




Welcome to HOAst

HOAst is an online voting tool for your community. Here is how you will cast your vote for amendments or board elections.

🖥️ **Logging into HOAst for the first time.**

1. Go to hawthornemgmt.com and click in  the upper right-hand corner.
2. Once on the new page, please click  in the upper right corner and Login to your account.
 - a. If you have yet to register, please submit the registration form on the main page.
3. You will see a tab in the top navigation for Online Voting. This new page is where you will be able to go to the new voting tool from within your portal.

Welcome to Online Voting



With HOAst, you now have the ability to cast your vote from the comfort of your own home.

Once a vote has been created, a button will appear at the bottom of the page and it will take you to the HOAst page. Once there, under "**My Account**" go to "**Votes and General Proxy**." From there you will be able to see and select the vote as long as it is open.

In multi-owner homes, please understand that only one vote per address can be submitted.

Some votes may be a simple For or Against Amendment vote, or a list of names for the next Board of Directors. In either case there may be attachments that you may be required to view before voting, such as the original ballot or resumes for the nominees.

[Cast Your Vote](#)

4. When a vote is in progress, you will see the button at the bottom of the page to *Cast Your Vote*.

***Note: If your community is new to the voting tool, the Cast your Vote button will be available before the vote to give time for you to accept the terms and conditions.*

5. *Cast your Vote* will take you to a new web page, where you will need to accept the Online Voting Consent Form.

My Account > Online Vote Consent

Online Voting Consent Form

Check the box below and sign this form to opt in for online voting.

I consent to voting online

I am _____
(this is my electronic signature)

I understand it is my responsibility to make sure my email address is correct in myHOAst. If my email address is not correct, I may not receive an online voting receipt nor other important online voting communication from myHOAst.

If there is a blue "View Attachment" button, you must select that button before signing this online form. By signing this online form, you are also agreeing to the terms and conditions, related to electronic voting, that are specified in the attached document provided by your association.

[Sign to Opt In](#)

✓ Casting Your Vote

1. When a vote is taking place, your community manager will send out notice by mail as well as by e-mail. On the day the vote is taking place, please go to the Online Voting tab in your community portal.
 - a. For New communities to HOAst:
 - i. Click *Cast Your Vote* once again to proceed.
 - b. For communities already using HOAst:
 - i. The *Cast Your Vote* button will become available under the Online Voting page.
2. Once in HOAst
 - a. Go to My Account -> Votes
 - b. You will see the title of the Meeting/Vote that is taking place as well as the Question or Issues that are being voted on by the community.
 - c. Select *Click Here to Vote* to see the ballot.

My Account > Votes

You have signed the form and can now cast ballots

My Votes

Meeting: Election & Proxy-vote Date: 11/29/2021 5:00 pm

Question or issue

Select one candidate for the board. [Click here to vote](#)

Do you agree to waive reserves? [Click here to vote](#)

3. It's time to Cast your Vote!
 - a. Depending on the type of vote there may be documents available such as resumes for board member elections or a full description of amendment changes.
 - b. In some cases, you may be able to select more than one response- the minimum and maximum numbers will be listed.
 - c. If write-in responses are allowed, you will see a field for Custom responses.
4. Make sure to check the box verifying your identity as well as that you do agree to submit the ballot then click Vote to submit!

Meetings

Cast Vote

Meeting: 📅 12/03/2022 10:00 am
📍 Clubhouse

Question or issue: Board Vote

Responses
Select a minimum of 1
Select a maximum of 2

James Madison

Abraham Lincoln

John Adams

Custom responses

I am Support, Web

I agree to submit this ballot

Once the vote is over, your community manager will send out a notice with the results.

If you have any issues or questions, please reach out to your community manager or to websupport@hawthornemgmt.com.