

**THE GOLF VILLAS LANDSCAPE ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING – December 15, 2022, 6:30PM**

NOTICE IS HEREBY GIVEN of a Board of Directors Meeting of the Golf Villas Landscaping Association, Inc. on Thursday, December 15, 2022, 6:30 p.m. at 3701 South Osprey Avenue, Sarasota, FL 34239 **via Zoom. (Meeting I.D. 841 3148 7660 and Password: 031104)** If you do not have Zoom, members can use the free telephone conference call number **(1-305-224-1968)** Please mute your phone until Owners Comments section of the meeting.

**CALL TO ORDER / ESTABLISH QUORUM**

**PROOF OF NOTICE**

**APPROVAL OF NOVEMBER 17, 2022, DECEMBER 1, 2022 BOARD MEETNG MINUTES**

**APPROVAL OF NOVEMBER, 2022 FINANCIALS**

**PRESIDENT'S REPORT**

**OFFICER'S REPORTS**

- Treasurer
- Secretary
- Vice President

**COMMITTEE REPORTS**

- Web Site – Gene Rado

**OLD BUSINESS**

**NEW BUSINESS**

- Backflows.

**OWNERS CONCERNS OR COMMENTS (limited to 3 minutes each)**

**BOARD MEMBER COMMENTS**

- Steve Matzke
- Debbie Tyo
- Larry McGoldrick
- Kathy Zuege

**SCHEDULE NEXT MEETING – January 26, 2023**

**ADJOURNMENT**

**Additional Agenda Items may be added 48 hours prior to meeting.**

Zoom Instructions on Next Page

# Zoom Instructions

## Getting Started with ZOOM

Zoom requires a computer, Chromebook, tablet, or smartphone.

If you will be using a mobile device, download the **Zoom Cloud Meetings app** (available at the Google Play and App Store.)

If you are using a computer you will need speakers, a microphone and a camera.

**We recommend using a mobile device as these features are already located within the device.**

## Joining a ZOOM Meeting

- Join the meeting by clicking on the ZOOM link provided.
- Click Open Zoom Meetings and run ZOOM.
- If you see a message that states “Please wait for the host to start the meeting” it means the meeting has not started. Please wait.
- Click to join with or without video.
- Click to join with audio.

## ZOOM Controls

Using the icons along the bottom of the screen you can:

- Mute/Unmute your microphone - please mute your microphone during the meeting to limit background noises. You can un-mute your device to ask a question.
- Turn on/off your camera - turning your camera on allows you to be seen. All members can also see you when your camera is on.
- View participant list - this opens a list of all people logged into the meeting. This also has an option to ‘raise your hand.’ If you click to raise your hand, it will notify the host that you would like to talk.
- Chat - this opens a chat window where the host can see any questions you may have and respond to you.

