

Marrington at Cobblestone HOA Surveillance Camera Security Policy, Rules and Restrictions for Access and Use

Marrington at Cobblestone Homeowners Association (HOA) Board of Directors (BoD) has installed cameras in the community for the protection of HOA assets and for the security of residents and their guests. Video 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. In order to ensure that video surveillance is not abused or misused, the BoD has adopted the following rules and restrictions effective 03 July 2018 governing the use and access of video equipment in the community.

This policy applies to all video surveillance systems installed within the Marrington community by the HOA 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 HOA will use Digital Video Recorders (DVR) to collect and retain real-time video for a maximum storage of 30 days.

2. Placement

Video recording equipment shall only be placed in visible locations that 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

Any on premise servicing by the service technician (Great Security, Inc.) will be done in the presence of a member of the BoD or authorized individual.

Access to Video Records

1. Access: Association

Access to video surveillance records shall be secured and restricted to the BoD. Video surveillance footage shall be viewed by the BoD 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 BoD and pertinent footage related to the investigation shall be provided to the law enforcement officials.

3. Access: Log of Access

All instances of surveillance footage being viewed by the BoD or provided to law enforcement shall be entered into the minutes of the BoD meeting so that it becomes part of the public record under SC law.

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.

5. 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 which is 30 days.

Specific records relating to evidence or investigations, which must 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 HOA'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.