

VILLAGES @LITCHFIELD PARK  
Videotaping Board Meetings Policy

The following policy shall be followed for Villages @ Litchfield Park Homeowners Association

1. The person intending to record the meeting must provide 24 hours advance notice to the community manager, President or any member of the Board of Directors of the intent to record the meeting in writing via e-mail or fax.
2. The person recording the meeting must verbally indicate to the community manager, President or person running the meeting at the start of the meeting that he or she is going to record the meeting.
3. The recording device must be visible to the board of directors at all times during the meeting while the device is recording.
4. All videotaping must be on a tripod and must be located in the back of the room.
5. Videotape tripods cannot obstruct the view of people attending the meeting.
6. The Board of Directors shall have a right to receive a copy of the recording, at Association expense.
7. All recording devices must run on batteries. The Association cannot guarantee that power will be available in the meeting space and power cords cannot create tripping hazards for other attendees at the meeting.

Adopted by the Board of Directors

Villages @ Litchfield Park Homeowners Association 16<sup>th</sup> day of July, 2011.

THIS POLICY IS APPROVED.

  
\_\_\_\_\_  
BOARD SIGNATURE

7/18/11  
\_\_\_\_\_  
DATE

President  
\_\_\_\_\_  
TITLE