Online Voting Instructions & Overview

Jennifer Cox

Agenda

- Why Choose Electronic Voting
  - Secure Sites
- Consent for Electronic Voting Form
- Step-By-Step of Lake Clarke Garden Election E-Voting
  - Step 1 – Registration
  - Step 2 – Voting
- eVoteMax Customer Support
- Online Voting Important Info
- Question & Answers

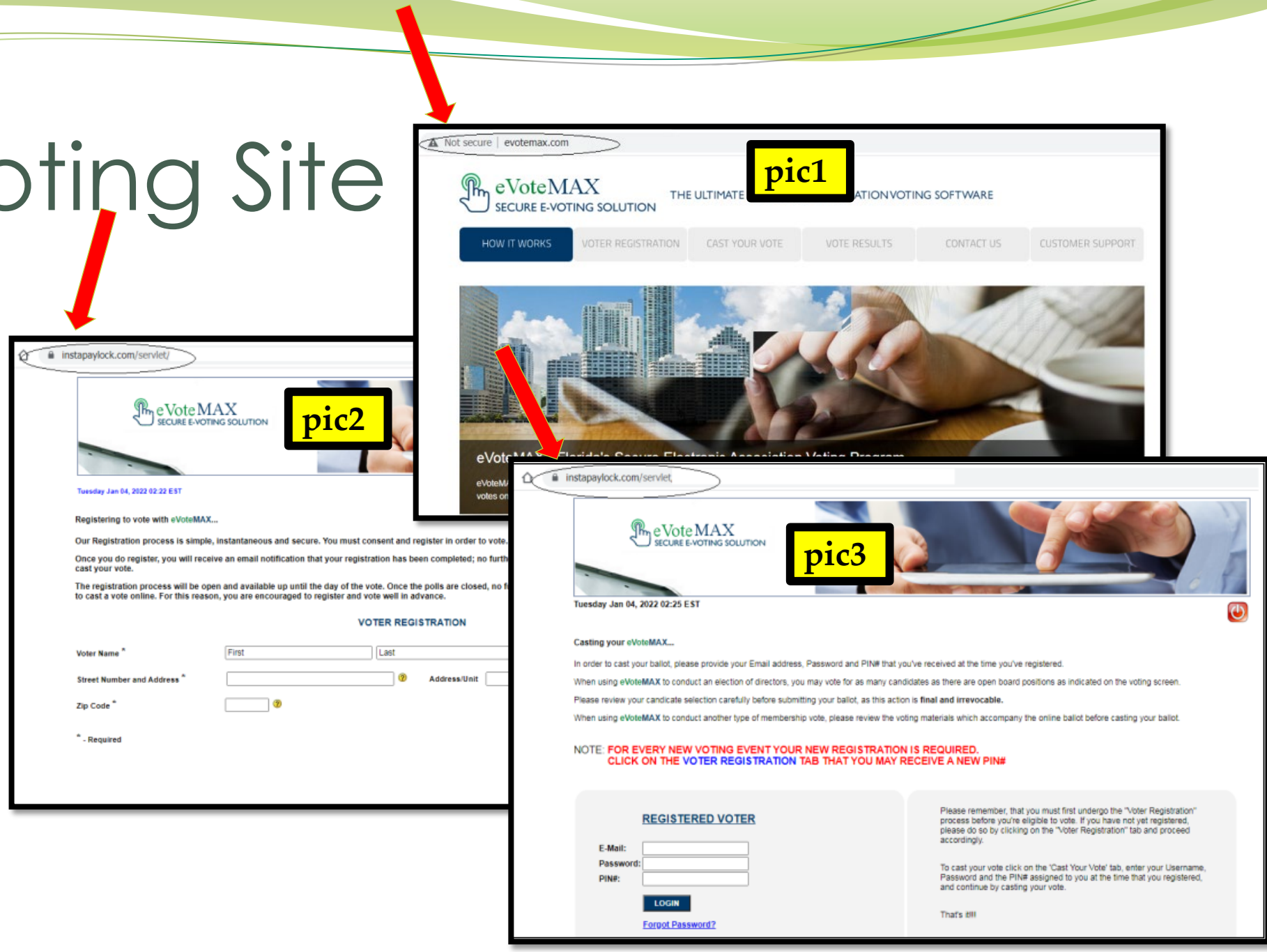
Why Choose Electronic Voting

- Electronic voting increases membership participation and significantly reduces the labor involved in tallying paper votes.
- Members can cast their votes from the convenience of their home, office, or anywhere they have access to an internet connection.
  - This will increase the participation in voting for many of our unit owners who are not currently here due to various reasons - one major reason being COVID restrictions.
- The votes are tallied electronically, making the process faster, more accurate, and less prone to human error.
- Overall electronic voting eliminates typical errors and judgment calls associated with manual paper votes.

Secure Voting Site

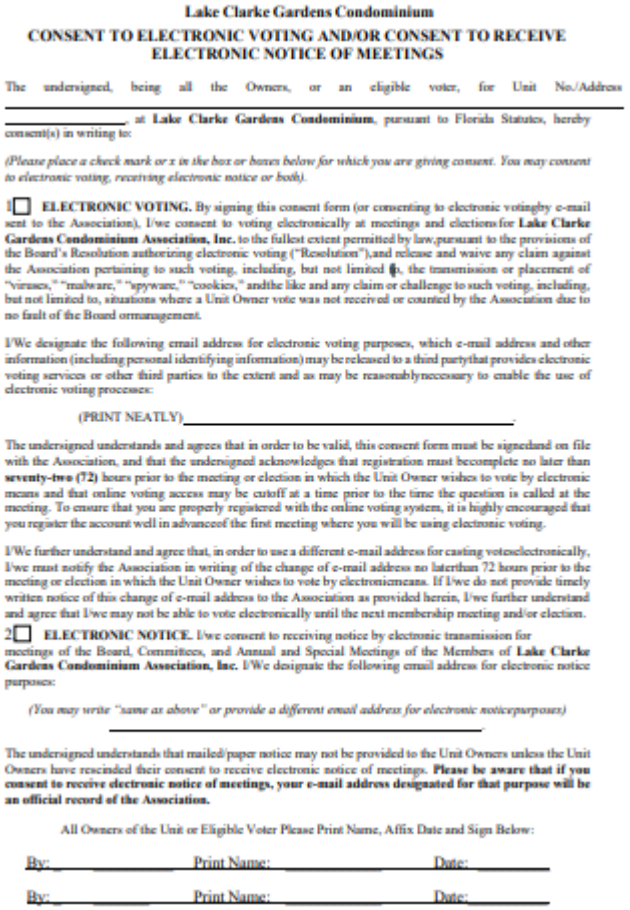
- You will notice when you log into the eVoteMAX website it is not secure (see pic1). It has only general information and the links to the secure servers.

- As soon as you click on the VOTER REGISTRATION or the CAST YOUR VOTE tabs, you will be move to the secure servers: on the pic2 and pic3 the lock image indicates the secure site.
- **When you are casting your vote you are casting it on a secure server.**



Consent for Electronic Voting and Notices

- If you will be choosing to vote electronically you MUST consent to electronic voting by submitting a consent form to Management prior to voting online.
- We can send and receive these forms electronically.
- You need to indicate your building and unit number.
- You MUST put down the email address you will be registering online to vote with.
- If you wish to vote electronically you MUST check the ELECTRONIC VOTING box
- If you wish to receive electronic notices you MUST select the ELECTRONIC NOTICE box.
  - You can select both boxes.
- Please print and sign your name on the form.



Lake Clarke Gardens Condominium

CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS

The undersigned, being all the Owners, or an eligible voter, for Unit No./Address _____, at **Lake Clarke Gardens Condominium**, pursuant to Florida Statutes, hereby consent(s) in writing to:

(Please place a check mark or x in the box or boxes below for which you are giving consent. You may consent to electronic voting, receiving electronic notice or both).

1☐ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic votingby e-mail sent to the Association), I/we consent to voting electronically at meetings and elections for **Lake Clarke Gardens Condominium Association, Inc.** to the fullest extent permitted by law,pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"),and release and waive any claim against the Association pertaining to such voting, including, but not limited to, the transmission or placement of "viruses," "malware," "spyware," "cookies," andthe like and any claim or challenge to such voting, including, but not limited to, situations where a Unit Owner vote was not received or counted by the Association due to no fault of the Board ormanagement.

I/We designate the following email address for electronic voting purposes, which e-mail address and other information (including personal identifying information) may be released to a third partythat provides electronic voting services or other third parties to the extent and as may be reasonablynecessary to enable the use of electronic voting processes:

(PRINT NEATLY)_____.

The undersigned understands and agrees that in order to be valid, this consent form must be signedand on file with the Association, and that the undersigned acknowledges that registration must becomplete no later than **seventy-two (72)** hours prior to the meeting or election in which the Unit Owner wishes to vote by electronic means and that online voting access may be cutoff at a time prior to the time the question is called at the meeting. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advanceof the first meeting where you will be using electronic voting.

I/We further understand and agree that, in order to use a different e-mail address for casting voteselectronically, I/we must notify the Association in writing of the change of e-mail address no laterthan 72 hours prior to the meeting or election in which the Unit Owner wishes to vote by electronicmeans. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board, Committees, and Annual and Special Meetings of the Members of **Lake Clarke Gardens Condominium Association, Inc.** I/We designate the following email address for electronic notice purposes:

(You may write "same as above" or provide a different email address for electronic noticepurposes)

_____

The undersigned understands that mailed/paper notice may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. **Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.**

All Owners of the Unit or Eligible Voter Please Print Name, Affix Date and Sign Below:

By:_____ Print Name:_____ Date:_____

By:_____ Print Name:_____ Date:_____

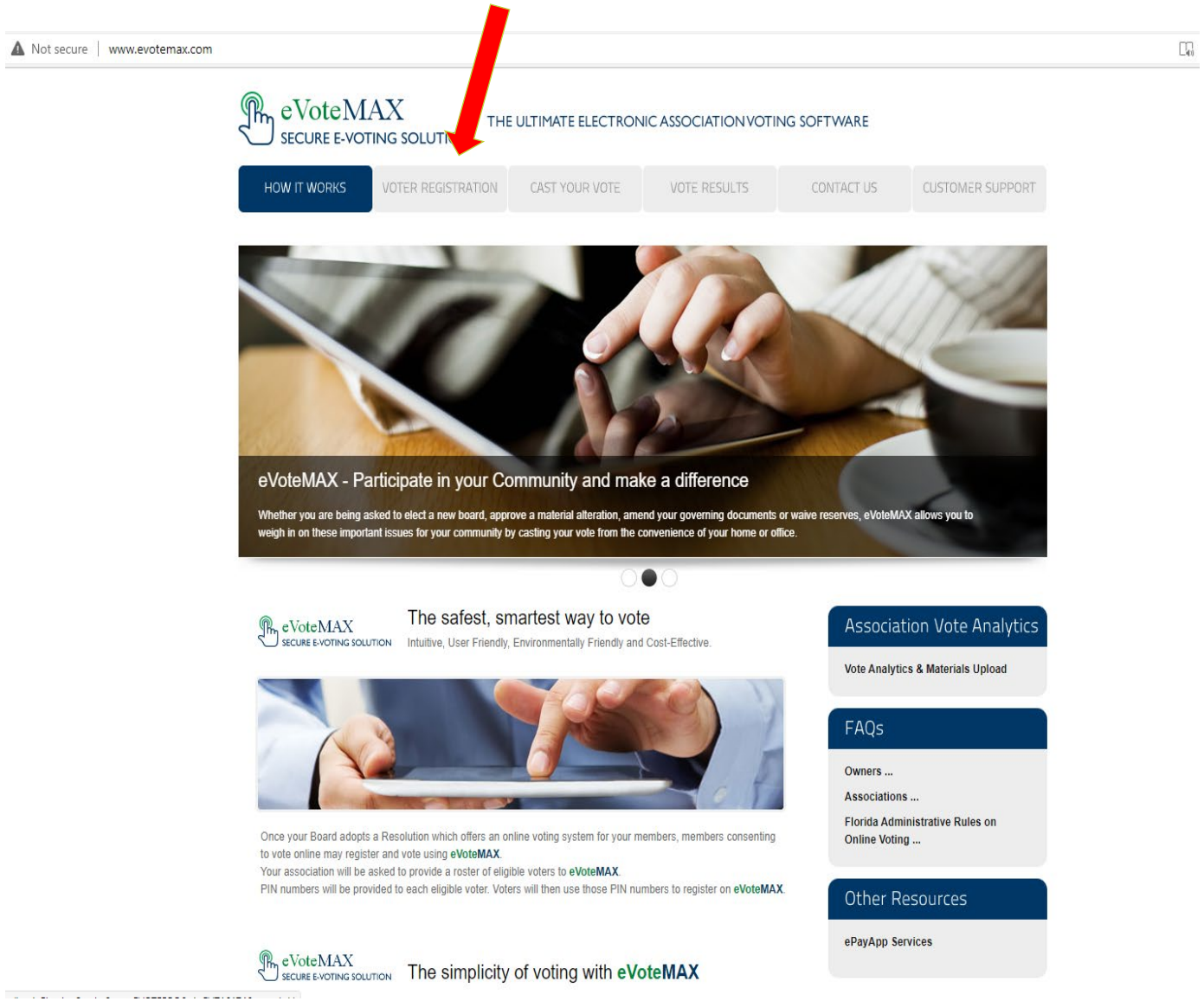
Consent for Electronic Voting and Notices

Once you submit your form to the office allow 24 business hours for the eVoteMax system to be updated for you to log in and register to vote.

You may submit this form by email electronically to the Management Office OR hand delivery it.

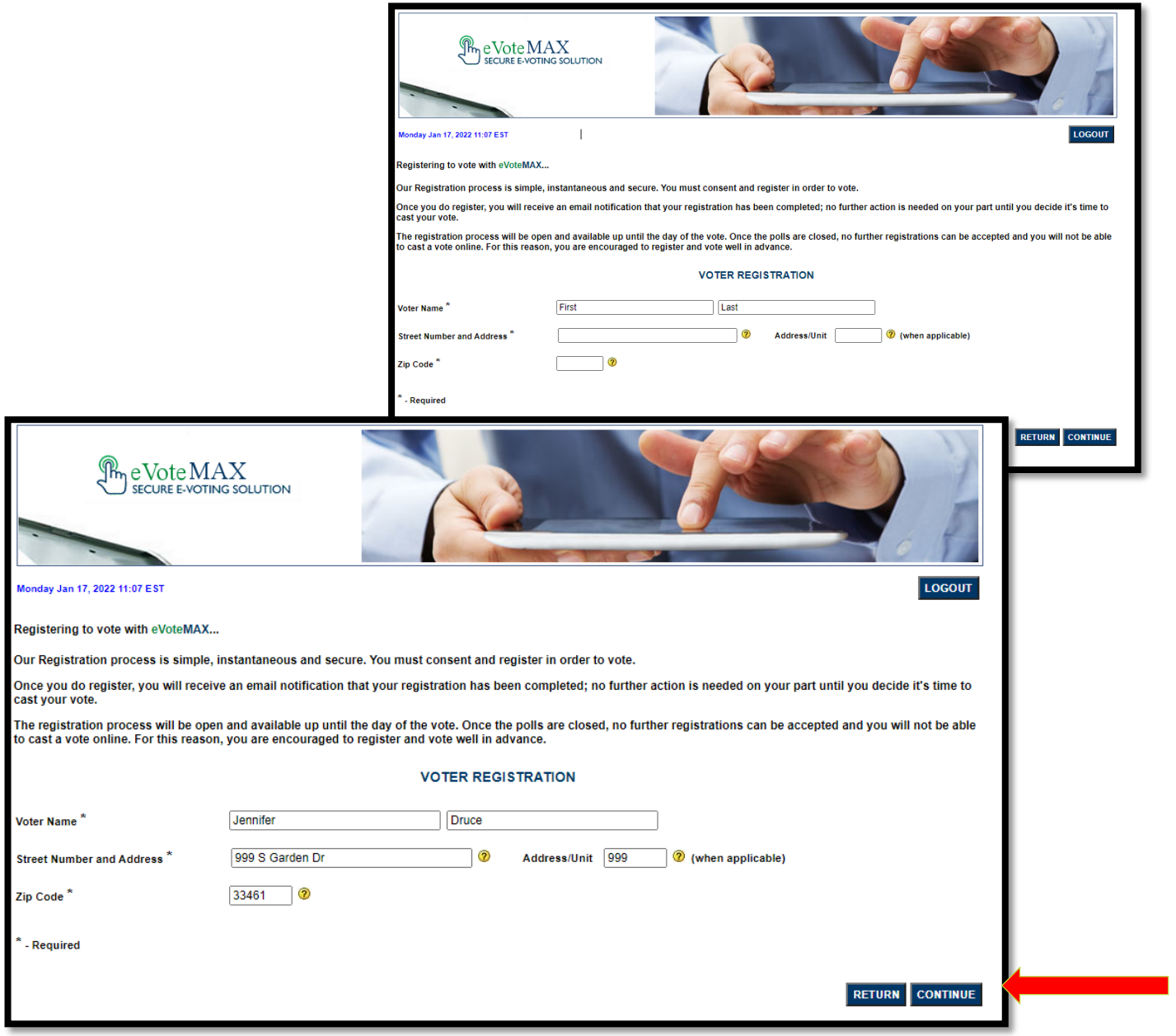
STEP 1

- This step is for the registration
  - Go to www.evotemax.com
  - Click on `VOTER REGISTRATION` tab on the top



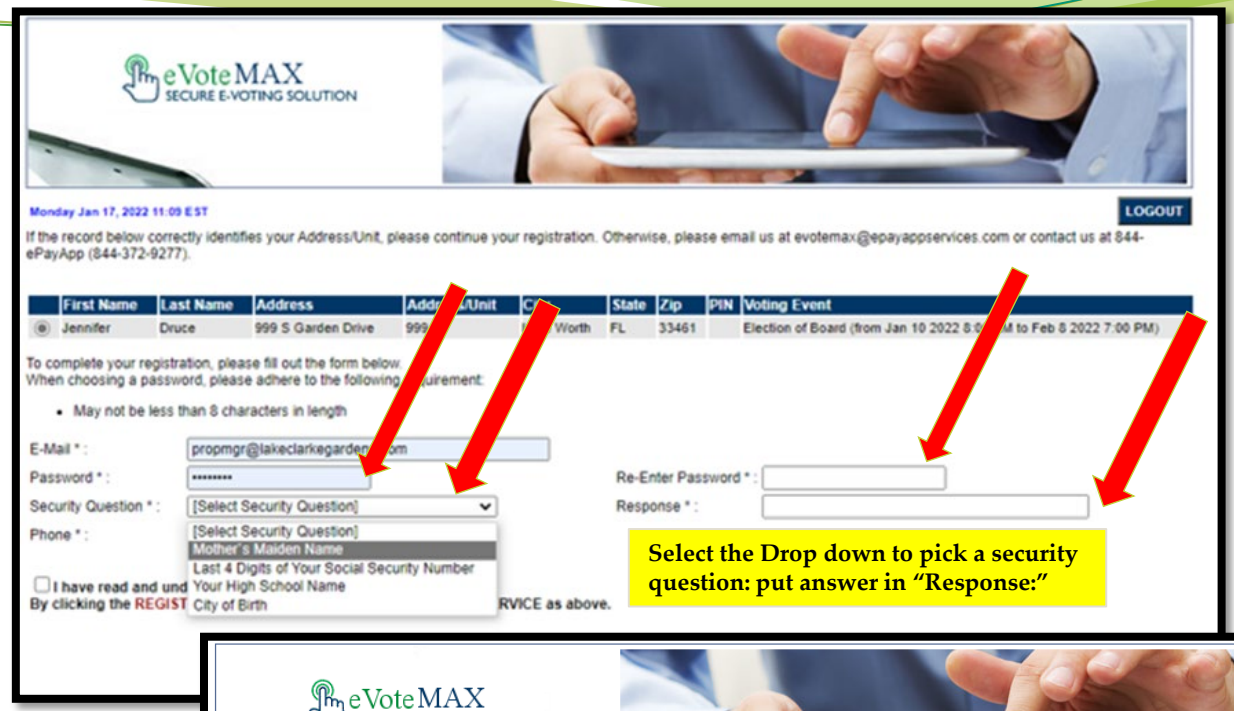
registration

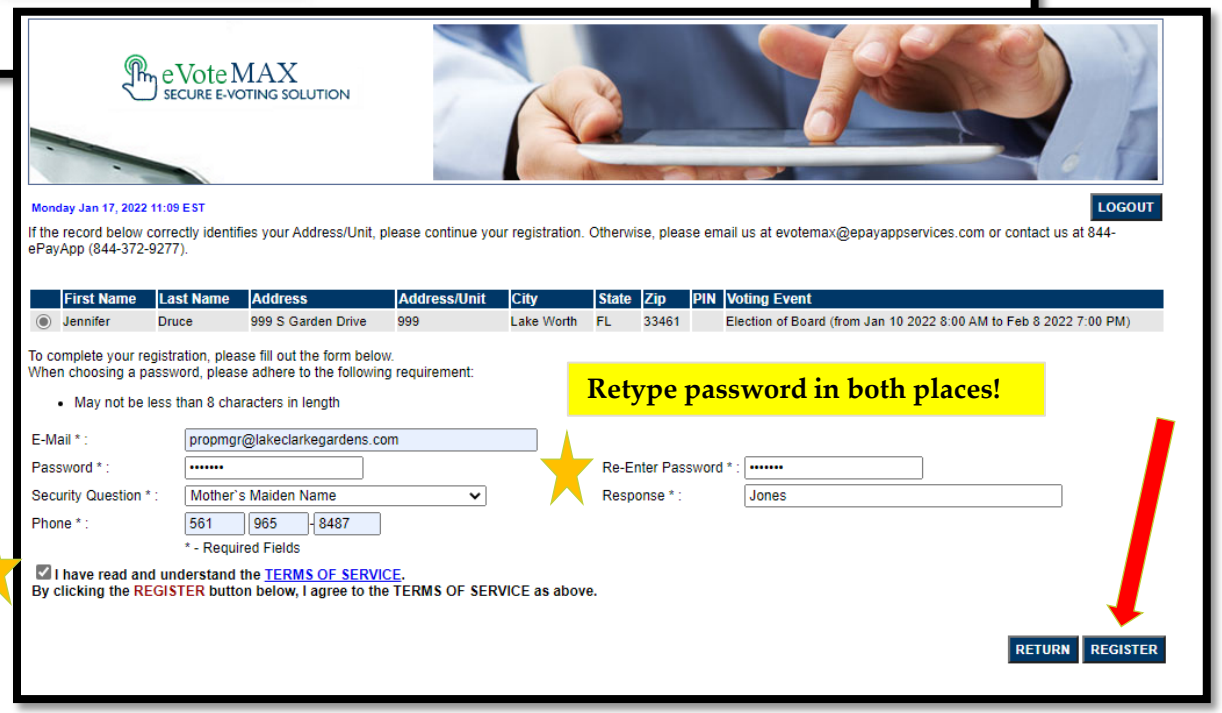
- Enter your first name and your last name
- Enter your street address in the Lake Clarke Gardens (ex: 999 S GARDEN DRIVE)
- Enter your Unit Number (do not include words Unit, Apt or # just use the numbers) (example: 999)
- Enter 33461 as your zip code
- Click `CONTINUE`



registration

- The next screen will show your information.
- Now you will need to enter your email address (this must match your consent form address),
- Create your password (twice)
  - *Password MUST be at least 8 characters in length*
  - *You have to enter it in BOTH boxes*
- Select security question and enter the response.
- Enter your phone number
- Be sure to check the box for the Terms of Service.
- Click `REGISTER`

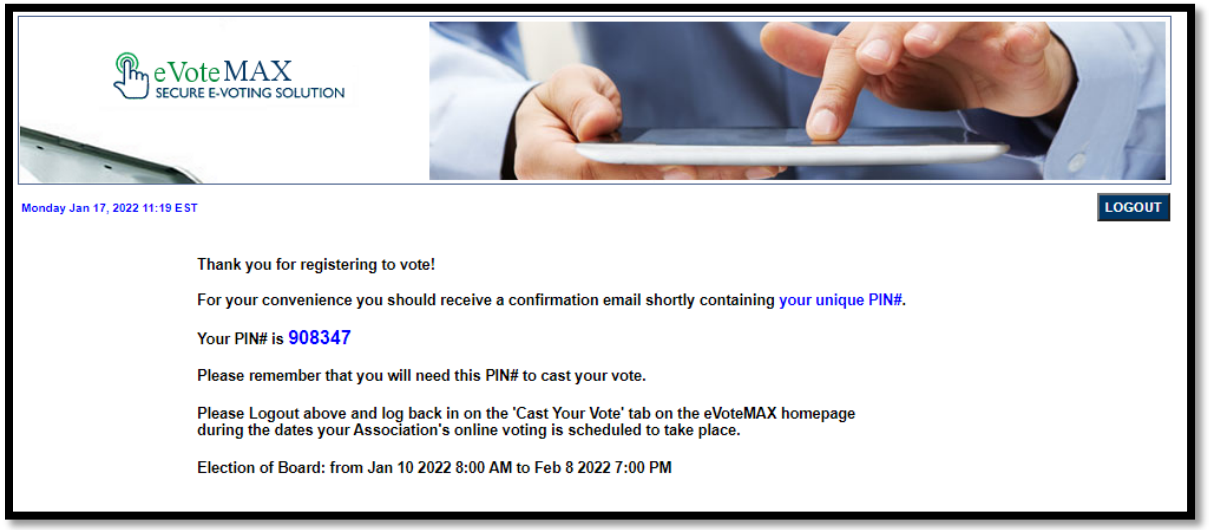


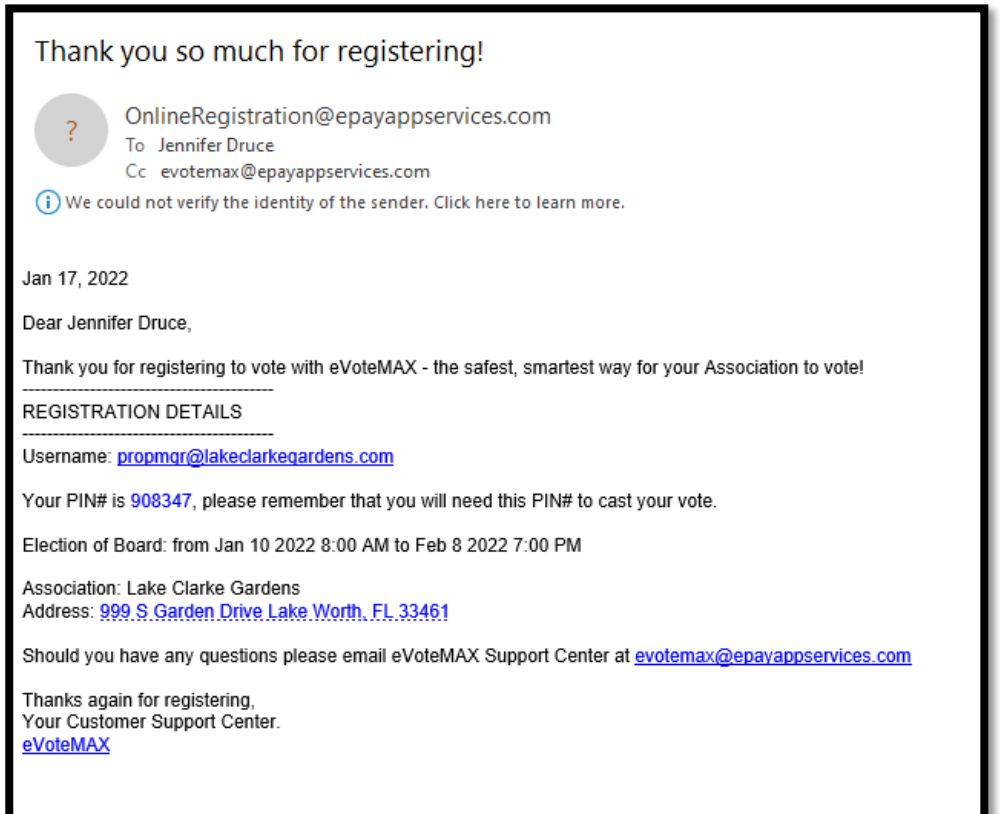


registration

As result of registration, you will receive your PIN # on the screen and by email.

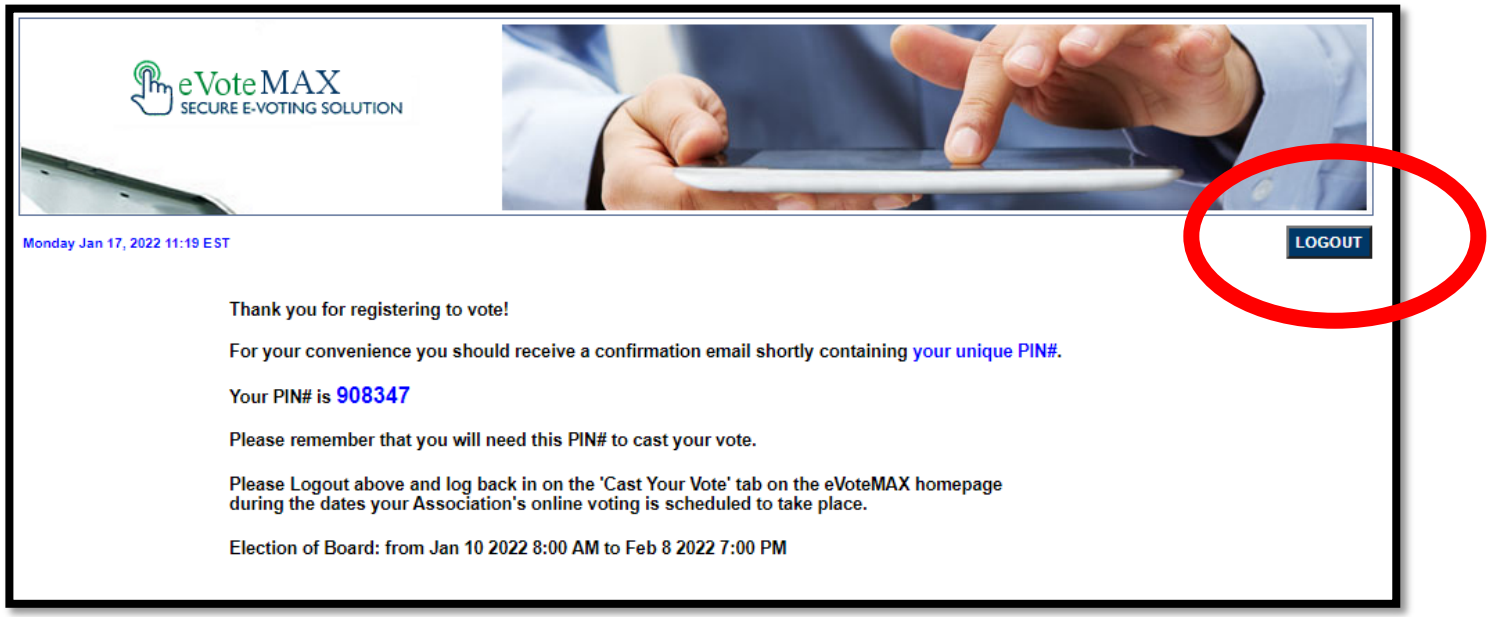
Please check your Junk/Spam folder if you don't see the message in your Inbox.





registration

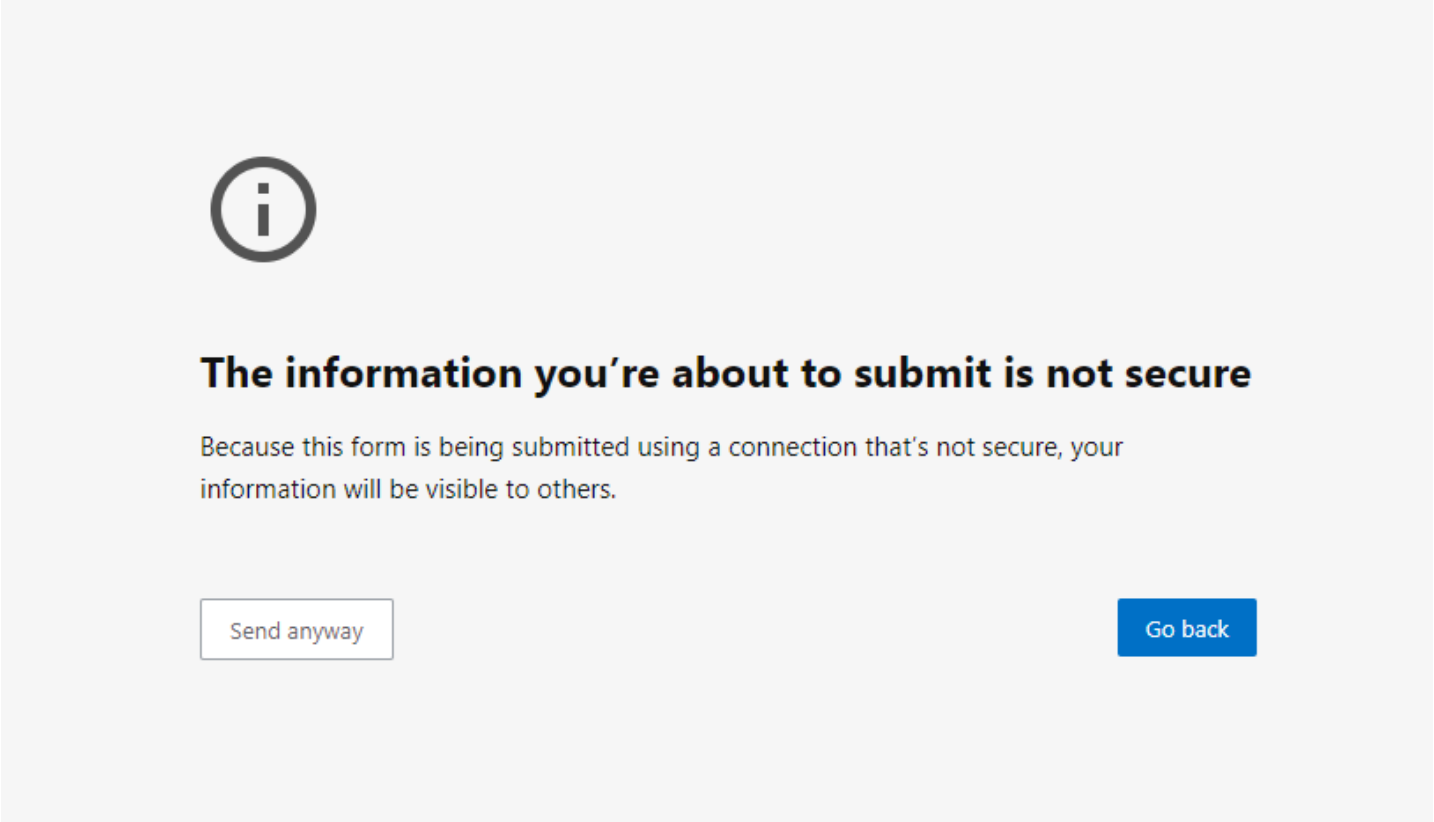
Click `LOGOUT` button on the right top corner.



TIME TO VOTE!

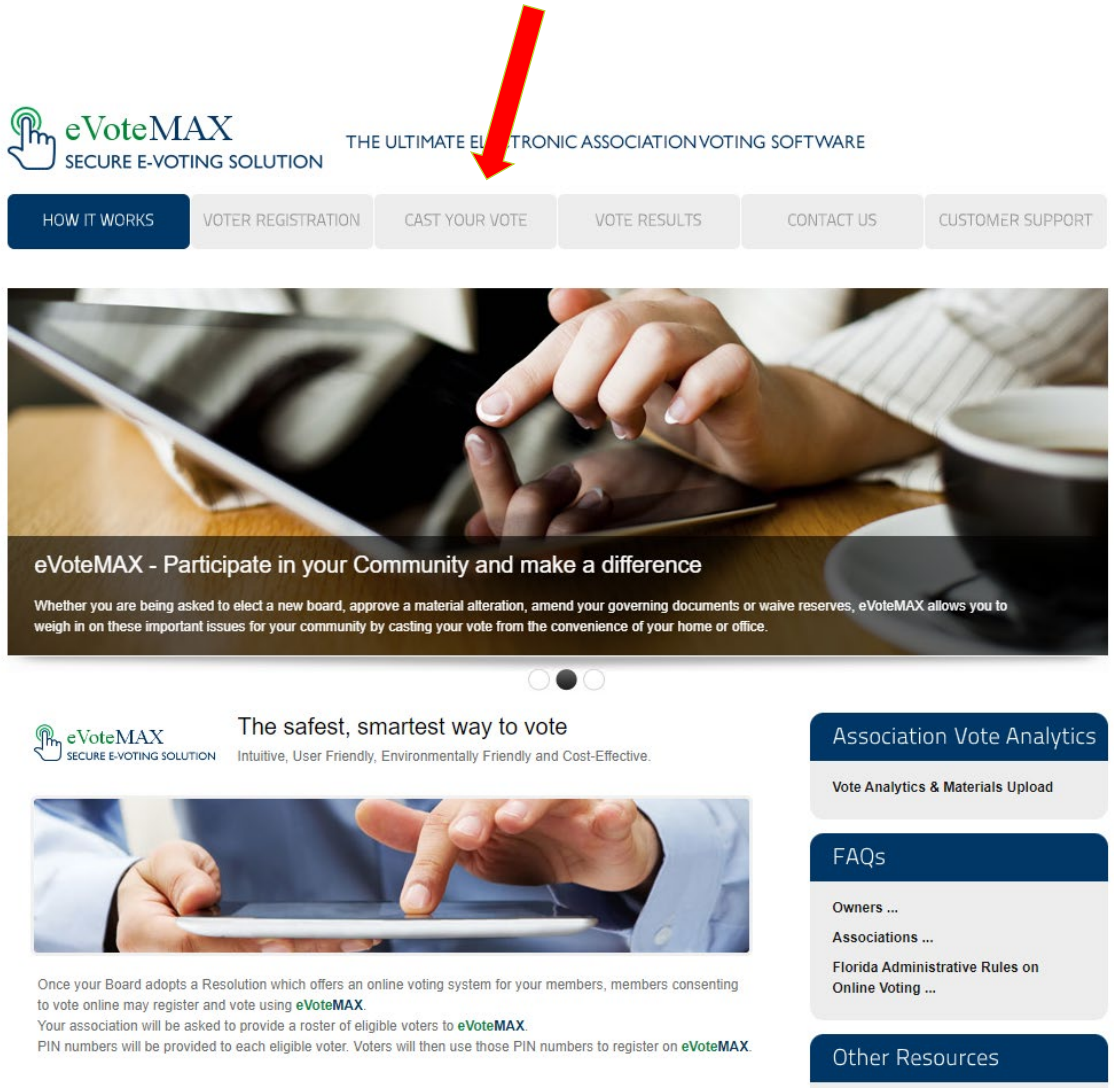
When you click Logout you may receive the following message.

You are OK to click "Send anyway" to continue back to the main page.



STEP 2

- The steps for casting your vote:
  - Go to www.evotemax.com
  - Click on `CAST YOUR VOTE` tab on the top

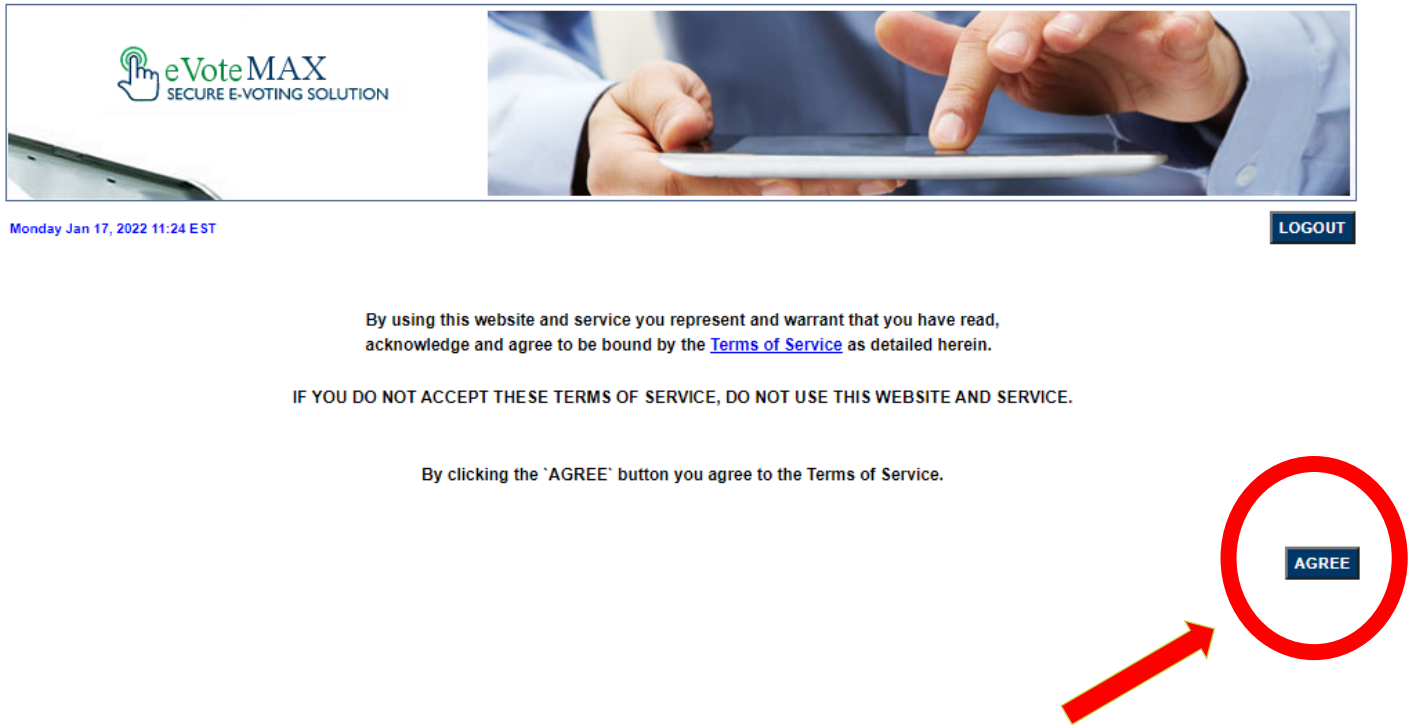


➢ voting

- Login using your email address, password that you used during the registration process.
- Use the PIN # you received, and you were emailed.
- Click “LOGIN”

voting

- You MUST agree to the Terms of Service by selecting the "AGREE" button on the screen.
- You can read the Terms of Service by clicking "Terms of Service"

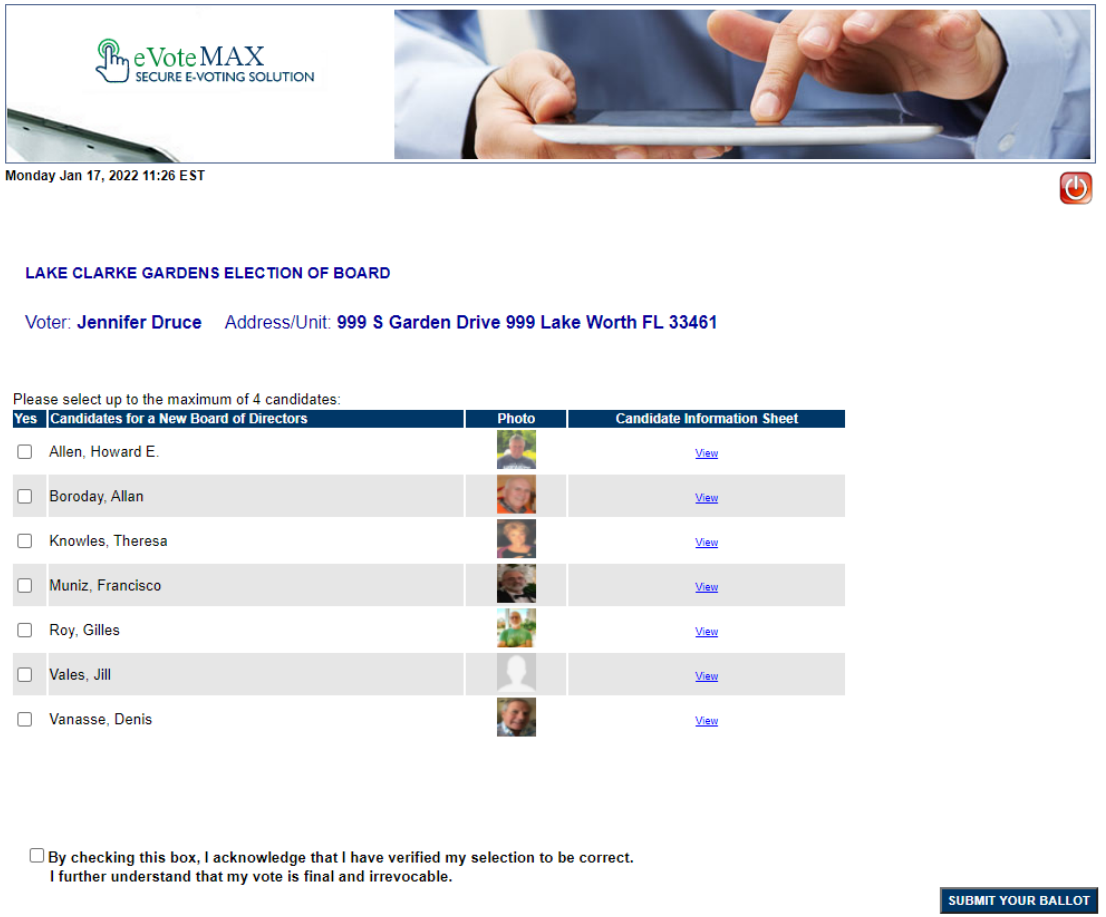


voting

- Select a Voting Event: Choose: Election of Board
- Select your address
  - **If you have more then one unit this is where you will select what unit you are voting for.**
  - **You can go back and vote for the other unit once you finish one.**
- Click `CONTINUE`

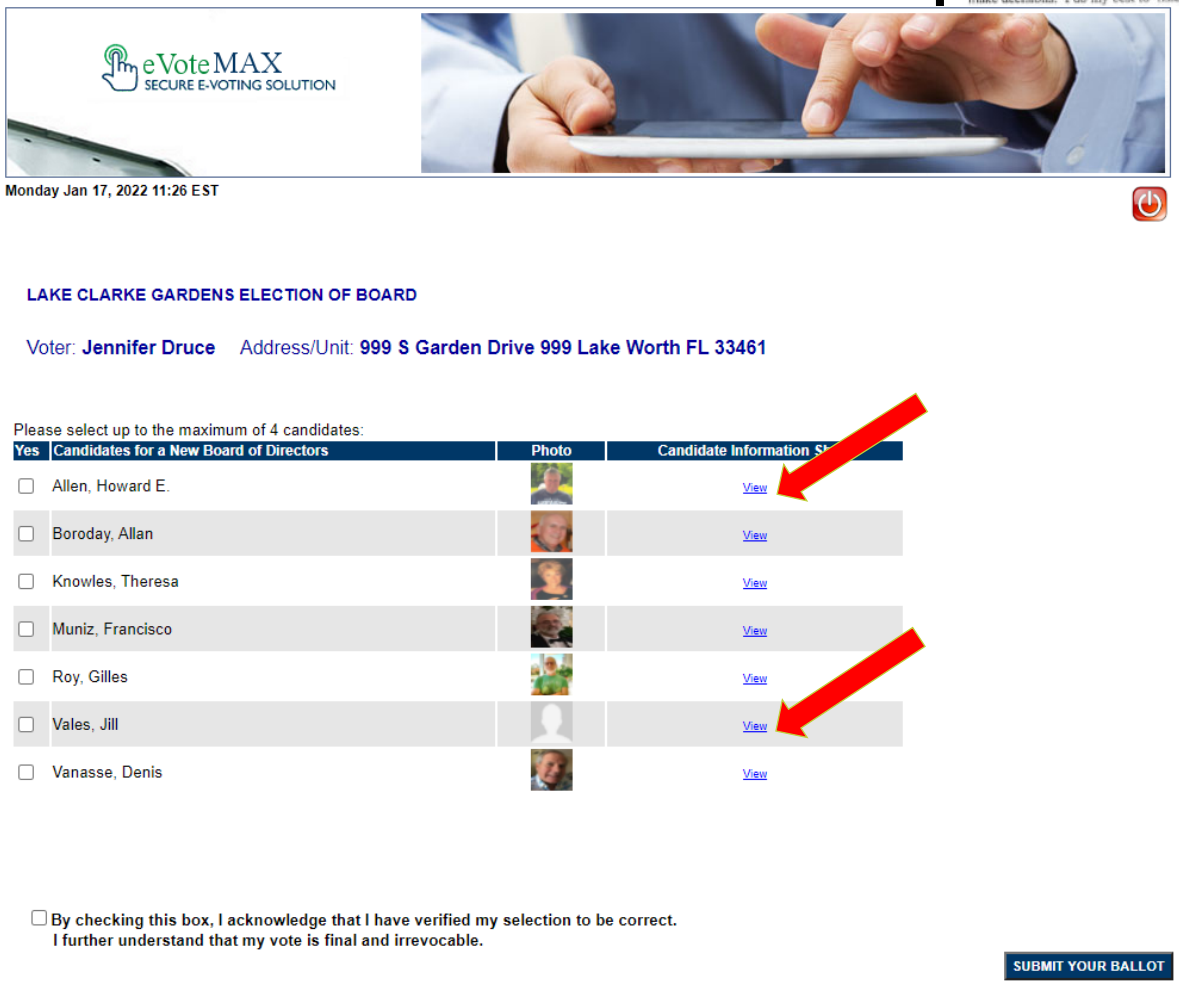
voting

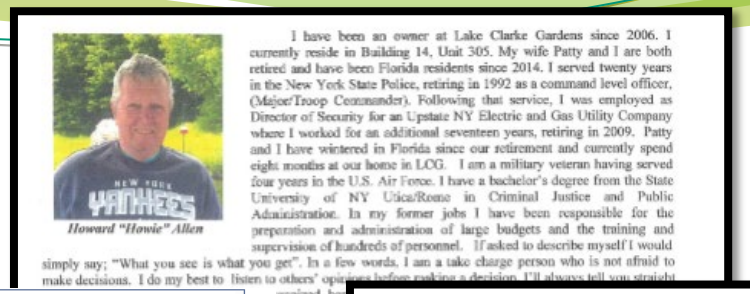
- Here you will see the list of all the candidates in alphabetical order.
- Here is where you will:
  - View Candidate Bios
  - View Candidate Pictures
  - Cast Your Vote



voting

- When you click "View" under Candidate Information Sheet by each candidate each one of their bios will come up in a separate window for you to read.





Howard "Howie" Allen

I have been an owner at Lake Clarke Gardens since 2006. I currently reside in Building 14, Unit 305. My wife Patty and I are both retired and have been Florida residents since 2014. I served twenty years in the New York State Police, retiring in 1992 as a command level officer, (Major/Troop Commander). Following that service, I was employed as Director of Security for an Upstate NY Electric and Gas Utility Company where I worked for an additional seventeen years, retiring in 2009. Patty and I have wintered in Florida since our retirement and currently spend eight months at our home in LCG. I am a military veteran having served four years in the U.S. Air Force. I have a bachelor's degree from the State University of NY Utica/Rome in Criminal Justice and Public Administration. In my former jobs I have been responsible for the preparation and administration of large budgets and the training and supervision of hundreds of personnel. If asked to describe myself I would simply say; "What you see is what you get". In a few words, I am a take charge person who is not afraid to make decisions. I do my best to listen to others' opinions before making a decision. I'll always tell you straight

Jill M. Vales
Candidate for Lake Clarke Gardens Board of Directors
Owns Building 10 Unit 312

Summary: Has over 30 years of senior management experience in finance, accounting, human resources, and corporate operations and administration. Florida CPA (inactive) and member of national AICPA. Owns *Count On Us Controller Services*. Served as CFO for a large regional property management company. Invests in several large multi-family apartment communities across the US. Community volunteer for over 20 years, serving as Board Member, President and Treasurer of several non-profit organizations. Currently serves as President (and past Treasurer) of her small Condo Association in Greenville, SC. Previously served as Board Member and Treasurer for two other Associations. Previously served as LCG Board Member and Treasurer.

My husband Lou and I purchased our LCG Condo in late 2018. We are residing at LCG from late November 2021 through March 2022. We have lots of family in the area and so we will come back to LCG several times in 2022. I have volunteered for LCG since Spring 2019. I was a primary architect of the new Operating Fund Balance / Working Capital Method to evaluate the sufficiency of each Building's Operating Fund Balance compared to annual Total Operating Expenses. As a result of adoption of this Method, after lying dormant/unusable for many years, a total of $462,539 was transferred in December 2020 to the Reserve Funds of 13 Buildings.

In December 2020, I was appointed to the LCG Board of Directors and to the position of Treasurer. I was then elected to the Board in February 2021, receiving 369 votes, 80 more than the next candidate. The Board appointed me Treasurer and Chair of the Budget Committee.

I led preparation of fiscal year 2021 Projections and 2022 Budgets, developing new and improved Budget Templates and effective PowerPoint presentations. During this process, I determined: (a) Accounts Receivable had been overstated for several years and therefore $29,000 needed to be written off to bad debt expense, and (b) $92,000 needed to remain in the Common Operating Fund Balance at June 30, 2021 in order to balance the 2022 Budget. (These two items were "paid for" by the federal PPP Loan which Treasurer Howie Allen had secured in 2020 and which was fully forgiven in fiscal year 2021.)

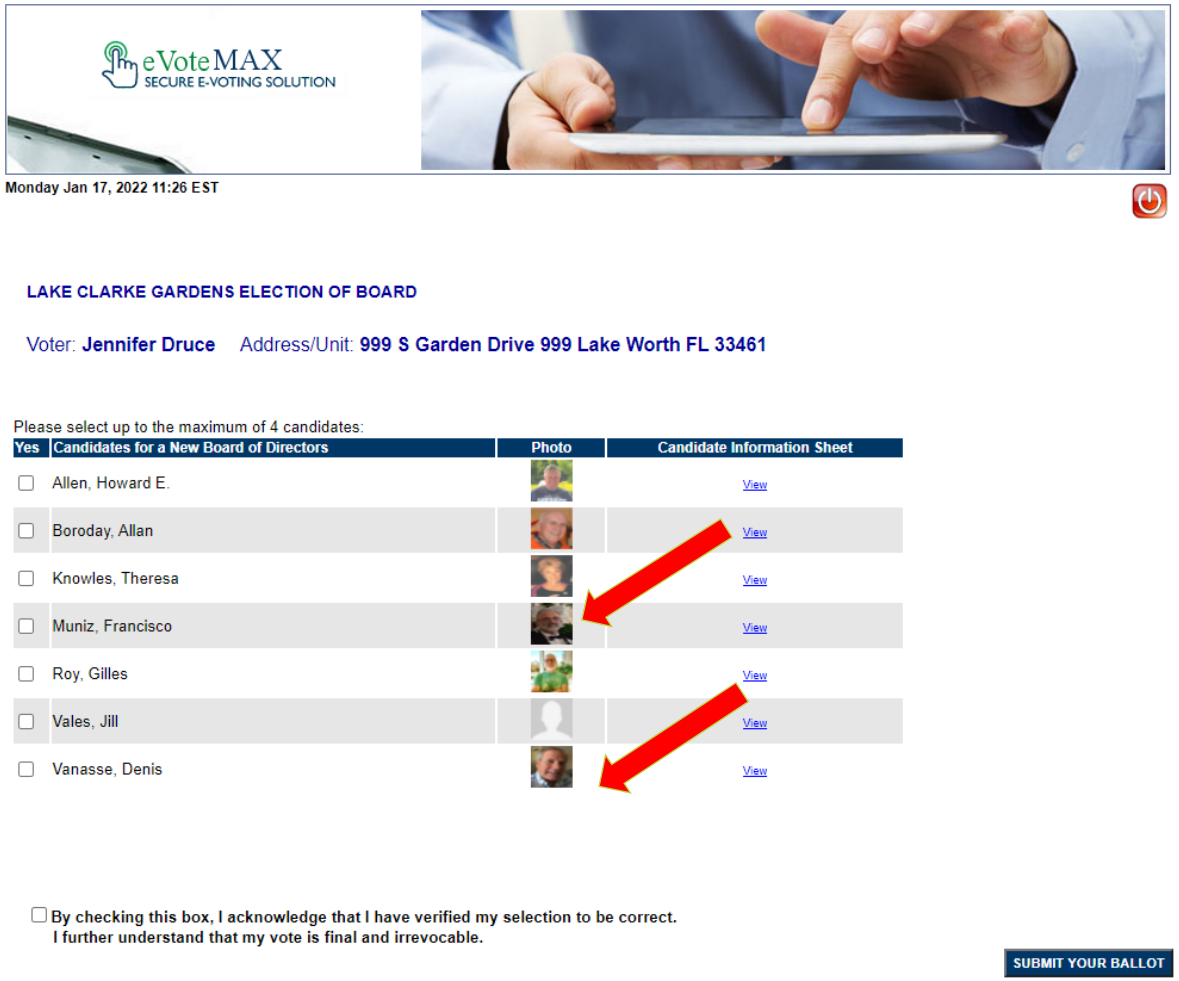
I was a very strong advocate for separating the positions of Property Manager and Controller. Based on the historical actual reporting relationship of the LCG Controller and Treasurer and the significant responsibilities of the Treasurer position as outlined in the LCG Bylaws, I recommended the new Controller report directly to the Treasurer. While the Board initially agreed to a dotted-line reporting relationship, a few days later one Board Member persuaded four others that the Controller should report only to the Property Manager. I became very upset with this reversal, feeling my years of experience and expertise in these matters were being unduly ignored. So, in mid-April I abruptly resigned from the Board. Within 48 hours I rescinded my resignation, to no avail. I apologized for resigning to LCG Owners via LCG's Facebook page, and promised I would: (a) submit my name for appointment to the Board in October 2021, and (b) run for election again in February 2022. By a Board vote of 5 to 1, I was *not* appointed to the Board. (I would like to take this opportunity to thank Vilma Mally for her steadfast support over this time period.)

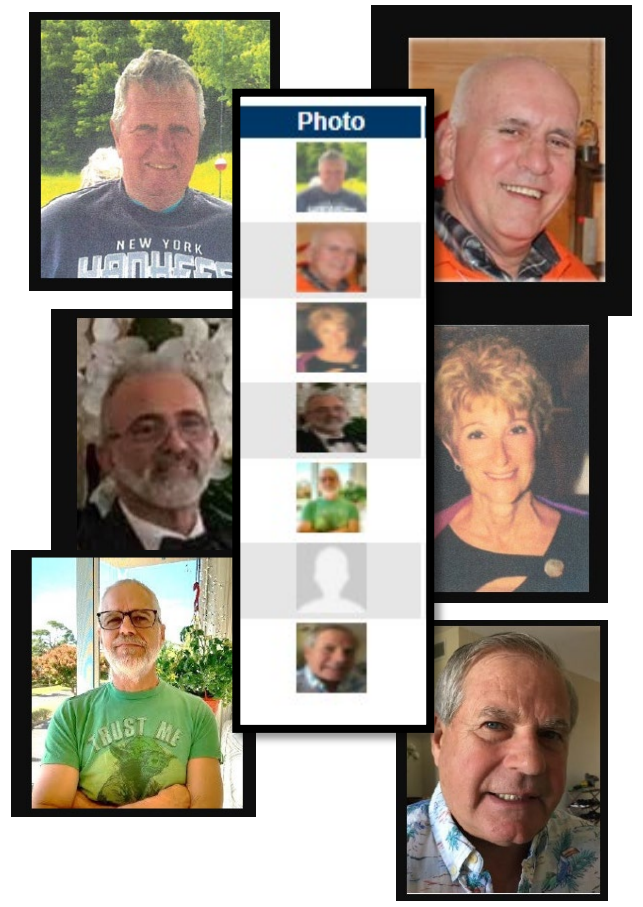
Despite this rejection, I offered to review the June 30, 2021 draft audited financial statements. Treasurer Howie Allen graciously accepted my offer, as technically I still serve as Chair of the Budget Committee. We determined the draft audit did not reflect: (a) the projected/usual transfer of $50,000 to Common Reserves, (b) the write-off of unsupported accounts receivable of $29,000, and (c) maintaining $92,000 in Common Operating Fund Balance. As a result of these omissions, allocations of Common Expenses to Buildings in the draft audit were also incorrect. I then devoted many hours to: (a) correct the draft financials in these areas, (b) calculate amounts under the Operating Fund Balance / Working Capital Method for the fiscal year ended June 30, 2021, and (c) edit and prepare footnotes for the audited financial statements. Treasurer Howie, Property Manager Jennifer and Controller Marie expressed appreciation for my assistance and were good to work with.

So, I am running for the LCG Board again. I ask for your vote. If I am elected and appointed Treasurer, I will gladly serve. However, in doing so, I will rely on LCG's full-time Controller to: (a) ensure accuracy of accounting records, (b) improve the accuracy, effectiveness and frequency of budget vs. actual information provided to the Board and Owners, and (c) play a key role in developing annual Projections and Budgets. My commitment is to offer recommendations and guidance to the Board, Property Manager and Controller, not to carry out the Controller's responsibilities.

voting

- When you click the photos of each Candidate their pictures will enlarge on a separate screen.



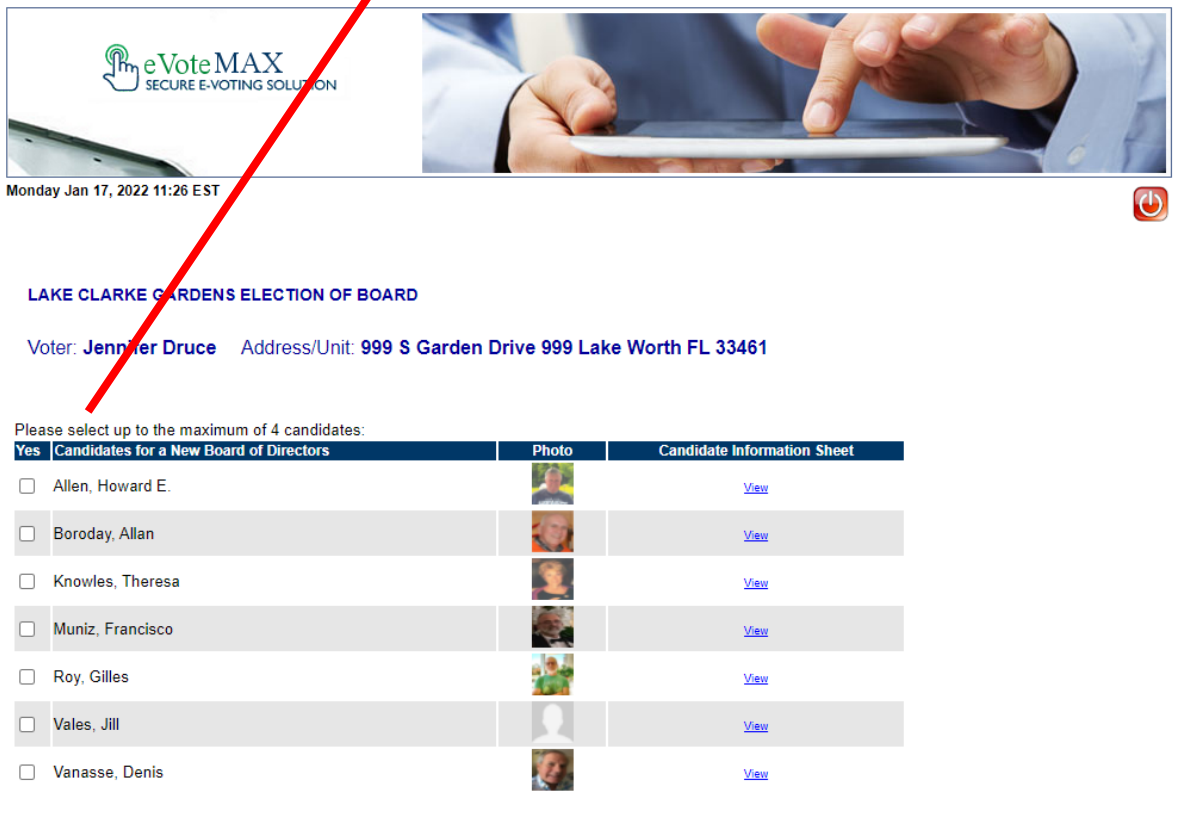


voting

- When voting Select up to Four (4) candidates by checking the boxes under "Yes" on the left-hand side.
- NO MORE THEN 4!

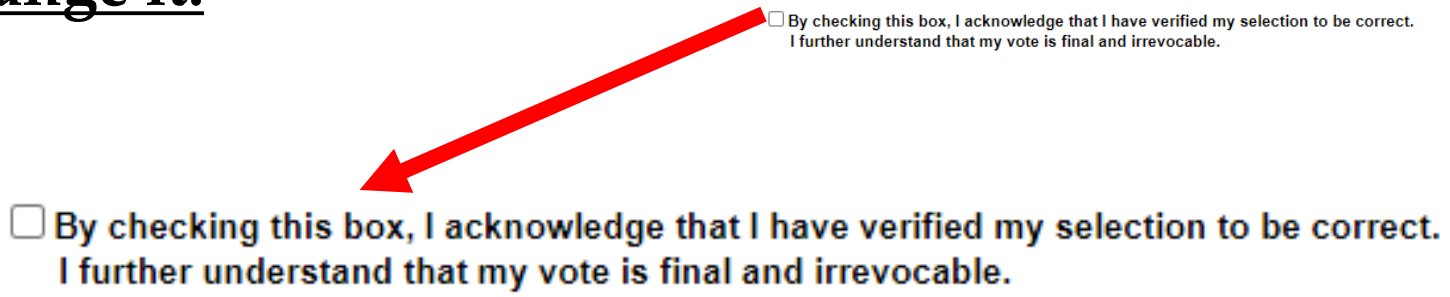
voting

- When voting Select up to Four (4) candidates by checking the boxes under "Yes" on the left-hand side.
- NO MORE THEN 4!



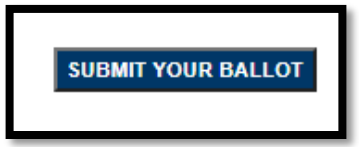
voting

- You must click the box acknowledging you have verified your selections to be correct.
- **<u>Once you submit your ballot you can't go back and change it.</u>**



voting

- Click `SUBMIT YOUR BALLOT"
  - **Once you submit your ballot you can't go back and change it.**



- Now you are done!

eVoteMAX Customer Support Team

If you have any questions in the process of registering or voting online, please contact the eVoteMAX Customer Support Team at alex.stal@epayappservices.com

Online Voting Important Info

DO NOT SUBMIT A PROXY OR PAPER BALLOT IF YOU HAVE CONSENTED TO ELECTRONIC VOTING AND ARE VOTING ONLINE.

(If you accidentally submit a paper ballot your paper ballot will be voided at the time of election when the ballots are counted)

- **Your electronic ballot (vote) must be received no later than Tuesday, February 14, 2023, at 7:00 PM**.
- If you don't have your consent form in it needs to be in at least 72 hours prior (Friday, February 10, 2023) to **Tuesday, February 14, 2023, 7:00 PM0PM.**
  - Preferably by noon on Friday, February 4, 2023

Question & Answers