

**SOUTHPORT HOMEOWNERS ASSOCIATION, INC.**  
**Meeting Recording Policy**

**I. Authority to Implement Policy**

1) Pursuant to Section 15.20 of the Declaration of the Association, the Board is entitled to adopt reasonable rules and regulations pertaining to the Association and Owners. 2) Pursuant to Section 720.306(10), Florida Statutes, the Board is entitled to adopt reasonable rules governing recording of Meetings.

**II. Interpretation and Definitions for Policy**

1) The definitions of the capitalized terms in this Policy, unless otherwise defined herein, shall have the same meaning as those set forth in the Governing Documents. 2) All provisions of the Governing Documents are incorporated into this Policy. In the event any provision of this Policy conflicts with the Governing Documents, the terms and provisions of the Governing Documents shall control. 3) In the event any provision of this Policy conflicts with Chapter 720, Florida Statutes, the terms and provisions of Chapter 720, Florida Statutes, shall control. 4) "Association Parties" shall mean and refer to the Association's directors, officers, managers, employees, agents, contractors, subcontractors and vendors and the Association's management company's employees, personnel and representatives. 5) "Board Meeting" shall mean and refer to a quorum of directors gathered in-person, telephonically, or electronically to conduct Association business, which is open to the Owners (i.e. not privileged). 6) "Statutory Committee" shall mean and refer to a group of persons appointed by the Board, which, pursuant to Section 720.303(2)(a), Florida Statutes, requires to be noticed in the same manner as a Board Meeting. 7) "Statutory Committee Meeting" shall mean and refer to a quorum of Statutory Committee members gathered in-person, telephonically, or electronically to conduct the business of the committee that is open to the Owners. 8) "Owners' Meeting" shall mean and refer to a quorum of Members gathered in-person, telephonically, or electronically to conduct Association business, including, but not limited to, the annual and special meetings. 9) "Meeting" shall mean and refer to a Board Meeting, Statutory Committee Meeting or Owners' Meeting. 10) "Owner" shall mean and refer to an Owner as defined in the Governing Documents. 11) "Person" shall mean and refer to any Owner and any Owner's family, tenants, guests, invitees, agents, representatives, officers, directors, managers, members, principal and any other persons residing in an Owner's dwelling. 12) "Record" or "Recording" shall mean and refer to the use of any type of audio, visual, or both,

recording device, equipment, software, or other Internet-based application, of any type or kind to capture the audio, visual, or both of a Meeting including video cameras, tape recorders, digital recorders, cellphones, tablets, Zoom, Microsoft Teams, and WebEx.

### **III. Recording Meetings**

1) Owners may Record any Meeting, but only Owners may record Meetings. 2) Owners who do not comply with this Policy are not permitted to Record any Meeting. 3) An Owner desiring to Record a Meeting shall submit a written notice to the Association's manager, not less than (4) hours before the start of the Meeting advising that the Owner will Record the Meeting, and provide information regarding how the Owner will Record the Meeting. 4) A separate written notice must be made for each Meeting the Owner desires to Record. 5) The equipment, devices, and/or methods used by the Owner to Record the Meeting shall not produce any distracting sound, light, or other emissions, including, but not limited to, additional lighting, audible beeping, feedback and static. 6) No Recording of any Meeting shall interfere with or obstruct the Meeting. 7) No Recording of any Meeting shall interfere with or obstruct any person's view of the Meeting or ability to hear the Meeting. 8) The equipment, devices, and/or methods used by the Owner to Record the Meeting shall be assembled, placed in position, or otherwise readied in advance of the commencement of the Meeting. 3 9) No Owner making a Recording of a Meeting shall move about the meeting room in order to facilitate the Recording. 10) All equipment, devices, and/or methods used by the Owner to Record the Meeting shall conform to the electrical codes and no accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet. 11) No equipment, devices, and/or methods used by the Owner to Record the Meeting shall compromise the security of the software, or other Internet-based application, or otherwise degrade the quality of the connection of the Meeting. 12) No Recording of a Board Meeting shall be posted, shared, or otherwise made available for viewing on the internet on any website, social media, or other internet medium without the prior written consent of the Board. 13) No Recording of a Statutory Committee Meeting shall be posted, shared, or otherwise made available for viewing on the internet on any website, social media, or other internet medium without the prior written consent of the Statutory Committee. 14) No Recording of an Owners' Meeting shall be posted, shared, or otherwise made available for viewing on the internet on any website, social media, or other internet medium without the prior written consent of the Association Parties' who spoke at the Meeting.

#### **IV. Remedies For Non-Compliance With Policy and Governing Documents**

1) In the interest of the health, safety and welfare of the Association's Board, any member of the Association's Board may terminate a Board Meeting if the Association's Board reasonably believes a Person's actions or behavior violate this Policy. 2) In the interest of the health, safety and welfare of the Association's Board, the chair of an Owners' Meeting may terminate an Owners' Meeting if the chair reasonably believes a Person's actions or behavior violate this Policy. 3) In the interest of the health, safety, and welfare of the members of a Statutory Committee, any member of a Statutory Committee Meeting if the Statutory Committee reasonably believes a Person's actions or behavior violate this Policy. 4) Owners and other Persons violating this Policy may be asked to leave the Meeting. 5) Owners and other Persons violating this Policy shall be considered a nuisance under the Association's Governing Documents. 6) Any requests made under this Policy not complying with this Policy need not be honored, acknowledged, nor responded to by the Association, and the Association is not required to permit the Meeting to be Recorded. 7) Nothing in this Policy shall be deemed a waiver of any of Association's rights and remedies available to it at law and in equity whether such rights and remedies arise under Florida law or the Governing Documents. All such rights and remedies are cumulative, and the Association reserves the right to exercise any of them.