

The Swann Keys Civic Association, Board of Directors will conduct a regular Board of Directors Meetings and other announced meetings using our WebEx Teleconference.

WE WILL RESUME IN PERSON MEETINGS FOR RESIDENTS AS SOON AS COVID RESTRICTIONS ARE RELAXED. WE MUST KEEP EVERYONE AS SAFE AS POSSIBLE.

For residents that want to attend a meeting by Teleconference:

1. We will be using the Webex Teleconference Services.
2. You must have a computer and sound to attend.
3. Smart Phones can also be used with the correct configuration.
4. We cannot guarantee that your computer is up to date or will accept teleconference programs.
5. The service we are using is an industry standard and very secure. You may want to go to Webex.com in advance to test your computer.
6. To join the meeting simple click this link up to 30 minutes prior to the meeting. At 5 minutes before the meeting will be locked for security reasons.

<https://jeffmarkiewiczandassociates.my.webex.com/meet/jeffm>

7. Follow the instructions on the screen.
8. All Webex participants will be muted to avoid any background noise or computer issues.
9. You will be able to see the Agenda, and many important document during the meeting.
10. Our license is for 100 participants. Plan to join early.
11. DO NOT GROUP CHAT DURING THE MEETING.
12. Feel free to Direct Message the Chairman with any questions / comments. We will work as many as possible into the discussion.
13. If you would like to ask a question during the Open Session please email it to Jeffm.swannkeys@gmail.com prior to Friday, August 14th at 5pm. We will try our best to get to your questions. All questions will be answered directly regardless of being presented during the meeting or not.
14. If you have a question that is a result of Board Discussion, please Direct Chat with the President your question.
15. We will attempt to get to as many questions as possible during the session. You maybe unmuted for your question depending on available time.

During these difficult times, the SKCA is doing everything possible to bring things back to normal. Just like last month there may be issues.