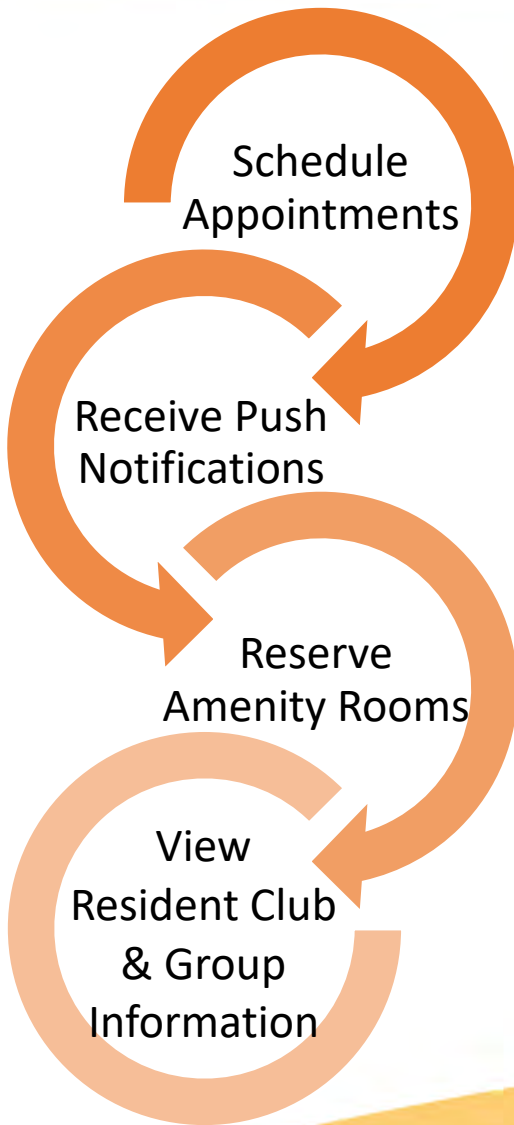
## Entire OTOW Community

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

## Weybourne Landing

- ***71% Adoption Rate per household***
- ***77% Adoption Rate per User***

***\* Average Monthly Active Users: 570***



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# **e. Golf Cart Rule Change**

Heather Ray



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# 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



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# 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.

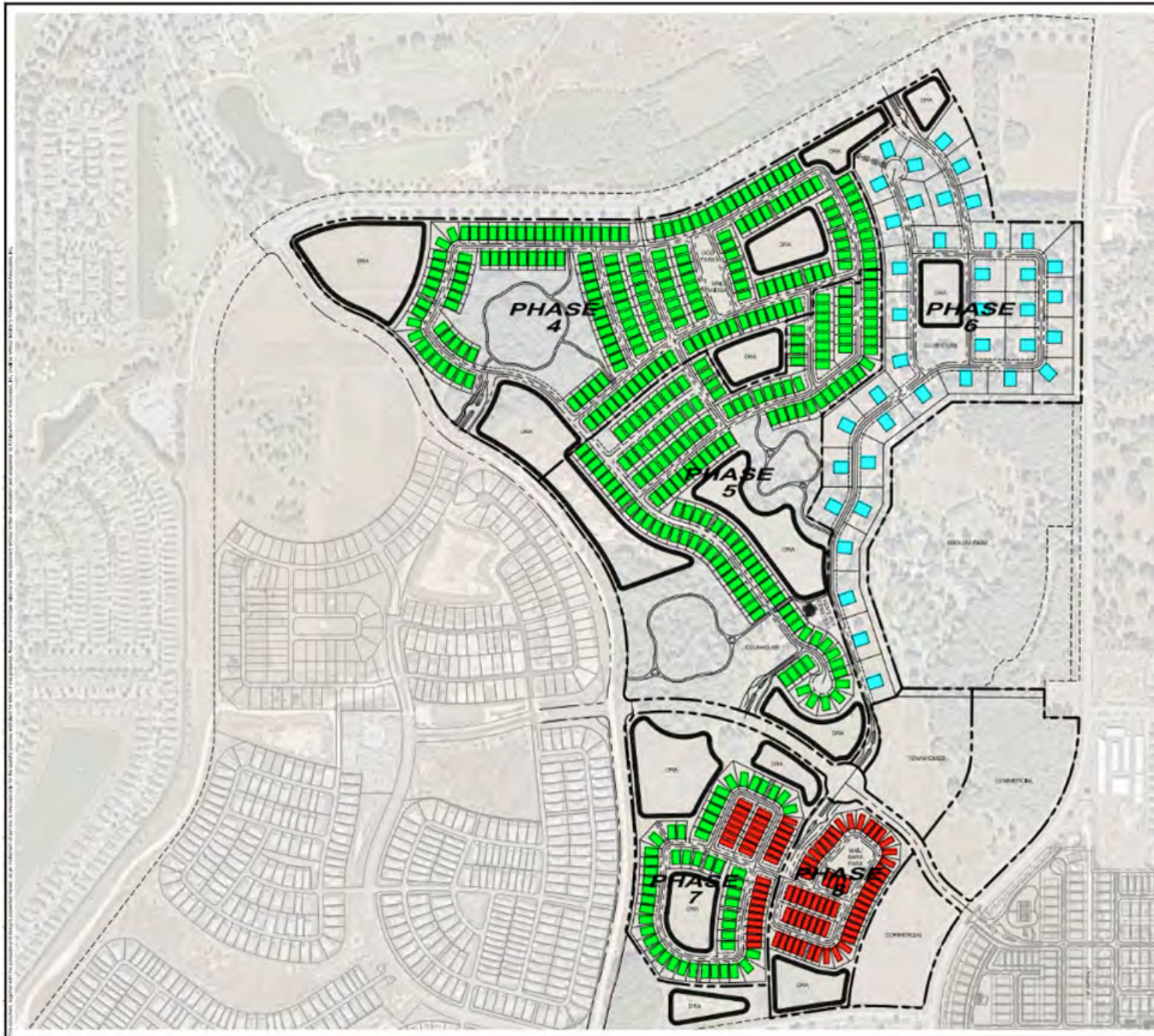


# **g. Development Updates**

Boe Stepp



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CALL 2 BUSINESS  
DAYS BEFORE  
YOU DIG  
IT'S THE LAW!  
DIAL 811

**811**  
Know what's below.  
Call before you dig.

FLORIDA  
811

PHASE	COUNT	CL. AREA	CL. PERCENT	TOTAL
4	0	104 (SQ. FT.)	0	104 (SQ. FT.)
5	0	104 (SQ. FT.)	0	104 (SQ. FT.)
6	0	104 (SQ. FT.)	0	104 (SQ. FT.)
7	0	104 (SQ. FT.)	0	104 (SQ. FT.)
8	0	104 (SQ. FT.)	0	104 (SQ. FT.)
TOTAL	0	520	0	520

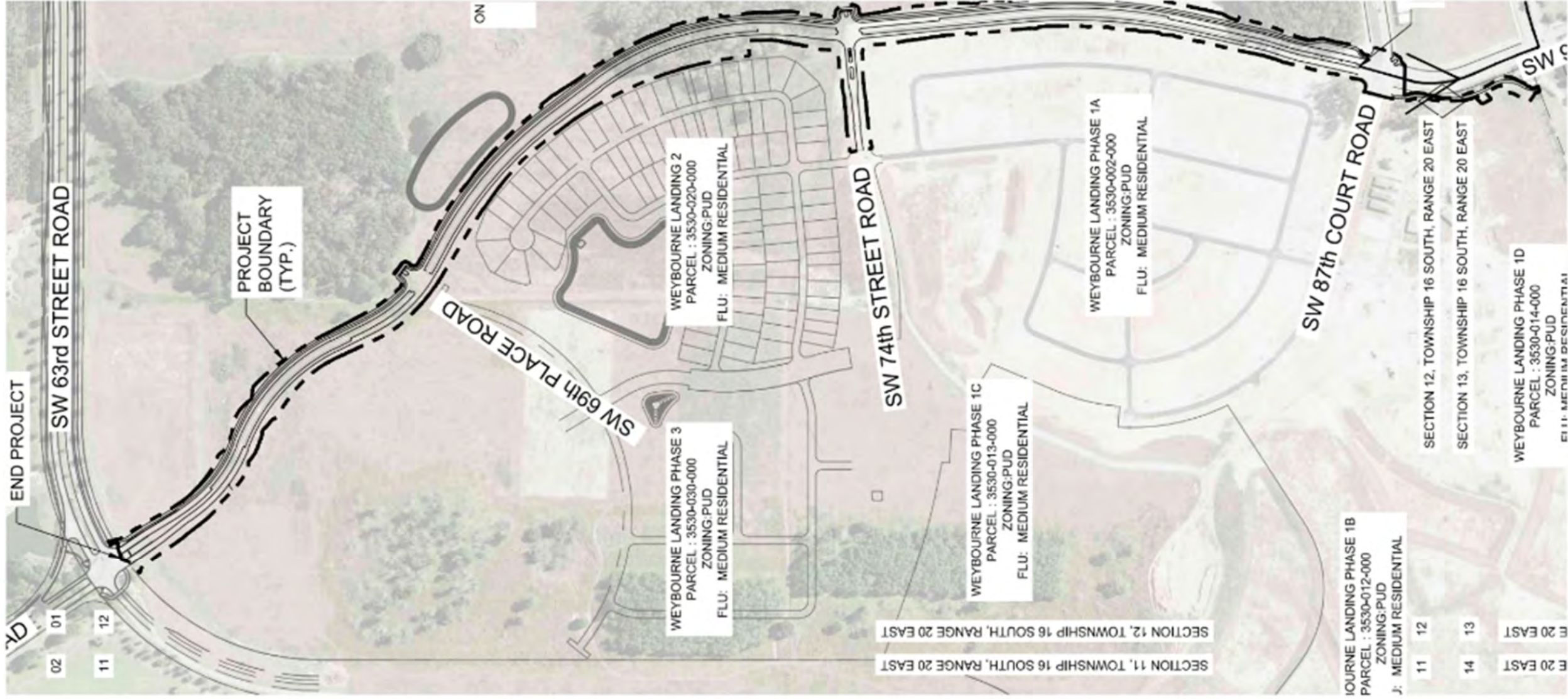
# CONCEPT LAYOUT

WEYBOURNE LANDING  
PREPARED FOR  
ON TOP OF THE WORLD  
COMMUNITIES, L.L.C.

MARION COUNTY  
FLORIDA

SHEET NUMBER  
1

# SW 90<sup>th</sup> Terrace



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

## GENERAL NOTES

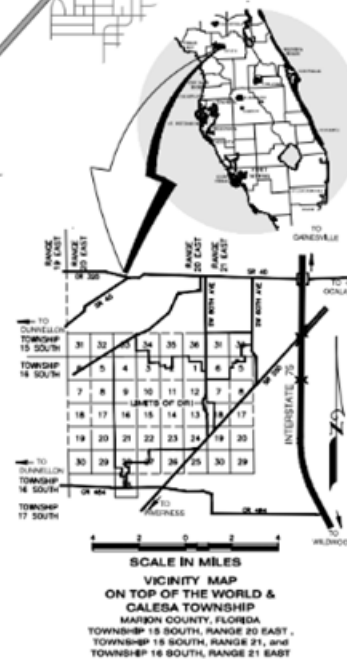
1. THIS MASTER CONCEPTUAL PLAN IS FOR PLANNING PURPOSES ONLY. ROADWAY GEOMETRY SUBJECT TO CHANGE. THIS PLAN SATISFIES ALL REQUIREMENTS OF THE MARION COUNTY LDC INCLUDING LOC SECTION 6.11.1.A.C. AS MAY BE AMENDED. ALL FUTURE SUBMITTALS WITHIN THE ON TOP OF THE WORLD AND CALESA TOWNSHIP SHALL NOT BE REQUIRED TO DEDICATE RIGHTS-OF-WAY TO MARION COUNTY.
2. ALL DISCREPANCIES 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. (CBDD) 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 CUSTOMER AND MAINTENANCE ENTITY.
3. OTOW AND CBDD 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 CURE 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 80th STREET AND SW 80th STREET WITH SW 80th AVENUE BY ORDINANCES 12-08 AND 17-34. OTOW AND CBDD 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, 60 FEET OF RIGHT-OF-WAY ALONG THE SOUTHERN BOUNDARY OF SW 30th STREET AND UP TO, BUT NOT EXCEEDING, 16 FEET OF RIGHT-OF-WAY ALONG THE NORTHERN BOUNDARY OF SW 15th STREET. THIS 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



Prepared For:  
ON TOP OF THE WORLD, L.L.C.  
COLEN BUILT DEVELOPMENT, L.L.C.  
8445 SOUTHWEST 80th STREET  
OCALA, FLORIDA  
33481-9607



NOT VALID UNLESS SIGNED AND SEALED  
BY A PROFESSIONAL ENGINEER

**Tillman & Associates**  
ENGINEERING, L.L.C.

Civil Engineering - Planning - Landscape Architecture - Surveying  
1720 SE 16th Ave., #849, Ocala, FL 34471  
Office: (352) 367-4540 Fax: (352) 367-4545  
CERTIFICATE OF AUTHORIZATION #0000

DATE: 08/25/24

DRAWN BY: LTN

CHECKED BY: JLM

JOB NO.

ON TOP OF THE WORLD, L.L.C.  
COLEN BUILT DEVELOPMENT, L.L.C.  
MARION COUNTY, FLORIDA

CORRIDOR MAP

SHEET 01 OF 01

# **7. Written questions pertaining to agenda items**



# 8. Other business and discussion



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# 9. Adjournment

Next, we will go into the Board of Directors Meeting



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# Board of Directors Meeting Agenda

1. Call to order; Proof of notice
2. Reading, or waiver of reading, and approval of minutes from last Board meeting
3. Owner request to speak per Rule 18
4. Consideration of Resolution 2025-01 – Adopting the 2026 Neighborhood Association Operating Budget and levying of assessments based thereon
5. Consideration of Resolution 2025-02 – Adopting Amendments to Rules and Regulations of the Association
6. Consideration of Resolution 2025-03 – Adopting Enforcement Policy
7. Consideration of Resolution 2025-04 – Adopting Architectural Review Board (ARB) Policy
8. 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
9. Consider, if necessary or desired, to record a notice of preservation of the Weybourne Landing Neighborhood Association Declaration per F.S. Section 720.303(2)(e)
10. Other business
11. Adjournment



# Happy Holidays!



Weybourne Landing