

Fieldstream North Homeowners Association

Camera Security Policy

2022

Fieldstream North Homeowners Association (the Association) voted to allow the installation of security cameras in the community for the protection of Association assets and to deter criminal activity. 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.

Scope

This policy applies to all video surveillance systems installed within the Fieldstream North community 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 30 days.

2. Placement

Video recording equipment shall be placed in visible locations which present the best surveillance options with respect to desired coverage, specific surveillance targets and ambient lighting conditions. Cameras will be positioned to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

Signage shall be 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 records shall be shared with the Board of Directors should the Board in its best interest find that the review of footage is necessary in order to ascertain whether a crime has been committed, a violation of the Declaration of Covenants has occurred, or under suspicion of criminal activity. Members by virtue of their membership in the community do not have a right to access the footage whether it be live stream or previously recorded.

2. Access: Law Enforcement

If access to video surveillance is required for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board of Directors and pertinent footage related to the investigation shall be provided to the law enforcement officials.

3. Security / Storage

Active Video records shall be stored in the cloud for 30 days. No video shall be published to the Internet. 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. The Association does not intend to keep video footage and therefore the footage shall not become official records of the Association unless stored longer than the provided time herein for the purposes of litigation.

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 recordings will automatically be erased or overwritten by the recording device when capacity of the device reaches a set limit.

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

Now, therefore, let it be resolved that the following policy for Video Surveillance Security be adopted and adhered to:

ADOPTED: _____, 2022 at a duly noticed Board of Directors Meeting

APPROVED:

Signed Copy Available from Records Request through the Association Property Manager

President

Date

Secretary

Date