

# GlenOak Hills Community Association

## Electronic Meeting Instructions

Dear GlenOak Hills Homeowner(s),

The next General Board Meeting is scheduled for **Thursday, May 28, 2020, at 6:30 PM.** To attend the meeting you must first register. Below are two (2) options to register for the meeting.

### **Option 1: Attending the Meeting by Phone Only (no internet access)**

If you do not have internet access then please contact the Community Manager Karen of Avalon Management at (951) 699-2918 extension 111 to obtain instructions on how to call into the meeting. Homeowners must contact Avalon Management **at least 24 hours in advanced.**

**Helpful Video:** <https://www.avalonweb.com/how-to-attend-zoom-meetings-by-phone.html>

### **Option 2: Attending the Meeting by Computer, Laptop, iPad, and other electronic devices.**

Click the link below to register for this webinar. Registration will be closed 1 hour prior to the start of the meeting.

<http://www.zoom.us/join>

**Meeting ID:** 912-0481-4635

After registering online, you will receive a confirmation email from Zoom Video Conference containing information about how to join the webinar.

**Helpful Video:** <https://www.avalonweb.com/how-to-attend-zoom-meetings.html>

### **Open Forum Instructions**

Those who would like to speak during the “Open Forum” portion of the meeting must have a microphone set up on or built into their computer or laptop. If you do not have a microphone on your computer then you will have the option to call into the meeting through your cellphone or landline to listen to the meeting while also watching the meeting on your computer screen.

Instructions on how to call into the meeting will be provided once you have registered for the meeting. If you are calling into the meeting through a cellphone or landline then please turn off the volume on the computer/laptop to prevent echoing during the meeting.

Upon entering the meeting, all attendees will automatically be muted. At the beginning of the meeting, homeowners will be given approximately 30-minutes to submit their request to speak. If you would like to speak during “Open Forum”, please complete one of the five options below:

**Option 1:** Homeowners will have the option to submit their request to speak during open forum on the Zoom registration website.

## Webinar Registration

---

Topic	GlenOak Hills - General Session Meeting
Time	Apr 23, 2020 06:30 PM in <a href="#">Pacific Time (US and Canada)</a>

---

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Address \*

Phone \*

\* Required information

Would you like to speak during open forum? \*

☐ Yes

☐ No

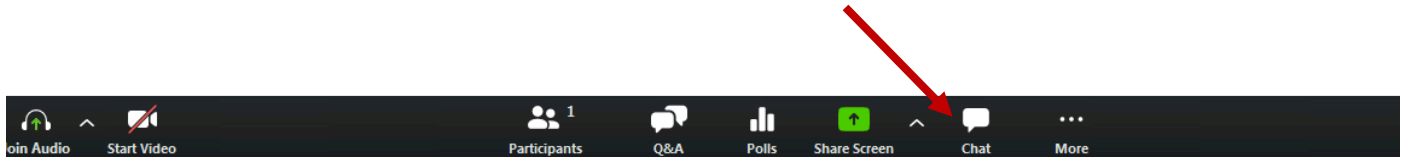
Register



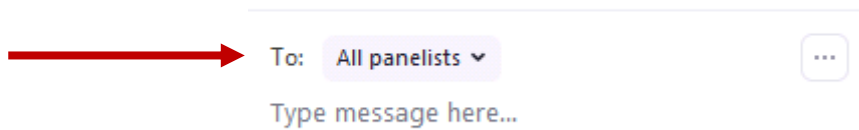
**Option 2:** Submit the attached “Open Forum” form prior to the meeting and email it to [Karen@avalonweb.com](mailto:Karen@avalonweb.com). Requests must be received by Avalon Management **at least 24 hours prior to the meeting.**

**Option 3:** If you are accessing the meeting via a computer, laptop or phone app then you will have the option to request to speak during “Open Forum” using the chat feature that ZOOM provides. Please send a private message to Avalon Management stating the following: name, address, phone number and the topic you want to speak about.

- a. From the Zoom toolbar, click on “Chat.”



- b. Change message recipient from “everyone” to “All Panelist.”



- c. Send a private message requesting to speak during “Open Forum” with your name, address, and phone number and the topic you want to speak about.

**Option 4:** If you are accessing the meeting only through your telephone (not through a web browser) then please email a Request to Speak form to [Karen@avalonweb.com](mailto:Karen@avalonweb.com) **at least 24 hours prior to the meeting.**

**Option 5:** You may also contact Karen of the Avalon Management Group by calling (951) 699-2918 extension 111. Please leave a message with your name, address, phone number you will be calling from and the topic you want to speak about. Please submit your **request at least 24 hours prior to the beginning of the meeting.**

The time allotted for Open Forum will be up to 30 minutes. Homeowners will be chosen to speak in the order from when their requests are received. If you have any questions, please contact Karen at [Karen@avalonweb.com](mailto:Karen@avalonweb.com) or (951) 699-2918. We look forward to our first virtual meeting for the Association!