

South Winds Homeowners Association, Inc.
Annual Meeting – Zoom Tips & Etiquette

Dear Neighbors,

In anticipation of our first ‘virtual’ Annual Meeting, which will convene via “Zoom,” here are a few suggestions:

- While you can join the meeting directly from your web browser, we recommend that (if you do not already have Zoom) you download the Zoom app from its [website](#) in advance of the meeting, as it will save you a few minutes when you join.
- Also suggest that you establish a (free) Zoom account (again, assuming that you don’t have one already) before the meeting.
- The annual meeting will begin at 7 PM on 08 December, but we suggest that you log into the meeting via the link we will provide **no later than 6:50 PM** so that we can work out any technological glitches in advance of the start of the meeting.
- We suggest that when you join:
 - Click the ‘Join with Computer Audio’ option (after testing your speaker and microphone to be sure that both are functioning and turned up)
 - Mute your microphone (lower left corner of screen) upon entry and only unmute when you wish to speak (muting again once you are finished speaking)
 - Keep your camera on throughout the meeting.
 - Choose ‘gallery view’ (click in the upper right corner) so that you can see the rest of the meeting participants
- During the meeting:
 - We will be using “polls” to vote on motions; these will pop up on your screen when a motion is advanced for a vote, at which time you should choose your option and click ‘submit’
 - When you wish to speak, use the electronic ‘raise hand’ option to be recognized and given the floor by the president
 - We will use the ‘share screen’ option on occasion to share documents such as the budget.
- If you have any questions about installing or using Zoom in advance of the meeting, please email Stuart Fisher (stuart.b.fisher@gmail.com). If you encounter difficulties while you are trying to log into the meeting, or during the meeting, please text Stuart at 202-758-4045.