

**PGA WEST MASTER ASSOCIATION**  
**Audio Recording Policy**  
**Board of Directors Meetings**

**Purpose:**

The primary purpose of audio recording Board of Directors (“Board”) meetings, both Regular and Executive Session, is to ensure accuracy of the meeting minutes. It is the intent of this policy that the Regular and Executive Session meeting minutes will reflect the action items approved on the recording. Minutes shall set forth who approved, disapproved and abstained from voting. Recordings may also be used as a reference for any alleged violation or misconduct by a Director or a member of the Association, and for the purpose of drafting the Association’s newsletter.

**Policy:**

The Association manager shall cause each Executive and Regular Session meeting of the Board to be audio recorded. The manager may or may not determine to use the recording to prepare either or the Regular and/or Executive Session “draft” minutes.

If the “draft” minutes are challenged at the next Regular and/or Executive Session meeting, the Director challenging the minutes shall, within fifteen (15) days, meet with the secretary and Association manager to listen to the audio recording of the section being challenged. The fifteen (15) day period shall begin from when the manager delivers the “draft” minutes to the Board.

After listening to the recording, management shall be obligated to confirm that the minutes accurately reflect the recording. The minutes shall be approved in accordance with the recording at the subsequent meeting. Recordings shall be maintained for a period of sixty (60) days, after which they will be destroyed unless otherwise determined by the Board. The Board of Directors shall have the right, but not the obligation, to permanently maintain a portion of any recording

Nothing in this policy shall be construed to limit members’ rights to review “draft” Regular minutes as set forth in the Civil Code.

**Responsibility:**

It is the association manager’s responsibility to implement this policy. Management is responsible to complete the following:

- Audio record the Regular and Executive session Board meetings.
- Destroying the recordings in accordance with this policy.

Only Directors, management and legal counsel (if requested by management or the Board) shall have a right to listen to any recordings. Any Director has the right to listen to the recording until the recording has been destroyed per this policy. No Director has the right to copy the recording. No member of the Association who is not a Director may listen to any recordings.

Notwithstanding the foregoing, if any Director has been recused due to “conflict of interest” from any Executive Board meeting, such Director shall not have the right to listen to recordings of those portions of the meetings, or review the minutes of such meetings, which there is discussion on the items that Director has been recused.