SUN RANCH OWNERS' ASSOCIATION

Joining Board Meetings by Zoom

How-To Guide and Meeting Guidelines for Members

Members can now watch and take part in regular monthly Board meetings from home by computer, tablet, smartphone, or a regular phone. This guide explains how to join and the ground rules that keep the meeting running smoothly.

This is our first Zoom meeting. The Board is learning to manage Zoom while running the meeting at the same time. There may be some hiccups, and we appreciate your patience while we work them out.

Meeting Details

Meeting	Regular Monthly Board Meeting
Date	Saturday, November 21, 2026
Start time	9:30 a.m., or immediately after the in-person special membership meeting adjourns, whichever is later
Zoom link	https://us06web.zoom.us/j/84288362225?pwd=jv2VepLmLr05XLuLXOmPRJ4ZSgWbhX.1
Meeting ID	842 8836 2225
Passcode	048896
Call-in number	(253) 215-8782 or (253) 205-0468
One-tap (smartphone)	+12532158782,,84288362225#,,,,*048896#

Before the Meeting

- **Pick your device.** A computer, tablet, or smartphone lets you see and hear the meeting. A regular phone (landline or cell) lets you listen and speak with no internet needed.
- **Install Zoom ahead of time.** On a phone or tablet, download the free Zoom Workplace app from the App Store or Google Play. On a computer, the meeting link will prompt you to install Zoom, or you can choose “Join from your browser.”
- **Test your setup.** Visit zoom.us/test any time before the meeting to check your speaker, microphone, and camera.
- **Keep the meeting email handy** so you have the link, Meeting ID, passcode, and call-in number.
- **Find a quiet spot.** TVs, dogs, and wind all carry over an open microphone.
- **Spotty internet?** The phone call-in option is often more reliable than video on a weak connection.

How to Join

By computer, tablet, or smartphone

1. Click the Zoom link in the meeting email (or open Zoom and enter the Meeting ID and passcode).

2. When asked for your name, enter your **first and last name and lot number**, for example: *Jane Smith – Lot 142*.
3. Choose **Join with Computer Audio** (or **Wi-Fi or Cellular Audio** on a phone) so you can hear.
4. You will be placed in the **waiting room** until the meeting begins.

By regular phone (no internet needed)

1. Dial the call-in number from the meeting email.
2. Enter the **Meeting ID**, then press **#**. If asked for a participant ID, just press **#**.
3. Enter the **passcode**, then press **#**.
4. You will hear that you are waiting for the host to let you in.

Phone callers appear on our screen only as a phone number. After you are admitted, the chair will ask phone callers to state their name and lot number for the attendance record.

Why You May Wait: The Waiting Room

On November 21, a **special membership meeting** is held **in person only** at 9:00 a.m., just before the Board meeting. It will not be on Zoom. The Board meeting begins at 9:30 a.m. **or as soon as the special meeting ends, whichever is later**, so the start may be delayed.

The Zoom meeting opens at about 9:30 a.m. You will see a message that you are in the waiting room. **Please stay connected; you have not been disconnected and the link is not broken.** Everyone will be admitted together when the Board meeting is called to order.

Meeting Guidelines

- **Identify yourself.** Your Zoom name must show your name and lot number. Only identified Association members will be admitted. If we can't tell who you are, we will ask before letting you in or recognizing you to speak.
- **Stay muted.** All remote participants will be muted on entry. Please stay muted unless the chair calls on you.
- **Comment during the Open Floor.** Member comments are taken during the Open Floor portion of the agenda (right after approval of the minutes). Use **Raise Hand** (or press ***9** by phone) and wait to be called on. Speakers are taken in the order hands are raised, in-person and remote alike. The chair may set a time limit per speaker.
- **State your name and lot number** each time you begin speaking.
- **Board discussion is for the Board.** Outside of the Open Floor, members observe. Only Board members make motions and vote.
- **No recording.** Under the Association's Remote Participation Policy (Resolution 2026-03), members may not record the meeting by any means, including screen recording, audio recording, or photographing the screen.
- **Chat is private to the host.** You can use chat only to message the meeting host or co-host, for example about a technical problem or if your microphone isn't working. Members cannot chat with each other or with everyone. Comments typed in the chat are not part of the meeting record; to comment, raise your hand during the Open Floor or email the Board.
- **Video is optional.** You are welcome to keep your camera off. If you turn it on, please be mindful of what is visible behind you.
- **Be respectful.** The same courtesy expected in the room applies online. The chair may mute or remove a participant who is disruptive.

- **Closed (executive) sessions.** If the Board enters a closed session, remote observers will be moved back to the waiting room and readmitted when the open meeting resumes.

Quick Reference: Zoom Controls

To…	On computer, tablet, or phone app	On a regular phone
Mute / unmute	Click the Mute / Unmute microphone button	Press *6
Raise your hand	Click Reactions (or More) → Raise Hand	Press *9
Change your name	Click Participants → hover over your name → More → Rename	Not available; the chair will ask your name
Turn video on/off	Click Start / Stop Video	Not applicable
Leave the meeting	Click Leave (bottom right)	Hang up

If Something Goes Wrong

- **Can't hear?** Check that your device volume is up and that you joined with computer/device audio. On a computer, click the arrow next to the microphone button to choose a different speaker.
- **Others can't hear you?** Make sure you are unmuted (or press *6 by phone) and that the correct microphone is selected. If it still doesn't work, send the host a chat message.
- **Dropped out?** Just click the link or call in again. You may return to the waiting room briefly.
- **Video freezing?** Turn your video off, or switch to the phone call-in number.
- **If the Board loses its connection,** the meeting continues in person. We will try to reconnect using the same link, so please stay in the meeting or rejoin in a few minutes.

Questions

Questions before the meeting? Email the Board at **sunranchmemberstonasket@gmail.com**. We are not able to provide live technical support during the meeting, so please test your setup ahead of time.

Thank you for your patience as we try this for the first time!