



June 2022

**RE: Crest at Wailuna Board of Directors Meetings**

Aloha Crest at Wailuna Homeowners,

The Crest at Wailuna Board of Directors' Meetings are held on the 4<sup>th</sup> Wednesday of every month, except for November and December due to the holiday schedule. Check back for updated meeting date information for these months.

These meetings are for OWNERS OF RECORD only. We encourage you to attend these monthly meetings and ask for the following customary rules to be followed to assist the Board in conducting an *efficient* meeting:

1. Questions or comments should be emailed to the Property Manager (PM) one-week prior to the meeting. 90% of questions sent to the PM in advance, can be closed before the meeting. Contact information for the PM may be found at the bottom of this page.
2. Please label your "Zoom" caller ID accordingly to prevent your personal phone number from being displayed. For example: "Jane Doe, Lot 75". This will assist the meeting host in identifying owners who are waiting in the Zoom waiting room for entry into the virtual meeting.
3. The meeting host or Chair of the meeting will ask you to identify yourself upon entering the virtual meeting. Please unmute your microphone at that time and state your name and lot number. The host or Chair may disconnect you from the call if you fail to properly identify yourself in a timely manner.
4. Please keep your microphone MUTED during the meeting to prevent distractions from background noise, music, television, people, echoes, etc.
5. Please use the "raise hand" feature if you wish to speak or ask a question. Wait to be called upon by the Chair, and once you are called upon by the Chair, state your name and lot number. You may also use the "chat" feature, but the Chair may not see your comment right away.

The Zoom link may be found on the Crest Calendar (refer to the *monthly calendar* for all meetings).

Join Zoom Meeting

<https://us02web.zoom.us/j/81482004278?pwd= SXA1T0FMVDIvRVc5VURidW40aTdOUT09>

**Meeting ID: 814 8200 4278**

**Passcode: 422997**

TO CALL IN USE THIS NUMBER: 1-669-900-6833

Find your local number: <https://us02web.zoom.us/j/81482004278?pwd= SXA1T0FMVDIvRVc5VURidW40aTdOUT09>

Sincerely,

**Kanani Kaopua, PCAM®**

Vice President / Sr. Property Manager

Phone: 808-539-9501

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