

## Park Tower condominium association

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## **BOARD MEETING RECORDING POLICY**

Pursuant to Illinois law, any registered unit owner may record official Board proceedings by tape, film or other means subject to the rules below:

- Recording is limited to the official meeting of the Board in which business is conducted. It does
  not include any segments prior to official commencement of the meeting or after the official
  adjournment. Such prohibited segments include, but are not limited to, owner commentary
  sessions, exhibits, and outside speakers.
- 2. The recording of such meetings shall be performed in a manner that will not disrupt the meeting. Any unit owner who creates a disturbance or disrupts the meeting as a result of recording efforts or any other reason may be subject to a fine or expulsion from the meeting.
- 3. Any unit owner who intends to record a Board meeting must so advise the chair person prior to the commencement of the meeting so that an announcement can be made to those in attendance at the meeting that it is being taped.
- 3. Audio recorders must be hand held in a stationary location.
- 4. No audio recorder or video recorder, other than the official audio recorder used by the Board of Directors, may be placed on the Board table.
- 5. Video recorders must be placed on a tripod, or hand held, in a stationary location. Any unit owner filming or videotaping a meeting must sit off to the side of the audience section and facing the Board. Only Board members, management officials and speakers addressed by the chair may be recorded.
- 6. No video or audio recorder may be set up or held closer than six (6) feet from the Board of Directors table.
- 7. All audio and video recorders must be battery operated; power cords are prohibited. Additionally, all lighting devices, including flash, strobe and spotlights are prohibited.
- 8. Only unit owners are permitted to record meetings. Unit owners shall not utilize any information obtained as a result of the recording of such meetings for any improper purpose or for any use unrelated to the unit owner's interest in the Association, and such recordings or copies thereof shall not be provided to any person who does not have a right to attend meetings of the Board.

## **Acknowledgement**

| I             | I understand that the little of the little l | nese rules have be<br>attendance at the<br>dings. I understand | meetings, and agree to follow that recording is only allowed |
|---------------|--|--|--|
| Signature     | <br>Unit #   | Date   |  |
| Witness Print | <br>Signed   |  | <br>Date   |