



## **Arbor Creek Homeowners Association Surveillance Camera Security Policy Adopted by Board of Directors**

**Arbor Creek Homeowners Association** (the Association) has installed security cameras in the Arbor Creek clubhouse, pool area and adjacent playground for the protection of Association assets and for the security of residents and their guests.

In order to ensure that video surveillance is not abused or misused, the Board of Directors agreed that a security policy should be enacted to govern the use and access to such video surveillance.

### **Underlying Principals**

The safety of the community and community property are important aspects of the Arbor Creek Homeowners Association. The Association installed video surveillance to help keep property and residents safe. The Association hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

### **Policy Statement**

The Association recognizes the need to balance individual's right to privacy and the need to ensure the safety and security of the neighborhood and its residents. The Association therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community. The Association does not warrant that the equipment will always be functioning and recording. There will be times when the cameras or system are down for maintenance, service or repair. The Association reserves the right to discontinue video recording at any time.

### **Scope**

This policy applies to all video surveillance systems installed within Arbor Creek by the Association which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

### **Installation, Placement and Maintenance of Video Surveillance Equipment**

#### **Video Equipment / Records**

##### **1. Type of Equipment**

The Association will use Digital Video Recorders to collect and retain real-time video for a minimum of 7 days or longer depending on the equipment and the capacity of internal storage devices.

##### **2. Placement**

Video recording equipment has been placed in visible locations at the clubhouse/pool area/playground which present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

### 3. Signage

Signage has been erected in conspicuous location(s) notifying all parties that the area is under video surveillance.

### **Access to Video Records**

#### 1. Access: Association

Access to video surveillance and surveillance records shall be secured and restricted to the Board of Directors and the association management company. Requests for video surveillance footage shall be directed to the management company. Release of pertinent footage to homeowners shall only be allowed upon majority agreement of the Board and only in response to an event which has occurred including but not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity.

#### 2. Access: Law Enforcement

If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent footage related to the investigation shall be provided to the law enforcement officials.

#### 3. Security / Storage

Active video records shall be stored in secured enclosures with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Association's Property Management Company or HOA lawyers depending on the reason for archiving.

#### 4. Fees

Fees to cover the cost of providing video records shall be charged to the homeowner who has requested such records. The fee for each event will be \$25.00

#### 5. Timely requests for data

The duration of historical data available is limited to the specific DVR/device drive capacity. Requests for data must be made within 7 days of a specific event and should be limited to a specific date range and time.

### **Custody, Control, Retention and Disposal of Video Records**

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.

Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Records requiring long-term retention may be turned over to the Association's Property Management Company for storage and security.

### **ACCOUNTABILITY**

1. The Arbor Creek Homeowners Association's Board of Directors is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video surveillance.
2. The President of the Board is responsible for conveying the policies and procedures to all members of the board and ensuring compliance with those policies.
3. The Board is solely responsible for deciding when surveillance footage needs to be viewed.