



## **ZOOM GUIDELINES FOR MONTHLY MEETINGS**

The Zoom guidelines were established to minimize interruptions and ensure that meetings continue to run in a professional and efficient manner. If an attendee does not follow the guidelines than the administrator running the Zoom will redirect the attendee into the waiting room until the attendee adheres to the guidelines which is entering with video and audio turned off. The Zoom guidelines are posted on the home page of the association website which is [www.lakewoodforestfund.com](http://www.lakewoodforestfund.com)

1. Only video and audio turned on are in HOA office
2. To be recorded as present in this meeting, you must sign in using the **chat function**:
  - Type the word “present” followed by your first name, last name, and street address in Lakewood Forest; if you do not want everyone to see your information than send it only to Lakewood Forest Fund (Host)
  - Please do this now if you have not already done so
3. There will only be (2) times to ask a question(s);
  - First time is directly after Constable/Security Report
  - Second time is during open forum

### **Directions on how to ask a question:**

If you would like to ask a question, you should use **raise hand** feature to notify Host. If you are having difficulty with **raise hand** feature, use the **chat** function and type in **I have ?**

- When it is your turn, the Host will ask to unmute your mic and prompt you to ask your question
- Due to time constraints, Q&A per person cannot exceed 3 minutes.**
- When you turn is over, the Host will mute your mic