

The Legacy at Jordan Lake HOA Surveillance Camera Policy

Effective Date: November 19, 2025

Approved by: Kory McLellan, President; Frank Perez, Treasurer; Jennifer Cox, Secretary; Rich St. Pierre, Member-At-Large/Assistant Treasurer

Administered by: Property Management Company (i.e., CAS)

1. Purpose

The purpose of this policy is to establish clear guidelines for the use, management, and oversight of surveillance cameras within The Legacy at Jordan Lake.

The goal is to **enhance safety and security** in common areas while ensuring compliance with applicable privacy laws and maintaining transparency in how recordings are used.

2. Scope

This policy applies to:

- All surveillance cameras installed and maintained by the Association in **common areas**; and
- All footage, data, or records produced by those cameras.

This policy does **not** apply to cameras installed by individual homeowners on private property, except where such cameras capture common areas or violate Association rules.

3. Authority

The Board of Directors of the Legacy at Jordan Lake HOA has the authority to install and manage surveillance cameras on Association property as part of its duty to maintain and protect common areas.

The Board delegates daily operational oversight of the surveillance system to the designated Property Management Company and security vendors under Board direction.

4. Camera Placement and Coverage

- **Permitted Areas:** Cameras may be installed in the following common areas as approved by the Board: Entrances, exits, parking lots, mail areas, clubhouses, pools, fitness centers, and other shared facilities.
- **Prohibited Areas:** Cameras shall **not** be placed in or directed toward:
 - Private units, patios, or balconies
 - Restrooms or any location where there is a reasonable expectation of privacy
- **Signage:** Signs stating “Security Cameras in Use” will be placed in all monitored areas to notify residents and visitors.

5. Purpose of Use

The surveillance system is intended solely for:

- * Deterring and documenting vandalism, theft, and unauthorized activity
- * Assisting in the investigation of incidents on Association property
- * Supporting enforcement of Association rules, when appropriate

The system is **not** intended for live or continuous monitoring of residents, guests, or employees.

6. Access and Use of Recordings

- Authorized Access:
 - Access to recordings is limited to the **Property Manager**, designated Association security vendors, and authorized Board members.
 - A motion, carried unanimously, at the November 4, 2024 Board meeting states: the Property Manager shall be the sole authorized user of the HOA video surveillance system, including all access credentials. Directors may review footage only in the property manager's presence. The property manager is solely responsible for recording, saving, and managing all footage. In addition, video footage shall not be provided to individual homeowners, including Directors, upon request. Footage will only be provided by the property manager directly to the authorities and/or by subpoena. These restrictions aim to mitigate HOA liability and ensure secure access to surveillance footage.
- Requests for Footage: Per the motion carried on November 4, 2024,
 - Homeowners and residents do not have direct access to video footage.
 - Requests must be submitted in writing to the Property Manager, who will present them to the Board for review.
 - The Board will consider requests only when related to a specific incident involving common property or community security.
- Release to Law Enforcement:
 - The Property Manager may release footage to law enforcement upon receipt of an official request, subpoena, or Board approval.
 - The Association will cooperate fully with lawful investigations.

7. Data Retention and Storage

- Footage will generally be retained for **[30–45 days]**, depending on storage capacity.
- Recordings associated with ongoing incidents, claims, or legal proceedings will be preserved until resolution,
- All data will be stored securely by the Property Management Company or contracted vendor, with password protection and access logs maintained.

8. Third-Party Vendors and Security Contracts

- Approved Vendors:
 - The Board may contract with licensed and insured vendors for installation, monitoring, maintenance, and data storage of surveillance equipment.
 - All vendor contracts must be reviewed and approved by the Board prior to execution.
- Confidentiality and Data Handling:
 - Vendors shall sign confidentiality and data protection agreements to ensure that footage and related data are not copied, shared, or disclosed except as authorized by the Association.
 - Vendors must comply with applicable federal, state, and local privacy and data security laws.
 - Access Controls:
 - Vendors will be granted system access only to the extent necessary to perform contracted services.
 - The Property Manager will monitor vendor access and maintain an access log for accountability.
 - Liability and Insurance:
 - Vendors must carry appropriate general liability and cyber/data protection insurance, naming the Association and Property Management Company as additional insureds where applicable.
 - The Association shall not be liable for vendor misconduct, data breaches, or equipment failures beyond its contractual obligations.
 - Termination and Equipment Return: Upon contract termination, all system credentials, passwords, and data storage devices must be returned or securely destroyed, as directed by the Board.

9. Privacy and Limitations

- The presence of cameras does ****not guarantee safety or prevent all criminal acts.****
- The Association and Property Management Company are not responsible for loss, theft, or injury despite camera presence.
- Cameras will be operated in compliance with privacy and data protection laws, and only for legitimate Association purposes.

10. Homeowner and Resident Cameras

- Homeowners may install personal cameras on their property provided they:
 - Do not capture common areas or intrude on the privacy of neighbors; and
 - Comply with architectural rules and community standards.

- The Board reserves the right to require removal or modification of homeowner-installed cameras that violate these provisions.

11. Maintenance and Oversight

- The Property Management Company or its authorized security vendor shall maintain and periodically test all surveillance equipment.
- The Board will receive reports of maintenance activity, equipment issues, or footage access requests as part of regular management updates.

12. Disclaimer

- The Association's surveillance system is a ****supplemental security measure**** only.
- The presence of cameras does ****not**** create a duty to protect individuals or property, nor guarantee prevention of criminal activity.
- Residents and visitors are encouraged to take reasonable precautions for their personal safety.

13. Policy Review

This policy shall be reviewed by the Board of Directors at least annually, or as needed to reflect changes in technology, privacy laws, or community needs. Regarding the above policy/procedure per the motion carried on November 19, 2025, this policy is carried indefinitely until amended by current or future boards with a carried motion.