ADMINISTRATIVE RESOLUTION OF THE BOARD OF DIRECTORS OF THE VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC. REGARDING MEETING RECORDING, LIVE STREAMING, AND MEDIA ACCESS CONTROL

STATE OF TEXAS §
COUNTY OF BEXAR §

VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.

Resolution No. _____

Administrative Resolution Establishing Rules for Recording, Live Streaming, Broadcasting, and Distribution of Association Meeting Media ("Resolution")

WHEREAS, the Villages of Westcreek Owners' Association, Inc. (the "Association"), a Texas non-profit corporation, is responsible for the administration, management, and governance of the Villages of Westcreek community; and

WHEREAS, the Villages of Westcreek Declaration of Covenants, Conditions and Restrictions, recorded in the Official Public Records of Real Property of Bexar County, Texas, under Clerk's File No. 1308796, as same has been or may be amended and/or supplemented from time to time ("Declaration") provides the Association with the right to make, publish, and enforce rules and regulations; and

WHEREAS, the Board of Directors of the Association (the "Board") finds it to be in the best interest of the Association to conduct Association meetings in an orderly, professional, transparent, and legally compliant manner; and

WHEREAS, the Board finds it to be in the best interest of the Association of allowing Members access to properly noticed open meetings of the Association, including through electronic, video, or live-streaming methods when authorized and approved by the Board; and

WHEREAS, the Board finds it to be in the best interest of the Association to protect the integrity, authenticity, custody, and reliability of Association meeting records, recordings, and media; and

WHEREAS, unauthorized personal recordings, live streams, broadcasts, edits, excerpts, or distributions may create confusion regarding the official record of Association proceedings, may impair orderly meeting conduct, and may result in the unauthorized disclosure or dissemination of Member information, proprietary Association information, confidential operational matters, vendor-related information, security information, or other protected content; and

WHEREAS, the Board finds it to be in the best interest of the Association to establish reasonable administrative rules governing the recording, live streaming, broadcasting, and publication of Association meetings in order to protect the integrity of Association records, preserve Member privacy, maintain meeting order, and ensure access is limited to Members where appropriate.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Villages of Westcreek Owners' Association, Inc. hereby adopts the following Administrative Resolution.

1. Purpose

The purpose of this Resolution is to establish uniform rules governing the recording, live streaming, broadcasting, publication, and distribution of Association meeting media.

This Resolution is intended to:

1. Protect the integrity and authenticity of Association meeting recordings and live-streamed content;
2. Ensure that any official Association media is created, maintained, and distributed through an Association-approved process;
3. Protect Member privacy and Association proprietary information;
4. Limit access to Association meeting streams and recordings to Members only, unless otherwise authorized by the Board or required by law;
5. Prevent unauthorized or disruptive personal recording, broadcasting, or live streaming during Association meetings; and
6. Preserve order and decorum during all properly noticed Association meetings.

2. Meetings Covered

This Resolution applies to all meetings held by or under the authority of the Association, including but not limited to:

1. Annual meetings of the Members;
2. Special meetings of the Members;
3. Open meetings of the Board of Directors;
4. Special meetings of the Board of Directors;
5. Committee meetings, when applicable;
6. Town hall meetings or informational meetings hosted by the Association; and
7. Any other meeting held, authorized, or properly noticed by the Board of Directors.

3. Official Association Recording and Streaming

Any official recording, live stream, broadcast, or meeting media shall be created only through equipment, devices, software, websites, platforms, or services approved by the Association.

The Association may, at the Board's discretion, provide live streaming or recorded access to Members through an Association-approved and monitored platform. Such a platform may include, but is not limited to:

1. An official Association website;
2. A secure Member portal;
3. An Association-approved video platform;
4. A password-protected streaming service; or
5. Another platform approved and monitored by the Board or its designated representative.

Any Association-provided recording or live stream shall be considered the official Association-controlled media source for purposes of access, preservation, review, and distribution.

4. Association Device Requirement

Any authorized live stream, broadcast, video recording, or audio recording of an Association meeting shall be conducted only from an Association-owned, Association-controlled, or Association-approved device.

Members, guests, vendors, or other attendees may not independently live stream, broadcast, record, publish, or distribute meeting proceedings from a personal phone, tablet, laptop, camera, audio recorder, wearable device, or any other personal device unless expressly authorized by the Board in advance.

This requirement is intended to preserve the integrity of meeting media and to ensure that any official recording or stream is created under Association oversight.

5. Member-Only Access

Unless otherwise authorized by the Board or required by applicable law, access to Association meeting streams, recordings, or media shall be limited to Members of the Association.

The Association may require reasonable safeguards to verify Member access, including but not limited to:

1. Member login credentials;
2. Password-protected access;
3. Unique meeting links;
4. Registration or verification through the Association's management company;
5. Access through a secure Member portal; or
6. Any other reasonable method approved by the Board.

Members shall not share Association meeting links, passwords, recordings, screenshots, clips, or access credentials with non-Members without authorization from the Board.

6. Privacy, Proprietary, and Security Protections

The Board recognizes that open Association meetings may still include references to information that should not be broadly distributed outside the Association membership.

This may include, but is not limited to:

1. Member names, addresses, account matters, or personal information;
2. Security-related information;
3. Vendor proposals, contracts, rates, or proprietary service details;
4. Financial information not intended for public distribution;
5. Legal, insurance, or risk-management information;
6. Operational matters related to Association property or facilities;
7. Personnel-related matters;
8. Confidential communications inadvertently referenced during open session; or
9. Other information that may affect the privacy, safety, legal interests, or business interests of the Association or its Members.

For this reason, the Association shall control the recording, streaming, storage, and distribution of meeting media through an approved platform and process.

7. Prohibition on Personal Live Streaming and Recording

No Member, resident, guest, vendor, or attendee may personally record, live stream, broadcast, transmit, publish, or distribute any portion of an Association meeting using a personal device without prior approval from the Board. An application must be submitted for review by the Board, and formal written approval from the Board shall be required before any video, audio or other recording may take place by a Member at any meetings of the Members or Board. In each instance where a Member desires to record a meeting of the Members or Board through visual, audio or other means, the Member must first submit a request for approval to the Board at least four (4) days prior to such meeting by email or regular mail to the Association's Board or management company. If a Board meeting is held with less than six (6) days notice, the recording request must be submitted at least forty-eight (48) hours before the meeting. This request must provide: (a) the date, time and place of the subject meeting to be recorded; (b) the reason for the recording; and (c) the type of recording device to be used.

The Board shall have the sole and absolute discretion in deciding whether to approve or deny a recording request. Any recording taken by a Member cannot be posted on any website, social media site or other webpage. Any recording taken by a Member will not be accepted as nor considered an official recording of the Association.

This includes, but is not limited to:

1. Facebook Live;
2. YouTube Live;
3. TikTok Live;
4. Instagram Live;
5. Zoom streaming from a personal account;
6. Personal audio or video recording;
7. Screen recording;
8. Real-time broadcasting;
9. Posting meeting clips or excerpts online; or
10. Any similar method of recording, broadcasting, or distributing meeting content.

Nothing in this Resolution prevents a Member from taking personal written notes during a meeting, provided the activity does not disrupt the meeting or interfere with the rights of others.

Any claims or allegations made by a Member or person against another Member or person regarding privacy or other disputes in connection with the use of recording devices under this Resolution are and shall be dealt with and resolved between and amongst the Members or persons in question. Neither the Association, its directors, officers, managers, agents, or employees shall in any way be liable, responsible or involved in such disputes.

8. Enforcement During Meetings

The presiding officer of the meeting, or the presiding officer's designee, shall have authority to enforce this Resolution during any meeting covered by this policy.

If a Member or attendee is observed recording, live streaming, broadcasting, or otherwise violating this Resolution, the presiding officer or designee shall provide one verbal warning and direct the individual to stop the prohibited activity and put the device away.

If the individual complies, the meeting may proceed without further action.

If, after receiving one warning, the individual continues or resumes the prohibited activity during the same meeting, the presiding officer or designee may determine that the individual is disruptive, interfering with the orderly conduct of the meeting, and impeding the progress of Association business.

Upon such determination, the presiding officer or designee may require the individual to leave the meeting.

9. Refusal to Comply

If an individual refuses to stop the prohibited activity, refuses to put the device away, refuses to leave after being directed to do so, or otherwise continues to disrupt the meeting, the Association may take further action as appropriate, including but not limited to:

1. Pausing or recessing the meeting;
2. Removing the individual from the meeting room or electronic meeting platform;
3. Revoking electronic meeting access for the remainder of the meeting;
4. Contacting security or law enforcement, if necessary;
5. Referring the matter to Association's legal counsel; and/or
6. Taking any other action available under the Association's governing documents or applicable law.

10. No Creation of Public Access Rights

Nothing in this Resolution shall be interpreted to convert Association meetings, recordings, live streams, or media into public broadcasts or public records available to non-Members.

The Association's decision to provide a live stream, recording, or electronic access option does not waive the Association's right to restrict access, control distribution, protect privacy, or regulate the manner in which meeting media is created and maintained.

11. Official Record

The official record of Association action shall remain the approved minutes of the meeting and any official Association records maintained in accordance with the governing documents and applicable law.

Any live stream, recording, or meeting media provided by the Association is for Member access and transparency purposes and shall not replace the approved minutes unless expressly designated by the Board as part of the Association's official records.

Any unauthorized recording, live stream, excerpt, or publication by a Member or attendee shall not be considered an official Association record.

12. Board Authority and Legal Review

The Board reserves the right to modify, suspend, or supplement this Resolution as necessary to comply with applicable law, the Association's governing documents, technological limitations, legal guidance, privacy obligations, or operational needs.

The Board may also consult with Association legal counsel regarding enforcement, access restrictions, media preservation, or any alleged violation of this Resolution.

13. Severability

If any section, sentence, clause, or portion of this Resolution is determined to be invalid, unenforceable, or inconsistent with applicable law, the remaining provisions shall remain in full force and effect to the greatest extent permitted by law.

14. Effective Date

This Resolution shall become effective upon adoption by the Board of Directors and shall remain in effect unless amended, repealed, or replaced by subsequent Board action.

We hereby certify that we are the duly elected, qualified and acting President and Secretary of the Association and that the foregoing Resolution was approved on the 18 day of June, 2026, by a majority of the Board of Directors at a meeting of the Board of Directors at which a quorum was present.

ADOPTED by the Board of Directors of the Villages of Westcreek Owners' Association, Inc. on this 18 day of June, 20 26 .

President, Board of Directors

Secretary, Board of Directors

STATE OF TEXAS §

COUNTY OF Bexar §

BEFORE ME, on this day personally appeared , the President of Villages of Westcreek Owners' Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he/she executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this day of June 18, 2026.

Notary Public – State of Texas

NOTARY PUBLIC STATE OF TEXAS
Melissa Garcia
Exp. 8/27/2029
ID No. 131053483

STATE OF TEXAS §

COUNTY OF Bexar §

BEFORE ME, on this day personally appeared , the Secretary of Villages of Westcreek Owners' Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he/she executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this day of June 18, 2026.

Notary Public – State of Texas

NOTARY PUBLIC
Melissa Garcia
Exp. 8/27/2029
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