

BEAR CREEK LAND OWNERS' ASSOCIATION



82 East Coach Drive, Antonito, Colorado, 81120

Procedure for Participation in Bear Creek Landowners Association Board Meeting via Conference Call (10-1-2016)

Procedure for the Host.

When the agenda for a meeting is distributed, the Board/Host will notify the membership whether access by conference call will be an option and attach a copy of these procedures to the notice, along with the date, time, dial-in number and access code.

Approximately 10 minutes before the meeting time, the Host will set up the conference call telephone set so that the receiver is in the middle of the Board Conference table. Press the hook button to get a dial tone. Dial the Conference Dial-in Number: **1-605 475-4700**. Wait for the prompt and then dial the **Host Access Code: 230914***. The conference call will be announced.

If the Host wishes to activate the *Free Conference Recording, to start recording, the Host hits: *9, then the PIN (Subscriber PIN code: 932848#)*. To stop the recording, the Host hits: *9 a second time. During the free live conference, the host can start recording at any time by pressing *9. The system disconnects him/her from the free live conference and prompts for the Subscriber PIN. If the Subscriber PIN is valid, the host is returned to the conference and all attendees are notified that the recording option has been started. This should be done before the meeting starts. To stop and save the recording, the host will press *9 again.

Procedure for a Board Member Participant:

Approximately 5 minutes before the meeting time, dial the Conference Dial-in Number: 1-605 475-4700. Wait for the prompt and then dial the Participant Access Code: 230914#. The conference call will be announced. If you are disconnected for any reason, reconnect using the same process.

Once on the conference call, announce yourself by name. When not speaking, put your phone on mute so that background noise and static will be minimized. When wishing to speak, wait for a pause and request recognition from the President to speak. When done speaking, return the phone to mute.

Procedure for a BCLOA Member to Participate:

Approximately 5 minutes before the meeting time, dial the Conference Dial-in Number: 1-605 475-4700. Wait for the prompt and then dial the Participant Access Code: 230914#. The conference call will be announced. If you are disconnected for any reason, reconnect using the same process.

Once on the conference call, announce yourself by name. Put your phone on mute so that background noise and static will be minimized. If wishing to speak, wait for the President to invite members to speak and take your phone off of mute. Once recognized, speak clearly into the phone. When your turn to speak is completed, return the phone to mute.

The Conference Call Polycom Phone is kept in the office of the Maintenance Building.