

**Discussion Item**

**Administrative Resolution #32 -  
Video/Audio Resolution  
Amendment**

Approved

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**

**ADMINISTRATIVE RESOLUTION NUMBER THIRTY-TWO**

**REGULATIONS RELATING TO AUDIO AND VIDEO RECORDING  
OF BOARD OF DIRECTORS MEETINGS**

**WHEREAS**, Parkfairfax Condominium came into existence as a condominium organized and operating pursuant to the Virginia Condominium Act, 55-79.39, *et seq.*, Code of Virginia, (1950, as amended) (“Act”) by the filing of the Declaration in the land records of Alexandria, Virginia; and,

**WHEREAS**, filed concurrently with the aforementioned Declaration were the Bylaws of the Parkfairfax Condominium Unit Owners Association (“Association”), at Deed Book 847, Page 583, *et seq.*; and,

**WHEREAS**, Section 55-79.75B (*Meetings of unit owners associations and executive organs*) of the Act allows any unit owner to record any portion of an open Board meeting and further authorizes the Board (or committee or subcommittee) to adopt rules governing the placement and use of the recording equipment so as to prevent interference with the conduct of the meeting; and,

**WHEREAS**, the Board of Directors has determined that the adoption of such rules shall be in the best interest of the Association and its members, inasmuch as adoption of such rules shall provide the members with both the benefit of notice as well as advance knowledge of the relevant rules regarding the recording of meetings.

**NOW THEREFORE, IT IS HEREBY RESOLVED THAT** the Board of Directors, by the Act, the condominium instruments and this Resolution, hereby approve and adopt the following rules governing the audio and video recording of Board of Directors meeting, and of meetings of committees and subcommittees, and these rules shall be enforceable as such under Va. Code 55-79.80.2.

1. Unit owners who adhere to these rules may make audio or video recordings of open meetings of the Board of Directors or any committee or subcommittee. Non-members of the Association (*i.e.*, those who are not owners of record of a unit in Parkfairfax Condominium) shall not make such recordings without the express, prior permission of the Board of Directors. Unless otherwise determined by the Board of Directors, executive sessions of the Board or of any committee or subcommittee shall not be recorded by audio or video equipment.
2. Unit owners who intend to make audio or video recordings of an open meeting shall provide their own recording equipment, including any electric cord, microphones or other necessary equipment. No equipment may be used if it produces any audible sound while operating. No additional lighting may be used to augment regular room lighting.

3. Videotaping equipment shall be mounted on a stand furnished by the member and located at the rear of the meeting room in a location identified by the on-site manager. Audio-taping equipment, including microphones, shall be placed on in locations approved by the on-site manager. Upon being activated, all taping equipment shall be left unattended during the meeting. Mobile equipment shall not be used to tape any part of any meeting. Video cameras shall be set and remain at wide-angle settings so as to encompass the entire Board of Directors and shall not be focused on any particular individual. Set up of equipment must be completed before the scheduled start of the meeting.
4. Unit owners who have made a recording of a meeting shall, at the end of the meeting, promptly remove all recording equipment from the meeting room and replace any furniture or facilities which was disturbed in order to position the recording equipment.
5. Unit owners recording meetings of the Board of Directors or committee or subcommittee shall be responsible for all costs to repair any damage caused by the individual making the recording or caused by the individual's equipment.
6. On a case-by-case basis, the on-site manager is authorized to impose such other requirements and restrictions with respect to the audio or video recording of Board of Directors' meetings, which requirements and restrictions shall not be inconsistent with this Resolution. Such requirements and restrictions may be imposed as the on-site manager deems appropriate to prevent interference with the conduct of a meeting, to prevent embarrassment of other individuals and/or to protect the property of the Association.

#### AMENDMENT

7. Zoom (Virtual) Meetings: Management shall delete and destroy all its own audio and visual recordings of meetings after the draft minutes have been written for and approved by the Board of Directors. Further, direction is given that recorded "chats" be anonymous and residents' personal information only be recorded for the purpose of transcribing the information necessary for the official minutes.