



P.O. Box 37, De Leon Springs, FL 32130-0037

VIRTUAL MONTHLY MEETING

POLICY

Due to the ongoing pandemic the Board has determined that it is in the best interest of the membership to conduct monthly board meetings in a safer environment. As of this notice the monthly meetings will be held on a virtual platform. We will purchase a Zoom Video Communications license for one year. During that time period we will assess the state of the pandemic and the ability to adequately complete HOA business in a virtual platform. Those two factors will be used to determine the course for future monthly meetings.

The virtual meetings will be held in accordance to Roberts Rules of Order. Time lines for member input and topics will adhere to as with the 'in person' meetings. All members will be allowed access to the meetings by computer, landline phone, mobile phone or tablet. Any member who does not have access to a device can contact the President who will arrange for their participation. Any member who needs assistance with the virtual platform can contact the President who will arrange for support prior to the meeting.

PROCEDURE

Board and committee members will be provided log in and call in information for the monthly meeting via email when the agenda is circulated. Any member who wishes to participate in the monthly meeting will contact the President one week prior to the monthly meeting. The President will provide log in and call in information for attending the virtual meeting once the attendance request has been received.

The President will serve as the host of each monthly meeting. The Vice President will serve as the co-host of each monthly meeting. If the President is unable to attend the monthly meeting, the Vice President will serve as host and the Treasurer will serve as co-host. The purpose of the host and **co-host** designations will be to allow those individuals to manage the security features of the system.

Members are expected to display their first and last name if they are accessing the virtual platform through the web or Zoom app. Members joining by phone, through the call in option, must use a phone number that is on file with the Homeowners Association so that identities can be verified. Meetings will also require a password for access.

Members are expected to mute themselves when they do not have the floor.