

How to Register for a SRCA Special Board Meeting

Registration in advance is required (unless otherwise stated) to attend SRCA Board meetings so that we can verify that attendees are homeowners and a member of the SRCA. Non-members are normally not permitted in the meeting.

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

- 1) Email STONEB@Ciramail.com by **12:00 PM (Noon) CST the day PRIOR** to the Special 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) In response to your email, you will receive an email confirmation reserving your attendance.
- 3) On the day of the meeting, you must arrive at the office to sign in well before the meeting begins.
- 4) Note: In-person attendance is NOT guaranteed - we are limited in capacity due to fire code, so we confirm registration for in-person attendance on a "first come, first served" basis.

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

- 1) Email STONEB@Ciramail.com by **12:00 PM (Noon) CST the day PRIOR** to the Special 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.)**

What To Expect

1. DEADLINE.

All attendees must register by **12:00 PM (Noon) CST the day PRIOR** to the Special Board Meeting.

2. VIA ZOOM:

- 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 may not be permitted into the meeting.
- b. You may 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 may 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.