

Woodcreek Farms Homeowners Association

Video Surveillance Policy

Woodcreek Farms Homeowners Association Inc (hereinafter the “Association”) via its Board of Directors has installed surveillance cameras for the benefit of Association assets and those of its residents and their guests.

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

Underlying Principals

The safety of the community and community property are deemed to be important aspects of this community. The Association added video surveillance to assist in keeping 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.

Homeowners and visitors should be aware that this system is not monitored and should not have an expectation that they are under continuous surveillance when they are within range of the cameras.

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 community and its residents. The Association therefore will adopt a policy which upholds these rights but provides additional mechanisms for protecting the community.

Scope

This policy applies to all video surveillance systems installed 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 and Records

1. Type of Equipment

The Association will use Digital Video Recorders to collect and retain real-time video for at least 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. Signage shall be posted in conspicuous location(s) notifying all parties that the area is under video surveillance.

3. Maintenance

Should the maintenance or repair of Digital Recording Equipment require it be sent outside the community for maintenance, its internal recording media must be deleted prior to removing the equipment. Any on-premises service by an outside service technician will be done in the presence of a member of the Board of Directors or authorized individual.

Access to Video Records.

1. Access by the Association

Access to video surveillance records shall be secured and restricted to the Board of Directors or its authorized representatives. Video surveillance footage shall be viewed by the Board or its authorized representatives only upon majority agreement 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 by Law Enforcement

If access to video surveillance is required for the purpose of law enforcement investigation due to criminal activity or potential criminal activity; the Association shall provide available video surveillance provided to the law enforcement officials.

3. Logging of Access

All instances of surveillance footage being viewed by the Board, its authorized representatives, or provided to law enforcement shall be entered into the minutes of the next Board of Directors meeting so that it becomes a record.

Security / Storage

Active Video records shall be stored in secured enclosures with limited access. No video shall be published/uploaded to the Internet or another platform.

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 attorneys depending on the reason for archiving and storage limitations.

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, will be copied onto portable electronic media such as CDROM/DVD or USB drive, in a generally accepted format, 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.

Accountability

1. The 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 Members of the Association and ensuring compliance with those policies.
3. The Board is responsible for deciding when surveillance footage needs to be viewed.


Now, therefore, it is hereby resolved that this revised policy for Video Surveillance Security is adopted by the Board of Directors on this 23rd day of September, 2024.

APPROVED:


Steven C. Potts (Sep 24, 2024 11:16 EDT)

President

09/24/2024
Date: _____


Matthew Rosbrugh (Sep 30, 2024 14:18 EDT)

Vice President

Date: _____

Eileen U. Donohue
Eileen U. Donohue (Sep 30, 2024 14:20 EDT)

Secretary

09/30/20
Date: _____

Mark E. Ballew
Mark E. Ballew (Sep 24, 2024 11:44 EDT)

Treasurer

09/24/2024
Date: _____

Board Member

Date: _____