

# **The Mountain Park Ranch Homeowners Association**

*An Arizona Planned Community – City of Phoenix*

## ***Board Meeting Recording Policy***

February 24, 2026

### **1. Purpose**

The purpose of this Recording Policy (“Policy”) is to establish clear and reasonable rules regarding audio and video recordings of meetings of the Board of Directors (“Board”) of the Association (“Association”), consistent with the Arizona Planned Communities Act, in order to promote orderly meetings, protect privacy, and ensure effective governance.

### **2. No Association or Board Recordings**

The Association and the Board **shall not create, authorize store, or maintain any audio or video recordings** of Board meetings, including but not limited to:

- Regular Board meetings
- Special Board meetings
- Committee meetings acting on behalf of the Board
- Executive sessions

The **approved written minutes** of the Board shall constitute the **sole and official record** of Board meetings and actions.

### **3. Member Recording Rights (A.R.S. § 33-1804)**

Pursuant to A.R.S. § 33-1804(A), members of the Association may audio and/or video record open meetings of the Board, subject to reasonable rules adopted by the Board. Accordingly:

- Members may **audio and/or video record** open portion of Board meetings only.
- Recording devices must be silent, stationary, and unobtrusive.
- For in-person Board meetings, the audiotaping or videotaping device must always be visible to the Board of Directors while audiotaping or videotaping.
- At the meeting, the member must notify the Board President or Secretary prior to the start of the meeting that an audio and/or video recording will be made.

- The member recording shall not interfere with the conduct of the meeting or disrupt Board deliberations.
- **Executive sessions of the Board meetings shall not be recorded under any circumstances.**
- The Association does not provide recording equipment, does not retain recordings, and assumes **no responsibility for member-made recordings**. All recording equipment is the responsibility of the owner who brought it.

#### **4. Executive Sessions**

- Recording of executive sessions is **strictly prohibited**. Executive sessions may be held only for purposes permitted under A.R.S. § 33-1804(A), including, but not limited to:
- Legal advice or attorney-client privileged communications
- Personnel matters of an individual employee
- Personal, health or financial information of an individual member which includes delinquent assessment
- Pending or contemplated litigation
- Compensation of an individual employee

**Any attempt to record an executive session shall constitute a violation of this Policy and the Association's governing documents.**

#### **5. Accuracy and Official Records**

Audio recordings made by members are **not Association records** and are not recognized as official documentation. In the event of any discrepancy, **approved written minutes shall govern**.

#### **6. Use and Distribution of Recordings**

Member-made recordings are for personal use only. The Association does not authorize the publication, broadcast, or distribution of recordings of Board meetings. A member's misuse of such recordings violates this Policy, the governing documents, or Arizona law, and the Association may take enforcement action against such member to stop such misuse..

#### **7. Meeting Conduct and Enforcement**

The Board reserves the right, consistent with the governing documents and Arizona law, to:

- Require cessation of any recording that violates this Policy
- Remove any person whose recording activity disrupts the Board meeting
- Impose disciplinary action, including fines or other remedies, as authorized by the governing documents

## 8. Legal Compliance

This Policy is intended to comply with the **Arizona Planned Communities Act (A.R.S. § 33-1801 et seq.)**, and all applicable federal, state, and local laws governing community associations in the City of Phoenix.

If any provision of this Policy is found to conflict with applicable law, the law shall control, and the remaining provisions shall remain in full force and effect.

## 9. Adoption and Effective Date

This Policy was adopted by the Board of Directors on 2-24-2026 in an open Board meeting and shall take effect immediately and shall remain in force unless amended or rescinded by the Board.

Board President Bruce Jensen Date 2/24/2026