

**EXCHANGE NORTH BUILDING ASSOCIATION (ENBA), INC.
SECURITY CAMERA POLICY**

I. PURPOSE

The purpose of the ENBA Security Camera Policy is to enhance the security of the community and its residents, protect common areas, deter crime, and assist in the investigation of unlawful activities and infractions of the ENBA governing documents while respecting the privacy rights of homeowners and guests.

II. SCOPE

This policy applies to all common areas within the ENBA community, including but not limited to:

- Entrances
- Entrance lobbies
- Clubhouse
- Pool
- Fitness Center
- Stairwells
- Building grounds
- Parking lot
- Other shared spaces

This policy does not cover the use of cameras within the individual units of homeowners but addresses the placement and use of cameras in areas maintained and operated by the ENBA.

III. CAMERA PLACEMENT AND OPERATION

1. Cameras will be installed in a manner that only monitors common areas and does not infringe on the privacy of individual units.
2. Signs will be posted notifying all that the area is under surveillance.
3. Cameras will be positioned to avoid capturing images inside private residences..
4. The ENBA will conduct periodic reviews of camera placements to ensure compliance with privacy expectations and technological advancements.
5. The cameras will operate continuously, 24 hours a day, seven days a week, and recordings will be stored securely with access limited to authorized personnel only.

IV. DATA STORAGE AND ACCESSIBILITY

1. Recorded footage will be kept for a period not exceeding 60 days, except where footage is being used for the investigation of an ENBA incident or is part of an ongoing legal process.
2. Access to recorded footage will be restricted to the ENBA Board of Directors, the Tech Committee, the property managers, and law enforcement authorities in the event of a crime or investigation.
3. Residents may request to view footage pertaining to a specific incident involving their property or person. Such requests must be in writing, specify the time and date of the incident, and be submitted to the ENBA Board of Directors.

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4. Any reviewed or released footage will be carefully screened to protect the privacy of other residents and to ensure compliance with applicable laws.

V. RESPONSIBILITIES AND ENFORCEMENT

1. The ENBA Board of Directors will be responsible for the implementation, operation, and enforcement of this policy.
2. The Tech Committee will conduct regular maintenance checks on the cameras to ensure their proper functioning.
3. Any tampering, obstruction, or disabling of the security cameras by residents or guests will be considered a violation of this policy and may result in fines or other penalties.

VI. NOTIFICATION

All residents and homeowners will be provided with a notice whenever the policy is subsequently revised.

VII. AMENDMENTS

This policy may be amended at any time by the ENBA Board of Directors to reflect changes in technology, law, or the necessities of the community.

VIII. ACCEPTANCE

By residing within the ENBA community, all homeowners and their guests agree to the stipulations of this Security Camera Policy as dictated by the ENBA Board of Directors.

ADOPTED this 1st day of July, 2024, by the ENBA Board of Directors