



Policy SEC-06

VIDEO SURVEILLANCE

10 REFERENCE(S)

- CC&R Article X, Section 10.1.

2.0 PURPOSE

The purpose of this policy is to govern use, access, custody, retention and disposal of video surveillance records, including but not limited to recording and storage devices, viewing images recorded, and logbook entries related to video devices and recordings.

30 POLICY

31 Use:

- 3.1.1 Video surveillance may be used to record real-time activity at the Troon, Bellavita and Rainier entry gates and the guardhouse, 24 hours a day, 7 days a week.
- 3.1.2 Video surveillance cameras will be positioned so as not to intrude on a resident's property or privacy without the express written consent of the homeowner.
- 3.1.3 Signage will be erected in conspicuous locations notifying all parties that the area is under video surveillance.

32 Access:

- 3.2.1 Access to video surveillance equipment and records shall be under the sole control of the ISHOA Board of Directors (the Board), and only the Board shall have the authority to determine who may possess, retrieve, view, copy and/or deliver such records.
- 3.2.2 Access to video surveillance equipment and records may be granted to the Security Committee Chair by the President of the Board, or other Board member as designated by the President, if it is determined that circumstances warrant such access.
- 3.2.3 Except for the live feed to the guardhouse, video surveillance recordings shall be viewed only in response to an event which has been reported to the Board,



including but not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity.

- 3.2.4 Viewing video surveillance recordings shall be limited to the President or other designated member of the Board, and/or to such other individual(s) as the President or designated Board member deems appropriate under the circumstances, including but not limited to the Security Committee Chair, police representative(s), and security company personnel.
- 3.2.5 A copy of video images requested/required by third parties, such as law enforcement officials, insurance companies or court orders, may only be provided after the recording has been viewed and approved by a majority of the Board.
- 3.2.6 All instances of video surveillance images being viewed by those designated under paragraph 2.d. above or being provided to third parties shall be entered into the monthly minutes of the Board of Directors' meeting so that it becomes a matter of record.
- 3.2.7 If any video surveillance equipment must leave the premises for maintenance and/or repair, such equipment shall have its internal recording media deleted prior to removing it. Any on-premise servicing by an outside service technician will be done in the presence of a member of the Board or the Security Committee Chair.

33 Custody, Retention and Disposal:

- 3.3.1 The Board retains custody and control of all original video surveillance records.
- 3.3.2 Video surveillance recordings will be retained for a minimum of two weeks or longer, depending on the equipment purchased and the capacity of internal storage devices. ISHOA has no desire or intention to retain video surveillance recordings except as required for investigations or evidence.
- 3.3.3 In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.
- 3.3.4 Active video surveillance records shall be stored in secured enclosures with limited access. No surveillance video is to be published to the internet or streamed to mobile devices.
- 3.3.5 Archived video records are to be stored only for investigative or legal purposes and shall be stored with ISHOA's management company or ISHOA's attorneys, depending on the reason for archiving.



- 3.3.6 Specific records relating to evidence or investigations which need to be retained will be copied onto portable media such as DVD and stored for a long as required based on the investigation type. Records requiring long-term retention will be turned over to ISHOA's management company for storage and security.
- 3.3.7 Old storage devices shall be disposed of in accordance with an applicable technology asset disposal process ensuring personal information is erased prior to disposal and cannot be retrieved or reconstructed. Disposal methods may include shredding, burning, or erasing depending on the type of storage device.

4.0 RESPONSIBILITY FOR POLICY

The Board or its delegate is responsible for enforcing, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS

10/17/2013, Original Policy 2013-002 per Board Motion 2013-056, effective 11/16/2013.

03/19/2015, Reformatted and renumbered policy to SEC-07 (per new policy ADM-01, Policy Numbering and Format), Board Motion 2015-011.

05/18/20, Amended Policy by Board Motion 2020-038, renumbering.