

HOW TO REGISTER to Attend the SRCA BOARD Meeting

Advance registration is required to attend SRCA Board meetings so that we can verify that attendees are homeowners and a member of the SRCA. Non-members are not permitted in the meeting.

Speakers wishing to address the Board during Open Forum regarding an item on the agenda shall have a time limit of three (3) minutes per speaker, per agenda item. The Board President may reduce the speaker time limit uniformly to accommodate the number of speakers or improve meeting efficiency.

Please follow the steps provided below to register for In-Person Board Meeting Attendance.

- 1) Email STONEB@Ciramail.com by **12:00 PM (Noon) CST the day PRIOR** to the Board meeting.
In your email, provide:
 - a) Your First & Last Name
 - b) Your SRCA property Address
 - c) Your Phone Number**(A phone number is required even if you plan to attend in person)**
- 2) To address the Board in Homowner Open Forum, you must also provide a Brief Overview, no more than three (3) sentences; regarding the topic you wish to discuss in your email.
- 3) In response to your email, you will receive an email confirmation reserving your attendance.
- 4) On the day of the meeting, you must arrive at the office to sign in by 12:00 PM (Noon) CST.
Homeowner Open Forum begins promptly at 12:30 PM CST.
 - Note that if you do not register in advance **AND** sign in by 12:00 PM CST, 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”.

Please follow the steps provided below to register for Zoom Board Meeting Attendance.

- 1) Email STONEB@Ciramail.com by **12:00 PM (Noon) CST the day PRIOR** to the Board meeting to receive the meeting login.
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**(A phone number is required if you plan to join via the Zoom link. Your Zoom ID must match your name and/or contact information to prevent delay in granting access to the meeting.)**
- 2) To address the Board in Homowner Open Forum, you must also provide a Brief Overview, no more than three (3) sentences; regarding the topic you wish to discuss in your email.
- 3) In response to your email, you will receive an email confirmation with a Zoom meeting invite (online link and phone option).
- 4) On the day of the meeting, you must be available to login no later than 12:30 PM CST.
Homeowner Open Forum begins promptly at 12:30 PM CST.
 - Note that if you do not join the online meeting by 12:30 PM CST, 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”.

WHAT TO EXPECT

1. DEADLINE.

All attendees must register by **12:00 PM (Noon) CST the day PRIOR** to the Board Meeting. Late registrants will be registered to speak and/or attend the next Board Meeting.

2. EXPECT TO WAIT.

- a. The meeting will start at 12:30 PM CST. 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. Be prepared to wait for your turn.
- b. If you are addressing the Board, you will be admitted into the meeting when it is your turn. If you are attending or silently listening to the open portions of the meeting, you will be admitted after Homeowner Open Forum.

3. VIA ONLINE LINK:

- a. You will login with your Zoom account. Please ensure your Zoom account name matches the name provided in your registration email. Zoom account names that do not match registered information will not be permitted into the meeting.
- 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.

4. 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.

5. 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.
- d. Participants will be removed from the online meeting when the Board enters Executive Session.