

HIGH COUNTRY ESTATES Policies & Procedures

Rules for Recording Meetings of the Association Policy

The following rules shall apply to all open meetings provided for under the bylaws of the association, including, but not limited to, all meetings of the board of directors and its committees, and membership meetings (collectively, the “meetings”).

Due to the heightened risk of unlawful and unauthorized use of individuals’ images and/or likenesses, video-recording and/or other types of recording media that captures an individuals’ physical likeness, and the taking of photographs, shall not be permitted at any meetings. Only audio-recording that complies with the association’s rules is allowed.

Audio-recording by members of the association (“members”) will be permitted at meetings, provided all of the following requirements are satisfied:

1. Members who desire to conduct such audio recording must notify the association’s director of operations in writing at least three (3) business days in advance of the meeting to ensure that the meeting facility is set up to accommodate such audio recording.
2. Members who desire to conduct such audio recording must announce at the start of the meeting (prior to the initiation of such recording) and to all participants of the meeting that such recording will occur, which announcement shall be noted in the minutes of such meeting.
3. Members who record all or part of a meeting shall, no later than one business day after the meeting, provide to the association’s director of operations a complete, unedited, and decipherable copy of the recording capable of replay (“recording”), which copy shall become the property of the association. The copy of the recording shall be provided in one of the following formats:
 - a. If the recording was made in a digital electronic format, the copy must be provided in (i) a playable-audio on a compact disc or a DVD or (ii) in .mp3 format on a compact disc, DVD, or USB storage device.
 - b. If the recording was made on a cassette recorder, whether standard or reduced size (e.g., mini cassette or microcassette), the copy must be provided in (i) any of the formats provided for in 3)(c)(i) above,
 - c. or (ii) on a standard-size cassette tape.
4. Any compact discs, DVDs, USB storage devices, or cassette tapes (collectively, “storage mediums”) provided to the association in accordance with the foregoing provision, and the member who made the recording waives any and all ownership rights in and to such storage mediums provided to the association.

Such recording equipment shall:

- a. Be (i) held by the member conducting such recording, (ii) placed immediately

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in front of such member, or (iii) placed in an unobtrusively location mutually agreeable to such member and all parties in attendance at the meeting;

- b. Not obstruct any person's view of the meeting participants or any exhibits or displays;
- c. Not emit any noise during the meeting;
- d. Not emit any obstructive light, including, but not limited to, flashing light;
- e. Not impede any person's movement, and
- f. Not create any dangerous condition, including, but not limited to, tripping hazards resulting from wires.

In the event a court of competent jurisdiction finds a provision of this policy void or otherwise unenforceable, the other provisions shall remain in full force and effect.

The Board of Directors reserves the right to change policy as needed.

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Adopted by the board of directors of HIGH COUNTRY ESTATES HOA at a duly called meeting on the

22nd day of March, 2017.

The Rules for Recording Meetings of the Association Policy is APPROVED.



3/31/2017

Signature/Date

President

Title