

**ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION  
BOARD ELECTION (DECEMBER 15, 2023)  
FAQs**

The Association is posting these Frequently Asked Questions for the entire Membership to review to assist members with the upcoming December 15, 2023 election. In addition, the First Notice of Election and Annual Meeting as well as the Second Notice of Election and Annual Meeting mailing, that is scheduled to be mailed on November 21, 2023, are also posted in its entirety at this site <https://www.otowclearwaterinfo.com/association-meetings>.

Q) *How many people are running as candidates for the Board of Administration?*

A) 13

Q) *What are the names of the candidates running for the Board of Administration?*

A) The names of the candidates running for the Board of Administration may be found in the “Ballot” which will be mailed to you. This is available on [otow.conduu.com](http://otow.conduu.com), for those who vote electronically, and also <https://otowclearwaterinfo.com/association-meetings>, and below:

**ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION, INC.**

**BALLOT FOR ELECTION OF BOARD OF ADMINISTRATION  
AT THE DECEMBER 15, 2023 ANNUAL MEETING**

The following are the candidates who have qualified to run for election to the Board of Administration of On Top of the World Condominium Association, Inc. There are nine seats on the Board of Administration. You may vote for up to nine individuals by placing a mark to the right of their names. An Election Ballot voting for more than nine individuals will be disallowed.

**I HEREBY VOTE TO ELECT THE FOLLOWING INDIVIDUALS TO THE BOARD OF ADMINISTRATION:**

Maria Avdelas	_____
Katie Bajas	_____
Nancy Burt	_____
Russell Ciokciewicz	_____
Kenneth D. Colen	_____
Charles W. McAllister	_____
James (Jim) O’Neil	_____
Virgil (“Corby”) Ratliff	_____
Stacy Rush	_____
Gail Sanders	_____
Joseph M. Ventimiglia	_____
Charles Britt Ward, Sr.	_____
C. Guy Woolbright	_____

**SEE THE BACK OF THIS ELECTION BALLOT FOR FURTHER INSTRUCTIONS ON HOW TO COMPLETE AND RETURN THIS ELECTION BALLOT TO THE ASSOCIATION.**

**REMEMBER: THE ANNUAL MEETING WILL BEGIN AT 10:00 A.M. ON DECEMBER 15, 2023 IN THE EAST ACTIVITY CENTER LOCATED AT 2069 WORLD PARKWAY EAST, CLEARWATER, FL 33763.**

- Q) Will you please provide a sample of the inner envelope “Ballot Secrecy Envelope” and the outer envelope “Outer Envelope”?
- A) See Inner “Ballot Secrecy Envelope” and outer “Outer Envelope” below. These will be mailed to you in the Second Notice of Election mailing:



- Q) *What information will be required on the Outer Envelope?*
- A) Top line: Print one Owner's Name (Only One Owner May Vote; if multiple Owners, any single Owner may vote)  
Next line: Print Owner's Mailing Address  
Next line: City, State, Zip and Country if applicable  
Next line: Signature (Owner's Signature – only One Owner May Sign and signature must match the printed name on the top line).  
Last line: Building (write your Clearwater building number)/Unit (write your Clearwater unit number) or your building street address and unit number.
- Q) *What is I don't know my building number?*
- A) Please see the "Buildings by Building Number" document attached to the Association's website at <https://otowclearwaterinfo.com/association-meetings>
- Q) *Where are the ballot boxes located for hand delivery of a completed ballot?*
- A) The ballot boxes are located in the West Activity Center lobby near the entrance to the Palm Harbor Room and in the East Activity Center lobby near the stairs to the Auditorium outside the Community Service Office. Ballots may also be hand delivered to the Community Service Office. Please remember, all Ballots must be placed in the Secrecy Envelope which is then placed in the Outer Envelope.
- Q) *What is the last date I can deposit my vote in the ballot boxes at the West Activity Center or East Activity Center?*
- A) Ballots may be deposited in either the East or West Activity Center Ballot Boxes no later than 8:00 AM on December 15. Once the last pick-up is made, the Ballot Box slot will be taped off and you should deliver your Ballot to the Community Service Office or bring it to the Annual Meeting which begins at 10 AM. Please remember, all Ballots must be place in the Secrecy Envelope which is then place in the Outer Envelope.
- Q) *If an Owner did not receive the Second Notice of Election and Annual Meeting, where are they able to obtain a duplicate?*
- A) You may obtain a duplicate document at the Community Service Office as they will have all materials available for you. Let them know what it is you would like to receive, for example, you may wish to obtain only a Ballot and the Ballot Secrecy Envelope and Outer Envelope. Remember, all of the other information is also available at <https://otowclearwaterinfo.com/association-meetings> or the Community Service Office may also provide all documents for you.
- Q) *Electronic Voting – how do I "Opt in" to vote electronically?*
- A) In order to vote electronically at **otow.conduu.com**, you must first "Opt in". Please visit the Association's website at <https://www.otowclearwaterinfo.com/electronic-voting/> and arrow down until you come to the "Consent" form. Please fill in the Consent form and hit the "Submit" button. Within 24 hours Conduu will email you with the registration information necessary to login and create a password.

- Q) *When does electronic voting begin and end?*
- A) Electronic voting begins on December 1 and ends on December 13 at 10 a.m.
- Q) *If an Owner is signed up for electronic voting, will they also receive a paper mailing?*
- A) Yes, at this time, the Association chooses to mail paper ballots to all Owners. If you vote electronically, then you may discard the paper ballot.
- Q) *If an Owner votes electronically and also by paper ballot, how is that handled?*
- A) The Association will only recognize the electronic vote, the paper ballot will be marked as “Disregarded” and identified as a duplicate vote. Since all votes are secret, it is not possible to change your vote once cast.
- Q) *If there is more than one Owner in my unit, how many ballots may be cast?*
- A) Only one (1) ballot may be cast per Unit.
- Q) *If I own more than one Unit, may I cast a ballot for each Unit I own?*
- A) Yes, you are entitled to cast one (1) ballot per Unit owned.
- Q) *If I write my Building and Unit on the Ballot or Ballot Secrecy Envelope or sign the ballot or secrecy envelope, will my vote still count?*
- A) **No, your vote will be “Disregarded”.** Both the Ballot Secrecy Envelope and the Ballot may not contain any identifiable marks.
- Q) *If I do not print my name, my address or the Building number and the Unit number, AND omit my signature on the Outer Envelope, will my vote still be counted?*
- A) **No, your vote will be invalid.** You must provide your printed name, your address including your Unit number (or you may print your Building and Unit number in place of your address), and your signature on the Outer Envelope for the Outer Envelope to be accepted.
- Q) *What will make my vote invalid to be counted?*
- A) (1) Not including your printed name, your address including your Unit number (you may print your Building and Unit number in place of your address), and your signature on the Outer Envelope (2) Placing identifying information on your Ballot Secrecy Envelope or the Ballot (for example your signature, your address, your building/unit number or your phone number, etc.), (3) Voting for more than nine (9) candidates on the Ballot, or (4) Voting for no candidates.
- Q) *If an Owner votes two separate times, by paper ballot, how does the Association handle that?*
- A) The Association will verify the master Owner Roster list and if it is noted a ballot was received for an Owner, the second ballot will be marked “Disregarded” and identified as a “Duplicate Vote”.

- Q) *If I own more than one unit, can I place all of my ballots in a single envelope?*
- A) **No, each ballot must be in its owner inner “Ballot Secrecy Envelope”.** (If an inner “Ballot Secrecy Envelope” contains more than one ballot, all the ballots therein will be Disregarded.)
- Q) *How can residents volunteer to be on the ballot counting committee?*
- A) A notice is posted in *OTOW News*, on Community Channel 901, and on our website (otowclearwaterinfo.com) with directions on how to vote and who to contact if you have a desire to assist with the ballot counting process. In addition, all clubs are contacted for recommendations of any club or non-club members who may have an interest in assisting.
- Q) *Does the Association check the outside envelopes against the Owner Roster prior to the Dec. 15 election?*
- A) No, as outside envelopes are received by the Association, they are filed in Building/Unit order. They are then verified and recorded on the Owner Roster by a resident volunteer on the day of the Annual Meeting.
- Q) *What steps does the Association take to encourage Owners to vote in an important matter such as this Board Election?*
- A) The Association takes numerous steps to encourage Owners to vote in all voting matters. This matter is no different! For example, in 2021, the Board established Electronic Voting to make voting easier and more accessible to all members. The First Notice of Elections and Annual Meeting was mailed on October 16, 2023, followed by the Second Notice of Elections and Annual Meeting which was mailed on November 21, 2023. In addition, the Chairman also writes articles in the *OTOW News* encouraging members to vote, and the Association mailed a follow up post card (on Nov. 15) to all Owners advising them to Opt in for electronic voting (see below).

The Florida Legislature now requires a **majority of all residents vote** in budget elections in order to continue to waive reserves.

**ALERT**

**In order to continue waiving reserves, we must get in the habit of voting in all Association elections.**

On Top of the World Condominium Association, Inc.  
2069 World Parkway Blvd. E  
Clearwater, FL 34769



Dear residents,

It's almost time for our Board elections. On December 15 we will have our Annual Meeting and your new Board of Administration will be announced.

It is critical that everyone vote in this election and all voting events. The Legislature now requires a majority of all residents vote in budget elections in order to waive reserves, so we need to get used to voting regularly.

I encourage everyone to **sign up to securely vote electronically** to avoid postal service issues or delays. You can do so at [OTOWClearwaterInfo.com/electronic-voting](http://OTOWClearwaterInfo.com/electronic-voting).

Sincerely,

*Kenneth Colen*

Kenneth Colen, Chairman


The First and Second Notices of Election and Annual Meeting were posted in their entirety at <https://otowclearwaterinfo.com/association-meetings>. Finally, emails will be sent to all those who are registered to receive emails from the Association, and the following poster, regarding Electronic Voting, will be placed at every building's bulletin boards reminding owners to vote electronically, or if by ballot, to place in the Ballot Boxes located at the East Activity Center or West Activity Center versus mailing.

**ON TOP OF THE WORLD CONDOMINIUM ASSOCIATION**

**BOARD ELECTION**

**IS ON DECEMBER 15**

Make your voice heard, and don't rely on the Post Office to return your ballot in time!



**OPT-IN FOR ELECTRONIC VOTING NOW**

For more details, an electronic voting tutorial, and to opt-in, visit our website:  
**[www.OTOWClearwaterInfo.com/Electronic-Voting](http://www.OTOWClearwaterInfo.com/Electronic-Voting)**

Take the time now to opt-in to vote electronically.  
*(If you are already registered to vote electronically, you are all set. Log in to [OTOW.Conduu.com](http://OTOW.Conduu.com) when voting opens on Dec. 1 and cast your vote.)*

If you wish you vote by paper ballot and reside in Clearwater, please drop off your ballot at the East or West Activity Center Ballot Boxes to ensure they are received on time!

Q) *When did the First Notice of Election get mailed?*

A) The date the First Notice of Election was mailed was October 16, 2023.

- Q) *Some Owners have said they did not receive the First Notice of Election and Annual Meeting letter. How does the Association verify that the mailing was sent to all Owners?*
- A) The Association contacted the Mailing Service Company to determine if there was anything done differently with this mailing from any former mailings. The answer was that, as usual, all pieces were organized by Presorted First Class Mail and delivered to the Post Office in tubs on October 16, 2023. In addition, all foreign mailing pieces were affixed with foreign stamps at the Post Office and mailed from the Post Office on the same date.
- Q) *How does the Association handle returned envelopes?*
- A) The Association handles returned pieces of mail by: (1) contacting owners by email or phone to advise of the return, and (2) verifying with the Owner that all of the contact information in the Association Record is accurate.
- Q) *How do I vote by paper ballot?*
- A) Please see the “How to Vote in the Board of Administration Election” document below. This will also be printed in the December issue of *OTOW News*. You may also review the back of the Ballot to assist you fill the Ballot and the Outer Envelope out completely before returning.

## HOW TO VOTE IN THE BOARD OF ADMINISTRATION ELECTION

On November 21 we mailed you the paper ballot for electing your Board of Administration.

If you signed up for electronic voting, **do not** return the paper ballot. Instead, vote through your [otow.conduu.com](http://otow.conduu.com) web portal.

Please follow the steps below carefully to ensure you make your voice heard!

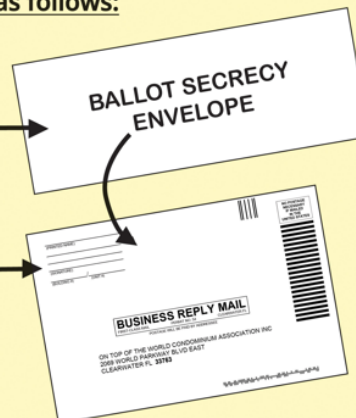
Instructions for completing and returning your paper ballot can also be found on the back of your ballot (on yellow paper).

There are **13** candidates who submitted their names for election to the **9** member Board of Administration.



### Complete and return your ballot as follows:

1. Place an “X” next to the 9 candidates of your choice.
2. Fold and place in the “Ballot Secrecy” envelope and seal.
3. Place sealed “Ballot Secrecy” envelope into the outer return envelope.
4. Print your name, building and unit number, and signature in the top left corner in the spaces provided.
5. Return to the East or West Activity Center ballot boxes OR return by U.S. Mail.



On Top of the World needs residents to volunteer to count ballots at the Annual Meeting on Dec. 15. If you are interested, please email Nancy Rogers at [general\\_activy@SCACLW.com](mailto:general_activy@SCACLW.com). The first 25 residents to respond will be taken as volunteers.