



**Swann Keys Civic Association
2021 Board of Directors Election
Ballot Submission – April 26, 2021**

Alternate way to submit your Board of Directors Election Ballot

Due to delays in USPS mail service and delivery, an online secured voting form was developed under the direction of the SKCA Nominations Committee and Mr. John Koach, SKCA Election Monitor. The Nominating Committee, Elections Monitor and the entire Board of Directors is dealing with extraordinary times. We will do everything possible to ensure a secure and all-inclusive election.

OPTION 1 – IF you received an Election Packet in the mail. (You will have a CONTROL NUMBER in your packet)

- Go to the [SWANN KEYS ONLINE ELECTION FORM \(CLICK HERE\)](https://form.jotform.com/210874567943164) and vote with your CONTROL NUMBER or copy and paste the following into your browser. <https://form.jotform.com/210874567943164>

OPTION 2 – Request a Control Number from the Elections Monitor (You didn't receive a mail packet yet)

If you have not received an Elections Packet in the mail, or you are concerned that your vote will not be received in time, you can request a Control Number by completing the form below. You will receive an email from the Elections Monitor with a Control Number. After you receive the email use Option 1. The email address you use must be registered in the office and you receive OneCall email notifications. If you do not receive regular SK OneCall emails, update your information on the Swann Keys Residents Portal / Update My Information. (One submission per LOT – if you own multiple lots submit multiple forms for each address)

- Go to the [REQUEST A CONTROL NUMBER \(CLICK HERE\)](https://form.jotform.com/211153472903146) OR copy and paste the following into your browser. <https://form.jotform.com/211153472903146>

OPTION 3 – Vote by picking up a New Election Packet in office. (You have no way to vote online)
(Starting Monday, May 3rd, 2021)

You can pick up your election packet in the office, special control numbers are in the sealed packets. You must provide proof of ownership, a driver's license, tax bill or any other mail with your name and address on it when you pick up a packet. This will be recorded by the office staff. Follow the instructions in the packet and return it in the sealed envelope provided on the day of the election to the Clubhouse by 11 am. The office, SKCA Staff or any Board Member cannot collect ballots that have been completed in the office.

OPTION 4 – Vote in person on May 15th, 2021 – in front of Clubhouse – 9:30 – 11:00am

Our elections monitor John Koach and his assistant will be there to help you complete your ballot.

The full election packet is available on the Swann Keys Website for your review and the Swann Keys office 9am – 2pm Monday thru Friday.

Questions regarding the voting process or verification that your mailed ballot has been received can be submitted via the resident portal on the web page.

QUESTIONS ASKED VIA NEXT DOOR or SOCIAL MEDIA WILL NOT BE RESPONDED TO.



Instructions on how to cast your vote online: (YOU MUST HAVE A CONTROL NUMBER)

1. Click on the following link or copy and paste in your browser:

<https://form.jotform.com/210874567943164>

2. Using the Control Number on the paper ballot that you receive in the mail complete the form below:

CONTROL # (from your vote form you received in the mail)

ex: 23

This can be found on the ballot you received in the mail

SWANN KEYS RESIDENT NAME:

First Name

Last Name

Swann Keys Address

E-mail (required for email confirmation of vote)

ex: myname@example.com

example@example.com

Your Phone Number (optional):

(000) 000-0000

Please enter a valid phone number.

PLEASE VOTE EITHER FOR OR AGAINST THE BUDGET

Budget: As recommended by the Board of Directors (See the budget in your mailed packet)

Vote FOR or AGAINST BUDGET

☐ FOR

☐ AGAINST

Board of Directors Election: Vote for up to Fifteen (15) Candidates Only - This form limits you to 15 Candidates

Your Votes:

☐ Kathy Berkheimer

☐ Wilma Denton

☐ Webster "Eddie" Edwards

☐ Nancy R. Flacco

☐ Monica Hafner

☐ Jeff Markiewicz

☐ Tom Nocella

☐ William J. Smith

☐ Sue Tucker

☐ Kate Viola

☐ Ronald Young

☐ Daniel Cavanaugh

☐ Michael Dippolito

☐ Kelly Ewing

☐ Patrick (Pat) Frampton

☐ Carol Harper

☐ Lori Monroe

☐ Kim Pasco

☐ Cliff "Tom" Tompkins

☐ Sam Veit III

☐ Nancy Walls

☐ Elayne Zahn

3. Enter your name and facsimile of your signature, a will do.

Owner 1

First Name

Last Name

Owner 1 - Signature - Use mouse to produce facsimile of your name

Sign Here

line

4. After you enter all the required fields (those with a RED *), you can then submit the form to the Election Monitor.
5. The Elections Monitor will receive your ballot and tabulate the results. All submissions are recorded in a database that is accessible by the Election Monitor for audit and control purposes.

SKCA

This SKCA Board of Directors Election has presented some unique challenges to the community. Delays in USPS services are unprecedented and not typical. The SKCA Nominations Committee is taking every step possible to ensure all SKCA Members have an opportunity to vote in this years election. John J Koach, CPA, Independent Election Monitor

Print Form

Submit

Powered by JotForm

How is this SKCA electronic voting secure?

SKCA's Election Monitor will be using a JotForm. JotForm is a system that allows users to submit forms just like paper forms. JotForm is a trusted system used by over 10 million user including nonprofits, educational institutions, government agencies, communities, small and enterprise businesses around the world.

After completing the form, the form is sent directly to the Elections Monitor via email. The Elections Monitor is the only person who ever sees the email. The email is sent using a secured email. The person submitting a form will receive a copy of their submission to verify that their submission worked. The email address of the person who submits the form is verified by the Elections Monitor off of the records in the SKCA office. In the event that there is a discrepancy in email addresses or no email address is on file, the Elections Monitor will contact the person that submitted the form via phone.

As an extra level of security, JotForm stores each submission in a secure database that is only accessible to the Election Monitor and JotForm. This database cannot be manipulated or altered. An audit log of activity on the database is also available to the Elections Monitor. The election monitor will do an additional check of emails received vs. records in the database to verify the integrity of the election vote submission. For individuals without emails or computers they may contact the Elections Monitor for a way to vote securely.

Using JotForm provides SKCA with multiple levels of security and authenticity checking. Much more secure than USPS mail. There is no verification of USPS mail whatsoever. Multiple verifications, cross checks and independent validation of information will provide SKCA with the most secure technique available using the latest secured technology.