

DRAFT

Security Camera Video Review Policy

This policy defines the process and restrictions for reviewing video captured by the Security Camera System at Lantana.

The security system captures automobile license tags and live video, storing both in a DVR, and overwriting both after the DVR is full. The DVR is expected to preserve captured video for more than one month - based on a system of 5 motion cameras and one license plate capture camera. The DVR will be located within a lock box, within the electrical room of the Club House.

ACCESS to DVR:

Access to the DVR requires keys to both the electrical room and the DVR lock box. Currently, BoD members and the property maintenance crew have keys, or access to keys, for the Electrical Room. The DVR lock box key will be stored within the IGLOO key lock box inside the club house meeting room. Keyless codes to the IGLOO lock box are issued by a designated BoD member or the Property Management Company. This prevents anyone from accessing the DVR without either BoD or PM knowledge.

REVIEWING VIDEO:

Captured video shall not be viewed by anyone, except in the specific circumstances defined below:

- 1) cw-enforcement or first responder requests to see captured video, any one or more BoD member(s) and/or Property Management Staff member shall be allowed to access and view captured video.
- 2) When an incident or violation have been reported and the BoD has decided to investigate it, then no less than 2 BoD members, or one BoD member and one Property Management staff member, must be present to review captured video. This (two person rule) is similar to the policy of accessing apartments, when owners are not present, for the purpose of investigating an urgent situation (like a water leak).
- 3) Relevant video, that pertains to either 1) or 2), can be distributed for the purpose of informing the Association, or pursuing perpetrators of an incident.
- 4) No one shall purposely delete any captured video, unless required/recommended for the normal maintenance of the system.