

# SUNLAND VILLAGE EAST ASSOCIATION

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## Acknowledgment Form:

Homeowners must sign an acknowledgment form 24 hours prior to recording a meeting which would acknowledge the following:

- 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;
- Any recording shall not be disseminated to members outside of the association without the written consent of the board; and
- All rules and regulations adopted by the association will be adhered to during the recording of the meeting.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

## Rules and Regulations: For Tape Recording and Video Recording of Association Open Meetings;

- 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;
- In order to prevent interruptions, all recording equipment must be in position 15 minutes prior to the start of the meeting;
- Any recording equipment must not produce sound or distracting light emissions;
- All owners utilizing recording equipment must set up the recording equipment in the place designated by the association;
- All recording equipment is the responsibility of the owner, the association is not obligated to provide equipment;
- If any recording equipment fails, the association will not stop the meeting while the equipment is reset;
- Any owner recording a meeting must provide the association **an unabridged copy** of the recording within ten (10) days after the meeting;
- Any recording shall not be disseminated to members outside of the association without the written consent of the board;
- No recording of a meeting shall be posted, or otherwise made available on the internet, without the written consent of the board; and
- A non-member is **prohibited** from recording the meeting without the prior written request and approval by the board.

## Association Provided Recording:

In addition to permitting homeowners to tape and video record meetings, the association will consider recording all meetings and then providing a copy to member for a fee of two dollars.

Sunland Village East Association Board approval this date:

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