



OCEAN PINES ASSOCIATION, INC.
BOARD OF DIRECTORS
SPECIAL MEETING AGENDA

Wednesday, April 24, 2024
7:00 PM, Board Room

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGQ0ZThhYmYtNTEwNC00NWFlTgyYWItMGE1NzJhZGVhYTU4%40thread.v2/0?context=%7b%22Tid%22%3a%22625a6322-2b2f-40fa-94f8-d7dd44d78153%22%2c%22Oid%22%3a%225fa869f5-01ad-476a-9570-540fe1ce4736%22%7d

Call to Order – Rick Farr, President

Pledge of Allegiance

Approval of Agenda

President's Remarks

Public Comments –

Members wishing to make comments must state their name and address.

New Business –

Second reading of changes to Resolution M-06 (Elections and Referendum Procedures)
– John Latham

Motion to approve Election Committee recommendation for Election Vendor – Rick Farr

Adjournment

RESOLUTION M-06
ELECTIONS AND REFERENDUMS PROCEDURES

1. Purpose. This Resolution establishes the procedures for the election of members to the Ocean Pines Association (Association) Board of Directors and voting on Association referendum issues.

2. Authority.

a. Section 4.08 of the By-laws of the Association establishes the manner in which referendums are conducted.

b. Section 5.02 of the By-laws establishes the manner in which individuals become eligible candidates for the Board of Directors and their name placed on the ballot.

c. Section 5.03 of the By-laws establishes the manner in which elections to the Board of Directors are conducted.

d. ARTICLE III of the By-laws establishes the voting rights of Association members.

e. ARTICLE X of the By-laws gives the Board of Directors the authority to establish committees prescribed in the Charter and By-laws. Resolution C-08, Elections Committee, establishes additional instructions and authority for the Elections Committee.

f. Section 11B-113.2(a) of the Maryland Homeowners Association Act (“Act”) authorizes voting by electronic transmission and provides: “Notwithstanding language contained in the governing documents of the homeowner’s association, the board of directors or other governing body of the homeowner’s association may authorize lot owners to submit a vote or proxy by electronic transmission if the electronic transmission contains information that verifies that the vote or proxy is authorized by the lot owner or the lot owner’s proxy.”

g. Section 11B-101(g) of the Act defines “electronic transmission” as follows: “any form of communication, not directly involving the physical transmission of paper, that creates a record that: (1) May be retained, retrieved, and reviewed by a recipient of the communication; and (2) May be reproduced directly in paper form by a recipient through an automated process.

3. Definitions:

a. Ballot. A ballot documents choices made by voters. A Ballot can be a paper Ballot or in an electronic format that allows the vote to be cast by electronic transmission.

b. Board Liaison. A member of the Board of Directors designated by the Board to act as liaison between the Elections Committee and the Board.

c. Chance. A game of chance conducted by the Election Committee Chairperson to resolve any final tie vote for a vacancy on the Board of Directors, consistent with Section 5.03 (e) of the By-Laws.

d. Contractor. A company contracted to perform services for the election and referendum process.

e. Elections Committee. A Board Appointed Committee with the operational responsibility of administering the elections and referendum processes.

f. Eligible Candidate. An eligible candidate is an Association member who meets the By-laws requirements for election to the Board of Directors and declares himself or herself to be a candidate.

g. Eligible Member. An eligible member is an Association member who meets the Bylaws requirements for voting in Association elections or' referendums.

h. Section. In this Resolution, the term Section refers to a section in the By-laws of the Association.

i. Secretary. The Secretary is a member of the Board of Directors and officer of the Association as defined in Article VI of the By-Laws.

4. General. Elections and referendums are conducted by the Elections Committee (Committee). The Chairperson of the Committee (Chairperson), assisted by Committee members, shall be responsible for scheduling and executing the effort required for elections and referendums. A schedule of events for an election and/or referendum shall be established and revised when necessary. The schedule shall be available to Association members. This effort shall be accomplished in a manner that supports the election and referendum processes established in the By-laws. The procedures used by the Committee are contained in three attachments to this Resolution.

a. Attachment A. This attachment establishes the procedures applicable to the elections to the Board of Directors and referendums.

b. Attachment B. This attachment identifies those procedures for referendums which supplement the requirements of Attachment A.

c. Attachment C. This attachment establishes the procedures for orienting candidates for election to the Board to the election process. It also includes the procedures for Association sponsored Candidates' Forums. This attachment supplements the requirements of Attachment A.

d. Attachment D. This attachment establishes the process for voting in the Board

election and on referendums by electronic transmission and supplements
Attachment A.

5. Candidate Applications. The process through which members qualify for a place on the ballot for the election of directors is contained in Section 5.02 of the By-Laws.

a. When the list of eligible candidates submitted to the Committee is less than two more than the vacancies to be filled, Section 5.02(e) of the Bylaws directs the Board to attempt to solicit additional candidates. The Board shall announce that additional candidate applications may be submitted by those members who wish to submit their name as additional candidates for election to the Board of Directors. Only those candidate applications received by the Secretary prior to the end of Association regular business hours on the third Friday of June shall be considered as an eligible additional candidate.

b. The eligible additional candidates will be included in all of the Association election publications and materials produced by the Association following the business hours on the third Friday of June. Additional candidates shall receive from the committee the same package of election information as previously accepted candidates.

6. Storage of Election Materials Records and Voting Equipment. Unless otherwise required, election materials and voting equipment shall be stored in a manner that is accessible only to the Committee as well as those Association staff personnel designated by the General Manager. The General Manager is responsible for making suitable storage space available.

7. Elections Report. The Chairperson shall submit to the Board of Directors, within thirty (30) days of any voting by ballot, a written report, which includes the following:

a. Detailed results of the voting.

b. Problems encountered with the tabulating and reporting system and any assistance required.

c. A summary of Committee activities during the reporting period and any recommendations for improving the election or referendum process.

d. Recommendations , if any, for the calendar of events for the next election if the balloting was for the election of directors.

e. Comments on the capabilities of the contractor used and a recommendation regarding future use of the contractor or suggested alternatives.

Effective Date: _____

Approved by the Board of Directors on: _____

_____ President Attest: _____ Secretary

Review History:

General Manager: _____

Legal: _____

By-Laws & Resolutions Adv. Committee: _____

ATTACHMENT A ELECTIONS AND REFERENDUMS VOTING PROCEDURES

1. Purpose. This Attachment establishes the procedures for the election of members to the Board of Directors and/or voting on referendum issues by members of the Association.

2. Voting by Mail and Electronic Transmission. The voting for directors and on issues submitted to a referendum is conducted by mail-in ballots and/or electronic transmission.

a. Only a single voting package is sent for each lot or unit eligible to vote. This applies to all joint owners of a lot or unit, including co-tenants, joint tenants, and tenants by the entireties.

b. The voting package shall be addressed to all owners of record at the billing address used for the Association annual assessment mailing or, for the purpose of voting by electronic transmission, at an email address provided by the owner of record of the Lot if authorized under Attachment D.

c. If an owner submits a vote by electronic transmission, any paper Ballot submitted by that owner will be invalidated. [If an owner submits a paper Ballot and also votes online, only the first-received Ballot will be counted.](#)

3. Voting Deadline. The deadline for returning Ballot envelopes or submission of the Ballot by electronic transmission for the election of directors, and for referendum issues being voted on at the same time as same Board election, shall be prior to the end of Association regular business hours on the Wednesday before the annual meeting of the members in August.

a. The annual meeting is held on the second Saturday in August of each year. The deadline for any other referendum vote will be established by the Committee.

4. Elections Materials. The By-laws (Section 4.04) require that the Secretary send a notice of the Annual Meeting to all Members, and Election materials to all eligible members. The Committee, with the Secretary, shall prepare elections materials. This includes, but is not limited to:

a. Establishing the information required to be on the ballot for both Board elections and/or referendums. Separate ballots shall be used for the election of directors and referendum issues when both are being voted on at the same time. Ballots shall be suitable for counting using the tabulating and reporting system.

b. Ballots for the election of directors will not make provision for write-in candidates.

c. Other materials that may be included in the voting package.

- i. For a Board election, each candidate will provide a written informational/biographical statement not to exceed two hundred (200) words to be included in the voting package. To be included in the election materials, candidates must submit their statement in hard copy and electronically as a Microsoft Word format or PDF file.
- ii. Proxies, when included in voting packages, shall comply with Section 3.03 of the By-Laws. Directed proxies shall be used for voting on issues included in the meeting notice. Only those proxy forms approved by vote of the Board of Directors are valid.
- iii. Proxy forms for establishing a quorum, once approved by the Board of Directors, do not require re-approval for subsequent elections.
- iv. The voting package shall include the ballot and instructions which indicate the marking and return of ballots including the date and time when ballots must be received.
- v. The voting package shall include instructions on how to obtain a duplicate ballot.
- vi. The voting package shall include an elections telephone number through which Association members may communicate with the Committee.

d. The Committee shall approve all materials for inclusion in voting packages that have been prepared by the Contractor. Copies shall be retained by the Committee for one (1) year,

5. Elections Contractor. The Association will employ an independent contractor, via a written contract, to provide services during the election and/or referendum processes. The written contract shall be approved by the Election Committee and signed by the Association General Manager or Association Board President. The Committee shall be responsible for supervising the performance of these services in a manner that supports the election or referendum process. If there are delays or events that may have an adverse effect on the election process, the Board Liaison shall be promptly notified.

6. Balloting Process.

- a. The Committee shall submit election materials to the Secretary no later than the first Friday in July, prior to the end of Association regular business hours (Section 5.03(b) of the By-laws).
- b. The Chairperson shall be responsible for delivering to the Contractor the

information necessary to mail voting packages to eligible members. This information shall be obtained from the Association's Assessments and Membership Office. The information shall be in a form that supports the mailing of ballots to a member who owns multiple properties. The Committee shall retain a copy of the mailing information delivered to the Contractor.

c. The Secretary, assisted by the Chairperson, is responsible for ensuring that voting packages are timely mailed by the Contractor in accordance with Section 5.03(b) of the By-laws for elections of directors and referendum issues in the same election and Section 4.08(b) of the Bylaws for referendum issues only.

d. An elections telephone number shall be established through which Association members may communicate to the Committee their questions or concerns about the election or referendum process. The Committee shall maintain a log of communications received and action taken.

7. Receipt of Ballots by Contractor. The Contractor shall open all envelopes returned by the deadline and separate the ballots from the envelopes, except for those marked as duplicate (see paragraph 8 below). Ballots shall be stored in a manner that prevents identification of the ballot to the envelope in which it was returned. Envelopes marked as duplicate shall be delivered to the Committee, unopened and separate from other ballots, when ballots and opened envelopes are delivered to the Committee after the deadline for return of ballots.

a. At the time designated as the deadline for return of ballots, the Contractor shall make a final collection of ballot envelopes and prepare all ballots for ~~return to~~ the counting Committee.

b. Ballot envelopes returned after the deadline, or in envelopes other than those provided in the voting package, will not be opened or counted toward any vote. These late envelopes shall be date stamped by the Contractor, bundled separately, and delivered to the Committee.

c. The Committee may establish secure boxes at Association facilities where ballot envelopes may be deposited without the need for return mailing. These ballot envelopes shall be ~~collected by~~ express mailed to the Contractor.

8. Issues Requiring a Duplicate Ballot. Reports that a voting package has not been received shall be promptly addressed by the Committee. If warranted, a duplicate voting package shall be mailed to the member by first class mail or picked up and signed for at the Association's administrative office. The return envelope shall be marked to indicate that it is a duplicate. A record of the duplicate voting packages, whether mailed or picked up by the member, shall be maintained by the Committee for one (1) year.

9. Counting Ballots. It is the responsibility of the Committee to count the ballots either by the Committee itself or the Committee may delegate this responsibility to an independent contractor hired pursuant to Section 5.A. ~~The ballot counting operation may be observed above.~~

~~remotely~~

a. If a hand-count is performed by the Committee, the Committee shall ensure that the ballot counting may be observed by any ~~association member.~~ Association member, either in person, remotely, or both, as determined by the Committee. Although Association members may witness the ballot counting

~~process remotely but, they~~ will not be privy to vote totals during the counting process nor engage in any way with the ballot counting process, Election Committee, consultants, or Association staff. The ballot counting will be conducted in a room of sufficient size to accommodate the process and onsite or remote viewing of the process for Association ~~Members~~ members.

~~wishing~~

b. If ballot counting is delegated to observe the an independent contractor, and if that contractor can and is willing to provide an observable count, said room shall provisions may be properly equipped to allow clear-made in the Committee's discretion for remote

viewing for and/or onsite observation by Association members ~~wishing to observe the count.~~ The Committee may.

~~request the assistance of a computer consultant and designated Association staff.~~

a

c. A tabulating and reporting system shall be used to count ballots.

~~bd.~~ Prior to ballot counting, the Committee (or contractor) shall verify that an original ~~mailing~~

ballot envelope has not been received that matches the property on behalf of a property for which a duplicate ballot. ~~If envelope has also been received.~~

~~there is no match, the~~

If an original ballot envelope and a duplicate ballot envelope is opened, and are received for the ballot included with

~~those to be counted. If there is a match same property,~~ the duplicate ballot envelope remains

unopened and is not counted, and the original ballot is ~~rejected.~~ counted.

if only a duplicate ballot envelope is received for a property, the duplicate ballot is counted.

e. In the event the tabulating and reporting system fails or a re-count is required under the provisions of Section 11.c. below, a manual count shall be

performed under the direction of the Chairperson. Ballots ultimately rejected by the system shall also be manually counted. When ballots are manually counted, only those on which the members' choice(s) are clearly indicated shall be

included in the results.

df. Ballots shall be voided for the following reasons:

- i. There are votes for more Board candidates than vacancies.
- ii. The use of an improper ballot return envelope.
- iii. The ballot is not marked.
- iv. Extraneous or non-relevant markings on the ballot that, in the discretion of the Committee, obscure the voter's intent.

eg. Two original copies of the final vote count shall be prepared, ~~ee~~certified (signed and dated) by the Chairperson. The final vote count will be attested to by the Election Committee members present. Upon attestation of the final vote count the results will be announced live on the OPA internet stream and/or TV, emailed to the Board of Directors, emailed to all candidates, and posted on the Ocean Pines Association website.

fh. Electronic reports and paper Ballots shall be bundled and placed in a secure container with bundles of ballots not counted (~~clearly identified~~ as such). Ballots and return envelopes shall be retained for one (1) year from the announcement of the election or referendum results.

10. Voting at Meetings of Members of the Association. The Committee shall tally the votes at meetings of members in accordance with Section 3.05 of the Bylaws and report the results to the Presiding Officer at the Annual Meeting.

11. Presentation of Voting Results at the Association Annual Meeting.

- a. At the annual meeting of members, the Election Chairperson or designated committee member shall present in person the results for the election of directors and any referendum issue on the ballot. A copy of the certified results shall be included in the minutes of the Annual Meeting. The act of presenting the election results will accomplish the validation required by By-laws 4.02(a).
- b. If the annual meeting is not held for lack of a quorum or other reasons, the results of the election of directors shall be presented in person by the Election Committee Chairperson or designee to the Board of Directors (Section 4.02(b)). The act of presenting the election results will accomplish the validation required by By-laws 4.02(a).
- c. Any candidate receiving countable votes (valid ballots per M-06 and

Attachments) in an election for the Board of Directors may request a recount. If a recount request is made to the Board of Directors in office on the day of the Annual Meeting, the Board will take the following action:

- i. A request for a recount must be received in writing from the Board Candidate prior to the Annual Meeting of the Association. This request must be provided to the Board President and to the Elections Committee chairperson.
- ii. A Director, currently completing their first term and a candidate for reelection will recuse themselves from any discussion, process and procedures related to the conduct of a recount. The Director who is a candidate for reelection may request the Board to authorize a recount.
- iii. The Board will request the Elections Committee chairperson to conduct a recount of the valid ballots cast for the election.
- iv. The Elections Committee chairperson will schedule an Elections Committee meeting, including the election committee members, contractor operating the scanner and Association staff as needed. This meeting will be on the day of the Annual Meeting or as soon as possible following the Annual Meeting.
- v. The recount will be completed in an open session that any Association member can attend in a manner like that specified in M-06 and Attachments.
- vi. The results of the recount will be communicated to the Association President and posted immediately after completion of the recount in the Administration Building of the Association.
- vii. The Board will hold a Special Meeting no sooner than 3 days after the completion of the recount, but as soon as possible.
- viii. The Elections Committee Chairperson or their designee will attend the Special Board Meeting and present the results of the recount for acceptance/validation by the Board on behalf of the Association.
- ix. The Election results will then be final, and the winning candidates will begin the process of joining the Board.

12. Tie Votes. A tie vote for a vacancy on the Board of Directors is to be resolved by chance (Section 5.03(e) of the By-laws), The method of chance used is as follows and shall be conducted by the Chairperson of the Elections Committee:

- a. One suit from a standard deck of cards, excluding jokers, shall be selected.
- b. The cards in the suit shall be shuffled and displayed by the Chairperson such that the tied candidates are unable to see the face of the cards.
- c. Each of the tied candidates shall select one (1) card.
- d. The candidate with the high card wins. Ace is high with the remaining cards descending down through deuce.

13. If voting by electronic transmission is implemented for a Board election or a referendum, this Attachment A shall be read with Attachment D.

ATTACHMENT B REFERENDUMS

1. Purpose. This Attachment establishes Committee procedures for voting on referendum Issues.
2. General. Section 4.08 describes the manner in which an issue proceeds to a decision in a referendum. This Attachment identifies those parts of the referendum process which are in addition to the election process in Attachment A.
3. Election Materials. It is the responsibility of the Board of Directors to provide the Committee with information for referendums as specified in Sections 4.08 a and b.
 - a. Board Initiated Referendum. The statement of the Board of the action to be voted on shall be expressed in a manner that permits a vote of YES or NO. If the statement from the Board is not expressed in this manner, it shall be returned to the Board for action.
 - b. Referendum Initiated by Petition. The proposal, from the petition, to be placed on the ballot must be expressed in a manner that permits a vote of YES or NO. If it is not expressed in this manner, the petition shall be returned to the Board for action.
4. Mailing and Return Dates. When a referendum is not included in the materials for an election of directors, the dates for mailing referendum materials and the voting deadline shall be in compliance with the By-laws provisions for establishing member eligibility (Section 3.01 (c) of the By-laws) and referendum ballot mailing (Section 4.08(b) of the By-laws). The voting deadline date and ballot counting date shall be determined by the Committee.
5. Voting Results. If there is no meeting of members or Board meeting, the agenda of which includes announcement of referendum results, the results shall be announced in accordance with direction from the Board. Prior to any announcement, the Chairperson shall certify the results in writing to the President.

ATTACHMENT C
CANDIDATES FOR ELECTION TO THE BOARD OF
DIRECTORS

1. Purpose. This Attachment establishes the procedures followed by the Committee in the preparation for, and conduct of, election events directly involving candidates.

2. General.

a. The Committee is responsible for scheduling Candidates' Forums to occur before the mailing of voting packages for Association members.

b. The Committee will work with designated Association staff in obtaining and publishing information about the Candidates and the Candidates' Forums.

3. Information for Candidates.

a. Upon receipt of the list of eligible candidates (Section 5.02(d)) from the Secretary, the Committee shall provide to each candidate:

i. A schedule of important dates relating to the election.

ii. A request for the following to be included in the Ocean Pines Association Board of Directors Election Edition:

1. A two hundred (200) informational/biographical statement for serving on the Association Board in a Microsoft Word electronic format or PDF format.

2. Answers to 3 questions provided to the candidates by the Elections Committee. Answers shall be limited to two hundred (200) words maximum per question and provided in a Microsoft Word format or PDF format.

3. A request that the candidates arrange to have a photograph taken by the Association staff.

iii. A copy of Resolution M-06 Election and Referendum Procedures.

iv. Excerpts from ARC Guidelines regarding sign regulations.

b. Within ten (10) days of receipt of the list of eligible candidates the Committee shall meet with the candidates or their representatives for the following purposes:

i. (l) Answer any questions the candidates may have concerning the election process and Candidates' Forums.

ii. Conduct a blind draw that determines the position of the candidates on the ballot and seating position at Candidates' Forums.

1. Candidates shall draw numbered slips. Number I (one) shall be the first position on the ballot, number 2 the next position, and so on through the full list of candidates.

2. Seating of candidates at the forum will be assigned by the elections committee and may vary if multiple forums are conducted.

iii. Each candidate shall be asked to specify how he or she wants their name to appear on the ballot, including its spelling.

iv. Each candidate shall be asked to specify a phone number and e-mail address for publication in Association media.

v. Additional Candidates (Section 5.02(e)), if any, shall be placed on the ballot below the prior list of eligible candidates (Section 5.02(d)) in the order their applications were received by the Secretary. Additional Candidates, if participating in the Candidates' Forums, shall be seated in positions following the previously identified eligible candidates in the order their applications were received by the Secretary.

4. Candidates' Forums. The Committee shall organize, conduct, and supervise the Association Sponsored Candidates' Forums. Each Forum shall be at an appropriate location, with ample seating, within Ocean Pines.

a. Chairperson. The Chairperson shall conduct the Candidates' Forums. It is the responsibility of the Chairperson to coordinate room setup and other necessary facilities and equipment with Association staff designated by the General Manager.

b. Candidate Seating. Candidates shall be seated as determined in 3.b. (2) (b) of this Attachment.

c. Opening Statement. Each candidate may make an opening statement limited to three (3) minutes, Statements shall begin with the candidate seated in the first position.

d. Candidate Questions.

i. The Committee shall develop questions to ask the candidates. The number of questions asked, including those from member attendees, shall at least

equal the number of candidates, The Chairperson may set aside a period of time in which the Candidates have equal opportunity to question each other.

ii. The Committee shall announce in Association media that questions from members are being accepted either on the elections telephone number or an email address designated in the announcement. These questions will be asked of the candidates as time permits.

iii. Question responses shall begin with the candidate seated in the first position and proceed in order through all the candidates. Subsequent question responses will start with the candidate in the next position and the rotation of the first candidate to respond shall continue in that order and from question to question.

iv. Question responses shall be limited to two (2) minutes.

e. Closing Statement. At the conclusion of questioning, each candidate may make a closing statement limited to three (3) minutes in the same order as the opening statement.

f. Timekeepers. Prior to the start of the forums, the Chairperson shall appoint one or more timekeepers to time the opening and closing statements and the question responses. The candidates will be advised of how they will be signaled when thirty (30) seconds remain in their allotted time. The candidates may not reserve or accumulate time allotted for question responses or opening and closing statements.

ATTACHMENT D
ELECTIONS AND REFERENDUMS VOTING VIA ELECTRONIC
TRANSMISSION PROCEDURES

1. Purpose. This Attachment establishes the procedures for the use of electronic transmission for election of members to the Board of directors and/or voting on referendum issued by members of the Association.
2. Voting by use of a web-based Contractor. The voting for directors and on issued submitted to a referendum conducted by electronic submission/online voting.
3. Except as modified in this Attachment D, procedures of M-06 and attachments A, B and C will remain the same.

4. Mailing:

a. All eligible voters will be provided with a random number to be used to access their personal Ballot on the Contractor's website.

b. Paper Ballots and return envelopes will be provided in the mailing which will include instructions for the paper Ballot or online Ballot (electronic transmission) as their choice.

c. Ballots returned by mail, drop-box or marked "duplicate" will be verified via the online contractor before the mail contractor separates the Ballots from the return envelopes.

d. If an owner submits a ~~vote on-line, any~~ paper Ballot ~~submitted by that owner and votes on-line, only the first-received Ballot will be counted.~~
~~will be invalidated.~~

e. The Elections Committee will have access to how many voted online, but not how they voted. The EC, after verification of no vote entered, can provide the identifier number if an eligible voter reported not receiving the voting package.

f. Return envelopes will be declared invalid if the section/lot/identifier numbers are obscured by the property owner and will not be opened nor counted.

5. The OPA website, oceanpines.org, will post links to the online contractor instruction videos and links to the online voting website.

6. The results of the ballots returned by mail, scanned by the Elections Committee, will be provided to the online Contractor who will then provide the final results to the Elections Committee.



OCEAN PINES ASSOCIATION, INC. PROPOSED MOTION

DATE: April 22, 2024

TOPIC: Election Committee Recommendations

FOR INCLUSION IN SPECIAL MEETING HELD ON: April 24, 2024

SUBMITTED BY: Rick Farr

SECOND BY:

MOTION:

To obtain board approval of recommendation pertinent to the processes for the 2024 Board of Directors Election presented by the Election Committee and award the contract to MK Election Services out of Pittsburgh, PA.

PURPOSE AND EFFECT:

By approving the recommendation by the Election Committee, it will provide a level of confidence to all homeowners that voting procedures, when followed, can provide accurate and verifiable tabulations for each candidate and that every vote is properly counted and tabulated.

BACKGROUND:

On April 19, 2024, Chairman Piatti informed Secretary Latham and Board President Farr that the Election Committee conducted a work session on April 18, 2024, to finalize recommendation to the Board to award a contract for election services for the 2024 Board of Directors election. A formal memorandum of their recommendation along with a cost comparison worksheet was provided and shared with all the board members. The worksheet was compiled using responses from each contractor. Responses from vendors to provide election services was forwarded to the board as well for their review.

Based on the Election Committees findings and a committee work session conducted, the election committee is recommending a contract award to MK Election Services, Pittsburgh, PA which has observable count for \$26,335.00. The 2024-25 OPA budget line item (76840) for Elections and Referendums is \$35K.

MOTION OUTCOME: PASSED: _____ FAILED: _____

DIRECTORS IN FAVOR:	DIRECTORS OPPOSED:	DIRECTORS ABSTAINED:



MK ELECTION SERVICES, LLC

441 42nd Street
Pittsburgh, PA 15201
(412) 219-4647 x1

Kenneth Mostern and Caleb Kleppner, Principals
Cesar Casillas, Senior Election Administrator
Jesus Alvarez, Kareem Kandil, and Joshua Kanter, Election Administrators

Scope of Work and Price Proposal Ocean Pines Association, Inc., Ocean Pines, Maryland Board of Directors Election, 2024

March 19, 2024

Parameters

This proposal concerns one election with the following parameters:

- **Media:** This will be primarily a hybrid election with all voters having the opportunity to vote online or on paper.
- **Legal Background:** Election to be conducted according to **the bylaws and regulations of the association and Maryland state law.**
- **Dates:** Emailing of credentials and paper mailing of ballots will take place on or before **June 17, 2024**. Additional voters will be added at the request of the association and mailed on or before **July 9, 2024**. The last date to receive ballots will be **August 6, 2024**. Ballot count will be on **August 8, 2024**.
- **Voters:** There are approximately **8700** parcel owners qualified to vote. Of these, approximately **800** may be unable to vote but will receive notices with information about how to rectify their accounts and receive ballots.
- **Ballot Types:** All voters receive the same ballot.
- **Location of Ballot Count:** Ballots will be counted, and the paper and electronic ballots reconciled, at the offices of the MK Elections in Pittsburgh, PA.

Services Provided by MK Elections

Post Office Box and postal account setup

This proposal assumes that the paper ballots will be returned to MK Elections' post office box in Pittsburgh, Pennsylvania, and that association is using MK Elections business reply mail account to pay for returned voter ballots in lieu of member having to place a stamp on the envelope.

If organization would like the ballots returned to Maryland and counted in Maryland, this can be done at additional cost.

Paper Ballot and mailing design

Upon receipt of information about races we layout your ballot and accompanying materials according to our technical standards. All design choices are explained and subject to modification according to your needs. Final materials subject to approval of election judge, executive board, or other authority. Mailing will take place from Pittsburgh, Pennsylvania. We will run NCOA (National Change of Address) and sort and bundle to get the lowest available postal rates.

Paper ballots will include login information should a voter prefer to vote online. In addition to our usual paper ballot security, in which a barcode containing information known only to MK Elections appears in the ballot mailing (but not on the ballot), credentials for login (a 16-character random code) to a secure online system will be printed next to that barcode. Like the barcode, these login credentials are held only by MK Elections and not by the union or any entity associated with the union. Just as with the paper ballots, or with login credentials for any other type of online system, the codes are secure so long as the voter him/herself does not transfer them to other parties.

Website setup and email blasts

We design a web version of your ballot, including greeting page, login, and then the ballot page itself. Ballot page may link to candidate statements and pictures. Price includes setup and, if desired, execution of up to five email blasts – one on the opening day of the election, and four reminders on dates of your choice. Additional web blasts may be added at additional cost.

Data Handling and Security

You supply membership data in any standard text or spreadsheet format. The data is yours and we guarantee it will not be used or shared in any manner outside the scope of the contracted election.

Administration of the open election

While the election is open, we receive, track and report to you about any undeliverable mailed ballots returned, and, where a new address is supplied (whether by USPS or by your office) we mail a new ballot to the member. We can handle requests for replacement ballots directly from your members, or you can handle requests and pass them on to us. We can add voters during the open election period at your request.

Electronic voters will be able to send queries about the voting system by email and technical support will be provided within 24 hours – usually much more quickly.

When a voter has voted, if we have an email for them on file, we will send an email acknowledging receipt of the ballot whether it is cast electronically or by paper/mail ballot.

Ballot Count

Date and time of the ballot pickup and count may be advertised so that members of the organization may witness over Zoom (one computer camera) or other method. (No accommodation for additional cameras is included; if client wants a studio with multiple camera angles for true observation of the entire room, this will require additional costs.) Both the paper copies of the ballots and the computer screens used will be witnessable by all parties allowed in the room.

The hybrid ballot count consists of five processes:

- Downloading of the Online Voter List. We download the voter information regarding the electronic count and import the list into the database used for the paper count.

- Authentication and Assurance of No Duplicate Voting. Barcodes on the paper ballot envelopes are scanned to ensure the authenticity of the ballot and qualification of the voter. If the voter was already on the list of ballots received on line, the system will buzz when the barcode is scanned, indicating the duplicate vote. If someone has voted online and on paper, we spoil the second ballot sent, as per your stated rules. After all barcodes are scanned, the entire voting population for the election is known and can be reported or published as your rules require.
- Optical Scan and Preliminary Report. Paper ballots are scanned using a high-speed batch scanner, and images are processed against a template. Preliminary reports can be shown on screen periodically during the scanning process, or can be withheld until after all ballots are scanned as per your rules. The downloaded results from the web are then combined with the report of paper ballots to provide a preliminary result.
- Auditing and Certified Report. Testing protocols are followed to demonstrate that the software and equipment have functioned properly and provided accurate tallies. This can be done in front of representatives of the union, or, by projection the computer screen, in front of a whole room of witnesses, according to your wishes. The detail and extent of the audit is determined by the accuracy of the initial count and the closeness of the election. Ultimately, audits of as few as 50 ballots, or as many as 100% of all ballots cast, can be conducted, and the final determination of the depth of the audit is made by the county or other authority.
- Delivery of the legal record. Once the count is completed, the paper and electronic record of the election is consolidated in storage boxes and sealed, to be opened only in the case of a formal challenge. In most cases the client receives these for storage.

Post-election support/investigations/legal challenges

In the event of a formal challenge, MK Elections cooperates with the investigation in consultation with the client. We will provide answers to questions by phone at no charge, and in all reasonable circumstances we will appear at hearings asking only to be reimbursed for travel costs, but not for our time. If it is necessary to generate additional reports as the result of a challenge, we will in most cases do so at no additional charge.

Services provided by MK contractors

Printing and mailing

Printing is done by Allegheny Commercial Printing, a union subcontractor. We pass along only their charges, with no markup. Mailing services are provided by RJW Hired Hands, our regular mailing subcontractor.

Pricing

Estimates are good faith estimates based on previous 12 month printing and postage costs with CPI increases. Because the number of pages of informational inserts may vary, printing costs may be different from estimates.

Fee for Hybrid Election	\$10,500
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Replacement ballots/credentials and Add voters (second mailing on July 9)	\$6.00/action, plus \$.68 postage if sent by paper
Printing estimate, based on 9000 pieces (including overs) <ul style="list-style-type: none"> • Outgoing #10 envelope • Return #9 envelope • Ballot with instructions • Candidate statements (if short, may be printed on back of ballot; this estimate assumes one page, two-sided) Note that this does not include a third “secret ballot envelope” for double-blind envelope return. One can be added at cost, around \$.11/piece.	\$4050
Mailing services and outgoing postage estimate based on 7900 pieces	\$7031
Additional notice mailing for voters not currently qualified, approx. 800 pieces <ul style="list-style-type: none"> • Outgoing envelope • Notice • Folding and insertion • postage 	\$904
Return postage costs via business reply mail	\$1.75/piece per USPS
Sealing and shipping of final election record to client	\$200
Travel, baggage and shipping	None anticipated.
Estimated total Includes outgoing postage. Does not include replacement ballots/credentials or add voters as the quantity is unknown. Does not include return business reply mail postage.	\$22,685

Terms

\$6000 upon signing of contract

Balance to be invoice and paid within 20 days of invoice.

2024 Ocean Pines Association Election Proposal

Prepared on Thursday, March 28, 2024

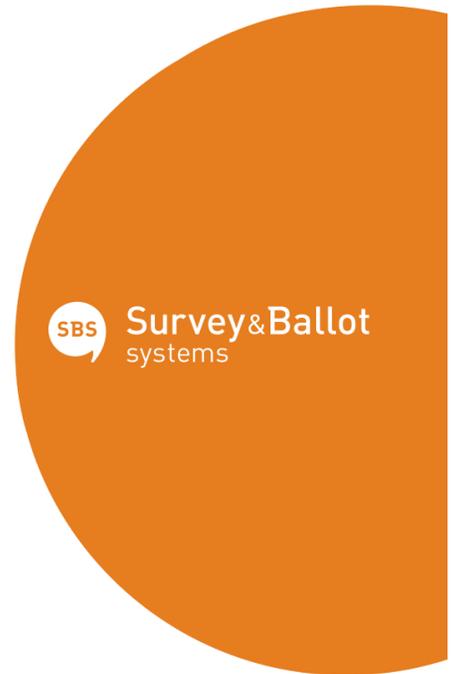
Client:

Ocean Pines Association, Inc. (OPAI)

239 Ocean Parkway
Ocean Pines, MD 21811
<http://oceanpines.org/>

Contact:

George Alston
Elections Committee
elections@oceanpines.org



Prepared by:

Survey & Ballot Systems (SBS)
7653 Anagram Drive
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Contact:

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Vice President, Sales and Marketing
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petejwesterhaus@gosbs.com

Exhibit A: Election Design, Services, Distribution and Execution

DirectVote Services

With your election come challenges such as dealing with the extra workload on your staff, making voting easy for members and the logistical stress that comes with managing a complex process. Let SBS take care of these challenges for you by working to help OPAI develop and design the 2024 Ocean Pines Association (OPAI) Election through DirectVote® services including:

Paper Ballot Services (for eligible voters)

The official OPAI ballot will allow up to two (2) offices and up to five (5) total candidates. SBS works with a third party envelope printer and mail house for ballot/special letter package assembly. The OPAI ballot package includes SBS printing the following:

- Ballot (printed by SBS)
- Biography Sheet (printed by SBS)
- Outgoing Envelope (printed by vendor)
- Return Envelope - barcode on back of return envelope for check-in (printed by vendor)
- For detailed specifications, see Exhibit D: Project Summary.

Special Letter Services (for ineligible voters)

The OPAI Special Letter package includes SBS printing the following:

- Special Letter (printed by SBS)
- Outgoing Envelope (printed by vendor)
- For detailed specifications, see Exhibit D: Project Summary.

Distribution of Paper Ballot and Special Letter Packages

Set-up Laser Print Process

- Receive member database via file upload within SBSHub. SBSHub is a proprietary project management solution. All files uploaded through SBSHub are encrypted in transit and at rest. SBS will sort the member database for postal discounts and assign postal barcodes when possible.
- Lasered information will consist of member name and address, 2D barcode, election passcode (generated by SBS) and a user number (generated by SBS) printed on the Ballot Certificate; the ballot will not have any sequence numbers or markings and therefore will be a secret ballot.
- The back of the returned envelope will include a lasered barcode. This barcode will be matched to the addressing sheet and voting credentials during the mailing assembly and will be used to check-in returned envelopes to ensure vote integrity.

Assembly and Mailing of Paper Ballot and Special Letter Package

- Coordinate the receipt, production and set-up of all mailing materials.
- Assemble and mail ballot and special letter packages.
- For the first mailing going to eligible and ineligible voters, SBS will work with a mail house for ballot package and special letter mailing assembly.
- Secondary mailing to members who become eligible during the election process. Up to 200 secondary ballot packages included in second mailing.

Web Ballot Services

- Advise and strategize with OPAI on various facets of web voting, including communications, security, online navigation, reporting and validating the web election.
- Design and post the slate of candidates and biographies online as a web ballot.
- Accessibility: Fully meet Section 508 regulations of the Disabilities Act.
- Provide OPAI with access to the site during the development phase for review, testing and approval.
- **DirectVote 7.9 website upgrade:** offers a new user-friendly design with effortless navigation and an enhanced voting experience.
- DirectVote's responsive design is optimized for mobile devices.
- Authentication: Will verify voter is eligible and prohibit duplicate voting.
- Voting: DirectVote 7.9's easy navigation improves your voter's experience as they are seamlessly guided through each step from signing in to submitting their vote.
- Candidate biographies, photos and supplemental information display offcanvas on the right sidebar of the ballot page.
- Email confirmations are provided for voters after submitting vote.
- Provide a verifiable level of security for web ballot.

Distribution of Web Ballot Packages

- Coordinate, test and send broadcast email content with personalized login information to eligible members.
- SBS controls the rate at which emails are sent to ensure optimized ISP delivery rate.
- Provide multi-channel email distribution broadcasts for maximum delivery rates.

Voting Period for 2024 Ocean Pines Association Election

- Open and secure the election website and mail paper materials on agreed upon date and time with OPAI.
- Support: phone, email and webchat support available M–F, 8:00 AM–5:00 PM Central Time.
- Receive OPAI ballots at SBS’ office and prepare ballots for scanning.
- Separate any ballots that do not meet OPAI specific requirements.
- Scan ballots, review and correct questionable marks flagged by scanning software, and clearly infer voter intent. Any questionable ballot markings will be presented to OPAI Election Committee to determine voter intent.
- Issue up to 25 replacement ballots to eligible members when authorized in writing by OPAI.
- SBS will check-in paper ballot packages by scanning the barcode on the back of the return envelope. First ballot received (web or paper) will be accepted.
- Monitor and maintain web voting activity.
- Combine paper and web voting data records, and perform quality assurance checks.
- Project execution steps will be documented and auditable per company policies and procedures.
- Close the election website on agreed upon date and time with OPAI.

Voting Period Reports

- Email Bounce Rate: number and percent of members emailed, not emailed, unsubscribed, bounced and the industry average. Top domains for email bounces listed as well as tactics used and available to lower email bounce rates.
- Provide Daily Voter Participation Report within SBSHub. Includes live web votes and mail ballot counts (from return envelope check-in) in a chart format. Year over Year participation comparisons will be visible with future projects.

Deliverables

- Produce reports.
 - Summary page: number of eligible members, number of ballots received and percent returned.
 - Results page(s): number of votes by candidate, percent of votes received by candidate, invalid votes, number of ballots cast.
 - DirectVote® online Voter Satisfaction Comments and Ratings Report.
- Deliver the official certified and notarized 2024 Ocean Pines Association Election reports in PDF via SBSHub.

Post-Election — Disposition of Materials

- Archive electronic data for up to three (3) years. SBS will box up all ballots and return envelopes and send to OPAI at the close of the election.
- Continue to collect undeliverable mail packages and late returned ballots for thirty (30) days after close and SBS will send to OPAI. Beginning thirty-one (31) days after close:
- Undeliverable Mail will be destroyed.
- Late Returned Ballots received after thirty (30) days will be destroyed.
- Any extra materials not used for this project will, at the discretion of SBS, be recycled thirty (30) days after the project ends or will be retained by SBS for future projects.

(OPTIONAL) Virtual Tabulation Observation

- SBS ensures that all cameras in the area where tabulation will take place are tested and activated.
- Provide OPAI access for virtual observation of the ballot tabulation process. SBS will send the video streaming link to OPAI and OPAI will be able to distribute the link.
- This process will include SBS opening envelopes and processing paper ballots. SBS will check-in return envelopes daily.
- SBS can live stream partial tabulation (200-300 paper ballots) or all paper ballots. Depending on the return rate, performing all tabulation may be full day of processing.
- As noted in "Project Execution - Voting Period for 2024 Ocean Pines Association Election" section of proposal, SBS will present any questionable ballot markings to OPAI Election Committee to infer voter intent. If SBS processes paper ballots while the election is open, SBS will schedule 1-2 meetings (depending on return rate) with the OPAI Election Committee to review markings. If all the paper ballots need to be processed and tabulated on the same day, SBS will provide OPAI Election Committee with the list of questionable markings at the close of tabulation.

OPAI Responsibilities

Pre-Election

- Provide one point of contact during development and voting period.
- Create an account within SBSHub, a comprehensive election management platform.
- Publicize the voting process to eligible members.
- Review and approve Election Requirements Checklist within SBSHub.
- Upload necessary materials and files for development of the election package within SBSHub for SBS staff.
- Provide SBS with digital copy for any e-mail notices and for instructions on the web ballot.
- Discuss with SBS procedures that will be taken for members without e-mails, members whose e-mail bounces, and white list notices. This decision will be made at least 21 business days before the election opens.
- Within SBSHub, promptly review proofs and approve copy for printed and web materials.
- Provide OPAI Member Services election contact that will be listed in the balloting materials as a source of information for voting members.
- Review and approve election website. Web materials need to be approved a minimum of five (5) days prior to opening date.
- In addition to reviewing text and content, test the website including over-voting or under-voting, to ensure the election website meets all requirements.
- Pay postage charges fifteen (15) days prior to mailing.

Voting Period

- Provide SBS with the necessary rules to accurately tabulate the 2024 Ocean Pines Association Election.
- Request replacement ballots in writing during the voting period.
- Provide contact information for whom to address results cover letter. Direct results contact to create a SBSHub account to access results.

Exhibit B: 2024 Ocean Pines Association Election Preliminary Timeline

[Onboarding & Development Process Video](#)

Date of Task	Task
4/2024	SBS receives authorization for DirectVote® services from OPAI.
4/2024	SBS provides OPAI Election Requirements Checklist within SBSHub.
4/30/2024	OPAI approves Election Requirements Checklist within SBSHub.
6/3/2024	OPAI uploads member databases (eligible and ineligible) according to the Material Receipt Specification document to SBSHub. Any variation from the schedule may delay the mailing or impact final postage rates.
6/3/2024	OPAI uploads to SBSHub all print ready voting material and files for SBS to develop the ballot package.
6/7/2024	OPAI uses slate template to deliver candidate names and offices that will appear on the ballot.
6/11/2024	SBS uploads laser print proofs to OPAI within SBSHub for approval.
6/11/2024	OPAI approves laser print proofs and SBS prints ballot package materials.
6/12/2024	SBS provides OPAI access to the electronic ballot for review.
6/13/2024	OPAI makes necessary adjustments to the ballot and tests the web ballot with SBS.
6/13/2024	OPAI gives final authorization to SBS' web design.
6/17/2024	Election Opens: SBS mails election materials and opens election website at 10:00 AM Eastern.
During Election	SBS monitors and maintains web voting activity.
During Election	SBS goes over questionable ballot markings with OPAI Election Committee (pending SBS can process and tabulate during election). If all tabulation must be completed after election close, then SBS will go over the questionable ballots with the committee during the tabulation process on 8/8/2024.
During Election	SBS provides daily response rates to OPAI within SBSHub.
7/2/2024	Voter Eligibility Deadline.
7/3/2024	OPAI send newly eligible excel list to SBS.
7/9/2024	SBS mails newly eligible member ballots.
During Election	SBS receives paper and web ballots, and checks in return envelopes. If tabulation can take place during the election, then SBS will process returned ballots. If all tabulation needs to wait until after election close then SBS will wait until the election close.
8/6/2024	Election Closes: SBS closes voting site at 3:00 PM Eastern.
8/6/2024	OPAI will overnight to SBS any return envelopes that were dropped off at clubhouse. SBS will check these envelopes in when SBS receives them.
8/8/2024	SBS tabulates and uploads electronic results to SBSHub by 6:00 PM Eastern. If virtual tabulation observation is required, this will take place on 8/8/2024.
8/10/2024	OPAI Annual Meeting.
If client reviews, approvals or milestones are missed, the timeline is subject to shift out.	

Exhibit C: Compensation & Payment Schedule

For DirectVote® services rendered for the 2024 Ocean Pines Association Election, OPAI shall pay Survey & Ballot Systems the following compensation. This does not include shipping, postage, traveling expenses, USPS fees or applicable taxes:

Product or Service	Cost
2024 OPAI Hybrid Election	
- Paper Ballot Services	
- Special Letter Services	
- Web Ballot Services	\$22,215
- Paper and Web ballot tabulation	
- Election Results Certification	
Optional (Virtual Tabulation Observation)	\$1,500 - \$3,000

Estimated Postage	Cost
1st Class Mail (sorted and weighing 3.5 oz. or less)	\$.57 per package
Business reply postage	\$.66 per return paper ballot

Payment Schedule

Event	Amount	Percent	Payment
Signing Contract	\$13,329	60% Due	NET 30
Postage	Est Postage	100% Due	NET 5
SBS delivers election results	\$8,886	40% Due	NET 30

Payments for any additional services requested by the customer will be invoiced during the month such services are delivered — with net thirty (30) days for payment.

Terms and Conditions of Postage Due:

These postage rates are subject to change and will be billed at the actual USPS rates as of the date of the final invoice.

Postage due fifteen (15) days prior to mailing.

Interest:

Interest will be charged at a rate of 1.5% per month on past due balances.

*Printing, Paper and Mailing Services prices are based on specifications listed within the Project Summary and present material costs and availability. Prices are subject to change after sixty days from date of proposal without notice and will be reconciled on final invoice.

Exhibit D: 2024 Ocean Pines Association Election Project Summary

Ballot Package	Size	Type	Stock	Pages	Print Color	Count (Includes mailing to new eligible members)
Ballot	8.5 x 11 perf	ImageScan	60 lb White	1	1/0	8,000
Bio Sheet	8.5 x 11	Sheet	50 lb White	2	1/1	8,000
Outbound	#10	Window	24 lb White	-	1/0	8,000
Return	#9	BRE	24 lb White	-	1/1	8,000
Mailing: First Class						8,000
Special Letter Package	Size	Type	Stock	Pages	Print Color	Count
Special Letter	8.5 x 11	Letter	50 lb White	1	1/0	800
Outbound	#10	Window	24 lb White	-	1/0	800
Mailing: First Class						800

Exhibit D: 2024 Ocean Pines Association Election Project Summary (Continued)

Web Specifications

DirectVote Version	DirectVote 7.9
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Reminder Emails	TBD
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Embedded Link	TBD
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Text Message Invites	TBD
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Single Sign-on	TBD
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QR Code	TBD
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Filtered Ballot	No
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Candidate Rotation	TBD
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Video Streaming on Web Ballot	TBD
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TTV (Phone) Voting	No
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Virtual Tabulation Observation	TBD
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Nominations Application

Services Included	No
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Reports

Standard Reports	Yes
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Email Bounce Rate Report	Yes
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Daily Voter Participation Report	Yes
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Voter List	TBD
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Breakdown Reports	TBD
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Analytical Reports	TBD
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Exhibit E: Optional Services

During the terms of this Agreement, OPAI may elect to receive any of the following additional services from SBS:

Programming, Development, Processing and Reporting Outside of Contract: \$350/hour.

Virtual Tabulation Observation: Video streaming of ballot processing and tabulation. Streaming tabulation of all ballots is \$3,000. Streaming of up to 300 ballots is \$1,500.

Reminder Emails: Purge members who have voted via the web. \$350 per reminder email.

QR Code Login: Allow OPAI members to scan their ballot or special letter with a smart phone application and either links them to the login page or directly logs them into their ballot. \$400.

Above 25 Ballot Replacement or Requests: Cost per specification.

Embedded Link: Provides an embedded email link that takes the user directly to their ballot. \$500.

Breakdown Reports: Provides statistical analysis (voting trends) on segments of the membership such as: voting by districts; membership type; chapter; etc. The breakdown reports can be a single, double or triple breakdown. Starting at \$585 - Cost per specification.

Analytical Reports: Provides analytical reports for each login method, operating system, browser, top IP addresses, etc. \$585.

Candidate Rotation: Allow dynamic rotation of candidate names on the paper and web ballot. Cost per specification.

Provide Video Streaming on Web Ballot: Cost per specification.

Additional Mailing(s): Special letters or awareness postcards can be sent to members with voting instructions. Cost per final specification and quantity.

Ballot Preference Survey: A survey conducted two to three months prior to the OPAI election. Cost per specification.

iCalendar Reminders: A link to a customized iCalendar data file can be placed within email invitations, reminders, and on your system's login page. Cost per specification.

Volunteer Interest Survey: Cost per specification. An online survey conducted upon the completion of a web ballot. Survey provides members the opportunity to express interest in current and upcoming volunteer or committee positions.

Member Opt-in & SMS/Text Message Invites: \$850 Online opt-in page collecting member name, ID, phone number and approval to receive text messages from SBS – pricing does not include SBS sending emails to members. \$350 + \$0.015 per SMS/Text message with auto login link sent to voting members. Opt-in and SMS/Text services must be purchased together and approved with a contract amendment.





Services Agreement

This Service Agreement (the "Agreement") is hereby made, effective as of the latest signing date timestamped below, by and between Survey & Ballot Systems, a Minnesota corporation ("SBS") and the Ocean Pines Association, Inc. ("OPAI").

WHEREAS, SBS is in the business of conducting employee and customer satisfaction surveys, censuses, and course evaluations for clients and managing board and bylaw elections for professional associations;

WHEREAS, OPAI desires to retain SBS to provide certain services on its behalf more specifically described herein.

NOW THEREFORE, for and in consideration of the mutual agreements contained herein, and for other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, SBS and OPAI intending to be legally bound agree as follows:

1. Services to be Rendered. SBS agrees to perform the [DirectVote®](#) services set forth on [Exhibit A](#) attached hereto for OPAI (collectively referred to as the "Services") and provide the necessary labor for providing such Services. OPAI agrees to provide assistance to SBS in providing the Services as specifically set forth on [Exhibit A](#) attached hereto. For the avoidance of doubt, services which are not set forth on [Exhibit A](#) are not included in the Services, including but not limited to: unspecified audits, legal/public/media/regulatory inquiries, and litigation. SBS shall perform the Services in accordance with the timeline set forth on [Exhibit B](#) attached hereto. Upon OPAI's written request, SBS will provide OPAI with additional services as described on [Exhibit E](#) ("Optional Services"). The costs for such Optional Services are set forth on [Exhibit E](#).

2. Compensation for the Services. For the Services rendered hereunder, OPAI agrees to pay SBS the compensation as set forth on [Exhibit C](#) attached hereto ("Compensation & Payment Schedule"). OPAI shall pay the Compensation to SBS pursuant to the payment schedule set forth on [Exhibit C](#) attached hereto.

3. Reimbursement of Expenses. During the term of this Agreement, OPAI will reimburse SBS monthly for all reasonable, pre-approved expenses incurred by SBS on behalf of the OPAI in providing the Services herein.

4. Term and Termination. The term of this Agreement shall be effective as of the date first written above and will expire upon completion of the Services, unless otherwise terminated pursuant to this Section.

4.1. Termination by OPAI for Convenience. OPAI may terminate this Agreement for any reason upon thirty (30) days written notice of such termination to SBS. Upon such termination, OPAI will remain liable for the entire balance of unpaid Compensation for completion of Services hereunder plus reimbursable expenses accrued by SBS prior to receipt of the notice of termination from OPAI. The balance of unpaid Compensation shall be due within thirty (30) days following the termination of this Agreement by OPAI.

4.2. Termination as a Result of Default. If either party defaults in the performance of any term or condition hereof, or does or permits anything to be done contrary to any term or condition hereof, and such default continues uncured for a period of fifteen (15) days following written notice thereof from the non-defaulting party to the defaulting party, then the non-defaulting party may terminate this Agreement upon written notice and pursue any other remedy available in law or in equity.

4.2.1. Payment Following Default by SBS. Upon termination by OPAI as a result of SBS' default, OPAI will remain liable for only those charges accrued prior to the termination date for work completed by SBS, and for any reimbursable expenses incurred by SBS prior to the date of termination.

4.2.2. Payment Following Default by OPAI. Upon termination by SBS as a result of OPAI's default, OPAI will remain liable for the entire balance of unpaid Compensation for completion of Services hereunder plus reimbursable expenses accrued by SBS prior to receipt of the notice of termination from OPAI. The balance of unpaid Compensation shall be due within thirty (30) days following the termination of this Agreement by SBS.

4.3. Effect of Termination. The parties agree that the terms and conditions set forth in Sections 6, 7 and 8 of this Agreement and this Section 4 shall survive termination of this Agreement for any reason. In the event any suit or other action is commenced to construe or enforce any provisions of the Agreement, the prevailing party, in addition to all other amounts such party shall be entitled to receive from the other party, shall be paid by the other party a reasonable sum for attorney's fees and costs.

5. Independent Contractor. SBS and OPAI acknowledge and agree that SBS is an independent contractor of OPAI, and not in an employer-employee relationship or joint venture with OPAI. Neither party hereto shall have the authority to bind the other party or otherwise incur liability on behalf of the other party unless expressly set

the authority to bind the other party, or otherwise incur liability, on behalf of the other party, unless expressly set forth in this Agreement. OPAI will have no obligation whatsoever to provide any employee benefits or privileges of any kind or nature to SBS or the employees, agents or contractors of SBS. Further, each party hereto agrees that neither party is responsible for collecting or withholding federal, state or local taxes, including income tax and social security, for the other party.

6. Confidential Information. SBS agrees that any information SBS receives or reviews concerning OPAI, including, but not limited to, any information concerning OPAI's past, present and future research, marketing, development, operations and business activities, and any other information or material proprietary to OPAI of which SBS may obtain knowledge or access from OPAI during the performance hereunder by SBS (hereinafter "Confidential Information") is proprietary and confidential to OPAI. SBS agrees, on behalf of itself and all of its agents, to hold in confidence and not to directly or indirectly reveal, report, publish, disclose or transfer any of the Confidential Information to any person or entity, or utilize any of the Confidential Information for any purpose, except as may be agreed in writing in advance between SBS and OPAI. Confidential Information shall not include any information that: (i) was in the possession of SBS before receipt from OPAI; (ii) is or becomes a matter of public knowledge through no fault of SBS; (iii) is rightfully received by SBS from a third party without a duty of confidentiality; or (iv) is disclosed under operation of law, except that SBS will disclose only such information as is legally required and will use reasonable efforts to obtain confidential treatment for any Confidential Information that is so disclosed and will provide OPAI notice of such possible disclosure prior to disclosure in order to give OPAI an opportunity to contest such disclosure.

7. Ownership of Business Process and Data.

7.1. Ownership of Business Process. During the term of this Agreement, OPAI may have access to the intellectual property and internal business processes of SBS including, without limitation, SBS' methods of providing internet and paper-based data gathering and reporting services for elections, surveys, course evaluations, employee surveys, reader surveys, continuing education credit, and school surveys ("Business Process"). Ownership of all right, title, and interest in and to the Business Process, including translations, compilations, partial copies, modifications and updated works and ownership of all patents, trade secrets, copyrights and other intellectual property rights pertaining thereto, and the programmed scripts used in scanning, editing and reporting, shall be and shall remain confidential and the sole property of SBS.

7.2. New Works. The parties hereto recognize that in rendering the Services hereunder, the documents and reports delivered by SBS to OPAI is part of a dynamic and creative process and may result in the development of original works including, but not limited to, software, analysis techniques and methodologies, reports and report formats ("New Works"). OPAI agrees that all such New Works are proprietary to SBS and SBS shall retain any and all ownership rights in such New Works.

7.3. Ownership of Data. Any and all information submitted to SBS by OPAI for purposes of providing the Services herein and all hard copy forms and electronic data files generated for OPAI under this Agreement (the "Data") shall remain the sole property of OPAI during and after the term of this Agreement. SBS shall use the Data submitted by OPAI for the sole purpose of rendering the Services to OPAI hereunder.

7.4. Content of Data. SBS shall not be responsible under any circumstances for the content of the Data and OPAI acknowledges that SBS has not undertaken or assumed any duty of advising, proofing or supervising the content of the Data. Any changes, modifications or other revisions to the Data shall be made by OPAI in OPAI's sole discretion. OPAI represents that where it provides SBS cellular phone numbers to be used in conjunction with voting, or receives such phone numbers from SBS OPAI shall neither furnish to SBS nor utilize such cellular phone numbers in violation of any federal, state, or local law, and OPAI shall defend, indemnify, and hold harmless SBS and its shareholders, members, employees, directors, and officers from and against third party claims arising from SBS's use of such phone numbers in providing the Services or delivery of such numbers to OPAI except to the extent such claims are the result of the willful misfeasance or intentional misconduct of SBS.

8. Warranty; Limitation of Liability. SBS hereby represents and warrants that SBS: (i) is not subject to any restrictions whatsoever which would prevent it from entering into or carrying out the provisions of this Agreement; and (ii) possesses the proper skill, training, experience and background so as to be able to perform under this Agreement in a competent and professional manner. SBS guarantees that the Services performed hereunder shall be of the highest quality. In the event that SBS incorrectly inserts any Data in OPAI's data files or other materials, OPAI's exclusive remedy shall be to require SBS to correct the data files and/or replace such other materials for OPAI. Notwithstanding the foregoing, SBS makes no warranty and shall in no event be liable for OPAI's Computer Information Systems Provider of Single Sign-On (SSO) Authentication and Access which is hereby provided on an "as-is" basis with all faults and defects.

IN NO EVENT SHALL SBS BE LIABLE FOR ANY LOSS OF PROFITS, INCIDENTAL, SPECIAL, EXEMPLARY OR

IN NO EVENT SHALL SBS BE LIABLE FOR ANY LOSS OF PROFITS, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, EVEN IF SBS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH CLAIMS OR DEMANDS. IN NO EVENT SHALL SBS' LIABILITY HEREUNDER EXCEED THE AMOUNTS PAID TO SBS BY OPAI UNDER THIS AGREEMENT. THESE LIMITATIONS OF LIABILITY ARE INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

9. Miscellaneous

9.1. Entire Agreement. This Agreement contains the entire agreement between OPAI and SBS with respect to the Services. All prior agreements and understandings are superseded hereby.

9.2. Amendment; Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties hereto. No waiver of a breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.

9.3. Web Site Maintenance and Management. SBS reserves the right to perform maintenance on our equipment or system which may result in interrupted service or errors in the use of the Services. SBS will attempt to provide prior notice of such interruptions, changes or denials of access, but does not guarantee notification.

9.4. Force Majeure. SBS shall not be liable for, nor shall SBS be considered in breach of this Agreement due to, in whole or in part, any delay, failure or inability to perform the Services or other obligations under this Agreement as a result of a cause beyond its reasonable control, including, without limitation, any act of God or a public enemy or terrorist; any act, omission, or delay in action of any military, governmental, quasi-governmental, or regulatory authority or agency; any local, state, regional, or federal emergency; change in any law, rule, or regulation; any natural disaster or other like event; any epidemic or pandemic; any quarantine, self-quarantine, shelter-in-place, or like preventive measure issued or recommended by any governmental or quasi-governmental authority or agency; or any disruption or outage of communications, power or other utility. The time for performance required of SBS (to the extent such delay, failure, or inability is reasonably curable by SBS) shall be extended by the period of such delay and in no event shall SBS be expected to expend or incur any additional costs or expenses beyond those reasonably anticipated by SBS at the commencement of this Agreement, nor shall the occurrence of the Force Majeure Event affect the obligation of OPAI to pay money (or cause any third party to make payment of money on OPAI's behalf) in a timely manner which matured prior to the occurrence of Force Majeure Event.

9.5. Message delivery. SBS' standard email and text messages have undergone testing for spam attributes to help ensure delivery, however, internet email delivery is not 100% reliable and SBS cannot be held responsible for undelivered, filtered or otherwise lost email or text messages. Similarly, SBS cannot be held responsible for undelivered or otherwise lost postal mail.

9.6. Notices. Any notices or demands or other communications required or permitted hereunder shall be in writing and shall be deemed to have been given when delivered personally or three (3) days after deposit in a regularly maintained receptacle of the United States Postal Service, postage prepaid, return receipt requested and addressed at the addresses provided on the signature page.

9.7. Governing Law. The provisions of this Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota and the United States of America. The parties hereby submit and consent to the jurisdiction of the courts of the United States of America and the State of Minnesota in any dispute arising out of this Agreement.

9.8. Severability. If any provision of this Agreement is prohibited by law or held to be invalid, illegal, or unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such prohibited, illegal or invalid provision had never constituted a part hereof, with this Agreement being enforced to the fullest extent possible.

9.9. Renewals and Extensions. This agreement may be renewed or extended for additional periods upon terms and conditions to be agreed upon by SBS and OPAI in writing by authorized representatives.

9.10. Limited Use of OPAI's Name. SBS agrees that its use of OPAI's name will be limited to identifying OPAI on a list of clients of SBS on promotional materials of SBS and/or provide a general description of the Services provided herein, provided that OPAI's name is not given more prominence than any other client name contained in the promotional materials. Otherwise, neither party may advertise or promote itself using the name, mark or description of the other party, without the written consent of the other party in the case of each such use.

IN WITNESS WHEREOF, this Services Agreement is executed as of the day and date first written above.

Statement of Confidentiality

This proposal includes data that shall not be disclosed outside the Ocean Pines Association, Inc. (OPAI) and shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate this proposal.

Mail ballot and WebVote Proposal

For
Ocean Pines HOA – 2024 Election

Submitted by
TrueBallot, Inc.®

AUTOMATED ELECTION ADMINISTRATION
3 BETHESDA METRO CENTER
SUITE 700
BETHESDA, MARYLAND 20814
(301) 656-9500
<http://www.trueballot.com>

This is a preliminary proposal, and may be subject to adjustment depending on the specific needs of the organization.

CONFIDENTIAL INFORMATION

The information contained in this document is a preliminary design for a voting system to conduct the **Ocean Pines HOA – 2024 Election** and contains our original ideas, and methods adapted for your needs. *Do not disclose this information to third parties.* ©TrueBallot, Inc

METHODS AND COSTS / SCANVOTE® and WebVote®

We propose using the TrueBallot, ScanVote® System with optical tabulation, and WebVote, on line voting. ScanVote is a combined registration and tabulation system. This is an integrated system that from the organization's standpoint allows delivery of a ballot via first class mail or electronically via the Internet. From the voter's perspective, participation can be either via the Internet/electronic or paper ballot. In either instance, the system security allows each voter to vote only once. The system requires the organization to have and deliver a database (mailing list) of eligible voters.

- **Parameters**
- We understand that this will be a hybrid mail and Internet ballot with approximately 8,500 voters.
- Voters may return a ballot using either the mail or on line
- There is a single ballot type
- Each ballot is the same voting strength
- There are multiple Position on each ballot
- The organization would like all ballots and ballot security sent by mail, with the option of voting via mail, or Internet.
- Ballot security may also be sent via email, but the email addresses are incomplete and out of date.
- Explanatory information may be posted to the voting website, and may be printed and included in mailed materials.
- Ballot to take place over several weeks from early July, be returned mid August 2024, and counted.
- Ballot count will be conducted at Organization's offices in Md

- **Data Assembly and Printing/ Mail ballot**

TrueBallot can print and tabulate multiple ballot types. A ballot may contain different items or positions depending on some voter sub-grouping. A voter may vote some common or separate issues as another voter. We understand that you expect a single ballot type and do NOT intend to subgroup the results of the election.

01 **California Travel and Tourism Commission** **California**
 dba VISIT CALIFORNIA
2016 Election Ballot
Accommodations

P 01
022-16-01

Ballot Type

Ballot type title

Election ID

Commissioners, Accommodations (Vote for 7)

<input type="checkbox"/> Michael Dunne Area Vice President of Operations, California Hilton Worldwide	<input type="checkbox"/> Bobbie Singh-Allen EVP & COO California Lodging Industry Association	<input type="checkbox"/> Steve Arnold President & COO Pacific Hospitality Group
<input type="checkbox"/> John Arnett Vice President, Operations Loews Hotels	<input type="checkbox"/> Noreen Martin (Re-election) CEO Martin Resorts Inc.	<input type="checkbox"/> Michael Colglazier (Re-election) President, The Disneyland Resort Walt Disney Parks and Resorts
<input type="checkbox"/> Brian King (Re-election) Global Brand and Sales Officer Marmott International	<input type="checkbox"/> Write In: _____	

Weight

Instructions

THIS IS YOUR OFFICIAL BALLOT, YOU SHOULD HAVE ALSO RECEIVED A DOUBLE WINDOW RETURN ENVELOPE AND AN ENVELOPE MARKED "SECRET BALLOT ENVELOPE" You may vote by mail or by the Internet.

Voting by Internet:

- Go to www.vote.visitcalifornia.com and follow instructions for online voting.
- You will need your unique CTC ID number and User PIN (printed on the bottom of this page) in order to vote.
- Online voting begins August 26, 2016.
- Your ballot must be RECEIVED no later than 11:59 pm EDT October 24, 2016.

Voting by Mail

- Mark the appropriate box next to your choice(s) like this . Do not sign or write comments on the ballot.
- When you have finished marking the ballot, separate the bottom stub along the dotted line.
- Place the marked ballot in the solid envelope marked "SECRET BALLOT ENVELOPE."
- Sign the separated stub where indicated certifying that you are authorized to cast votes on behalf of your organization.
- Place the signed stub and the "SECRET BALLOT ENVELOPE" into the double window envelope so that the post office address and bar code are visible through the windows.
- Seal and mail the envelope (no postage necessary if mailed in the United States).
- BALLOTS MUST BE RECEIVED BY October 25, 2016; LATE BALLOTS WILL NOT BE COUNTED!
- If you damage your ballot you may request a duplicate from the Office of Tourism at (916) 322-1266.

The California Travel & Tourism Commission has called a referendum in accordance with Government Code Sections 13995.50 (b,c). The purpose of the referendum is to vote for the vacant Commissioner positions.

DETACH HERE BEFORE ENCLOSING BALLOT PORTION IN SECRET ENVELOPE

I certify that I am the representative of the person or entity shown and authorized to vote this ballot

Signature _____

Your PIN #123456

PIN

DO NOT DISCARD THIS PORTION
PLACE IT IN THE RETURN ENVELOPE

Voter name/address

Ballot Return Add

CTTC 2016 Election
 PO Box 41045
 Bethesda MD 20897-2412

Ballot Return Add

sname nbamne
 *1234r akjhasdfkasdfh
 company
 kihasdfkisdhf
 Triouyei, MM 12345

TrueBallot, using proprietary software, electronically assembles a paper ballot for each voter and

records and tracks its assembly and printing. With the membership database, TrueBallot will generate a unique ballot for each voter by high-speed laser printer containing ballot receipt information on the footer (with general instructions and information). The data on the perforated footer includes the name and address of the voter, the ballot return depository address, and an encrypted bar coded voter identification number. The voter identification number will consist of a bar code of the voter's account number, or other unique member number which can be encrypted, generated, and maintained only by TrueBallot, Inc. Finally the laser printer prints the offices and the names of the candidates or issues on which that voter is entitled to cast a vote. This process ensures that the voter will always get the correct ballot type. In addition, by generating a single ballot for each voter, there is no need to generate "votable" spare ballots, thus eliminating a significant cost and a large security risk.

The reverse side may contain instructions to the voter or ANY other information.

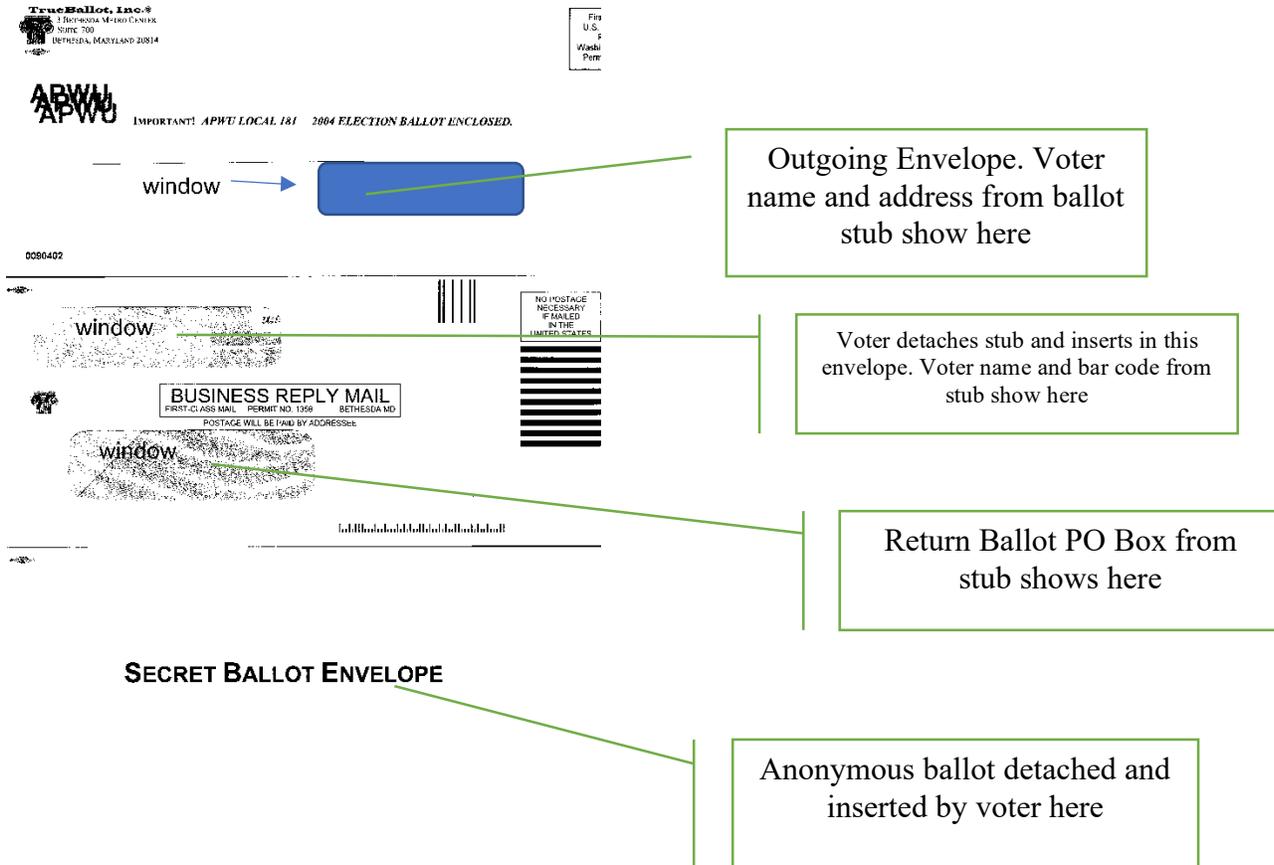
INSTRUCTIONS

1. You should have received a ballot, a double window envelope, and a solid Secret Ballot envelope.
2. After removing your ballot, and reviewing the enclosed materials, mark the appropriate box next to each of your choices on the ballot by completely filling it in **like this ■**.
Vote for only the number permitted.
3. When you have finished marking your ballot, separate it from the stub on the bottom of the ballot along the dotted lines where indicated and place the marked ballot into the solid envelope marked "SECRET BALLOT ENVELOPE", and seal it.
4. Take the stub which was on the bottom of these instructions (now separated), and place it, along with the secret ballot envelope into the double window envelope **SO THAT THE POST OFFICE BOX ADDRESS AND BAR CODE SHOW IN THE WINDOWS.**
5. Seal the double window envelope and mail. (No postage is necessary if mailed in the U.S.A.)
6. Only Ballots received in the Post Office box by 9:00 a.m. on October 28, 2013 will be counted.
7. If you do not receive a ballot, or lose a ballot, you may request a duplicate by contacting the local union at:

TWU Local 513
759 N. Kimball Road
Southlake, TX 76092

Phone: 817-481-5533
Fax: 817-329-0270

The form can have a graphic or patterns that are extremely difficult to duplicate and is printed on plain white paper. TrueBallot, Inc. will also print envelopes appropriate for its system.



Ballots can be laser-printed in postal pre-sort order to take advantage of any postal rate reductions. The ballots will be printed by TrueBallot, and can be inserted and mailed locally in Md., or can be mailed from near the local union.

The ballot layout is subject to a patent held by TrueBallot's founders

- **Mailing and Administration**

The ballots are sent using a traditional double envelope return. **Sees Sample above.** The outgoing package includes the ballot, return ballot envelope and secret ballot envelope. The outgoing envelope is a single windowed envelope, through which the voter's address and identifying bar code (laser printed on the footer) appears. TrueBallot's address for undeliverable ballots is printed as the return address on the outgoing envelope. TrueBallot will electronically track all undelivered ballots returned to it and report to the organization through the Duplicate Ballot Requester (described below). If the organization can provide new addresses for undelivered ballots, TrueBallot, Inc. will generate a duplicate ballot and re-mail the ballot. Otherwise, undelivered ballots are retained in a secure place until the ballot count.

The voter receives the ballot via first class mail. After removing the ballot from the envelope and marking the ballot, the voter detaches the perforated footer from the ballot and places the ballot in the secret ballot envelope. The footer and the secret ballot envelope are placed in the return ballot envelope (like a utility bill). The return ballot envelope is a double window envelope through which appears the detached ballot footer with the ballot depository address, and the

voter identification (bar code) number. Using this system, it is extremely difficult for the voter to return an unidentifiable ballot. It is impossible for a voter to vote more than once, and because the identification number can be generated by TrueBallot or is encrypted, it is virtually impossible to counterfeit a ballot. In addition, because registration is accomplished digitally, a database of registered voters is created which can later be used by the organization for analysis, history, or trending.

The organization ballot committee will obtain a local post office box and if required, a business reply mail account. Voted ballots are returned to a post office box depository near to the ballot count site, and retrieved the day of the ballot count. TrueBallot, Inc. will retrieve and escort the voted ballots to the count site. We understand that this ballot will be counted at a site at or near the organization. TrueBallot believes that retrieving and registering returned ballots prior to the count date poses grave security risks and consequently it strongly recommends against prior retrieval and registration.

- **Duplicate Ballots**

TrueBallot uses a password protected, On-line, duplicate ballot request system. The client organization can log in, and request duplicate ballots for any voter, and TrueBallot will download, generate electronically track the ballot via the voter identification number. Duplicate ballots are generated only on specific and authorized request.

On Line Duplicate Ballot Requester

The Duplicate Ballot Request system call also be used to view ballots that have been returned to TrueBallot as “Undeliverable” by the USPS.

Ballots with forwarding address labels will be marked and the forwarding address labels will be visible to the user. The client organization can determine if any warrant duplicate ballots and can request them by correcting the address on line and submitting the request on line.

Undeliverables Listing

Click on DBR for Duplicate Ballot Requester.

psld	Undeliverable Date	Last Reprint Date	Status	Ballot Type	District	First Name	Last Name	Address
DBR	3/16/2018 5:42:02 PM		ready	01		PIPER	TOBIAS	
DBR	3/19/2018 12:43:15 PM		ready	01		CONNIE	SISSELAAR	PONTWE 14
DBR	3/19/2018 12:43:13 PM		ready	01		PADDY	KENSES	2AB PROSPER #214
DBR	3/19/2018 3:34:42 PM		ready	01		GARY	WILLIAMS	4859 CED SPRINGS APT 14
DBR	3/19/2018 3:34:39 PM		ready	01		BIANCA	ALEXANDER	2609 MARTHA
DBR	3/19/2018 3:35:20 PM		ready	01		JANNI	RODMAN	5050 RYAN
DBR	3/19/2018 3:35:31 PM		ready	01		TAMM		KILKENNY
DBR	3/19/2018 3:34:44 PM	3/20/2018 11:52:30 AM	ready	01		EFREN	GAVILANEZ- FRAGOZO	1235 Sylva PI
DBR	3/19/2018 12:43:02 PM	3/20/2018 11:58:08 AM	ready	01		GREGORY	WALKER	22055 46 th AVE
DBR	3/19/2018 3:34:46 PM		ready	01		JACQUELINE	ANDERS	4848 DIAMON ESTATES

Forwarding address label

The organization can use the On-line, duplicate ballot request system to add a voter, and TrueBallot will generate and mail a ballot to any new voter.

The organization can also use the On-line, duplicate ballot request system. to review the history of any duplicate ballot request.

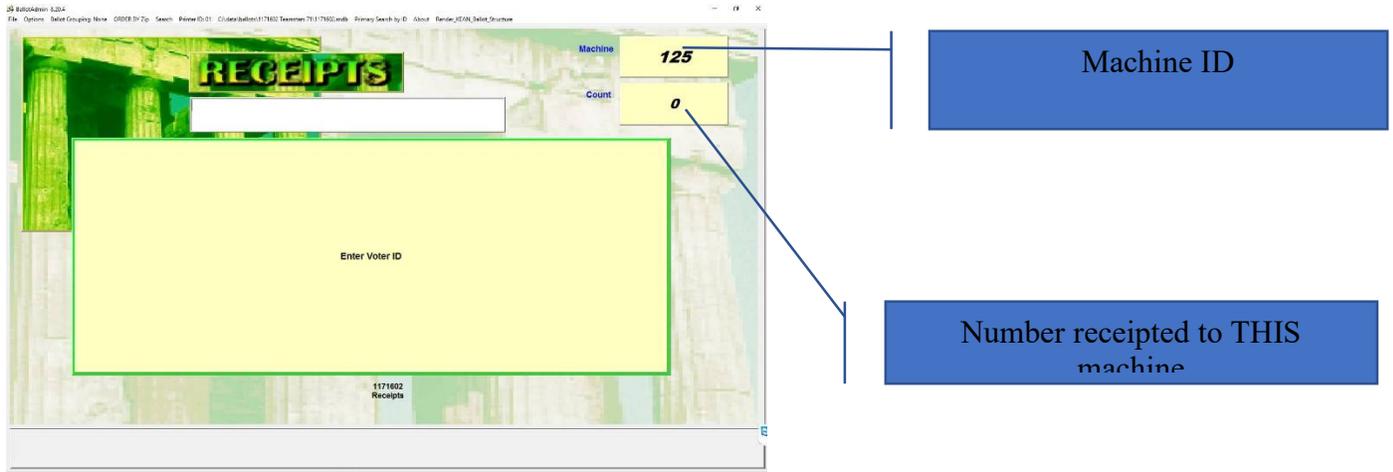
Weight	Date and Time	Status	Ballot Type	First Name	Last Name	Email	Address 1	Address 2	Address 3	City	State	Zip
1	12/9/2015 1:42:29 AM	Added	01	Alex	Roughness		P.O. Box 203			Hickory	OK	73051
1	12/9/2015 4:10:29 AM	Reprinted	01	Jewel	Camp		1091 W. Cherokee Ave.			Enid	OK	73703
1	12/9/2015 4:10:29 AM	Reprinted	01	Sarah Blueback	Tillman		7 Charles Curtis Dr.			Nowata	OK	74847
1	12/9/2015 1:42:51 AM	Reprinted	01	Suzoni Ellen	Camp		1413 Bay Street Apt. D			Alameda	CA	94501
1	12/9/2015 1:43:15 AM	Reprinted	01	Richard John	Lonsinger		917 Eldridge Street			Lawrence	KS	66045
1	12/8/2015 1:43:31 AM	Reprinted	01	Isaac Orlando	Williams Jr.		517 So. 10th			Ponca City	OK	74691

Archive showing Duplicate ballots and added voters

TrueBallot has introduced a new telephone based duplicate request line that can automate the request and production of most duplicate ballots.

- **Registration**

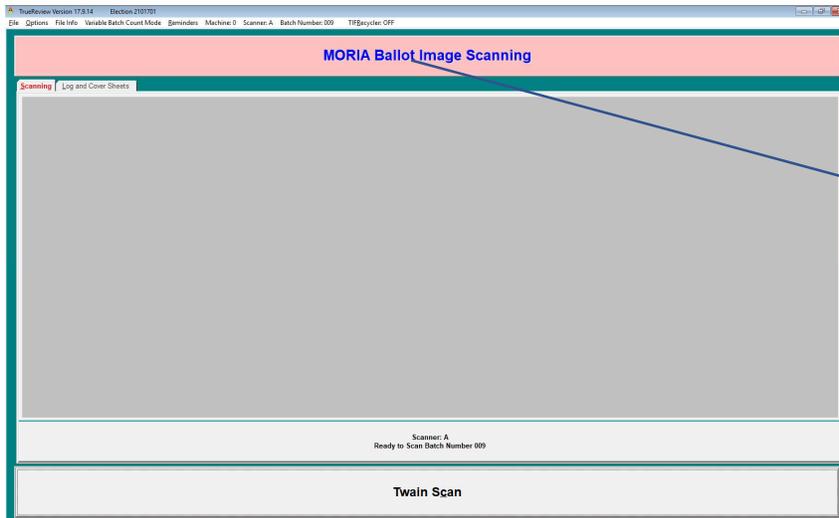
The ScanVote registration system is a local area computer network with a flexible number of workstations, and efficiently registers each returned ballot. Each registration station is a computer with a bar code reader and headphones. The station, operator scans the bar code showing through the window of the return ballot envelope. Registration of the ballot checks the voter database to determine whether the voter has previously been registered, whether a duplicate ballot has been issued, and is otherwise eligible. Eligibility can be updated anytime before the registration commences to accommodate voters who have become ineligible during the balloting period. In the event that a voter has previously been registered (by duplicate or otherwise), or the ballot is otherwise ineligible, the operator is alerted by visual and audio cue, and the ballot is removed and put aside.



After ballots are registered, they may be opened. As they are opened, the return stubs are separated from the secret ballot envelopes and the ballots are then anonymous. The secret ballot envelopes are then opened, the ballots are removed and are then tabulated.

- **Tabulation**

Tabulation is accomplished via Optical/digital scanning of each ballot, using a high-speed optical scanner.



The ballots are fed through an optical scanner and images acquired. 1

Images of the ballots are captured and processed. After acquiring the images a separate processor analyzes each image to extract the data. After and processing the images to obtain data, the computer goes through the record of each ballot, and applies the rules to look for over-voted or otherwise problematic ballots.

- **Auditing**

TrueBallot’s founders have patented an auditing recount system that is transparent and efficient.

Over-voted ballot images can, but do not necessarily have to be viewed on the computer screen to confirm that they do violate the rules. All images are saved, stored and delivered to the organization with other data. Sufficient resources are made available to complete the registration and tabulation of all ballots in a single day, and results returned the same day.

1 Optical scanning is preferable to the “reflective light method”. Optical scanning captures an image, which can be stored and later viewed for purposes of auditing, etc.; whereas with the reflective light method, a beam of light is reflected on a sheet with marks, and no image is captured. The reflective light method also requires special forms using Timing Marks and color drop-out (usually referred as Scantron or NCS forms) which are substantially more expensive to print and far less flexible in the placement of data.

Ballot type

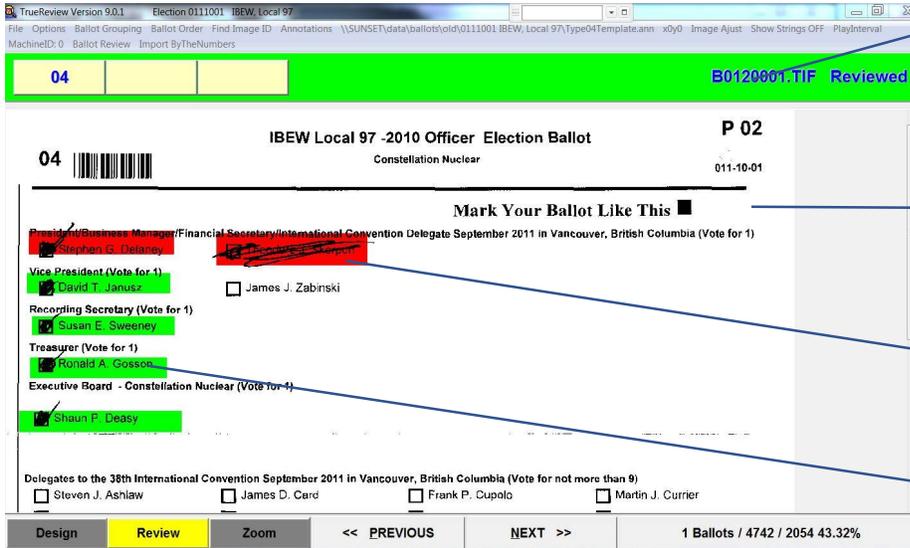
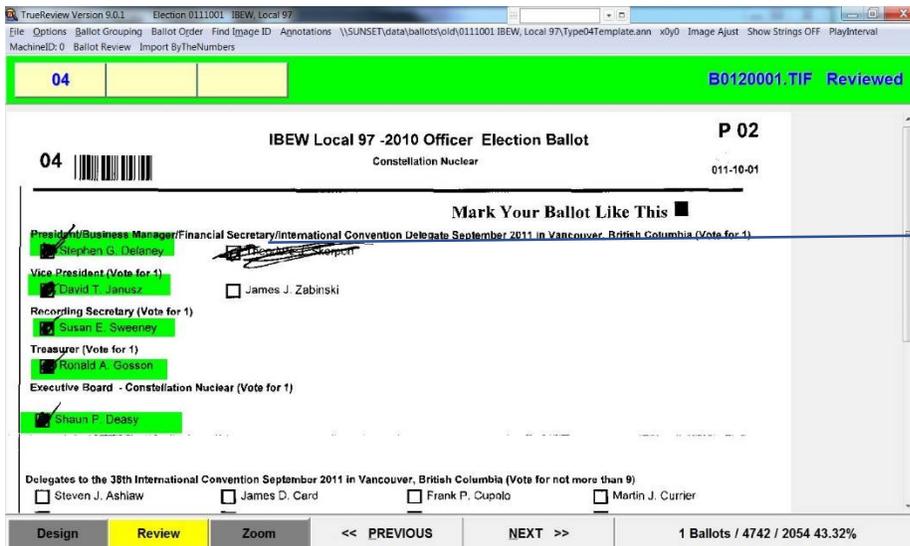


Image ID

Ballot Image

Red = Void (too many marks)

Green = Valid



Ballot corrected

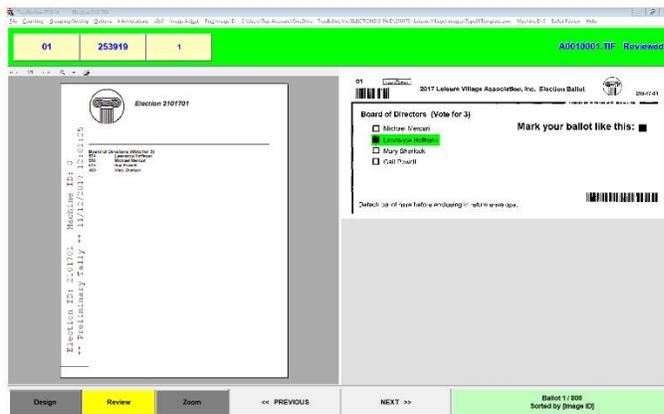
In order to audit the process the image of a ballot is viewed and compared to the record that contains the data, which was read from that form. The computer displays the choices as recorded in the computer tally on top of the image of the ballot so that an observer is assured of the accuracy of any, or every ballot.

Since all images and data are delivered to the organization on CD-ROM, along with TrueReview (Trueballot's audit viewer) anyone (not just TrueBallot) can audit the data. This eliminates the need to re-count stacks or bundles of ballots, and assures the accuracy of the data read from each form.

- **Reporting and Delivery of Data**

Upon completion, the network server writes the original data to CD-ROM. This provides a

permanent, archived record of the original data, which can be reproduced but cannot be altered. This ensures the integrity and viability of the data. Depending on the requirements or needs of the organization, interim registration and/or tabulation totals can be publicly (including real time publication to the internet) viewed in real time, or can be as restricted as required



At the conclusion of the process, TrueBallot certifies the results along with a written report. The CD-ROM with the tabulation data (including ballot images) and results is delivered to the organization together with the original voter list and voter registration data. The organization then has a complete history of the ballot. TrueBallot, Inc. can also provide certain demographic reports on the CD-ROM at the request of the organization.

Of course, our goal is 100% accuracy. Unfortunately, neither TrueBallot, Inc. nor anyone else can claim perfection. Because TrueBallot, Inc. adopts and uses the digital realm wherever possible, and because of our sensitivity to human factors in the design of our methods, we believe that we have described a secure and accurate and accountable voting system which approaches 100% accuracy.

WebVote Option

Voters may optionally vote via the internet using WebVote

Electronic Ballot Administration

The Web site will use 128-bit SSL encryption for individual vote session security.

To respond to the ballot using WebVote:

1. The voter enters the URL or clicks on the hyperlink in the email notification his web browser, or uses the QR code on the mailed notification and arrives at a landing site displaying any information the organization wants to post and a link to a log-in form.



WPEA/FVRL Collective Bargaining Agreement for 2017-19 Tentative National Agreement

[Click here to view the Ratification Packet Cover Letter](#)

CLICK HERE TO VOTE!

[The 2017-2019 Collective Bargaining Agreement for WPEA/FVRL and the 2017-2019 Tentative National Agreement](#)



Enter PIN:

LOG IN

RESET

Your PIN is required

Only one (1) ballot is counted for each voter.
This ballot will time out in 30 minutes.

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2. The organization can optionally collect email addresses from voters who did not previously provide one.
3. The voter proceeds to fill in the required authentication information and is then presented with a ballot form.
4. The voter proceeds to fill out the ballot.

Jenny Voter - WPEA/FVRL Collective Bargaining Agreement for 2017-19

WPEA/FVRL Collective Bargaining Agreement for 2017-19

YES/ Accept

NO/ Reject

CANCEL

SUBMIT BALLOT

5. All the rules/logic are programmed into the web page so that cannot submit ballots that do not conform to the rules.



Ballot Receipt Confirmed!
Thank you for voting.

6. After submitting the ballot, the data is processed. The system can split the voter's identity from the ballot choices ensuring anonymity.
7. A confirming email may be sent to the voter

For those votes that are properly cast, the voter's record is marked in the. An email may automatically be generated and sent to the voter advising that his/her vote has been received, counted. The email address can be the one that is part of the original organization's data, or one supplied by the voter (if different) or both.

Duplicate Notices

TrueBallot has an automated duplicate ballot request tool This is an on line, password protected tool that the organization (or TrueBallot) can use to send a duplicate notice,. See: screenshots below

The screenshot shows a web interface for managing absentee and duplicate ballot requests. At the top, it displays the organization name "LSC 1956 | UFCW Local 365" and the election ID "Election ID 3701701". Below this is a "Search For Voter" button. A form with several input fields is provided for searching: Email, Last Name, First Name, Address Line 1, Address Line 2, City, Zip, and Ballot Type. Below the form, a search tip suggests using the first three letters of the last name or combinations of other fields. A "SEARCH" button is positioned below the tip. Below the search button are several summary buttons: "Archive" (with 7 Reprinted), "Pending" (with No Ballot Requests Pending and No New Voter Records Pending), "Undeliverables" (with 0 Undeliverables), and "Add New Voter".

Absentee/Duplicate BALLOT REQUESTER
Election ID 3701701
Search For Voter

Email

Last Name

First Name

Address Line 1

Address Line 2

City

Zip

Ballot Type

Try just the first 3 letters of the Last Name,
or search on combinations of other fields

SEARCH

Archive
7 Reprinted

Pending
No Ballot Requests Pending
No New Voter Records Pending

Undeliverables
0 Undeliverables

Add New Voter

S

Date Time Voted	Status	Ballot Type	ACTION	First Name	Last Name	Email
		01	<input type="button" value="SELECT"/>	J. B.	Smith	brentsmith@su
11/14/2017 2:36:27 PM		01	<input type="button" value="SELECT"/>	J. B.	Smith	smiths4@ch
11/13/2017 3:52:16 PM		01	<input type="button" value="SELECT"/>	J. B.	Smith	
		01	<input type="button" value="SELECT"/>	James A.	Smith	
		01	<input type="button" value="SELECT"/>	James C.	Smith	exji1@at
		01	<input type="button" value="SELECT"/>	James D.	Smith	jamesmithcsx@
		01	<input type="button" value="SELECT"/>	James Edward	Smith	
11/13/2017 5:14:45 PM		01	<input type="button" value="SELECT"/>	James G.	Smith	jgsmith_50@h
		01	<input type="button" value="SELECT"/>	James K.	Smith	JIMSMITH.GMCOUNT
		01	<input type="button" value="SELECT"/>	James L.	Smith	
		01	<input type="button" value="SELECT"/>	James R.	Smith	jamieblkhwk@

Duplica

Sort By Last Name / First

Show All

Weight	Date and Time	Status	Ballot Type	First Name	Last Name	E
1	11/16/2017 2:20:47 PM	Added	01	Brandon	Adler	
1	11/29/2017 9:32:58 AM	E-Notified	01	William	Hope	whope77@
1	11/28/2017 3:19:56 PM	E-Notified	01	Bill	Schandelmeier	railjockey.b
1	11/28/2017 11:23:32 AM	E-Notified	01	Patrick	Henry	pshenry@
1	11/20/2017 2:10:05 PM	E-Notified	01	HansPeter	Vollmar	turningcolor
1	11/20/2017 10:48:06 AM	E-Notified	01	William	Brooks	billbrooks4@
1	11/20/2017 10:11:19 AM	E-Notified	01	Kevin	Herzog	kh91970@
1	11/16/2017 2:56:06 PM	E-Notified	01	Ben	Parks	locomotion@
1		E-Notified	01	Craig A.	Adams	cada1972@



Undeliverables

Duplicate Ballot Requester

Duplicate Ballot Request Queue

Duplicate Ballot Request Archive

Undeliverables Entry

Click on Column Title to sort by that column.
Click on DBR for Duplicate Ballot Requester.

Undeliverable Date	Last Reprint Date	Status	Ballot Type	District	First Name	Last Name	Address 1	Address 2	City	State	Zip	ID
DBR 12/5/2016 3:45:07 PM		ready	01		Victoria	Battle	3408 Vargis Cir Apt 3a	BT01	Baltimore	MD	21244-5523	249679
DBR 11/30/2016 2:36:48 PM		ready	01		Darlene V	Benson	1563 Waverly Way Apt E	BT01	Baltimore	MD	21239-2306	037186
DBR 11/21/2016 3:14:04 PM		ready	06		Demetrius	Boddie	511 Acum Ct	BT06	Edgewood	MD	21040-3549	723856
DBR 11/21/2016 3:13:56 PM		ready	01		Jennifer A	Boughter	602 Kensington Ave	BT01	Sevema Park	MD	21146-2510	596241
DBR 11/28/2016 4:11:13 PM		ready	04		Perry A	Briscoe	4502 Elii Dr	BT04	Owings Mills	MD	21117-3796	116218
DBR 11/28/2016 4:08:55 PM		ready	01		Ronald E	Brockington	Apt 207	BT01	Charlotte	NC	28216	095742
DBR 11/23/2016 2:38:02 PM		ready	06		Shadon B	Butler	9825 Mill Centre Dr	BT06	Owings Mills	MD	21117	828156
DBR 11/21/2016 3:15:19 PM		ready	01		India I	Carroll	1016 W Lanvale St	BT01	Baltimore	MD	21217-1327	477984
DBR 11/30/2016 2:37:01 PM		ready	01		Marla A	Carter	PO BOX 43861	BT01	NOTTINGHAM	MD	21236-0861	157041
	11/21/2016						1716					

Risks and Limitations

There are certain risks and limitations of this design and generally using the Internet for elections. There are certain other risks, which would constitute criminal actions by a committed

individual that could prevent voters from using WebVote

Transparency/observability in any fully electronic system is necessarily limited to electronic data and logs.

Information Provided During the Election Process

The TrueBallot system can provide real time information regarding either summary or results using a separate password





ElectionID 1011701

Polls Closed: 11/30/2017 11:59:00 PM

Summary

Reset Test Voters (PIN >= 9999990)

Duplicate Ballot Requests / Undeliverables

Show Voters List

Results

Number Voted by AreaCode

Include Test Voters in Results
PIN values range from 9999990 to 9999999

Include Challenged Voters in Results

Ballot for 1011701 / BLET Election 2017

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ElectionID 1011601

Polls Closed 4/27/2018 2:00:00 PM

Summary

Ranked Test Voters (PIN # = 000000)

Duplicate Ballot Requests / Undeliverables

Results

Number Voted by Area Code

Include Test Voters in Results
PIN values range from 00000 to 00000

Include Challenge Voters in Results

ELECTION RESULTS
1043 ballots voted

ELECTION RESULTS BY POSITION

© - I approve the ELEC-COM Transition Computerized Security System Agreement

DATE APPROVED

BY

DATE

BY

Major for 1011601 / Transition ELEC Security /

Transition Election Management of Computerized Security System, Inc. All

Rights Reserved

Vote Data

The vote will be saved as a separate file on the web site. For those votes that are properly cast, the voter's record is marked in the database preventing re-entry to the system

Reporting and Delivery of Data/ Data Security

At the conclusion of the process, TrueBallot certifies the results along with a written report. On request, TrueBallot will provide tabulation data and results together with the original voter list and voter registration data. The data includes information regarding undeliverable ballots, duplicate ballots generated, the history of duplicate ballots. The organization then has a complete history of the ballot. TrueBallot, Inc. can also provide certain demographic reports at the request of the organization. At the conclusion of the election, TrueBallot will return all of the organization's data, and will keep archival copies only as allowed or directed by the organization. Only one TrueBallot employee will have access of the organization's data during the period of the election except to the extent necessary to process duplicate ballot requests or undeliverable returned ballots.

All hosted applications will be backed up per the protocols of those IVR telecommunications service and Internet service providers. All Hosted applications will retain all data collected and also simultaneously transmit such data to TrueBallot, so that all data will effectively be simultaneously backed up by TrueBallot

Of course, our goal is 100% accuracy. Because TrueBallot, Inc. adopts and uses the digital realm wherever possible, and because of our sensitivity to human factors in the design of our methods, we believe that we have described a secure and accurate and accountable voting

system, which approaches 100% accuracy.

COSTS

This is a preliminary cost proposal and may have to be modified to meet specific additional requirements **Ocean Pines HOA – 2024 Election** (“the organization”). Items listed below assume a total quantity of approximately 8,500.

We have included only those items in which TrueBallot, Inc. believes that it needs to be directly involved in a supervisory role. Travel outside the Washington, D.C. metropolitan area is not included in this proposal except as specified. We assume that the Ballot count site need not be in California although we can accommodate such a requirement.

Incidental out of pocket costs not listed below will be charged at cost plus 20%. Those incidental costs will be supported by adequate documentation and will not exceed an aggregate of \$1,000 or an individual cost of \$300 except with prior approval. Printing costs below are estimates based upon past experience.

<p>Ineligibility letter Send letter to approx. 700 owners advising of ineligibility to voter</p>	<p>Print/Mail @Cost Est \$900 Plus TBI Fee \$1000</p>
<p>BALLOT DESIGN AND DATA CONFERENCE(S) Conferences as necessary with the organization to discuss ballot structure, design, rules, reporting, logistics, procedure and data.</p>	<p>Included</p>
<p>DATA CONVERSION Accurate data of the voter list with necessary voter groupings delivered to TBI in a single file in electronic format. Convert organization’s existing database to MS Access compatible database.</p>	<p>Included</p>
<p>PRINT ENVELOPES Stock #10 window envelope with return address printing Stock, double window #9 envelope with appropriate BRM codes. Secret Ballot Envelopes By contractor</p>	<p>@Cost ALL Printing/Mailing Approx \$5000</p>
<p>PRINTING OF BIOGRAPHIES, OR OTHER MATERIALS By contractor</p>	<p>@Cost Dependent on length of materials.</p>
<p>PRINTING OF BALLOTS</p>	<p>@Cost</p>

High speed digital printing printing of personalized ballots with scanable return stub, and scanable group identification code(s) By contractor	ALL Printing/Mailing Approx \$5000
MAILING OF BALLOTS Insertion of ballots and envelopes, metering and mailing By contractor	@Cost @Cost ALL Printing/Mailing Approx \$5000 Plus outgoing Postage Est @6,000
US POSTAL CHARGES Post office box rental with caller service Business Reply Mail Permit plus USPS accounting fee Organization to open box locally and apply for BRM permit	@Cost Use Organization BRM and box return postage charges @cost .66 piece - Est Organization to pay. Or Return Postage on all packages \$6,000
DUPLICATE BALLOT REQUEST/ ADD NEW VOTER Addition of voter/Replacement /reprinting of lost or undelivered ballots done at the request of the Organization. Ballot to include address revisions as provided by Organization. Duplicate Ballot Requests to be in compatible format and medium.	Mailed duplicate 8.50/per via email Duplicate requests sent -\$0 (included)
UNDELIVERED BALLOTS Ballots returned as undelivered: TBI will advise Organization (electronic and/or hard copy) of the identity of ballots that have been returned undelivered and store undelivered ballots pending the count.	\$1./per
RE-MAILING OF BALLOTS Duplicate ballots mailed together with ballot materials.	.included, plus postage
RETURN AND RETRIEVAL OF BALLOTS Ballots returned to U.S. Postal Box(es) near ballot count site. Retrieval from Post Office on the day ballots are to be counted.	Included
REGISTRATION AND TABULATION Registration/receipt of all return mail ballots, matched against existing voter list, duplicate and ineligible ballots removed. Registration for Web voters viewed in Web Based application for organization. Tabulation of individual ballots (includes all labor and equipment) MD.	Single registrations Tabulation Included TEMP labor @Cost to open envelopes. /OR organization may use retirees, or volunteers.
RESULTS INFORMATION Results certification report. P.C. Compatible reports and MS Access compatible data, and ballot	Included Included

images delivered on CD-ROM (Reports include results tabulation, voter table, undelivered ballot table).	
BALLOT MATERIALS All ballot materials, including undelivered ballots to be returned as directed by organization.	@Cost (approx. \$20)
TRAVEL Travel for one or 2 (depending on quantity). One or 2 nights Transport, Hotel, Meals,	\$500-1200
TRUEBALLOT FEE	\$1/Voter (minimum of \$7,000) Est. \$8500
ADD WEBVOTE	\$1500
ESTIMATED Total Does not include: Temp Labor, Return Postage, Duplicate ballots/undeliverable	\$23000- 25000



TrueBallot, Inc.®

AUTOMATED ELECTION ADMINISTRATION

3 BETHESDA METRO CENTER

SUITE 700

BETHESDA, MARYLAND 20814

(301) 656-9500

<http://www.trueballot.com>

JOHN L. SEIBEL

PRESIDENT

john@trueballot.com

CORPORATE PROFILE AND APPROACH

TrueBallot, Inc. is a team of attorneys, election professionals, and computer engineers who design and run elections and referenda for labor unions and associations. After years of conducting ballots for labor organizations as part of their professional practices, its principals incorporated in 1995, updated current voting methods, and developed procedures, equipment and software to take advantage of new technology. TrueBallot has designed and developed hardware and software solutions to ensure security, accuracy, and efficiency of every ballot.

TrueBallot is entirely mobile. It can perform any task virtually anywhere.

TrueBallot offers an integrated approach to voting, using a combination of traditional and electronic balloting methods. There are a variety of media, which can be adapted to an election or referendum. Such media include paper, telephone, and direct electronic (touchscreen or Internet) input. TrueBallot believes that the best medium for any election depends on the requirements and limitations of that election.

TrueBallot is not limited to a single technology or medium. Its approach has been to develop systems that employ differing media and technologies to support the widest range of election possibilities and requirements. While more than one medium may be used in a given election, the best method and medium is a matter of some contention. TrueBallot believes that no single medium is suitable for every election. It recommends and uses the system, which is most appropriate under the circumstances. Since it has developed multiple systems, it can recommend the best one.

Because TrueBallot always uses computer technology, and always works with "live" data, all of TrueBallot's systems can be used in combination without affecting the integrity of the election process.

John L. Seibel, Esq. is TrueBallot's President. He has been a practicing attorney, since receiving his law degree from George Washington University in 1980. He has substantial litigation experience and has conducted numerous elections and referendum ballots for labor unions, associations, Native American Nations, and religious organizations since 1993. He is familiar with the statutory framework within which labor elections are conducted and is familiar with USDOL regulations and those charged with overseeing their implementation. He was on the national advisory board of the Voting Integrity Project, a non-profit, non-partisan organization that examines and advocates for the integrity of the voting process. He has written articles on election procedures and technology and participated in various panel discussions. He has lectured to labor organizations including the AFL-CIO regarding election methodology. He oversees the design, and procedures of each ballot.

Nicholas Koumoutseas is TrueBallot's Director of Information Technologies. He has co-designed and developed all of the TrueBallot voting systems. His expertise spans the latest Internet, PC and Network/Workgroup applications including database, statistical, and imaging applications. He has a degree in electrical engineering and has worked as a teacher, programmer and systems consultant since 1987. His experience includes the implementation and revision of a system to track plans and specifications of a nuclear power plant, health care data automation, and public utilities financial and maintenance systems. He designs and builds all of TrueBallot's applications and oversees the technical aspects of each ballot.

TrueBallot has conducted elections or referenda for a variety of organizations including the following:

Unions

- AAUP
- AAUP, Hofstra University
- AAUP, University of Connecticut Health Center
- AFGE (International)
- AFGE Local 12, Washington, DC
- AFGE Local 987, Washington, DC
- AFGE Local 2004, Washington, DC
- AFT, New Haven Federation of Teachers
- AFT, Oregon Federation of Nurses and Health Professionals
- AFTRA (International)
- AFTRA, Los Angeles local
- AFSCME Council 4, Connecticut
- AFSCME Council 5, Minneapolis
- AFSCME Council 79, Tallahassee, FL
- AFSCME Local 420, New York
- AFSCME Local 1363, Miami
- Airline Mechanics Fraternal Association (International)
- American Federation of Musicians, Washington, DC
- American Maritime Officers
- AMFA Local 11, Dallas
- AMFA Local 14, Seattle
- AMFA Local 18, Houston
- APWU Local 28, Seattle
- APWU Local 125, Minneapolis
- APWU Local 181, Baltimore
- APWU Local 732, Dallas
- APWU Local 1078, Raleigh
- APWU Local 3630, Montgomery County, Maryland
- APWU Local 6803, Northern Virginia
- ATU International
- ATU Local 241, Chicago
- ATU Local 587, Seattle
- ATU Local 757, Portland, OR
- ATU Local 788, St. Louis
- ATU Local 1001, Denver
- Bakery, Tobacco and Grain Workers Local 9, Seattle
- Brotherhood of Locomotive Engineers and Trainmen
- California Association of Professional Scientists
- Colorado Wins
- Communications Workers of America (International)
- CWA Local 1096/IAPE
- CWA Local 9421, Sacramento
- HERE Local 8, Seattle
- HERE Local 25, Washington, DC
- HERE Local 355, Miami
- HERE Local 54, Atlantic City
- HERE Local 737, Orlando
- IAFF Local 2, Chicago
- IAM Local 709, Marietta, GA
- IATSE Local 44, North Hollywood
- IATSE Local 600, International Cinematographer's Guild
- IBEW Local 26, Washington, DC
- IBEW Local 46, Kent, WA
- IBEW Local 77, Seattle
- IBEW Local 83, Johnson City, NY
- IBEW Local 191, Everett, WA
- IBEW Local 569, San Diego
- IBEW Local 613, Atlanta

- ILWU Local 6, Oakland
 - International Union of Elevator Constructors
 - International Union of Masters, Mates and Pilots
 - Ironworkers Local 29, Portland, OR
 - Laborers Local 310, Cleveland
 - Marine Engineers' Beneficial Association (M.E.B.A.)
 - Operating Engineers, International Association
 - Operating Engineers Local 3, Oakland
 - Operating Engineers Local 37, Baltimore
 - Operating Engineers Local 139, Wisconsin
 - Operating Engineers Local 150, Chicago
 - Operating Engineers Local 627, Tulsa
 - Professional Engineers In California Government
 - SEIU, Florida Public Services Union
 - SEIU, Houston Organization of Public Employees
 - SEIU Local 5, Fairfax, VA
 - SEIU Local 5, San Antonio
 - SEIU Local21LA, Louisiana
 - SEIU Local 500, Maryland and DC
 - SEIU Local 721, Los Angeles
 - Sheet Metal Workers Local 36, St. Louis
 - Sheet Metal Workers Local 66, Seattle
 - Sheet Metal Workers Local 85, Atlanta
 - Sheet Metal Workers Local 88, Las Vegas
 - Teamsters Local 71, Charlotte
 - Teamsters Local 96, Suitland, MD
 - Teamsters Local 117, Seattle
 - Teamsters Local 170, Worcester, MA
 - Teamsters Local 270, New Orleans
 - Teamsters Local 325, Rockford, IL
 - Teamsters Local 355, Baltimore
 - Teamsters Local 385, Orlando
 - Teamsters Local 407, Cleveland
 - Teamsters Local 429, Wyomissing, PA
 - Teamsters Local 455, Denver
 - Teamsters Local 492, Albuquerque
 - Teamsters Local 500, Philadelphia
 - Teamsters Local 509, Columbia, SC
 - Teamsters Local 572, Carson, CA
 - Teamsters Local 773, Allentown
 - Teamsters Local 767, Forth Worth
 - UA, Plumbers Local 290, Portland, OR
 - UA, Steamfitters Local 420, Philadelphia
 - UCFW Local 27, Baltimore
 - UFCW Local 1657, Birmingham
 - UFCW Local 1776, Philadelphia
 - United Faculty of Miami Dade College
 - United Transportation Union Insurance Association
 - US Capitol Police Association
 - USW Local 1123, Canton, OH
 - USW Local 1190, Steubenville, OH
 - USW Local 6787, Chesterton, IN
- Indian Tribes**
- Cayuga Nation of New York
 - Cheyenne and Arapaho Tribes of Oklahoma
 - Comanche Nation
 - Klamath Tribes of Oregon
 - Lummi Tribe of Washington
 - Osage Tribe of Oklahoma
 - Snoqualmie Tribe of Washington
 - Squaxin Island Tribe of Washington

- Suquamish Tribe of Washington

Associations

- American Association of Physicians of Indian Origin
- American Bar Association
- Association of Community College Trustees
- Association for Psychological Science
- Bangladeshi Association of Georgia
- Business and Professional Women
- California Trade and Tourism Commission
- College Art Association
- Louisiana Horsemen's Benevolent and Protective Association
- Louisiana Thoroughbred Breeders Association
- Maryland Board of Dental Examiners
- National Association of Hispanic Nurses

Homeowners Associations and Similar

- Arrowhead Lake Association, San Bernardino County, California
- Cold Spring Country Club, New York
- Esplanade Gardens, New York
- High Sierra Lodge Owners Association, Incline Village, NV
- Leisure Village Association, New York
- Luna Park Housing Corporation, New York
- Margate Tenants Corporation, New Jersey
- West Village Housing Association, New York
- United Laguna Hills Mutual, Laguna Woods, CA

Public Sector and Related

- Aspen, CO
- Burlington, VT

- Cambridge, MA
- Democratic Party of New Mexico
- Portland, ME
- Republican Party of Virginia
- San Bernardino County, California
- Takoma Park, MD

Religious Organizations

- Mt. Sinai Baptist Church
- Sikh Temple Gurdwara, Fremont, CA
- Sikh Temple Gurdwara, Yuba City, CA
- Sri Guru Singh Sabah, Inc., Glenrock, NJ
- United Methodist Center, North Georgia Conference

Pension Funds

- District of Columbia Retirement Board

Universities

- AAUP
- AAUP, Hofstra University
- AAUP, University of Connecticut Health Center
- Dartmouth University Alumni Association
- Kean University
- Yale University School of Medicine

Nonprofit Sector

- Bilingual Broadcasting Foundation
- Pacifica Foundati

TrueBallot, Inc. is an independent election administrator, which ensures the security, accuracy, impartiality and confidentiality of organizational voting.

1 Pro system election system and administration, ballot 2024, IVR \$2,025.00

8700 Voter code member count \$0.166 \$1,444.20
15660 Email reminders with code (two rounds) \$0.083 \$1,299.78
6960 Final reminder with code 100% \$0.083 \$577.68

8,700 Ballot letter mailing: 4, (printed single sided) and in B&W. Include paper ballot page in mailing to be returned to VTNW by voter.

Include #9 return envelope with Business Reply Mail (BRM) bar codes (no stamp needed). \$1.95 \$16,965.00

8,700 Letter postage \$0.58 \$5,046.00

? BRM return postage \$1.50 \$?

Subtotal \$27,357.66
Discount (\$577.68)
New Reduce (\$2,173.40)
Estimate \$24,606.58

The only additional costs on this 2nd option would be the \$1.50 postage per business reply envelope for those mailed back to us via the USPS.

Please let me know of any questions.

thanks,
James
VTNW

After reading the RFP, I had a couple of concerns.

If your members mail back several hundred or more paper ballots, we would typically do an optical character recognition (OCR) software to scan of each ballot to detect the voter choices. This method is much faster for processing many ballots and very accurate. The downside is that there would not be an easy way to set up an observable process if that is in your rules. We would scan several hundred at a time through our software and then it produces a spreadsheet of the ballot records that we then add to the electron vote totals.



Proposal: Election Services.

Date: April 24, 2023

From: YesElections
155 Mineola Blvd. Suite 102
Mineola, NY 11501

Thuan Huynh, Election Partner

To: Ocean Pines HOA
239 Ocean Parkway
Ocean Pines, MD 21811

Tom Piatti

Thank you for the opportunity to provide you with YesElections' proposal for your upcoming election.

YesElections is a full-service election management organization. We will partner with your organization to design, produce, and conduct an independent, accurate, and secure election process. We provide your organization with more than just "holding" an election.

This is a proposal based on the information identified below which we have obtained by your authorized agent:

Name: Tom Piatti

Title: Election Committee President

Based on the information obtained and the goals expressed during communications, you have identified the following criteria for incorporation into your tailored election method design:

Election Details.

Election Name	2023 OP HOA Board Election	Total Postal Ballots	7,800 Eligible
Voting Method	Paper, Online	Total Electronic Ballots	7,800 (included with postal)
Election Start	7/19/2023	Election Close	8/9/2023 (paper ballot receive by date) 8/10/2023 (online ballot)

Ocean Pines HOA will require an election to vote for their Board of Directors. YesElections (YES) will be the independent third party that will manage the election. At the opening of the election, all eligible voters will be mailed a ballot package as detailed in the print section below. The ballot package will include instructions of how to vote online as well as instructions on how to return the ballot by mail. Voters may choose to vote using either method. The first ballot received will be counted. Voters who own multiple properties will receive ballots to each address and can vote each, but each ballot must be returned in their own envelope.

Ocean Pines HOA will provide a list noneligible voters and YES will mail to each, a notice of Annual Meeting as well as a notice of ineligibility.

YES will customize an online voting site for Ocean Pines HOA. YES can send email reminders periodically to any voters who have a valid email address on file with the association. The email will be sent to only those voters who have not yet voted and will contain the same vital information as detailed on the postal mail package. YES will include a Help Desk to assist any voters during business hours via phone voicemail and email.

Within one business day of the close of election, YES will provide a certified results report to Ocean Pines HOA.

Ballot Information

Officer Positions	Board of Directors (3 seats)	Total Candidates	5
Resolutions	NA	Ballot Styles	1
Total Races	1 (select up to 3)	Total Write-ins	NA

Election Features

Election Manager™	✓	Optimized Ballot Delivery: Ballot Tracking	
Email Collection	✓	Report of Paper Undeliverable Ballots	✓
Social Media Integration	✓	Report of Electronic Undeliverable Ballots	✓
Web Bridge™	✓		
Email Notifications	✓		

Election Services.

Project Management

Your experienced Election Project Manager (EPM) will partner with you to develop a comprehensive project time and task plan. Your EPM will oversee the design, material production and election administration.

Membership Services

YesElections will create a single eligible voter list to ensure each person is eligible to vote only once. We will review your supplied membership file for any potential duplicates, correct any potential postal or email errors and achieve the lowest possible postage rates. Optionally we can also perform Optimized Ballot Delivery for both electronic and postal ballots to create the most accurate voter list.

Voting Services

YesElections will offer a secure and private voting method, allowing only eligible members to cast either a secret paper ballot or secret electronic ballot. For every voter, a unique record is created. Once a ballot is received, an association is made with the proper voter record. We use the one single list for all voting methods. Like a light switch, that record is then closed preventing any further associations. This secure process prevents duplicate voting attempts by members, regardless of the method they choose.

Paper Balloting

YesElections specializes in custom ballot design so your paper ballots can feature your organization's branding and messages. YesElections manages all printing, mailing, and scanning of returned ballots. All mail ballots will be processed in our secure operations center and each ballot follows a multi-point checklist for authenticity and accuracy.

Online Voting

Online voting is quickly becoming the method of choice for many organizations. Our online voting system is easy-to-use and truly accessible for all users. Your members can easily and securely cast their vote through their smartphone, tablet, or personal computer. We've even had one of our partner's members cast their vote online while aboard an airplane!

With our innovative technology, our expanded pallet of configurable features, tools and capabilities lets you translate your imagination into the designed online experience your members will enjoy. No two elections are exactly alike so the online voting process is designed to reflect each client's uniqueness and requirements.

Election Administration Services

A comprehensive range of reports are available to you via our Election Manager™ console including a real-time listing of how many votes have been cast, who has voted (but not how they voted) and the number of voters who elected to use electronic or paper ballots. Custom reports are also available based on any demographic data available (membership type, region, etc.)

YesElections offers, as an independent third-party, an accurate verification and tabulation of valid cast votes. We will ensure all returned ballots are stored in a secured facility and results are encrypted (locked) until tabulation is authorized by your agent. All results are anonymous and votes cannot be connected with individual voters. A certified report of the outcome of the election is always available.

Election Help Desk Support Services

If preferred, YesElections can serve as the primary contact for election related communication, a toll-free telephone number and email address can be provided on the election material. All communications to and from our office will be logged and can be provided with a log report. Alternately, YesElections can provide tier-II technical support at your request.

Participation Consultation Service Options

YesElections will provide its free consultation and strategic planning services focusing on planning member awareness and motivation to vote campaigns using your existing membership communication resources. YesElections believes it has the mix of tools and strategic planning capabilities to provide the services and vehicles to assist you to achieve your goals.

Optimized Delivery & Ballot Tracking

Reaching members is always the first step to a successful election and the best turnout is only 100% of those you can reach. More than 20% of people move or change their email

addresses annually. Using a combination of proprietary tools and industry best practices, YesElections offers unique services to ensure the best options to reach your members and get them involved.

 **Email Address Collection**

YesElections offers, at no additional cost, the ability for your members to provide or update their email address during the voting process. We will have your election website design include an area where members can provide their email address. Your office will be provided with a report containing the collected data.

Print and Design

We will design and produce a paper package for mailing to your eligible voting membership. The package is developed using innovative processes and designs for the most cost savings.

The package will be designed to use environmentally friendly recycled paper and print inks. The package will provide your members with all necessary information to participate in the election process. The package will contain:

Quantity	Ballot package for eligible voters
7,800	Outgoing Envelope: #10 window, 1/0 Black and White
	Return Envelope: Business Reply Mail #9, 1/0 Black and White
	Notice of Annual Meeting: 8.5 x 11, 1/0 Black and White, Static
	Ballot: 8.5 x 11, 1/1 Black and White, simplex variable
	Bios: 8.5 x 11, 1/1 Black and White, Static

Quantity	Notice package for ineligible voters
700	Outgoing Envelope: #10 window, 1/0 Black and White
	Notice of Annual Meeting: 8.5 x 11, 1/0 Black and White, Static
	Notice of ineligibility: 8.5 x 11 60lb 1/0, simplex variable

Cost of Services.

Setup, administration, election website, tabulation and certification of election.....	\$5,518.59
Consultation and design services.....	Included
Help Desk support services.....	Included
Election Manager™ admin console.....	Included
Email address collection services.....	Included
Nonprofit forgiveness (10% discount).....	(\$551.86)
Print and mail.....	\$3,893.16

Total..... **\$8,859.89**

Additional Services

Paper ballot / replacements and requests (ea.).....	\$2.50
Postage.....	At cost

Multi-Year Extended Term Contract

Consider the following advantages:

- ✓ Commitment of no fee assessed under term in any year where no election project occurs.
- ✓ Commitment to fixed Election Management pricing for first 3 years (no increase), and limit increase to 2.5% in years 4 and 5.
- ✓ Receive Web Bridge™ service at no cost (a saving of \$1,500.00 for the one time set up fee).
- ✓ No-penalty opt-out provision allowing you to experience the YesElections difference in your first election before being committed to continuing with the remaining term of the contract.

In the business of perfection.

Thank you again for the opportunity to provide you with YesElections' proposal for your upcoming election. Our motto explains the attitude with which we approach every election and hope to apply to yours. YesElections understands that there is no margin of error in the voting process. We have the experience and the dedication to meet all of your election needs. I look forward to discussing YesElections' process, secure system, and complete election services with you.



Thuan Huynh

YesElections

Election Partner

(202) 360-4420 ext. 106

(866) 514-2995 ext. 106

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