

Sunset Lake Association
RE: SLA BOD Meeting Audio Recording Policy
Date: April 28, 2021

Sunset Lake Association Board of Director's may, at their discretion, audio record Monthly Board Business meetings and the Annual Membership meeting. Should such recordings take place they are to be used by the Secretary and the Board of Director's for the purpose of developing meeting minutes. SLA members may request and be allowed to listen to the meeting recording in the Office with Office Staff or Board Member present. No recording of the recording will be allowed.

The Official Record of the SLA Board of Director's and Membership will be the Approved Minutes. At no time shall the recorded version of the meeting be considered the Official Record. All monthly meeting recordings will be destroyed/deleted six months after the meeting takes place. The Annual Meeting recording will be destroyed after the minutes to said meeting are approved.