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HOMEOWNERS ASSOCIATION  
OF TELlico VILLAGE, INC

Your Voice in the Village



## HOA Board Meeting

Monday, June 1, 2020

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### HOA Board Meeting Invitation via Video Conference Normally held 1<sup>st</sup> Monday of every Month. 09:00 a.m. to 11:00 a.m. Eastern Time

Following COVID-19 prevention guidelines, the HOA Board has decided it will hold board meetings by video conference instead of in-person for the foreseeable future. HOA Board meetings are open to all HOA members and residents to attend.

We will be using a videoconferencing application call **Zoom**. It is very easy to use and simple to set up.

To Join the Zoom Meeting – simply click on the link below and follow the instructions. Or copy the URL into your browser and click SEND.

<https://us02web.zoom.us/j/86588803177?pwd=NnpXVXF3c3VHWGVDCjU2QnNGVXI6UT09>

**Meeting ID: 865 8880 3177**

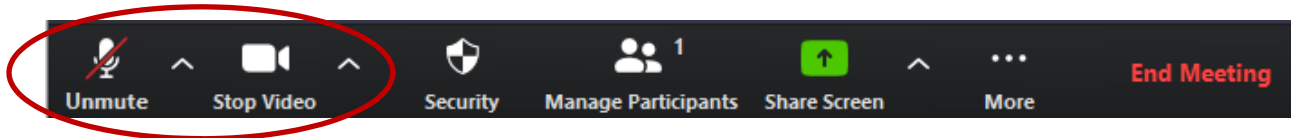
**Password: 617666**

You will be redirected to the Zoom site and a small application will be downloaded on to your computer, mobile phone, tablet, or laptop enabling you to connect to the meeting. The applet is safe. If you wish you can remove it after the meeting or leave it on your device for future Zoom meetings.

You may be asked to enter the Meeting ID and Password. You may also be asked to test your microphone and speakers so you can hear and speak during the meeting. Just follow the instructions. It is a good idea to do this before the meeting to make sure everything is working properly. We recommend that you join the meeting a few minutes before the start so you can check everything out.

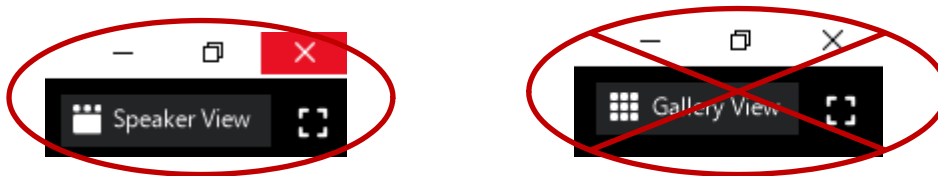
Once you have everything set up, if the meeting hasn't started, you will be placed into a "Waiting Room". A message will appear stating that the meeting will start soon. You don't have to do anything more at that point. You will automatically be added to the meeting when it starts.

Once the video screen opens you will see a video of yourself (and perhaps others) and the following menu bar.



The only controls you need to worry about are the two on the left: *Mute/Unmute* and *Start/Stop Video*. Leave video on (as it is shown) all the time, and **keep your microphone muted (as it is shown) unless you are speaking**. Click on the icon or hit your spacebar to turn mute on or off.

At the top of your window on the right, you will see a button *to change* from "Gallery View" to "Speaker View".



Keep the window set to "Speaker View". If "Gallery View" is showing, click on the icon. It will change to "Speaker View". With "Speaker View" showing, you will be able to see everyone who is in the meeting, including yourself. When someone is speaking, their picture will be highlighted. If "Gallery View" is showing, you will only see the Speaker who is talking at that moment. It may seem backwards, but that's how it works.

### AUDIO ONLY

If you are unable to connect to the video conference or for some reason your microphone is not working, you can dial in to any of the numbers below and follow the instructions to participate by audio only.

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

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