

CLARIDGE POINTE HOMEOWNERS ASSOCIATION

June 2, 2014

Re: Newly Adopted Policy Regarding Use of Surveillance Cameras

Dear Homeowner,

Enclosed please find the new Claridge Pointe Homeowners Association Policy Regarding Use of Surveillance Cameras. This was adopted by the Board of Directors on May 5, 2014.

Please review the document carefully and add this new policy to your Association's governing documents.

The enclosed Policy Regarding Use of Surveillance Cameras replaces any previous written policy, procedure and/or rule and takes effect July 3, 2014.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Kelli Jones

Community Manager

On behalf of the Board of Directors for  
Claridge Pointe Homeowners Association

Professionally Managed by  
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## CLARIDGE POINTE POLICY

### POLICY REGARDING USE OF SURVEILLANCE CAMERAS

#### **Policy Statement**

1. Surveillance cameras have been installed in places where the Association has determined it to be appropriate
2. Cameras will be used in a professional, ethical, and legal manner.
3. ~~The community manager, under direction of the Board of Directors, will function as the surveillance camera coordinator. In addition, the President and Treasurer of the Board will assist in coordination for the surveillance cameras.~~

#### **Reason for Policy**

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interests of the Association and the Claridge Pointe Community.
2. The function of surveillance cameras is to assist in preserving and protecting the common elements and enforcement of appropriate conduct as required by the governing documents.
3. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or governing document violations.

#### **Policy Requirements**

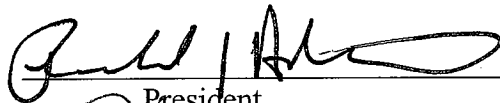
1. Only authorized personnel, as determined by this policy and authorized by the Board of Directors will be involved in, or have access to, surveillance camera data.
  - A. Only law enforcement, community manager, members of the Board and legal counsel for the Association will have access to all surveillance camera data.
  - B. Unless a lawful subpoena is served, no surveillance camera data will be provided except as provided in Section 1.A above.
2. When an incident is suspected to have occurred, designated personnel may review the images from surveillance camera data.
3. A log will be maintained for a period of 12 months for all access to and use of data stored in the Association's surveillance system.

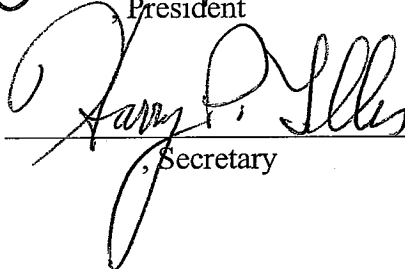
4. The installation of new surveillance cameras must be approved in advance by the Board of Directors.

**Related Policy Information**

1. Surveillance cameras will not record or monitor sound.
2. Recorded surveillance camera data must be retained for a period of at least fourteen (14) days.
3. Surveillance camera data is not considered Association records subject to review by owners and may be subject to confidentiality restrictions, including but not limited to FERPA requirements.
4. No copies of any data will be made unless requested by law enforcement and, only to the extent such copies are possible.

DATED: 5/12/14, 2014.

  
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President

  
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Secretary