

21 September 2020

Dear Fellow Wissler Ranch Home or Lot Owner,

The annual meeting of the members of the Wissler Ranch Homeowners Association (HOA) will be Saturday, October 24, 2020. This will be an on-line meeting. The HOA will use the Cisco Webex platform. You do not have to have a Cisco Webex account to participate. Please mark your calendars and plan now to attend!

At this meeting, the officers and committee chairs will report on their areas of responsibility and the membership will conduct other business of the Association.

In addition to reports and reviewing old business, there will be a “new business” portion of the meeting. If you wish to speak on an issue or raise an item of new business send a synopsis of the item to Secretary@wisslerranch.com by October 1st to be included in the agenda.

Enclosed with this letter is a proxy card with pre-paid postage. If you aren’t sure you will be able to attend the meeting, kindly complete the proxy card, sign, date it and put it in the mail or into the HOA drop box on the north wall of the mail box structure. A quorum of property owners is required to convene the meeting. Members may attend in person (on-line) or they may assign their proxy to a person of their choosing. Proxy holders may not re-delegate your proxy to anyone else so it is important they attend. If you do attend, you may withdraw your proxy during the sign-in period before the meeting.

Details:

* Location – On-line. In order to be able to verify a quorum and to try and avoid hacking, there is a two-part process to register and enter the meeting. A computer or tablet is required.
* **Registration – on-line registration the week prior to the meeting. Registration ends at 9:00 AM, Saturday, October 24, 2020.**
	+ Registration is required in advance of the meeting through the link in the electronic meeting invitation which will be sent to all members of the Association for whom the HOA has an email address.
		- The email will come from Cisco Webex, messenger@webex.com. Please be sure your email client is set to allow this address through your spam filter.
		- You can use the Cisco Webex platform as a “guest” and do not need an account.
		- When registering, you will be required to enter your first and last name, Wissler Ranch street address and email. Only one registration per property will be permitted. After you enter the information the screen will indicate your registration is being reviewed.
		- After your registration is reviewed, you will be sent an email stating your registration has been approved with a link to join the meeting and the meeting password also from messenger@webex.com.
	+ Proxies must be on file with the association prior to the end of the registration period. If not, they will not be counted toward the quorum or voted. Proxies returned by mail and received by October 22nd will be on file prior to the end of the registration period. Cards deposited in the HOA box by 5:00 PM on October 22nd will be on file prior to the end of the registration period.
* **Meeting Opens 9:30 AM on October 24nd.**
	+ The meeting will be “opened” on-line at 9:30 and you can join the meeting by clicking on the link in the second email and entering your first and last names, email address and the password. In order to have clarity during the meeting as to who is participating and speaking, you must enter your first and last name.
		- When you first sign in, the site will provide the opportunity to verify and adjust your microphone, camera and speaker settings and indicate that you will join the meeting once the host admits you. Once admitted, you will automatically join the meeting. Sign-ins without last names will not be admitted to the meeting.
			* Camera, microphone and speaker settings are controlled by you in your computer or tablet “Settings” and in the meeting window in your browser. The host of the meeting can not modify your settings except to “mute” participants in the meeting.

**10:00 AM** **– Meeting convenes**. The President calls the meeting to order. In order to avoid talking over one another, please hold your questions until the speaker concludes their remarks and asks if there are questions. Then, kindly use the virtual “hand raise” button next to your name to indicate you wish to speak and you will be called on. Alternatively, you may send a “chat” to the host and have your question asked for you.

* 12:00 PM – Meeting adjourns or earlier if business is finished earlier.

**If you aren’t sure whether or not the Association has your email address, kindly send it to** **WebConf@WisslerRanch.com** **along with your name and Wissler Ranch Address**

We are looking forward to seeing you at the meeting.

***The Board of Directors***

***Wissler Ranch Homeowners Association***