

## HOW TO REGISTER to Attend the SRCA BOARD Meeting

You must register in advance so that we can verify that you are a homeowner and therefore a member of the SRCA. Non-members are not permitted in the meeting.

- 1) Email STONEB@Ciramail.com by 11:30 AM the day of the Board meeting to receive the meeting login.
  - a) If you miss this deadline and wish to silently observe the meeting after it has already begun, call the office at 214.733.5800 for instructions.
  - b) If you miss this deadline and wish to address the Board in Homeowner Open Forum, call the office at 214.733.5800 as soon as possible. You have two options:
    - i) We will register you to speak at the next Board meeting, OR
    - ii) You must come to the office in person **by 12:30 that day** to address the Board at that day's meeting.
- 2) In your email, provide:
  - a) Your **FIRST & LAST NAME**.
  - b) Your SRCA property **ADDRESS**.
  - c) The **PHONE NUMBER** you would use to call into the meeting. (We need this even if you plan to join via online link. Since technology doesn't always work as expected, we need to have phone audio ready as Plan B.)
  - d) To address the Board in **HOMEOWNER OPEN FORUM**, you must also provide a **BRIEF OVERVIEW** (no more than three sentences) re: the topic you wish to discuss.
    - i) You will have a MAX of three (3) MINUTES to address the Board re: your topic.
    - ii) Homeowner Open Forum begins at approx. 12:30 p.m.
      - Note that if you do not join the online meeting by 12:30 PM, you may miss your time slot and may need to wait until the next Board meeting to address the Board.
      - See more info below under "What to Expect."
- 3) In response to your email, you will receive an email with a Zoom meeting invite (online link and phone #).
- 4) On the day of the meeting, you choose to sign-in in person, online or join via phone
  - a) When you join in person, you must attend in person by 12:30 pm the day of the meeting.
  - b) When you join via the online link, you must use the first and last name you provide (step #2.a. above).
  - c) When you join by phone, you must use the phone # you provide (#2.c. above).

## WHAT TO EXPECT When Using Zoom:

### 1. EXPECT TO WAIT.

- a. The meeting will start at 12:30 p.m. Homeowners who have registered to address the Board in Open Forum will do so separately and privately. This portion of the meeting will take an unknown amount of time.
- b. If you are addressing the Board, you will be permitted when it's your turn. If you are silently listening to the open portions of the meeting, you will be permitted after Homeowner Open Forum.

### 2. VIA ONLINE LINK:

- a. You will be asked to type your name. You must use the first and last name you provided in your registration email.
- b. You will see a gray screen with the meeting name. This means you are in the waiting room. You will not

experience any interaction until the organizer admits you into the meeting.

**3. VIA PHONE ID:**

- a. You will hear waiting room music until the organizer permits you into the meeting. Be sure to use the phone number you used at registration so the organizer will know you are waiting.

**4. AFTER HOMEOWNER OPEN FORUM,** all online viewers and audio listeners will be permitted into the meeting.

- a. Homeowners will be muted online so the Board can efficiently conduct business.
- b. Please remain silent and do not interrupt with comments.
- c. Participants who do not respect this requirement are subject to removal from the meeting.