



Eastwood Virtual Meeting Procedures

- If an owner wishes to speak during the Residents Forum section of a board meeting, a request must be made by 1 hour prior to the start of the board by emailing the association at manager@eastwoodcommunity.com or calling 407-823-9494. Owner must provide their Name, Eastwood Address, and phone number(if calling in).
- Board members shall sign in at least 10 minutes prior to the meeting start time.
- During the homeowners' forum, a 30 second warning will be provided. Residents shall keep their comments to a 3-minute limit.
- Board members shall raise their hand (physical or icon) and wait to be recognized when they wish to speak.
- When a Board member has been provided the floor, others shall not interrupt. If they do, they are out of order and subject to being muted.
- If a Board member is off topic and/or out of order, they are subject to being muted.
- Board members should state their comments concisely and keep to 3 minutes.
- During a Motion comment period, each Board member will have an opportunity to provide comment. Once all have had an opportunity, if a member who already spoke wishes to state something additional and different from their original comments they may be recognized. Repetition of any previous comments shall not occur.
- If a resident interrupts, they will be muted on the first incident. If they continue to interrupt, they will be muted and reminded they are being disruptive.