

**CIVANO I, NEIGHBORHOOD I
ASSOCIATION, INC.**

**Policy on Audio & Video Taping of
Meetings**

Administrative Resolution #14-01(Amended)

WHEREAS, the Association's Board of Directors directs the creation and maintenance of an official record of the formal proceedings of the Board in its approved meeting minutes, and will permit the unofficial recording of Board and Member meetings in accordance with this Policy Resolution; and

WHEREAS, A.R.S. §33-1804(A), Arizona Planned Communities Act, confirms the right of persons attending meetings of the Board or Members to audio record or video record those portions of the meetings that are open; and

WHEREAS, A.R.S. §33-1804(A), authorizes the Board of Directors to adopt reasonable rules governing the taping of open portions of Board and Member meetings; and

WHEREAS, these guidelines are adopted to ensure the recording of an open meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

NOW THEREFORE, BE IT RESOLVED THAT the following rules shall apply to all persons who bring audio and/or video recording equipment to any Board or Member meeting with the intention of using the equipment to record all or a portion of an open meeting:

1. Only those with a legal right to attend the Board or Member meeting may record the meeting with video or audio recording devices.
2. A person intending to video or audio record a meeting must provide the Board through the Association's community manager with written notice, at least 24 hours prior to the time the meeting is called to order, that the meeting will be recorded.
3. The community manager shall assure that a person intending to video record or audio record a meeting has a copy of this Resolution so he/she is familiar with the pertinent rules on recording.
4. All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the chairperson of the meeting. However, the recording device must be visible to the Board members at all times while in operation.
5. Prior to the meeting, the chairperson of the meeting will determine the location of each recording device so an attendee can video record the meeting with an unobstructed view and so there is not interference with the meeting or the reasonable view of the meeting by any

other attendee(s). This includes not having electrical wires or other obstructions placed in an area of the meeting room that will interfere with attendee's ease of egress and ingress.

6. The meeting chairperson may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with his/her video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the chairperson prior to the meeting.

7. A person that wants to audio record a public meeting shall sit with his/her audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting.

8. Any person recording a meeting must remain a reasonable distance from the Board or any other attendee.

9. All recording devices should be battery operated, as the Board cannot guarantee convenient availability or location of electric outlets in the meeting room.

10. Any person who audio or video records an open meeting in accordance with the provisions of this Resolution shall provide a copy of the recording to the Board, at the Association's expense, within 10 days of a written request for the recording. The Board shall have no power to edit or abridge the original recording.

11. No recording may be published, via internet, website or any other means, without prior written Board consent.

12. Any meeting recorded by the Association, the Management Company and/or the minute taker for minutes purposes only, will not constitute the Association's record of the meeting until such minutes have been reviewed and approved by the Board. The Association does not have to produce the recording in response to a request under ARS 33-1805, however, in the event a request is made and released, it will be stated that the recording is not the production of an Association record. The recording will be destroyed following approval of the minutes.

Dated this 17 of January, 2017.

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION,
an Arizona non-profit corporation

By Adrianna Z. Delgado-Keller
It's President

ATTEST:

[Signature]
Secretary