

# HIGHLANDS COMMUNITY ASSOCIATION RECORDING POLICY

WHEREAS, Section 55.1-1816 B of the Virginia Property Owners' Association Act ("Act") permits the Board of Directors ("Board") to adopt rules pertaining to the recording of Association, Board or Committee meetings that (a) govern the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and (b) requiring the member recording the meeting to provide notice that the meeting is being recorded;

WHEREAS, the Board desires to adopt a meeting recording policy that is harmonious with the Act; and

NOW, THEREFORE, the Board of Directors of Highlands Community Association, Inc. ("Association") hereby adopts this Meetings Recording Policy to provide as follows:

## **Recording of Meetings by Owners**

1. Every Owner shall inform the President, Board or Committee Chair within a reasonable time before the meeting of his/her intent to record the meeting by either audio or video device.
2. Owners shall be limited to one recording device for the meeting.
3. Placement of all recording equipment shall be determined by the President, Board or Committee Chair.
4. Set up/tear down of recording equipment shall be limited to five (5) minutes and access in advance to the meeting room is subject to approval by the party in control of the venue.
5. Recording equipment shall be prohibited in the meeting room during any portion of executive session.
6. This Policy shall apply to all Association, Board of Directors, and Committee meetings.