

Sandestin Owners Association, Inc.

A Florida Not for Profit Corporation

Meeting Recording Policy

Approved by Board of Directors June 27, 2024

SANDESTIN OWNERS ASSOCIATION, INC. (“SOA”) hereby adopts the following rules/procedures regarding any and all recordings, including tape, digital, audio and/or video recording (collectively “Recording”) of the meetings of the Board of Directors, and Advisory Board Meetings, (collectively, “Meeting(s)”), through the use of any type of recording devices or equipment, including but not limited to, cell phones, tape recorders, video tape recorders, or cameras (collectively “Equipment”) and wherefore states as follows:

Whereas, Section 720.306(10), Florida Statutes, provides that any parcel owner may tape record or videotape meetings of the Board of Directors and meetings of the Members, which meeting of the SOA Members are conducted at Advisory Board Meetings; and

Whereas, pursuant to Section 720.306(10), the SOA’s Board of Directors may adopt reasonable rules governing the Recording of Meetings; and

Whereas, Article VI Section 1. (d) of the SOA Bylaws authorizes the Board of Directors to adopt and publish rules and regulations; and

Whereas, the SOA’s Board of Directors desires to adopt and implement reasonable rules governing the Recording of Meetings in order to ensure Meetings are conducted without distraction or interruption resulting from the use of Equipment so as to encourage all Members to equally participate in and to observe the Meetings, and to address the reasonable privacy interests of the Board of Directors and Members; and

Whereas, these Rules have been adopted by a majority of the Board of Directors at a properly noticed Meeting, pursuant to the SOA’s Covenants and Restrictions, Bylaws, and Chapter 720, Florida Statutes; and

NOW, THEREFORE, THE FOLLOWING RULES ARE HEREBY ADOPTED:

Recording Rules for “Meetings”

- A. Any Member may Record a Meeting, subject to the following:
1. Any Member desiring to utilize any Equipment for the purpose of Recording a Meeting shall provide not less than seventy-two (72) hours advance written notice to the Board of Directors through the Executive Director.
 2. There shall be no Recording of any meeting by a third party (non-Member) without written approval from the Board. Such written approval must be obtained by submitting a written request to the Executive Director at least seventy-two (72) hours in advance of the Meeting to be recorded.
 3. The only Equipment which is authorized for use by a Member or an approved third party at any such Meeting is Equipment which does not, in the opinion of the presiding Officer or the Executive Director, produce distracting sound or light emissions or unreasonably interfere with the ability of other Members to participate in and observe the Meeting.

4. Equipment shall be assembled and placed in position at least fifteen (15) minutes in advance of the commencement of the Meeting. The placement location of the Equipment is to be determined by the Executive Director, or the presiding Officer at the Meeting and the Equipment is to remain stationary for the duration of the Meeting.
 5. Any Member or approved third party who is Recording a Meeting (the “Recorder”) shall not be permitted to move about the Meeting room for any purpose related to the Recording.
 6. No Recording of a Meeting may be disseminated in any fashion to any non-Member or posted to any social media platform without the express written consent of the Executive Director in consultation with the Board of Directors.
 7. A copy of the Recording must be provided to the SOA by the Recorder at the conclusion of the Meeting to be maintained by the SOA as part of its records of the Meeting. If the SOA has also made a Recording of the same Meeting, the Executive Director may in his or her discretion waive the requirement of adding the third-party Recording to the SOA’s records of the Meeting.
 8. If more than one Member or third party wishes to record a Meeting, in order to minimize the disruption to the Meeting the persons seeking to Record the meeting must (1) agree to a single Recorder for the Meeting and (2) notify the Executive Director in writing at least 48 hours before the Meeting of the name of the person designated to record the Meeting. If no agreement can be reached, the Executive Director will designate a third party to Record the Meeting and the persons who requested the right to record will reimburse the SOA, in equal shares, the full cost charged by the third party for the Recording.
- B. At the commencement of each Meeting that is being recorded, the presiding Officer shall inform all attendees that the Meeting is being recorded. This notification ensures compliance with privacy laws and maintains transparency.
- C. For purposes of this policy, committee meetings, meetings of the Architectural Review Board and closed meetings held pursuant to Section 720.303(2)(b) are not considered Meetings as defined herein and may not be recorded.
- D. Enforcement.
- In the event of a violation of this policy, the SOA reserves the right to take appropriate action, which may include but is not limited to:
1. **Denying Access to Recordings:** Any Member or third party found to be in violation of this policy may be denied access to any and all recordings of the Meetings.
 2. **Revocation of Recording Privileges:** SOA may revoke the right of any Member or third party to record future Meetings.
 3. **Seeking Injunctive Relief:** SOA may seek injunctive relief to prevent further violations, including but not limited to filing for a court order to enforce compliance with this policy.
 4. **Monetary Fines and Penalties:** SOA may impose monetary fines and penalties in accordance with the SOA Bylaws and applicable Florida Statutes.
 5. **Legal Action:** SOA reserves the right to pursue any other legal remedies available under the law, including but not limited to filing a lawsuit for damages incurred as a result of the violation.

ADOPTED by the Board of Directors of the Sandestin Owners Association, Inc. in a Board of Directors meeting on the 27th day of June 2024.