

GLENMONT COMMONS HOMEOWNERS' ASSOCIATION
c/o Cedarcrest Property Management, Inc.
91 Clinton Road, Suite 2D, Fairfield, NJ 07004
Phone: (973) 228-5477 Fax: (973) 228-5422

Notice of Annual Meeting

November 20, 2020

Dear Unit Owner:

The 2020-21 Annual Meeting of the Glenmont Commons Homeowners' Association has been scheduled for **Thursday, December 10, 2020 at 6:00 p.m.**

Pursuant to the Governor's Executive Order 103 declaring a state of emergency due to COVID-19 and the April 14, 2020 amendments to the New Jersey Nonprofit Corporation Act, this meeting will be held entirely by means of remote communication, using the Zoom Video Communications application ("Zoom"). Instructions for participating via Zoom are attached. If you are not able to participate by computer, you may call in to the meeting by telephone using the attached instructions.

A practice Zoom session has been scheduled for November 30, 2020 at 7:00 p.m. You can participate in that practice session using the attached Zoom Instructions.

The meeting will commence promptly at **6:00 pm** and will end when all business has been completed or the meeting is adjourned. **YOU MUST CHECK IN BY ZOOM/TELEPHONE BEFORE THE MEETING BEGINS. CHECK-IN BEGINS AT 5:45 p.m.** The Facilitator of the meeting will keep you in the "waiting room" until the meeting commences. You may make comments or ask questions before or during the meeting as set forth in the attached "Procedures for Conduct of Remote Meeting."

Enclosed in this mailing is your **MEETING PACKAGE**. It contains the following (note that as there is no election, ballots and proxies are not included).

- 1. AGENDA**
- 2. INSTRUCTIONS FOR PARTICIPATING BY ZOOM**
- 3. PROCEDURES FOR CONDUCT OF REMOTE MEETING**

If any of the above items are not included in your package, please contact your Property Administrator, Lauren McIntyre, from Cedarcrest Property Management at (973) 228-5477 extension 300 immediately or via email l.mcintyre@cedarcrestpm.com

Sincerely,
Glenmont Commons Homeowners' Association

Thomas Chilenski
President/Senior Property Director
Cedarcrest Property Management
91 Clinton Road Suite 2D Fairfield, NJ 07004
(973) 228 5477 ext. 120 F (973) 228 5422
tom@cedarcrestpm.com

Glenmont Commons Homeowners' Association, Inc.

Annual Meeting

Thursday, December 10, 2020, 6:00 p.m.

AGENDA

The agenda which will be followed at the Annual Meeting will be as follows:

1. Call to order by President of the Board of Trustees
2. Presentation of proof that the meeting was duly called by the Board of Trustees and that Shareholders were notified of the date, time and place of the Annual Meeting
3. Unfinished business
4. New business
5. Adjournment

GLENMONT COMMONS HOMEOWNERS ASSOCIATION
PROCEDURES FOR CONDUCT OF REMOTE MEETING

The following procedures and requirements are hereby adopted for remote Owners' meetings of the Glenmont Commons Homeowners Association ("Glenmont").

(a) Glenmont's notice of each Owners' meeting conducted remotely shall contain the dial-in conference number and/or web address and all other information (e.g., meeting ID, password) necessary for Owners to participate in and access the meeting remotely. Glenmont presently uses Zoom video conferencing to conduct its remote meetings, which accommodates up to 100 participants, including those required to conduct the meeting. Owners may participate in the meeting either with or without the video feature, at their discretion.

(b) A representative of Glenmont (the "Facilitator") will take all steps reasonably necessary to assure that only Owners are participating in the meeting. The Facilitator shall keep Owners muted, except when they are selected to speak during the public portion of the meeting. Immediately after calling the meeting to order, the designated meeting Facilitator shall ensure that the Zoom link and dial-in number are working. If the Zoom link or dial-in number are not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned to another time. The procedures for commenting shall be announced at the beginning of the meeting. Also, the Chair shall explain that Owners who are not speaking must mute themselves. In the event that the meeting is being recorded, the Chair shall advise of same at the beginning of the meeting.

(c) Owners wishing to comment during the open portion of the meeting may post them using the Zoom chat feature. A representative of Glenmont's management shall monitor the chat room to assure that comments are communicated to the Board. In addition, Owners seeking to speak at the meeting shall request the opportunity to speak by posting a request in the chat room. Upon being recognized, the Owner's microphone shall be unmuted by the Facilitator. Comments shall be limited to three (3) minutes per Owner. Commenting Owners shall provide their names and addresses for the record. Upon the conclusion of an Owner's comments, the Owner shall be muted by the Facilitator.

(d) Owners may submit written comments to management in writing or by email to l.mcintyre@cedarcrestpm.com in advance of a meeting, which will be read during the public portion of the meeting. Owners submitting such comments shall provide their name and address; no anonymous comments will be accepted. E-mailed comments must be received at least eight (8) hours prior to the meeting. Mailed comments must be received by 12:00 p.m. the day before the meeting.

(e) Comments submitted prior to the meeting shall be read aloud by an authorized representative of Glenmont during the meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all Owners participating in the meeting have had the opportunity to comment. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized.

(f) Any Owner who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. Glenmont reserves the right to exclude those Owners who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Owners engaged in such conduct will receive a warning, and if the conduct continues, the Owner will be muted and his or her comments deemed concluded. If time permits, and after all other Owners have been given the opportunity to make comment and all comments submitted in writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused three (3) minutes of time originally allotted. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Chair, shall be removed from video and/or removed altogether from the meeting.

(g) Owners may also be immediately, and without warning, muted, removed from video and/or removed from the meeting altogether for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, or disability (this list is representative, not exclusive).

(h) The Board of Trustees, in its discretion, may change the technology for conducting remote public meetings from Zoom to an alternate acceptable form of audio/video-conferencing technology which accommodates an ample number of participants.

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11/20/2020

Re: Glenmont Commons 12/10/20 Annual Owner's Meeting and Practice Session
Zoom Meeting Instructions

Dear Glenmont Commons Homeowners,

In light of the Annual Open Meeting scheduled for December 10th, 2020 at 6:00pm via Zoom, please review the Zoom Meeting instructions outlined below:

INSTRUCTIONS FOR DECEMBER 10, 2020 ANNUAL MEETING

Step 1: Before starting, make sure your camera is connected to your computer. You can also use your smartphone or call in via land line for audio functions only. Give yourself a half hour before the meeting to test both the audio and the visual components. (**Tip-** You can do this directly through the Zoom app when you download it to your device.)

Additionally, a separate practice session will be held on Monday, November 30th at 7:00 pm. Zoom information for this practice session will be emailed to all Homeowners on file.

Step 2: Locate the Zoom meeting information and click the link. The meeting information will be emailed to all Homeowners on file and will look like the following:

Join Zoom Meeting

<https://us02web.zoom.us/j/89142719780?pwd=SkZxbStMZURwNW54dEd5enMyOXRrUT09>

Meeting ID: 891 4271 9780

Passcode: 796899

One tap mobile

+13126266799,,89142719780#,,,,,0#,,796899# US (Chicago)

+16465588656,,89142719780#,,,,,0#,,796899# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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Meeting ID: 891 4271 9780
Passcode: 796899

Step 3: The link will take you to the log-in page. At this time, please enter the Meeting ID number and the Passcode included in the Zoom info. (**Tip:** Copy and paste makes this much easier!) If you do not have access to a computer or you prefer to use the Dial In option, please use your phone to dial the New York number. Once you call, it will prompt you to enter the Meeting ID and Passcode.

Step 4: Once this is entered, you will see a waiting room screen. Please wait for a CPM staff member to let into the Zoom meeting. Check in will begin 15 minutes prior to the scheduled meeting.

Step 5: Once you are let in, a screen will pop up and your camera will turn on. At this time, you will be able to see all other participants and they will see you. **Please note that everything within view of your camera will be visible to others, so please avoid any distracting activity.** If you would like to turn off your camera at any point, you will see an option to do so located in the bottom, left-hand corner of your Zoom screen. All mics will be automatically muted upon entering.

Step 6: The meeting will now begin. Please view the agenda sent through both email and USPS. If at any point you have a question, you may type a comment in the chat. If you would like to speak out loud, please use the **"raise your hand"** function and you will be unmuted during the appropriate time.

To find **"raise your hand,"** simply hover your mouse over the Zoom screen, click "Participants" on the tool bar below, find your name in the participants list to your right, hover over it, and click the hand icon. To lower your hand, click the same icon.

Step 7: Enjoy the Zoom meeting! If you must leave before the meeting ends, please click the red "End" button located in the bottom, right-hand corner of your Zoom screen.

INSTRUCTIONS FOR NOVEMBER 30, 2020 PRACTICE SESSION

The Board has scheduled a practice session for November 30, 2020 at 7:00 p.m. for interested owners. The sole purpose of this session will be to enable owners to log in, and to assure that they are able to view and/or listen to the meeting, and be heard. You are **not** required to participate in this practice session. If you would like to take part in this session, the instructions are as follows:

Follow Steps 1 and 2 from the prior instructions but use the following information to join the practice meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/86375954033?pwd=YTgzY0ViVIZSaFkxQjVld0p2cloyQT09>

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Meeting ID: 863 7595 4033

Passcode: 879864

One tap mobile

+13126266799,,86375954033#,,,,,0#,,879864# US (Chicago)

+16465588656,,86375954033#,,,,,0#,,879864# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 863 7595 4033

Passcode: 879864

Follow Steps 3 and 4 from the prior instructions.

Step 5: Once you have entered, a screen will pop up and your camera will turn on. At this time, you can test your audio/visual functions in real time and familiarize yourself with toolbar located at the bottom of the Zoom screen. Take note of where the chat option is located and where to turn your camera on and off.

Please note that everyone will be able to see you as soon as you enter the meeting.

Step 6: Please take special note of the **“raise your hand”** function while familiarizing yourself with Zoom, as this will be an important function for the Annual Meeting. Please practice the following:

To find **“raise your hand,”** simply hover your mouse over the Zoom screen, click **“Participants”** on the toolbar below, find your name in the participants list to your right, hover over it, and click the hand icon. To lower your hand, click the same icon again.

Step 7: When you are done familiarizing yourself, click the red **“End”** button in the bottom, right-hand corner of your screen to leave the practice meeting.