

## **RULES AND REGULATIONS FOR AUDIO OR VIDEO TAPING OF BOARD MEETINGS**

1. Any owner intending to tape or video record a meeting must first provide the association written notice 24 hours prior to the start of the meeting;
2. Any owner intending to tape or video record a meeting must sign an acknowledgement form (see attached) prior to the recording of a meeting.
3. In order to prevent interruptions, all recording equipment must be in position 15 minutes prior to the start of the meeting;
4. Any recording equipment must not produce sound or distracting light emissions;
5. All owners utilizing recording equipment must set up the recording equipment in the place designated by the association;
6. All recording equipment is the responsibility of the owner, the association is not obligated to provide equipment;
7. If any recording equipment fails, the association will not stop the meeting while the equipment is reset;
8. Any owner recording a meeting must provide the association an unabridged copy of the recording within ten (10) days after the meeting;
9. Any recording shall not be disseminated to members outside of the association without the written consent of the board;
10. No recording of a meeting shall be posted, or otherwise made available on the internet, without the written consent of the board; and
11. A non-member is prohibited from recording the meeting without the prior written request and approval by the board.