Bryant Place Owners Association

**Policy on Security Cameras**

July 14, 2020

This policy establishes the purposes, procedures and guidelines for the placement and use of security cameras owned and operated by The Bryant Place Owners Association (HOA) as well as access to and retrieval of video images and information.

**Purposes of Security Cameras**

The purposes include, but not limited to, the:

1. Discouragement of violation of the rules and regulation for use of the Common Areas , including carport areas.
2. Prevention of recurrence of such violations,
3. And provision of assistance to law enforcements in investigation and/or prosecuting criminal activity.

The top priority of the system is the safety and security of the HOA members and guest. This system is not for personal use.

**Placement and Maintenance of Security Cameras**

The cameras may be placed in locations to view Common Areas owned and controlled by the HOA, the entrances of the buildings and carport areas.

Security cameras will not be placed in areas where members and guest would have a reasonable expectation of privacy and will not purposefully view inside resident’s homes. Cameras are not installed to monitor Member activities except as they relate to actions in, on or about the Common Areas being monitored.

**Maintenance:** Any on premise servicing by the service technician (Valley Alarm) will be done in the presence of a member or agent of the Board of Directors or authorized individual.

**Procedures related to the Operation of Security Cameras.**

The following procedure are followed:

* Notices that security cameras are in use are posted on carport entrances, main entry and the 8565 courtyard.
* Access to and viewing of security monitors through current storage mechanisms shall be restricted to authorized personal, including HOA Board Members, Association’s Property Management Company, Property Managing Agent, Association’s Lawyers or others designated to be on an HOA security or rule enforcement committee.
* Although the security system is designated to monitor the targeted areas when motion is detected, the recordings are not intended to be an may not be viewed or monitored constantly by authorized personnel. The system may be viewed and monitored on a regular basis, but only randomly and as the circumstances or regular activity dictate.
* Access to the system shall be restricted by passwords issued, and as necessary and appropriate changed from time to time, by an HOA Board Member.

**Procedures related to access to video records and archival material.**

* Video records are stored in the system NVR, and limited to approximately 30 days
* Under normal circumstances video recordings may be regularly and systematically written over when the system NVR reaches the limits of its storage space. Notwithstanding, upon receipt by the HOA of appropriate notice from an authorized government entity with lawful right access or jurisdiction over the subject matter, video recordings that are the subject of a court action, criminal investigation and/or prosecution, or in the instance of the HOA, restriction violation(s) and that like will be kept as long as required for future reference and proof.
* Besides the records stored in the NVR, archival material can include flash drives, external hard drives, burned CD/DVD or other date storage means and devices.
* The archival material will be kept in the possession of the HOA Board Members, Association’s Property Management Company, Property Managing Agent, and shall not be disseminated or distributed, in whole or in part, except that the HOA Board Members may release it as follows:
* To provide evidence of criminal activity or in response to a subpoena from a court of component jurisdiction, or
* To provide evidence of a violation of restrictions applicable to the Bryant Place Owners Association.
* Requests from the public to view or obtain recorded images will be consider only if the request is related to documented incidents of criminal activity. A request can be made to archive the recording for subsequent use by law enforcements personnel- request must be made in writing and specify the date and approximate time of the incident, and the nature of the event.
* If more than 2 request are made by a resident in a 12 month period, subsequent request may be subject to a fee of $10/hour minimum charge based on the time it takes to investigate the footage relating to the reported incident. This fee will be payable to Bryant Place HOA. If the incident is verified, there will be no charge, and the request will not count towards the 12-month quota. If law enforcement requests the footage, there will be no charge.

**ACCOUNTABILITY**

1. The HOA’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 ensuring compliance with those policies.

1. The Board is responsible for deciding when surveillance footage needs to be viewed.

***The HOA’s Board reserves the right to re-review and modify this policy form time to time as the HOA Board acting as a whole and its sole collective discretion shall deem appropriate in light of the day to day experience gained through the use and oversight of the security camera system***.