

COLINGTON HARBOUR ASSOCIATION Surveillance Camera Security Policy

COLINGTON HARBOUR HOMEOWNERS ASSOCIATION (the Association) has installed security cameras within the community for the protection of Association assets and for the security of residents and their guests.

Video/audio surveillance provides not only a deterrent to inappropriate behavior but can also be used as a means of identification in the event of damage or criminal activity.

To ensure that video/audio surveillance is not abused or misused, the CHA Board of Directors (Board) has adopted the following rules and restrictions, effective upon the Board's approval, governing the use and access of video/audio equipment in the community.

Policy Statement

The Association recognizes the need to balance the right to privacy and the need to ensure the safety and security of the neighborhood. The Association, therefore, has adopted a policy that upholds this right and provides the necessary mechanisms for protecting the community. The Association does not guarantee that the equipment will be functioning and recording 100% of the time. There will be times when the cameras are down for maintenance, service, or repair. The Association reserves the right to discontinue video/audio recording at any time.

Scope

This security camera policy applies to all video/audio surveillance systems installed within the Colington Harbour community by the Association. The policy does not apply to personal surveillance equipment installed by residents.

Installation and maintenance of said equipment is to be performed by JohnsBrothers Security. Initial placement of cameras will be as follows: the guard shack, the maintenance building, the clubhouse, the marina, and the sound front park.

Video/audio Equipment

Type of Equipment

The Association will use Turing AI cameras, with both local and cloud-based storage, to collect and retain real-time video/audio for a maximum storage of approximately 14 days.

Placement

Video/audio recording equipment will only be placed in visible locations that allow the cameras to obtain the desired coverage, specific surveillance targets, and adequate lighting. Cameras will not willfully intrude on any homeowner's property or privacy without express written consent from the homeowner. Signage will be installed in obvious locations to notify people that the area is under video/audio surveillance.

Maintenance

Any on-premises maintenance by JohnsBrothers Security will be done with the knowledge and/or presence of either the Community Manager or Covenant Enforcement Officer (or an individual authorized by either).

Access to Video/audio Records

Association

Access to video/audio surveillance footage records shall be secured and restricted to the Community Manager or Covenant Enforcement Officer. Board members can view video/audio surveillance footage, in the presence of the Community Manager or Covenant Enforcement Officer, as necessary and only in response to an event that has occurred. These events include but are not limited to, potential criminal activity related to property damage, vandalism, trespassing, or harassment of the gate guards or other Colington Harbour employees.

Law Enforcement

If access to video/audio surveillance footage is required for the purpose of a law enforcement investigation, the Community Manager or Covenant Enforcement Officer and the Board, will review the video/audio surveillance footage and any pertinent footage related to the investigation will be provided to the law enforcement agency and/or attorneys.

Log of Access

All instances of surveillance footage being viewed by the Community Manager, Covenant Enforcement Officer, the Board, law enforcement agencies and/or attorneys, shall be entered into meeting minutes so that it becomes a part of the public record.

Security/Storage

Active video/audio records shall be stored in secured enclosures with limited access. No video/audio footage shall be published on the internet or streamed to mobile devices. Archived video/audio records shall be stored only for investigative or legal purposes and shall be stored with the Association's Community Manager.

Requests for data

The duration of historical data available is limited to the specific device drive capacity. Requests for data must be made within 3 days of a specific event and must be limited to a specific date range and time.

Custody, Control, Retention and Disposal of Video/audio Records

The Association has no desire or intention to retain video/audio recordings except as required for investigations or evidence. In normal operating conditions, video/audio surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted, which is approximately 14 days. Specific records relating to evidence or investigations, which must be retained, will be copied onto portable media, such as a USB flash drive or CD/DVD discs, 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 Community Manager for storage and security.

Accountability

The CHA Board of Directors is responsible and accountable for implementing, enforcing, and monitoring the deployment, use and viewing of all video/audio surveillance.

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.