

SYKES COVE COMMUNITY ASSOCIATION, INC.

Camera Policy

Sykes Cove Community Association, Inc. (“Association”) Board of Directors (“Board”) has installed cameras at the front entrance of the community. The Association anticipates that the video surveillance will not only provide a deterrent to inappropriate behavior but may also be used as a means of identification in the event of damage or criminal activity. In order to ensure that video surveillance is not abused or misused, the Board has adopted the following rules and restrictions effective, April 11th, 2024, governing the use and access of video equipment in the community.

This policy applies only to cameras installed by the Association. This policy does NOT apply to any personal cameras installed by residents. The Association does not warrant that the equipment will always be functioning and/or recording. There will be times when the cameras or system may be down for maintenance, service, or repair. The Association reserves the right to discontinue video monitoring and/or recording at any time. The Association shall accept no liability arising from its video surveillance camera equipment not functioning or recording on any particular day and/or time.

Installation, Placement, Maintenance, and Access of Video Surveillance Equipment Video Equipment/Records

Type of Equipment

- The Association will use a wired camera to collect and retain real-time video.
- Video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted which is a maximum storage of 150 days.
- Footage from the video recording equipment will never be stored on a personal computer, tablet, mobile, or external drive (i.e. – USB) device.
- The cameras will be connected to the internet and accessible remotely with an administrative password.

Placement

- Video recording equipment shall only be placed at entryway of Sykes Cove, which is open and obvious location within the Common Area that presents the best surveillance options with respect to desired coverage, specific surveillance targets, and ambient lighting conditions. One camera is facing to the North monitoring traffic coming into Sykes Cove and the other camera is facing South monitoring traffic leaving Sykes Cove.

- Cameras will be positioned where a person has no reasonable expectation of privacy, and will not intrude into a resident's Lot without express written consent of the resident.
- Signage shall be erected in a conspicuous location(s) notifying all parties that the area is under 24-hour video surveillance.

Ordinary Maintenance

- Ordinary maintenance will be provided by the Association's camera vendor and the Board of Directors
- Such maintenance shall include but is not limited to:
 - Spot checks – Quarterly remote spot checks on the system to verify the system is operating as required.
 - Vendor shall service the system under the warranty parameters provided by the manufacturer's warranty and any warranty by the vendor.
 - The Board of Directors will do a monthly checks to make sure the system is recording properly and will log in these monthly checks.

Access to Video Records

- The Association's access to video surveillance records shall be secured via password and restricted to the Board, the Association's management company, and security staff, if any:
- Security levels have been created for those persons who will have access to the surveillance camera footage. The assignment of security levels, levels of access, and all access permissions shall be determined by the Board from time to time, in the Board's sole discretion.
 - Administrative Users: These users can view and delete logs and video recordings. The Administrative Users are all members of the Board of Directors.
 - Power Users: These users can view live video and log recordings but will not have the ability to delete logs. The Power Users will be all members of the Board of Directors.
- Release of pertinent footage to Owners shall only be allowed upon the approval of a majority of the Board (or in the event of an emergency by the President of the Association) and only in response to a qualifying event which has occurred. A qualifying event would include but not limited to, vandalism, property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity.
- If access to video surveillance is required for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board and pertinent footage related to the investigation shall be provided to the law enforcement officials, if the Association still has the video footage.

Training

- All persons involved in the maintenance or monitoring of cameras: (a) will be instructed in the technical, legal, and ethical parameters of appropriate camera use; and (b) will receive a copy of this Camera Policy and provide a written acknowledgment that they have read and understood its contents. Records of written acknowledgments will be maintained as an official record by the Association’s Manager or Board of Directors.

Camera Monitoring and Review

- The Users identified above may monitor, and review the camera feeds and recordings as needed to support investigations. It is not intended or expected that cameras will be routinely monitored in real time.
- Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is prohibited.

Request Video Review

- Requests by Owners for video surveillance footage shall be placed in writing and directed to the Association’s Manager or Board of Directors. However, notwithstanding the foregoing, access decisions shall ultimately be made by the Board (or in the event of an emergency by the President of the Association), in its sole discretion. Video footage is not considered an official record of the Association pursuant to Section 720.303(4), Florida Statutes, since it is not a written record.
- The written request to review footage must specify the specific date and time range requested.

Storage

- Active video footage shall be stored in secured enclosures with limited access. Any archived video footage shall be stored only for investigative or legal purposes by the Association, or Association legal counsel, depending on the reason for archiving.

These policies and procedures will be reviewed and updated as necessary and adopted by the Association Board. The Association shall not incur liability resulting from deviations from this Camera Policy.

SYKES COVE COMMUNITY ASSOCIATION, INC.

ON BEHALF OF THE BOARD:

Ashley Doig
Signature

April 11th, 2024
Approval Date

Printed Name: Ashley Doig

Title: President