

**Allen Avenue Square North HOA**  
**Surveillance Camera Policy, Rules and Restrictions for Access and Use**

**Adopted by Board of Directors**

The Allen Avenue Square North HOA(HOA) Board of Directors (BoD) has installed cameras in the lobby and garage for the protection of HOA assets and for the safety of residents and their guests. Video surveillance provides not only a deterrent to inappropriate behavior but can also be used as a means of identification in the event of damage or criminal activity. In order to ensure that video surveillance is used properly, the BoD has adopted the following rules and restrictions, effective INSERT DATE, governing the use and access to such video surveillance.

**Policy Statement**

The HOA recognizes the need to balance individuals' rights to privacy and the need to ensure the safety of the community and its residents. The HOA therefore has adopted a policy which upholds these rights, but also provides the necessary mechanisms for protecting the surveilled areas. The HOA 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, repair, or power outage. The HOA reserves the right to discontinue video recording at any time.

**Scope**

This policy applies to all video surveillance installed within the Allen Avenue Square North HOA common areas, by the HOA, and 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 HOA will use cameras and recording storage devices to collect and retain real-time video for a minimum of 30 days or longer, depending on the equipment and the capacity of the storage devices used.

2. Placement

Video recording equipment has been placed in visible locations in the lobby area and garage 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 any homeowner's property or privacy.

3. Signage

The HOA posts signs to inform homeowners and others that the area is under video surveillance and to increase the cameras' deterrent effects. Signage shall be posted conspicuously at appropriate facility entrances, notifying all parties that the area is under video surveillance. Suitable size and lettering shall be used to make the sign(s) easily visible.

**Access to Video Records**

1. Access: Association

Access to video surveillance and surveillance recordings shall be secured and restricted to the BoD, camera committee, and law enforcement as per the following paragraph of this document. Requests by any and all other parties for surveillance records shall be directed to the property management company. Release of pertinent surveillance recordings to any such other parties shall only be allowed upon majority agreement of the BoD 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 video recordings is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent video recording related to the investigation shall be provided to the law enforcement officials.

3. Security/Storage

Active video records shall be securely stored in a location with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored

with the HOA's property management company or HOA outside legal counsel, depending on the reason for archiving.

4. Fees

Fees to cover the total actual cost of providing video records shall be charged to any party, other than law enforcement, who has requested such records.

5. Timely requests for data

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

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

The HOA has no desire or intention to retain video recording except as required for investigation or evidence. In normal operating conditions, video surveillance recordings will automatically be erased or overwritten by the recording device when the 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 or potential future need for litigation or other purpose. Records requiring long-term retention may be turned over to the HOA's Property Management Company for storage and security.

### **Accountability**

1. The Allen Avenue Square North Homeowners Association's BoD is responsible and accountable for implementing, enforcing, and monitoring the deployment, use and viewing of all video surveillance.
2. The BoD is solely responsible for deciding when surveillance recordings need to be viewed and/or retained for a normal period of time which is longer than such is normally retained.