

Craneridge Homeowners Association HOA Surveillance Camera Security Policy

Adopted by Board of Directors on 6/3/2024

Craneridge Homeowners Association (the Association) has installed security cameras on the Association pool house to record video footage of the pool area, the adjacent playground, basketball court and shelter areas for the protection of Association assets and for the security of residents and their guests.

In order to ensure that video footage is not abused or misused, the Board of Directors agreed that a security policy should be enacted to govern the use and access to such video footage.

Underlying Principle

The Association hopes that the video cameras will provide a deterrent to inappropriate behavior and can be used as a means of identification in the event of damage or criminal activity. The video footage will not be monitored nor will they be reviewed regularly. Surveillance Cameras do not ensure security, and all residents are responsible for their own safety. It should not be assumed that anyone is monitoring the cameras or will be able to provide assistance. Additionally, it's important to note that the video footage will not record sound or conversations.

Policy Statement

The 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. The Association therefore has adopted a policy which upholds these rights but provides the necessary mechanisms for protecting the community. The Association does not warrant that the equipment will always be functioning and recording. There will be times when the cameras or system are down for maintenance, service or repair. The Association reserves the right to discontinue video recording at any time.

Scope

This policy applies to all video recording systems installed within Craneridge by the Association which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

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

1. Type of Equipment

The Association will use a Digital Video Recorder to collect and retain real-time video for a minimum of 7 days or longer depending on the equipment and the capacity of internal storage devices.

2. Placement

Video recording equipment has been placed in visible locations on the outside of the pool house, which presents the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

3. Signage

Signage has been erected in conspicuous location(s) notifying all parties that the area is under video recording.

Access to Video Records

1. Access: Association

Access to stored video recording shall be restricted to the President and Vice President of the Board of Directors, Executive Secretary, and Law Enforcement. The duration of historical data available is limited to the specific DVR/device drive capacity.

2. Access: Law Enforcement

If access to video recording 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.

3. Access: All Others

Footage is not available to residents, guests, or the general public.

4. Security / Storage

Active video records shall be stored in a secured and locked enclosure with limited access. All collected video images are property of the Association. In normal operating conditions, video footage will automatically be erased or overwritten by the recording device when the capacity of the device has been exhausted, which can be between 14 and 28 days.

Custody, Control, Retention, and Disposal of Video Records

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. Specific records related to evidence or investigations that 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 the Executive Secretary for storage and security.

ACCOUNTABILITY

1. The Craneridge Homeowners Association's Board of Directors is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all video recording.
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.
3. The Board is solely responsible for deciding when video footage needs to be viewed.