



**Terra Verde Homeowners Associations**

**109 Madiera Beach Blvd.**

**Kissimmee, FL 34746**

Phone 407-574-7011

TerraVerderesort\_gm@yahoo.com

July, 3, 2017

RE: Policy on Storage of Audio Recordings of HOA and AGM Meetings

On April 29th, 2017 the Board of Directors of Terra Verde Master Resort Association formally adopted a new policy on the storage and discarding of audio recordings of Homeowner Association Meetings and Annual General Meetings. As of April 29th, 2017 all audio that relates to a meeting wherein the meeting minutes of said meeting have been formally approved shall be deleted. The deletion of such audio shall mean they will no longer physically exist.

The person responsible for writing the meeting minutes of the respective Homeowner Association Meeting and Annual General Meeting shall be responsible for deleting the respective meeting audio recordings.

Conrad Ferguson

Community Association Manager