

SURVEILLANCE CAMERA POLICY
for
WOODLANE FOREST CIVIC ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

I, _____, President of
Woodlane Forest Civic Association

(the "**Association**"), certify that at a meeting of the Board of Directors of the Association (the "**Board**") duly called and held on the _____ day of _____, 2023, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, this Surveillance Camera Policy ("**Policy**") was approved by not less than a majority of the Board members in attendance, at by a majority of property owners at a general meeting of the association.

This policy establishes the purposes, procedures and guidelines for the placement and use of surveillance cameras owned and operated by the Association as well as access to and retrieval of digital images and information.

I. Purposes of Surveillance Cameras

The purposes include, but are not limited to:

1. A deterrent to crime in the subdivision.
2. Provision of assistance to law enforcement in investigating and/or prosecuting criminal activity in the subdivision.
3. Monitoring the Subdivision guard shack.

The surveillance camera system ("**System**") ***is not and shall not*** be intended or imply the security or protection of private residences, privately owned property, owners, members, or their guests.

II. Placement of Surveillance Cameras

Surveillance cameras may be placed to view areas at the entrance of the subdivision. These locations may include, but are not limited to:

Surveillance cameras will not be placed in areas where Members and guests would have a reasonable expectation of privacy, (e.g., inside restrooms). Surveillance cameras will not be designed to purposefully view residents' homes (e.g., capture clear images outside or inside homes). Home exteriors may be viewed incidentally in the course of capturing images of the Common Areas. Cameras are not installed to monitor Member activities except as they relate to actions in the entrance of the subdivision being monitored as provided herein.

III. Procedures Related to Operation of Surveillance Cameras

The following procedures will be followed:

1. Notices that surveillance cameras are in use shall be posted in locations as determined by the Board.
2. Access to and viewing of surveillance cameras are restricted and such restrictions will be actively enforced. Access to surveillance cameras through direct streaming or current or archival storage mechanisms is limited to the following authorized personnel: the Association’s designated Board Members as voted on by the Board or designated repair personnel.
3. Although the surveillance cameras are designed to monitor the targeted areas on a constant basis, the surveillance cameras are not intended to, will not be viewed, and/or monitored constantly by authorized personnel. The System will be viewed and monitored as the circumstances of activities dictate.
4. Access to the System will be restricted by passwords issued, and as necessary and appropriate changed from time to time, by the Board of the Association.
5. For security and availability, these passwords will be stored at a location designated by the Board.
6. Password changes shall be implemented as deemed appropriate by the Board.

Password security will be layered commensurate with the access described below:

Position	View Current Images	View Prior Images on DVR	Archive Images	Change System Parameters	Issue/Change Passwords
Association President, Security Committee Chair	Yes	Yes	Yes	Yes	Yes
Other Association Board Members	Yes	Yes	Yes	No	No
Association Residents	No*	No*	No*	No	No
Law Enforcement Authority	Yes	Yes	No*	No	No
ASSOCIATION DESIGNATED SERVICE AND REPAIR TECHNICIAN.	YES	YES*	YES	YES	No

* Limited access may be provided as outlined below

IV. Procedures Related to Access to Video/Digital Records and Archival Material

1. Video/digital records are not stored in a cloud-based system or maintained by the Association. Given the storage capacity and number of cameras deployed, available in-system video storage may be limited.
2. Video records may be regularly and systematically written over when the system reaches the limits of its storage space. Notwithstanding, upon receipt by the Association of appropriate notice from an authorized entity or government department with lawful right to access or jurisdiction over the subject matter, video records that are the subject of court action, criminal investigation and/or prosecution, or in the instance of the Association, restriction violation(s), and the like will be kept as long as required for future reference and proof.
3. The following will be authorized to access the video records and archival material according to the limitations provided in this Policy:
 - a. Association Board President
 - b. Security and Technology Chair
 - c. A back up Board member to be elected by the Board.
 - d. A service technician supervised by an authorized Board member.
4. Under special circumstances, not otherwise covered in this Policy, the Board acting as a whole, may grant specific limited access to the records for good reason. Neither the President of the Association nor any individual Board Member, acting individually, may grant any such access regardless of the basis therefor.
5. Records may be stored or archived in a cloud-based system, flash drives, external hard drives, burned CD/DVDs, or other data storage means and devices.
6. The archival material will be kept in the possession of the Association, and shall not be disseminated or distributed, in whole or in part, except that the Association Board may release it as follows:
 - * Only when a police report has been filed.
 - To provide evidence of criminal activity to certified law enforcement officer investigating an open case upon presentation of a case number.
 - To respond to a subpoena from a court of competent jurisdiction.
 - To provide evidence of a violation of restrictions applicable to the subdivision; or
 - To provide evidence of third-party damage to Common Areas or other amenities.
7. Information recorded may not be released directly to an owner or resident for use in a domestic dispute, a neighbor-to-neighbor dispute, or for any other personal use by such owner or resident.
8. Requests from law enforcement authorities to obtain recorded images (e.g., copies of images provided on CD/DVD, flash card, etc.) will be considered only if the request is related to documented incidents of criminal activity and upon presentation of a police report case number. Documentation of criminal activity including receipt of a police report indicating an open investigation, or a subpoena by a court of competent jurisdiction.
9. All questions related to the System should be directed in writing to the Board.

V. Costs

The Association may charge the party who requested the recorded footage and/or information through a subpoena for the compilation, production, or reproduction of the recorded footage and/or information, which costs may include all reasonable costs of materials, labor, and overhead.

VI. Not Security

The cameras are **not** maintained by the Association as a method of providing security within the subdivision, nor are the cameras intended to protect any owner's or individual's personal property. The Association, its directors, officers, employees, and agents, will not in any way be considered an insurer or guarantor of security within the subdivision by maintaining the cameras, the recorded footage or other information.

VII. Disclaimer

The recorded footage and information may not always be available for a given location and time due to availability of an authorized Board member, scheduled downtime of a camera, unscheduled downtime of a camera or technical issues of any component of the System. Likewise, weather conditions, lighting conditions, or other factors outside of the control of the Association may limit the availability of video data and/or may render such data, even when available, of no value. Accordingly, the Association in no way represents or guarantees that it will maintain recorded footage and/or information for every activity within the subdivision.

VIII. Amendment

The Association Board reserves the right to review and modify this Policy from time to time as the Association Board acting as a whole and in its sole collective discretion shall deem appropriate in light of the day-to-day experience gained through the use and oversight of the System.

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CERTIFICATION

I hereby certify that, as President of Woodlane Forest Civic Association, this Surveillance Camera Policy was approved on the ____ day of _____ 2023, at a meeting of the Board of Directors at which a quorum was present.

DATED, this day ____ of _____ 2023.

Woodlane Forest Civic Association

By:

Printed:

Its: President

STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, on this day personally appeared _____,
President of Woodlane Forest Civic Association, known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that she/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the ____ day of _____ 2023.

Notary Public – State of Texas