

CAMERA SURVEILLANCE SECURITY POLICY

MAPLE POINTE HOMEOWNERS ASSOCIATION

P.O. Box 955
Manassas, VA 20113
www.maplepointehoa.com

CAMERA SURVEILLANCE SECURITY POLICY

Effective October 17, 2022

TABLE OF CONTENTS

I.	STATEMENT	1
II.	UNDERLYING PRINCIPALS	1
III.	POLICY STATEMENT	1
IV.	ACCOUNTABILITY	2
V.	VIDEO EQUIPMENT, PLACEMENT, AND SIGNAGE	2
	A. Type of Equipment	2
	B. Placement	2
	C. Signage	3
VI.	ACCESS TO VIDEO RECORDS	3
	A. Access: Association and Homeowners	3
	B. Access: Law Enforcement	3
VII.	SECURITY/STORAGE	3
VIII.	TIMELY REQUESTS FOR DATA	4
IX.	CUSTODY, CONTROL, RETENTION, AND DISPOSAL OF VIDEO RECORDS	4
X.	DISCLAIMER	4

CAMERA SURVEILLANCE SECURITY POLICY

I. STATEMENT

Maple Pointe Homeowners Association has installed security cameras in the common areas along Vermont Place, Cabot Court, Walcott Court, Cold Harbor Loop as well as the playground for the protection of Maple Pointe assets, the security of residents and their guests, and trash monitoring.

In order to ensure that video surveillance is not abused or misused, Maple Pointe Homeowners Association agreed that a camera security policy should be enacted to govern the use and access to such video surveillance images.

NOTE: WHILE THESE CAMERAS ARE OPERATIONAL, THEY ARE MEANT AS A DETERRENT BUT NOT PREVENTATIVE. EACH HOMEOWNER IS RESPONSIBLE FOR THEIR OWN SECURITY AND SAFETY. THE SOLE PURPOSE FOR SECURITY CAMERAS IS TO AID IN THE IDENTIFICATION AND/OR CAPTURE OF INDIVIDUAL(S) IF AND WHEN A SECURITY BREACH, CRIMINAL ACTIVITY OR OTHER VIOLATION(S) HAS HAPPENED WITHIN THE COMMUNITY.

II. UNDERLYING PRINCIPALS

The safety, security, and cleanliness of our community is important to all of our residents and is a key factor in buying decisions and property values. Maple Pointe Homeowners Association has installed video surveillance to help aid in monitoring our community as a deterrent and part of a larger security approach to help keep property and residents safe as well as to monitor for other violations such as community trash. Maple Pointe Homeowners 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, criminal activity and other violations.

III. POLICY STATEMENT

Maple Pointe Homeowners Association recognizes the need to balance individual's right to privacy and the need to ensure the safety and security of the neighborhood and its residents. Maple Pointe Homeowners Association therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community as well as accessing and sharing images.

Maple Pointe Homeowners Association does not warrant that the equipment will always be functioning and recording as there will be times when the cameras or system are down for maintenance, service or repair. Maple Pointe Homeowners Association reserves the right to discontinue video recording at any time.

Maple Pointe Homeowners Association has adopted the following rules and restrictions effective, **September 30, 2022**, governing the use and access of video equipment in the community. This policy applies to all video surveillance systems installed within Maple Pointe by the Homeowners Association which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

IV. ACCOUNTABILITY

Maple Pointe Homeowners Association's Board of Directors is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video surveillance.

The President of Maple Pointe Homeowners Association is responsible for conveying the policies and procedures to all members of the community and ensuring compliance with those policies.

Maple Pointe Homeowners Association is solely responsible for deciding when surveillance footage needs to be reviewed, stored, or destroyed.

V. VIDEO EQUIPMENT, PLACEMENT, AND SIGNAGE

A. Type of Equipment

1. Maple Pointe Homeowners Association will use Digital Video Recorders to collect and retain real-time videos and pictures for a **minimum of 7 days** or longer depending on the equipment and the capacity of internal storage devices. The state of Virginia has a statute which prohibits capturing simultaneous audio and video recordings without consent so Maple Pointe Homeowners Association will record video only (Virginia Code §19.2-62). Additionally, in order to control and verify system functionality, the surveillance system will be routinely tested to ensure that the cameras are working properly.

B. Placement

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

homeowner. In the state of Virginia, a homeowners association can lawfully install video surveillance cameras in all common areas of the community so long as it is not installed in areas where someone may have a reasonable expectation of privacy (Virginia Code §18.2-386.1).

C. Signage

1. Signage has been erected in conspicuous location(s) notifying all parties that the area is under video surveillance. Suitable size and lettering shall be used to make the sign easily visible. The text shall read:

“THESE PREMISES ARE MONITORED BY SECURITY CAMERAS.”

VI. ACCESS TO VIDEO RECORDS

A. Access: Association and Homeowners

1. Access to video surveillance and surveillance records shall be secured and restricted to Maple Pointe Homeowners Association's Board of Directors. Homeowners will no direct access to any video surveillance held on file. Requests for video surveillance footage shall be directed to the President or Vice President of Maple Pointe Homeowners Association. Because of privacy and liability issues, viewing of pertinent footage to homeowners shall only be allowed upon majority agreement of the Board and only in response to an event which has occurred including but not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation, trash violations, and suspicious activity. If request is granted, the homeowner may view the video footage only, no storage or download or any video is allowed, unless subpoenaed by law enforcement officials. Surveillance information will not be pulled for individual arbitrary wishes including, but not limited to family members and public coming and goings, unless requested by law enforcement.

B. Access: Law Enforcement

1. If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent footage related to the investigation shall be provided to the law enforcement officials only.

VII. SECURITY/STORAGE

Active video records shall be stored on a secured computer with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with Maple Pointe Homeowners Association and/or HOA lawyers, depending on the reason for archiving. Footage from the video recording

equipment will never be stored on a personal computer. No video shall be published to the Internet or streamed to mobile devices. The camera will be connected via wireless to the office router.

VIII. TIMELY REQUESTS FOR DATA

The duration of historical data available is limited to the specific DVR/device drive capacity. Requests for data must be made **within 7 days** of a specific event and should be limited to a specific date range and time.

IX. CUSTODY, CONTROL, RETENTION, AND DISPOSAL OF VIDEO RECORDS

Maple Pointe Homeowners 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 or purchased cloud storage has reached its predetermined level.

Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Records requiring long-term retention may be turned over to Maple Pointe Homeowners Association's lawyers for storage and security.

X. DISCLAIMER

Neither Maple Pointe Homeowners Association or Board, including individual members, shall have liability to any member, invitee, or guest resulting from failures of equipment or installation.

Camera Surveillance Security Policy Effective October 2022