# Point Richmond Ridge HOA

Instructions for Attending 2020 Annual Meeting on Zoom

Because of COVID-19 limitations on gatherings, we will be holding our HOA's 2020 Annual Meeting over the internet using "Zoom". You've probably heard of it, if you have not already used it. It is the most common way that videoconferences are being held right now.

To use Zoom:

1. Equipment and Software you need:
   a. A computer or other internet device (including smartphones) **OR** a telephone.
   b. If you want to be seen online (video), you need to have a camera on your device. You don't need one if you don't plan to be seen or are just on the phone. (A cell phone could be used for video, though.)
   c. If you want to see any slides we will be talking about, you must be on the videoconference with your computer, pad, or smartphone.
   d. You normally should not have to download Zoom software – just click on "Open Zoom Meetings" if asked.
   e. If you have a slow internet connection, it is probably best to attend by audio only.
2. Before the meeting:
   a. If you will be on your computer, pad, or smartphone, please send your email address to Steve Treese at vicepresident@prrhoa.org or streese256@aol.com ahead of time. I have some, but not all Owners.
   b. Well ahead of the meeting, we will send you the meeting announcement with the meeting ID, link, passcode, and telephone call-in number. **DO NOT SHARE THIS INFORMATION WITH ANYONE WHO IS NOT AN OWNER IN PRRHOA.** Only Owners or specified guests may participate in the meeting.
   c. TEST YOUR CONNECTION: Once you have the meeting information, you can click on the link see what to expect. Then be sure to "Leave" the meeting. See below for what to look for on the screen. You can also load the free version of Zoom, start your own meeting, and play with that to get acquainted.
3. When it is time to join the meeting – start about 15 minutes before:
   a. If you are on a computer, pad, or smartphone, click on the meeting link we will send out or type/copy & paste the link into the search box of your web browser. You may need to enter the meeting number and/or passcode you are provided if asked. You should be able to just click on "Open Zoom Meetings".
   b. If you are on a regular telephone, call the number listed on the invitation and enter the meeting number and pass code when asked.
   c. In any case, you will be put into a waiting room to be admitted to the meeting. We will admit you as soon as possible. We will also use the admission as a way to record attendance for quorum. **Please have your lot number ready**.
   d. If you have proxies for others, provide those lot number(s) when we are taking attendance. You will need to give the written proxy sheets to a Board member ahead of or immediately after the meeting.
   e. On the computer once you are in the meeting, toward the bottom of the screen are your controls:
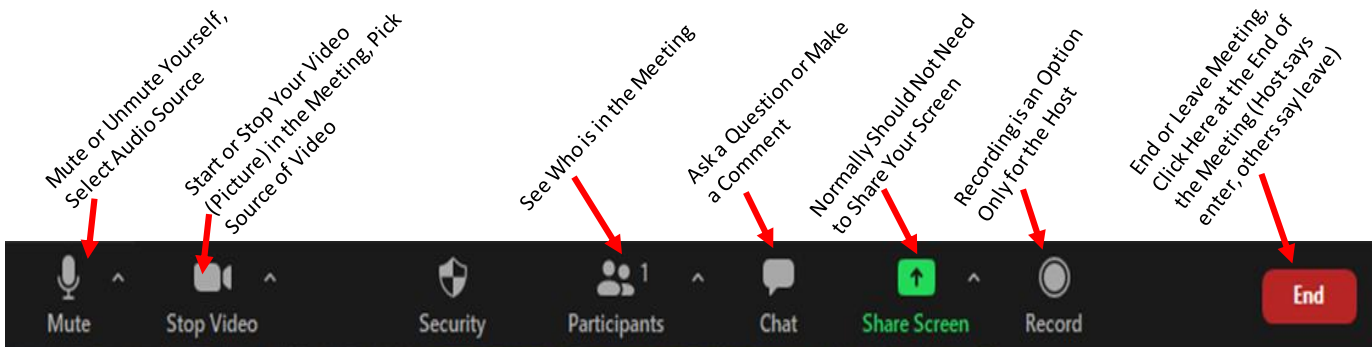
   f. On the phone, you have fewer options, but you will be able to hear and talk when you are unmuted.
   g. If you aren't talking, please mute yourself to avoid feedback and echos.
   h. When we call for nominations or questions, we will let you unmute. You can also ask questions over "Chat".
   i. If something comes up for vote during the meeting, we will use a voice vote. The Directors must be elected by written, secret ballot; so, **if you have not voted before the meeting, you will need to send in your ballot immediately after the meeting**.
4. At the end of the meeting:
   a. Please be sure we have a record of your attendance by lot number.
   b. Do not forget to vote for Directors if you have not already voted. The vote deadline is November 14.
   c. On the computer, to leave the meeting at any time, click on "End" or "Leave Meeting" at the lower right.
   d. On the telephone, you can just hang up.