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Timeshare Owners Association – Zoom Meeting Decorum

To ensure a smooth and respectful experience during our virtual meetings, we kindly ask all owners to observe the following guidelines:

- **Please join the meeting on time** and write your full name in the chat for identification purposes.
- **Keep your microphone muted** until the moderator acknowledges your raised hand during the questions and discussion section of the meeting. This will also help reduce background noise.
- **Enable your camera when possible**, and ensure your background is appropriate and free of distractions.
- **Minimize interruptions** by choosing a quiet location and staying focused on the meeting discussion.
- **Engage respectfully**—both when speaking and when using the chat feature.
- **Please use the “Raise Hand” feature** if you wish to speak during the question and discussion section of the meeting.
- **Submit your questions in the chat**; they will be addressed during the designated questions and discussion portion of the meeting.
- **Do not record or distribute any portion of the meeting** without prior approval from the Association.

Your cooperation helps us maintain a respectful and productive environment for all owners.
Thank you!