

## VERDE SANTA FE COMMUNITY ASSOCIATION

### AUDIO AND/OR VIDEO RECORDING.

Pursuant to A.R.S. 33-1804(A), the following rule governs the audio and/or video recording of open portions of the meetings of the Board, the membership and committees:

- The terms "record" and "recording" shall apply both to audio and video recordings.
- Prior to the meeting beginning, any person intending to record the meeting shall inform the Board or Committee and other persons in attendance that it is his/her intention to record the proceedings.
- A form approved by the Association shall be provided to the person recording for signature wherein it is acknowledged that a recording of a meeting is not the official record of the meeting, the approved meeting minutes are the official record of the meeting; the Association does not make any representations as to the authenticity of the recording; recordings shall not be disseminated to members outside of the Association without the written consent of the Board or Committee chairperson; a recording of a meeting shall not be posted or otherwise made available on the internet or social media without the prior written consent of the Board or Committee chairperson; and all rules and regulations adopted by the Association will be adhered to during the recording of the meeting.
- All recording devices shall remain off until the presiding officer informs attendees that the meeting is about to be called to order and turned off immediately upon adjournment.
- Recording devices must not produce sound or distracting light emissions.
- In the event any recording device fails, the meeting will not be stopped while the device is reset or adjusted.
- If a recording video recording is being made, the device being used must at all times be directed at and framing the Board exclusively; in no event shall any other persons in attendance be recorded by video means without his/her express consent.
- A recording shall not be disseminated to members outside of the Association without the prior written consent of the Board or Committee chairperson.
- A recording of a meeting shall not be posted or otherwise made available on the internet or social media without the prior written consent of the Board or Committee chairperson.

Adopted by the Board of Directors of the Verde Santa Fe Community Association.

Dated: October 8, 2018

**VERDE SANTA FE COMMUNITY ASSOCIATION**

**AUDIO AND/OR VIDEO RECORDING OF MEETINGS**

It is my intention to record all or part of the Board of Directors meeting or Annual Meeting of the Verde Santa Fe Community Association or \_\_\_\_\_ Committee meeting taking place on \_\_\_\_\_ (date).

I acknowledge that I will follow all the rules and restrictions concerning the recording of meetings listed in the Rule adopted by the Verde Santa Fe Community Association Board of Directors dated October 8, 2018, a copy of which is attached to and part of this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_