

Teleconferencing Instructions

Because we are trying to follow guidelines regarding the Corona Virus our Board of Directors meetings will be conducted via teleconferencing. The Board of Directors encourages all of our residents to participate in the meeting. For those of you who have never been involved with teleconferencing it is very easy. Follow the directions below.

1. Dial from any phone- **1-605-475-6700**
2. Enter Access code when prompted **1572623**. You will be asked to use the **#** key after you enter the access code.
3. The **automated operator will repeat the access code** you entered and request you to **press 1** if the number is correct.
4. After you press 1, the **automated operator will ask you to record your name and press the # key.** You will then **be entered into the conference call** and your name will be announced so everyone knows you are present on the call.

Courtesy tips:

1. Call in from a noiseless location. If you cannot do that place your phone on mute so you can hear but the conference will not hear background noise. If you want to speak you will have to release the mute button.
2. Call in on time.
3. Introduce yourself as you come on to the call.
4. Say your name before speaking so everyone is aware of who is talking.
5. Avoid shuffling papers and talking to other participants.

Thank you for your patience and cooperation during these trying times. Our primary goal as a board is to keep our community safe by following recommended guidelines. We are going to continue managing our association in a responsible, transparent manner.