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# MAGNOLIA POINT COMMUNITY ASSOCIATION, INC.

A Florida Corporation Not-for-Profit  
% May Management Services Inc.  
475 West Town Place, Suite #112 • St Augustine, FL. 32092  
904.273.9832 ext 412  
<https://www.magpt.com>

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## INSTRUCTIONS FOR DIALING-IN TO THE VIRTUAL BOARD MEETING CONFERENCE CALL

1. Members who wish to dial in and listen or ask questions/make comments to the Board must call the Audience Dial-in Number (from any phone) at **1-646-558-8656**.
2. After connection to the conference line is established, you will be prompted to enter the **Meeting ID number: Meeting ID: 952 3426 1809#** then you will be prompted to enter the **password: 445681#**.
3. Note: you may be asked to key-in the password twice.
4. Once you are connected to the conference call, you will automatically be muted.
5. When the Board meeting gets to item #12 Member Questions/Comments, the host will call out the last four (4) digits of each attendees phone number. If you wish to speak, **press \*6** on your keypad, **state your name**, then **make your comments or ask your question(s)**. You will automatically be muted at the conclusion of your remarks. Members are reminded that they are limited to three (3) minutes to address the Board.
6. When the meeting is adjourned, you may simply hang up.

## RULES FOR THE CONDUCT OF VIRTUAL BOARD MEETINGS

- The Board meeting will begin on time. Members who wish to dial-in to listen to the meeting are asked to connect 5-10 minutes prior to the meeting. The meeting host, May Management Services, will activate the conference call approximately 10-15 minutes prior to the meeting to give everyone time to establish a connection.
- Each time a person speaks, they must announce their name. When a motion is offered and/or seconded, Board members will state their name. The Secretary will take a roll call vote for each motion considered and announce the results.