

## **Board of Directors**

### **Security Camera Operating Policy and Procedure**

#### **Policy:**

The purpose of this document is to outline the standard operating procedures (SOP) and restrictions regarding the security camera system at Beaver Creek on the Plains Subdivision, Zachary, LA. The SOP and restrictions are established by the Board of Directors (Board) and Architectural Control Committee (ACC) and may be modified as needed for meeting the needs of the HOA. The SOP and restrictions are written to limit the use by members of the Board and prevent potentially nefarious and spurious access by residents of the Beaver Creek subdivision.

#### **Procedure:**

- The security camera system will be paid for by dues collected by the Home Owners Association (HOA). If necessary, the HOA will raise home owner's dues to meet the budgetary needs.
- Only the elected President of the HOA, vice- president and committee chair of the ACC will have access to the data collected by the security camera system. The outgoing president will provide the newly-elected president with relevant information necessary to access collected data. The new president of the HOA will immediately change the access password/account access information upon entering office.
- The elected President of the HOA, vice- president and committee chair of the ACC will access video/photo footage to examine data ONLY when presented with an official police report or official police request stemming from a documented police investigation committed in the Beaver Creek subdivision that directly involves a resident or a resident's home/property.
- The elected President of the HOA, vice- president and committee chair of the ACC will access the system to examine data ONLY pertaining to the time frame pertaining to the official police report or official police investigation.
- Other residents of Beaver Creek will NEVER, and under NO circumstances, have access to the data capture system OR any data obtained from investigation by the elected President of the HOA, vice- president and committee chair of the ACC and police department, UNLESS viewing with the resident is required by law to examine the data as part of an ongoing investigation.
- In the event of a breach of the SOP and restrictions for the security system, the elected President of the HOA, vice- president and committee chair of the ACC will report the incident to the HOA, Board, and ACC. The Board and ACC will make a determination as to the extent of the breach and whether legal consequences exist and/or if further notifications are necessary to the residents of Beaver Creek or the local police.