



Fawn Lake Homeowners Association Surveillance Camera Security Policy April, 2011

Fawn Lake Homeowners Association (the Association) voted to allow the installation of security cameras in the Fawn Lake community for the protection of Association assets and for the security of residents and their guests at a special meeting held at the Upper Tampa Bay Library on the 19th day of March 2011. In order to ensure that video surveillance 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 surveillance.

Underlying Principals

The safety of the community and community property are deemed to be important aspects of this community. The Association is looking to add video surveillance to augment its current voluntary patrols and inspections to keep property and residents safe. The Association hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

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 community and its residents. The Association therefore will adopt a policy which upholds these rights but provides the necessary mechanisms for protecting the community.

Scope

This policy applies to all video surveillance systems installed within the Fawn Lake Community 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 Digital Video Recorders to collect and retain real-time video for a minimum of 2 months or longer depending on the equipment purchased and the capacity of internal storage devices.

2. Placement

Video recording equipment shall be placed in visible locations which present the best surveillance options with respect to desired coverage, specific surveillance targets and ambient lighting conditions. Cameras will be positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

Signage shall be erected in conspicuous location(s) notifying all parties that the area is under video surveillance.

3. Maintenance

While the cost of Digital Recording Equipment does sometimes preclude the cost of maintenance, any equipment which must be sent outside the community for maintenance shall have its internal recording media deleted prior to removing the equipment. Any on premise servicing by an outside service technician will be done in the presence of a member of the Board of Directors or authorized individual.

Access to Video Records

1. Access: Association

Access to video surveillance records shall be secured and restricted to the Board of Directors. Video surveillance footage shall be viewed by the Board only upon majority 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 suspicious activity.

2. Access: Law Enforcement

If access to video surveillance is required for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board of Directors and pertinent footage related to the investigation shall be provided to the law enforcement officials.

3. Access: Logging

All instances of surveillance footage being viewed by the Board or provided to law enforcement shall be entered into the monthly minutes of the Board of Directors meeting so that it becomes part of the public record under Florida Statutes 720.303(4).

4. Security / Storage

Active Video records shall be stored in secured enclosures with limited access. No video shall be published to the Internet or streamed to mobile devices. 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 surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.

Specific records relating to evidence or investigations which need to be retained, will be copied onto portable media such as CDROM/DVD 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 for storage and security.

ACCOUNTABILITY

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

Now, therefore, let it be resolved that the following policy for Video Surveillance Security be adopted and adhered to and shall supersede all previous versions:

ADOPTED: May 27, 2011

APPROVED:

Signed Copy Available from Association Voice Website or Records request through Property Manager

President

Date

Secretary

Date

Adopted at a duly noticed Board of Directors meeting held on May 27th, 2011.