

KINGS LAKE HOMEOWNERS ASSOCIATION GENERAL GUIDELINES FOR ZOOM & MEETING PARTICIPATION

The board is happy to be able to offer the opportunity for owners to observe Board Meetings and participate during the Owner's Comments sessions via zoom. However, please remember that our zoom offering is a courtesy, and many variables impact the quality of the zoom experience for everyone. **Knowledge of the application, technology, internet bandwidth, device you are using and following the below protocols will impact your zoom experience.** The zoom facilitator will do their part to monitor the session and capture your questions if participants utilize the app properly and follow the below guidelines.

- Participants should log into the zoom session at least 10 minutes before meeting starts.
- You will be kept in a "virtual waiting room" until the host allows you in.
- All participants must identify themselves. Those who do not, will not be allowed into the meeting
- Please be sure you put yourself on mute. The facilitator may also put all on mute if warranted.
- Please be sure you are familiar with the application. (Mute, raise hand, chat to public chat to private.)
- Please be aware that all sounds in the background are easily picked up including tv, people talking.

If you have a question regarding an agenda topic, you have two options to present a comment or question.

- You can **send in your question** ahead of the meeting to any board member or the property manager, and we will be sure to address during the appropriate discussion during the meeting.
- You may also write in your question in the **chat box** so the facilitator can present your question. The facilitator reserves the right to pass on a question that has already been addressed or is inappropriate. **General Comments should be saved until the board has adjourned its business and the owner's participation session begins.**

While the chat feature is helpful in identifying questions from zoom participants, it is not meant to be a social chat room. Back and forth comments and conversations between participants or to anyone who might read it, or comments that are characteristic of being an outburst or verbal attack is not allowed during live meetings and is also not appropriate in our zoom session. Please use the private chat feature if you need to address a comment to another participant so it does not clutter the public chat area. This makes it easier for the facilitator to identify legitimate questions and comments directed to the board.

**Public Participation at
Board of Directors Meetings**

Owner Comments are always welcomed after the board of directors meeting is adjourned.

If you have a question regarding an agenda topic, you have two options to present a comment or question during the board meeting.

- You can **send in your question** ahead of the meeting to any board member or the property manager, and we will be sure to address during the appropriate discussion during the meeting.
- When you sign in upon arrival to observe the board meeting, you may request to speak about a topic on the agenda. **General Comments should be saved until the board has adjourned its business and the owner's participation session begins.**
- Public comment may be solicited after the Board discusses an agenda item and before a final vote takes place.
- Speakers are requested to state name and address for the record.
- Each speaker will have up to three uninterrupted minutes on each agenda item.
- Conceding of time to another speaker is not allowed.
- Speakers must be respectful to all.
- Comments must be germane to the agenda item and must be addressed to the Board as a whole.
- Speakers must be recognized by the President during in-person meetings.