

# CASTLE PINES NORTH



METROPOLITAN DISTRICT

January 7, 2020

## Board Meetings: Zoom In To Participate!

Please continue reaching out to us with questions, concerns, and insights by clicking the [E-MAIL US @](#) icon in the upper right of our website homepage at [cpnmd.org](http://cpnmd.org) and/or by contacting us via our respective cell numbers and email addresses below.

As always, please continue viewing CPNMD board meetings, via live-video stream, from our website homepage at [cpnmd.org](http://cpnmd.org) and/or via our video archives at [cpnmd.org/board-meetings](http://cpnmd.org/board-meetings).

Our next board meeting is scheduled for **6:00 p.m., Monday, January 11, 2021**. Consistent with COVID-19 pandemic guidance and direction from the Colorado Department of Public Health & Environment (CDPHE) and Tri-County Health, until further notice, if residents or property owners intend to participate in our monthly board meetings, including in our January 11, 2021 meeting, please follow the steps outlined below to **Zoom in**.

## Zoom Video Participation: Access, Process & Rules

- Step 1: View, download, or print the applicable board meeting agenda at [cpnmd.org/board-meetings](http://cpnmd.org/board-meetings).
- Step 2: At your earliest convenience, anytime **between now and 10:00 a.m. on the morning of the board meeting**, [click here](#) to complete the brief web-based sign-up form.
- Step 3: On the afternoon of the board meeting, staff will email to you a Zoom video **access link** and **passcode**.
- Step 4: Five-to-ten minutes before the meeting starts, click on the access link imbedded in the email from staff and enter your passcode.
- Step 5: Please be patient and wait in the virtual waiting room until the meeting begins at 6:00 p.m. Use these few minutes to turn on, and

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appropriately adjust, the camera, mic, speakers, and volume of the desktop, laptop, pad, or other device you are using.

Step 6: During the designated times on the agenda (i.e., opening and closing public comment periods and public hearings), **when we call on you**, please clearly state your:

- First and last name;
- Home address; and
- The neighborhood/subdivision in which you live (e.g., Bristlecone, Forest Park, Kings Crossing, Serena, Tapestry Hills, Winterberry, Esperanza, Castle Valley, etc.).

Step 7: Please share your thoughts with us for a maximum of three minutes.

Step 8: If you are disconnected, and still want to share your thoughts with us during the meeting, simply click on the same Zoom access link imbedded in the email from staff, and re-enter your passcode.

As we all do our best to wisely navigate the pandemic, we thank you for your continued interest and patience. Please contact our director of communications, Ken Smith, at [ken@cpnmd.org](mailto:ken@cpnmd.org) with questions.



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