

Savannah Landings Homeowners Association Surveillance Camera Security Policy

Policy Statement

Savannah Landings Homeowners Association (the Association) has installed security cameras in the community for the protection of HOA assets and for the security of residents and their guests. Video surveillance provides a deterrent to inappropriate behavior and can be used for identification purposes when damage or criminal activity occurs. To ensure that video surveillance is not abused the Savannah Landings HOA has established a security policy for the use of and access to the video equipment in the community.

The Association recognizes the necessity of balancing the individual's right to privacy and the need to provide a safe and secure community for the residents. This policy upholds those individual rights but also provides the means to protect the community. The Association does not guarantee that the system will always be recording. There will be times when the equipment will not be operating due to maintenance, service, or repair. The Association also reserves the right to discontinue recording at any time.

Scope

This policy applies to all video surveillance systems installed within the Savannah Landings community by the HOA, but excludes personal surveillance equipment installed by residents.

Installation, Placement, Maintenance of Video Equipment

1. The Association will use a Digital Video Recorder to collect and retain real-time video for a minimum of 30 days or longer depending on the capacity of the internal storage drive.
2. Placement of video camera equipment is in visible locations that provide the best options for desired coverage, lighting conditions, and specific target areas. Camera positions will not compromise a homeowners privacy or property without written permission of the homeowner.
3. Servicing of the system by a service technician will be authorized and reviewed by a member of the Association's Board of Directors or the designated Security Coordinator.

Access to Video Recordings

1. Association Access - Access to video surveillance records shall be restricted to the Board of Directors and the Security Coordinator. Video footage shall be viewed in response to an event, including but not limited to property damage, vandalism, criminal activity, insurance investigation, litigation evidence, and suspicious activity. Requests for video footage shall be made to the President of the Board of Directors in writing.
2. Law Enforcement Access - If access to video surveillance is required for law enforcement due to criminal activity or potential criminal activity the video will be reviewed by the Board of Directors or Security Coordinator. Subsequently the footage that is relevant to the investigation will be provided to law enforcement.
3. Access - Log of Access - All instances of footage being viewed by the Board of Directors/ Security Coordinator or provided to law enforcement shall be entered into the minutes of the monthly Board meeting so it is part of the public record.
4. Security and Storage - Active video records will be stored in the secured clubhouse office with limited access. If necessary for investigative or legal reasons, archived recordings will be stored with McNeil Management, Inc. or HOA lawyers.
5. Requests for data - Historical data availability is limited by the DVR drive capacity. Requests for data must be made within 7 days of a specific event and must specify a date range and time.
6. Custody, Control, Retention and Disposal of Video Records - The Association has no intention of retaining video except when needed for investigations or evidence. Video footage will be automatically erased /overwritten by the recording device when capacity of the device is exhausted. Any specific records relating to evidence or investigations needing to be retained may be copied onto portable media and stored as long as required. Records requiring long term retention may be turned over to McNeil Management, Inc. for security.

Accountability

1. The Association's Board of Directors is responsible for implementing, enforcing, and monitoring the deployment, use and viewing of all video footage.
2. The Board president is responsible for communicating the policies and procedures to all board members, ensuring policy compliance.
3. The Board is responsible for deciding when video footage needs to be viewed.