

Zoom Meeting Tips and Tricks

Join the call early to test your audio and video. Note: there will be no waiting room, so when you join be prepared to automatically enter the call.

If possible, please join on one device per household. This will make it easier for us to take attendance and count votes.

All participants will be muted by the HOA president at all times, there will be no need to unmute during the meeting.

You may submit questions and comments via the Chat feature in Zoom. (On laptops the chat feature is located at the bottom of the screen, make sure "everyone" is always selected on the dropdown menu in the Chat feature so all participants can see your questions.) Someone will be monitoring the chat section for the course of the meeting. At the end of each agenda item, the president will respond to any relevant questions or comments.

Make sure your computer/device is fully charged, or connected to a charger, especially if you are using your camera (being on camera is optional!). Zoom meetings can eat up a good bit of computer battery.

There are two settings for visibility during the call, speaker and gallery. If you would like to see the speaker only while they are speaking, please select speaker view. If you would like to see all participants please select gallery view. This option is usually located in the top right corner.

If you become disconnected during the meeting, you will be able to rejoin.

Two votes will take place at the end of the meeting:

- approve the budget
- elect the slate of officers.

For both votes, you will submit one vote per household via chat.

The meeting, and the associated chats, will be recorded.

Please do not share the zoom link with non Fiddlers Marsh homeowners/residents.