



Artificial Intelligence Usage Policy

Artificial intelligence tools were used in the development of this project.

Quick Reference Guide

The table below summarizes the policy. The full policy follows and controls in case of any difference.

Topic	Rule at a Glance
Member data	Never enter Personally Identifiable Information (PII) such as names with contact info, rosters, financial, payment, or account information (defined in Section 3) into any AI tool that is not FAA-approved and closed-loop. No exceptions.
Confidential info	Confidential, privileged, HR, legal, financial, and unpublished governance materials: approved closed-loop tools only, with prior authorization from the Executive Vice President or designee.
Free / personal AI tools	Public, non-sensitive content only. Never use personal accounts for FAA work involving any FAA or member data.
Human review	A qualified person must review every AI output before it is used or shared. You own what you submit, not the tool.
Intellectual property	Don't upload FAA's proprietary content to external tools; verify AI output doesn't infringe third-party IP; FAA work product needs meaningful human authorship.
AI notetakers	Advance notice to all participants is required before any AI notetaker or transcription tool joins any FAA meeting including Board, committee, task force, council, or forum, formal or informal. Prohibited entirely in executive sessions and any legal, personnel, or disciplinary discussion. The presiding officer may exclude AI notetakers from any meeting.
AI decisions	AI may inform decisions; it must never be the final decision-maker on matters affecting people (hiring, awards, membership, vendors).
Incidents	Wrong data in the wrong tool, or harmful AI content distributed? Report to the Executive Vice President within 24 hours. Don't delete anything.
When in doubt	Treat information as sensitive and ask the Executive Vice President or your supervisor before proceeding.



1. Purpose

The Florida Apartment Association (FAA) supports the responsible use of artificial intelligence to advance its mission, improve efficiency, and better serve members. AI also presents legal, data-security, intellectual-property, and reputational risks. This policy sets clear guardrails so that anyone working on FAA's behalf can use AI confidently without exposing the association or its members to those risks.

2. Scope

This policy applies to everyone acting on FAA's behalf: staff, Board members, members of committees, task forces, councils, and forums, volunteers, contractors, and consultants (collectively, "Covered Persons"). It governs FAA's own use of AI; it does not direct how member companies use AI in their businesses.

3. Definitions

- **AI tool:** any software using machine learning or generative models to produce text, images, audio, video, code, summaries, transcriptions, or recommendations, including AI features embedded in other products.
- **Approved closed-loop tool:** an FAA-licensed tool, on the approved list maintained by the Executive Vice President or designee, contractually configured so inputs and outputs are not used to train vendor models and are not shared outside FAA's account.
- **External tool:** any consumer, free-tier, or personal-account AI tool not licensed by FAA.
- **AI notetaker:** any AI tool that records, transcribes, or summarizes meetings (e.g., Otter, Fathom, Read.ai, Zoom AI Companion, Copilot).
- **Personally identifiable information (PII):** any information that identifies, or could reasonably be linked to, a specific person, including: a name in combination with an email address, phone number, or home or business address; government-issued ID numbers; financial account, credit card, or payment information; login credentials; and health or insurance information. This mirrors "personal information" under the Florida Information Protection Act (§ 501.171, Fla. Stat.).
- **Sensitive information:** PII of members, staff, or volunteer leaders; member lists, rosters, and contact information; financial records; legal and privileged communications; personnel and HR information; unpublished Board and governance materials; draft contracts; and internal strategy.

4. Member Data and Sensitive Information

Protecting member data is one of FAA's highest AI priorities.

- Sensitive information may be entered only into approved closed-loop tools, and only with prior authorization from the Executive Vice President or designee.
- Sensitive information must never be entered into external tools, regardless of how brief or harmless the use seems.
- Never use a personal AI account to process any FAA or member data.



- If you are unsure whether information is sensitive, treat it as sensitive and ask before proceeding.

5. Intellectual Property

- Content created with AI assistance in the course of FAA duties or contracted work belongs to FAA, subject to applicable agreements.
- FAA work product must reflect meaningful human authorship and judgment so that copyright vests appropriately.
- Do not upload FAA's copyrighted or proprietary materials including publications, education content, directories, research, etc. into external tools.
- Perform reasonable diligence to confirm AI-generated content does not plagiarize or infringe third-party copyrights or trademarks.
- Do not generate synthetic media (voice, image, video) of any identifiable person without that person's prior written consent.

6. Staff and Volunteer Use of AI

AI may assist with FAA work such as drafting, research, analysis, summarization, and brainstorming under the following conditions:

- A qualified person reviews every AI output for accuracy, fabricated citations, bias, and outdated information before it is used or shared. Users must have the expertise to evaluate what AI produces for them.
- Each Covered Person remains fully accountable for AI-assisted work they use or share; accountability never transfers to the tool.
- AI must not be the final decision-maker on matters affecting individuals such as hiring, discipline, membership, awards, or vendor selection. AI may inform; humans decide.
- AI-assisted content must conform to FAA's brand and voice, and association-branded or member-facing content produced by volunteers or consultants requires staff approval before use.
- Disclose substantive AI use (beyond minor spelling/grammar edits) when AI materially influences governance or operational decisions or published content.
- Use FAA-licensed accounts where available. External tools may be used only for general, non-sensitive work with no FAA or member data entered.

New tools: submit requests to the Executive Vice President or designee identifying the vendor, intended use, data involved, and available security documentation. The approved-tools list and permitted use cases are available from the Executive Vice President's office.

7. AI Notetakers and Meeting Recording

- The use of AI notetakers by any participant in any FAA meeting or program including Board, committee, task force, council, forum, staff, or FAA-hosted events and education programs, whether formal or informal, is prohibited unless expressly authorized in advance by FAA staff.



- When FAA staff authorize an AI notetaker, advance notice must be given to all participants before recording, transcription, or summarization begins.
- AI notetakers will not be authorized for, and are prohibited in, executive sessions and any discussion of legal matters, attorney communications, personnel or HR matters, or disciplinary, ethics, or grievance proceedings.
- FAA staff or the presiding officer may revoke authorization and exclude an AI notetaker at any time, and any participant may request that recording stop pending that decision.
- Meeting transcripts and AI summaries are internal working documents; they are not official minutes and must be handled as sensitive information under Section 4.

8. Prohibited Uses

- Entering sensitive information into any non-approved tool (Section 4).
- Using AI notetakers without notice, or in prohibited settings (Section 7).
- Using AI to infringe third-party IP or reproduce copyrighted material without rights (Section 5).
- Using video, audio, or facial-recognition AI screening to evaluate candidates for employment or volunteer leadership.
- Any AI use that violates applicable law, regulation, or other FAA policy.

9. Vendors and Contractors

Agreements with contractors and consultants must require compliance with this policy. Any vendor whose AI tools will handle FAA or member data must contractually agree to: not train models on FAA or member data; not share inputs or outputs with third parties except to deliver the service; maintain reasonable security controls including encryption; promptly notify FAA of any security incident; delete FAA data on request after termination; and identify sub-processors.

10. Incident Reporting

Report to the Executive Vice President within 24 hours if: sensitive information is entered into a non-approved tool; AI-generated content that is materially harmful or inaccurate has been distributed; or any AI-related security incident is suspected. Preserve all logs and evidence.

11. Administration, Enforcement, and Review

Violations by staff are addressed under FAA personnel policies; violations by volunteers, Board members, contractors, or consultants under their respective codes of conduct or agreements. Consequences may include loss of AI tool access, removal from a role, or termination of engagement.

Employees seeking an accommodation under the Americans with Disabilities Act related to this policy may contact the Executive Vice President.

This policy shall be reviewed regularly and may be updated at any time as AI technology and law(s) evolve. Questions go to your supervisor or the Executive Vice President.



Policy adopted by the FAA Board of Directors on September 1, 2026.

Approved Artificial Intelligence Tools and Resources

The following tools are preauthorized for use by FAA staff, contractors, etc. within the parameters for use established by the Artificial Intelligence Usage Policy. This section may only be amended by the FAA Executive Vice President.

Authorized Tools: As of September 3, 2026

- **Claude (Anthropic):** Closed loop access through official FAA team account only.
 - **ChatGPT (OpenAI):** Closed loop access only.
 - **NoviAMS Amplify Suite:** Reporting, analysis, and segmentation in a closed loop environment.
 - **Gemini (Google):**
 - **Notebook LLM (Google):**
 - **Vyond:** AI assisted course content development and generation
 - **Rize | Articulate360:** AI assisted course content development and generation
 - **VideoRequest:** Editing of submitted videos and content development
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This content was developed with the assistance of artificial intelligence tools by Florida Apartment Association staff. While reasonable care has been taken to ensure accuracy, it may not capture recent data or changes. Members are encouraged to always consult legal counsel before making any operational or compliance-related decisions.