

## **West Winds Master HOA – Zoom Meeting Instructions**

### **Information-Only Meeting – November 18, 2025**

Welcome to the West Winds Master Homeowners' Association, Inc. information-only meeting, held via Zoom.

This meeting is intended to provide Members with updates, status reports, and Board communications in presentation format.

No votes, motions, or formal Board actions will occur during this meeting.

### **1. Zoom Access & Identification**

When joining:

- Please set your Zoom display name to your **full name** and use your **West Winds property address**. *Example: "Jane Smith – 1101 W Zephyr Ct."*
- Phone participants may be asked to identify themselves.

### **2. Purpose of the Meeting**

This is an **information-only meeting**.

The Board **may**:

- Share updates on HOA operations,
- Present project and maintenance reports,
- Provide reminders about CC&Rs and Association Rules,
- Review upcoming timelines and community matters.

The Board will **not**:

- Conduct votes,
- Make decisions requiring Board action,
- Debate motions,
- Engage in enforcement decisions.

### 3. Member Participation - Comment Period

Members may speak only during:

- The **Member Comment Period**, or
- When recognized by the Chair for clarifying questions related to the presentation

To request to speak:

- Use the **Raise Hand** button, or
- Type **“I’d like to speak”** in the chat

Comments are limited to **2–3 minutes** per Member (one-time).

### Speak Only for Yourself

To ensure fairness and due process:

- Members **must speak only on their own behalf**
- Members may **not** raise or describe another Member’s violation, dispute, or story
- Members may **not** speak on behalf of neighbors unless formally representing a sub-association board

### 4. Discussing Violations

Because this is a public Zoom meeting:

**✗ No Member may discuss another person’s violation or enforcement issue.**

**✓ If a Member wishes to discuss their own violation, they should:**

- Request an **Executive Session**, or
- Email [violations@westwindsHOAbozeman.org](mailto:violations@westwindsHOAbozeman.org)

**If a Member voluntarily raises their own violation publicly:**

The Board may require the Member to:

- Provide **full context** of the violation, **and/or**
- Authorize the Board to **share the full violation notice and all related communications** for Member transparency.

If the Member declines, the Board will redirect the matter to Executive Session.

## 5. Meeting Etiquette

To maintain a smooth presentation:

- Keep your microphone **muted** unless recognized
- Use video, if possible, when speaking
- Avoid interrupting the presentation
- Keep chat messages relevant to the meeting
- Respectful conduct is required at all times

Disruptive behavior may result in removal from the meeting.

## 6. Recording Policy

**✗ Members are strictly prohibited from recording the meeting.**

This includes:

- Audio
- Video
- Screen recording
- Screenshots
- Chat transcript saving

**✓ Only the Board may record, if it chooses, for minute preparation, publication of presentations by board members, or documentation.**

This protects privacy and prevents the spread of incomplete or inaccurate information.

## 7. After the Meeting

For follow-up questions or concerns:

- **General HOA Contact:** [contact@westwindsHOAbozeman.org](mailto:contact@westwindsHOAbozeman.org)
- **Violations / Enforcement:** [violations@westwindsHOAbozeman.org](mailto:violations@westwindsHOAbozeman.org)
- **Mailing Address:**  
West Winds Master HOA  
PO Box 11965  
Bozeman, MT 59719