

**CIVANO 1: NEIGHBORHOOD 1**  
**RESOLUTION 10- 06**  
**VIDEO SURVEILLANCE POLICY**

This policy applies to the video surveillance permanently installed in the Civano Center for Community Building.

1. *Location and Installation of Video Recording and Monitoring Devices*
  - 1.1 *The Rotunda Bldg will be equipped with video Recording and monitoring devices. Visitors are Subject to being recorded and monitored at all times while in the Rotunda Building.*
  - 1.2 *The location of video recording and monitoring Devices shall be determined by the Rotunda Committee.*
  - 1.3 *Video recording and monitoring devices shall not be used to record or monitor private or semi-private rooms such as rest rooms, individual offices*
  - 1.4 *Video recording cameras shall not have audio recording capabilities or any such audio capabilities will be disabled.*
  - 1.5 *This Policy does not authorize any type of covert Video surveillance except as provided in Section 6 below.*
  
2. *Notification*

*Except as provided in Section 6 below, one or more notification signs shall be posted at or near each area being monitored.*
  
3. *Use of Video Recording and Monitoring Devices Civano Center for Community Building*
  - 3.1 *Video recording and video monitoring of staff or Residents or others may be created, used, reviewed and/or audited by the Board of Directors and the Rotunda Committee for the purposes of monitoring the premises.*

- 3.2 Civano 1 Neighborhood 1 Homeowners Association  
Shall not use video surveillance or monitoring for other purposes unless expressly authorized by the Homeowner Board of Directors.
  
4. Viewing Video Monitors
  - 4.1 Homeowners Board of Directors and Management Company shall have the responsibility for viewing video monitors or recorders, such information which is to be maintained confidential unless authorized otherwise.
  - 4.2 Law enforcement officers shall have Board approval to access and view video monitors in operation.
  - 4.3 Video monitors should be in controlled access areas wherever possible.
  - 4.4 Individuals with approved access to video monitors Will not monitor activity based on individual characteristics or race, creed, color, sex, national origin, sex orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law.
  
5. Protection of Information, Disclosure of Recordings, Retention of Recordings
  - 5.1 Unauthorized use of copying of video recording is not permitted.
  - 5.2 Images captured on video recordings or monitors shall not be printed, forwarded or copied in any manner unless authorized by this Section 5.
  - 5.3 Video images are initially recorded on a computer hard drive. Once the hard drive is full the new images will be recorded over the old ones.
  - 5.4 Video recordings that may be relevant to the investigation of an incident may be transferred from the computer hard disk onto removable media such as a DVD.
  - 5.5 No attempt shall be made to alter or edit any part of a video recording on a hard disk or DVD.

- 5.6 All video recordings on a hard disk or DVD shall be securely stored in a locked receptacle and labeled.
- 5.7 Board of Directors reserves the right to retain any recordings for any period of time as necessary.

DATED this 23 day of February, 2010.

CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION,  
an Arizona non-profit corporation

By: \_\_\_\_\_  
Its: President



ATTEST:

Judith A. Willis  
Secretary