

Exhibit "A"

**ARROWHEAD LAKE ASSOCIATION**

**Policy for Recording of Board of Directors and Committee Meetings**

The audio recording of Board of Directors and Committee meetings by the Association's Secretary/Executive Assistant is for the sole purpose of assisting the Secretary/Executive Assistant in accurately preparing the minutes of each meeting for Board of Directors' or, if applicable Committee approval. The minutes are the records of the Association and not the audio recording itself. After the minutes are approved, the recordings will be immediately erased/deleted.

Any other audio/video recording of Board of Directors and Committee meetings (without the express written consent of the Board of Directors) by any other person is strictly prohibited.

Possession of the Board of Directors and Committee meeting recordings will be maintained by the Association's Executive Assistant or other staff designated from time to time by the Board of Directors ("Staff") until the approval of the minutes. After the approval of the minutes by the Board of Directors or the applicable Committee, the recording shall be erased/deleted the next business day by Staff

Executive/Closed Session meetings are not to be recorded.