

RAMS HILL COMMUNITY ASSOCIATION
VIDEO CAMERA POLICY

1.0 Purpose:

This policy establishes guidelines and standards for installing, viewing, recording, accessing, releasing, and destroying the recorded data from the video cameras installed by the Rams Hill Community Association ("Association").

The Association may install video cameras to assist it in managing and preserving the common areas while considering individuals' reasonable expectations of personal privacy.

2.0 Scope:

This policy applies to all video cameras installed by the Association within the Rams Hill Community, which includes the seven neighborhood subdivisions. The presence of such cameras will be disclosed on posted signage. This policy does not cover personal cameras or recording devices installed by owners or residents.

3.0 Placement:

The Association may install video recording equipment in and around the Rams Hill development, including at the front entry gatehouse. The video cameras will be positioned only to face common areas and streets and in such a manner that individual privacy will be preserved. Some cameras may be positioned to record the flow and speed of traffic. However, cameras will not record audio and will not be used or installed in areas where there is a reasonable expectation of privacy.

In areas where video cameras are installed, the Association will prominently post signage at conspicuous location(s) notifying all owners, residents, and visitors that video cameras are present and recording.

4.0 Use:

Data recorded from the video cameras will be used solely to monitor activity in the common areas. Cameras are primarily for the benefit of the Association to reduce vandalism and to discourage activities that violate the Association's governing documents.

The presence of video cameras does not guarantee the safety or security of any persons or personal property. Owners, residents, and visitors are responsible for their own safety and the safety of their property.

There is no real-time monitoring of the video camera recordings. There should not be an expectation that the video cameras are being monitored 24 hours a day, seven days a week, or that the Association will observe and respond to a crime or incident in progress.

Also, the Association does not warrant that its video equipment will always be functioning and recording. There may be times when the video cameras or system are down for maintenance, service, or repair. The Association hereby reserves the right to discontinue video recording at any time.

5.0 Retention and Disposal:

The Association shall provide reasonable safeguards including, but not limited to, password protection and firewalls to protect the recorded data from unauthorized users and unauthorized use. All recorded data will be stored at a secured location. Access to the recorded data will be in accordance with applicable law and this policy.

Recorded data held for review will be maintained in their original form. Recorded data will be retained for a minimum of 45 days after the initial recording unless the Association is served with any subpoena or request for data recordings or reasonably believes it will be involved in a lawsuit or part of any governmental investigation. In that case, the Association will suspend any further destruction of the recorded data until the Association, with the advice of counsel, determines otherwise.

Recorded data retained for investigation purposes will be strictly managed with limited access. If the Association knows no reason for continued storage, such recordings will be erased. The Association, its directors, managing agent, and legal counsel shall not be liable for any loss of video footage (no matter the length of time) if a camera or storage device is not functional.

6.0 Restricted Access:

Access to and review of recorded data shall be restricted to authorized personnel, such as the Association's directors, officers, managing agent, and legal counsel, and shall only be for legitimate purposes, including to ascertain the identity of perpetrators of damage or vandalism in the common area, to determine if a violation of the governing documents has occurred, or to simply check periodically that the video recording equipment is properly working. Members, by virtue of their membership in the Association, do not have a right to access the footage, whether it be a live stream or previously recorded.

Access to the data will only be allowed to persons other than the Association's directors, officers, managing agent, and legal counsel upon a court order, subpoena, or request from law enforcement. Only the pertinent portion of the recordings related to the incident will be provided.

Upon good cause, a member may make a written request to the Association for a director, officer, or management representative (*i.e.*, not the member) to view the recorded data. The requesting member shall state the purpose of the request in writing. The Association's board of directors may approve such a request if the member demonstrates good cause for the review.

The request must be made within 30 days of a specific event and should be limited to a specific date range and time. Only the portion of the recording concerning the particular event will be reviewed. No portion of the recording will be reproduced or distributed to the member. Approval or denial for viewing will be made within 15 days of receipt of the written request.

All viewing will be recorded on a log, identifying the purpose for reviewing the recorded data, the individuals present, the date and location of viewing, the date the recording was made, and the viewer's signature. The log will be retained for a period of not less than seven years.

7.0 Modification:

The Association reserves the right to review and modify this policy from time to time as the board of directors acting as a whole and in its sole discretion shall deem appropriate in light of the day-to-day experience gained through the use and oversight of the video camera system.