

Buckhead North Homeowners Association, Inc.
Video Camera Policy
June 2019

Buckhead North Homeowners Association, Inc. (Association) recently approved the upgrading and restoration of existing access cameras throughout the Buckhead North development at the annual HOA meeting in March. In order to ensure proper and effective use of the cameras, the Board of Directors agreed that a policy will be enacted to govern the use and access of camera activity.

Underlying Principals

The Association hopes that the camera system will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of any damage or criminal activity that may occur. The system will be passive, meaning that it will not be actively monitored. It should be specifically noted that this camera system was specifically designed to monitor access into and out of Buckhead North.

Policy Statement

The Association recognizes the need to balance individual's right to privacy and the need to monitor access into our community. The Association therefore will adopt a Policy which upholds these rights but provides and implements the necessary systems and mechanisms in order to protect the community.

Scope

This policy applies to all BHN video camera systems within the Buckhead North Community by the Association which are permanently installed and is exclusive of personal camera equipment installed by and at Buckhead North residential locations.

Installation, Placement and Maintenance of Video Equipment

Video Equipment/Records

1. Type of Equipment
 - a. It is anticipated that the Association will use video equipment to collect and retain video for approximately 30 days.
2. Placement
 - a. The placement of the equipment will be placed in visible locations which present the best camera options with respect to desired coverage, specific entrance and egress, and proper lighting conditions. Cameras will be positioned so as to not willfully intrude on a homeowners property or privacy without express written consent of the homeowner.

- b. Signage may be erected in conspicuous location(s) notifying all parties that the area is under video surveillance.
- 3. Maintenance
 - a. While the cost of camera equipment does sometimes preclude the cost of maintenance, any equipment which must be sent outside the community for maintenance shall have its recording media deleted prior to removing the equipment. Any on premise servicing by an outside service company will be done in the presence of a member of the Board of Directors or Board authorized individual.

Access to Video Records

- 1. Access: Association
 - a. Access to the video records and footage shall be secured and restricted to the Board of Directors and their designated management company. Video footage shall be viewed by the Board only upon majority Board agreement and only in response to an event which has occurred including, but not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation, and any suspicious activity.
- 2. Access: Law Enforcement
 - a. If access to video is requested for the purpose of a Law Enforcement investigation due to alleged criminal activity, video recordings will be reviewed by the Board of Directors and/or their designated management company and pertinent footage related to the investigation shall be provided to the enforcement officials.
- 3. Access: Logging
 - a. All instances of video footage being viewed by the Board of Directors or provided to any party outside the Association, such as Law Enforcement Agencies, Insurance Companies, etc., shall be entered into the minutes of the Board of Directors Meeting.
- 4. Security / Storage
 - a. Active video records shall be stored in a secured location with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Association's Property Management Company or HOA Lawyers depending on the reason for archiving.

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. In normal operating conditions, video footage will automatically be erased or overwritten when capacity has been reached.

Specific Records relating to evidence or investigations which need to be retained, will be copied to media, such as a Flash Drive or CDROM and stored for as long as required based on the investigation type. Records requiring long-term retention will be turned over to the Association's Property Management Company or HOA Lawyers for storage and security.

Accountability

1. The President of the Board of Directors is responsible for conveying the policies and procedures to all members of the Board.
2. The Board is responsible for deciding when the camera footage needs to be viewed.

Now, therefore, let it be resolved that the following Video Camera Policy be adopted and adhered to, and shall supersede all previous versions:

Adopted: June 19, 2019

Approved:

Marc O Ray

President: Marc Ray

6-19-19

Date

Bob Couto

Secretary: Bob Couto

6-19-19

Date

Adopted at a duly noticed Board of Directors meeting held June 19, 2019