

LAKWOOD PROPERTY OWNERS ASSOCIATION
POLICY FOR THE INSTALLATION AND USE OF SECURITY CAMERAS
IN LAKWOOD COMMON AREAS

WHEREAS, Section 1, Article III of the By-laws of the Lakewood Property Owners' Association (LPOA) states that "The property and the business of the Association shall be controlled and managed by its Board of Directors."

WHEREAS, the Common Areas owned by the LPOA include the Lakewood Entrance Circle, Scenic Lane (within the development), North Lakewood Drive, South Lakewood Drive, the community beach and pavilion, the Lakewood lake and dam, and Lakewood Park, including the community basketball court and Meadowland fishing pond; and any future property deeded to and accepted by LPOA for Common Area use.

WHEREAS, the Lakewood Property Owners Association is responsible for promoting the recreation, health, safety, and welfare of its residents.

WHEREAS, the Lakewood Property Owners' Association Board of Directors (LPOA BOD) considers the protection of LPOA assets and the safety and security of its property owners, their families, and their guests a very important aspect of living and recreating in Lakewood.

WHEREAS, the LPOA BOD has approved the installation of security cameras at various Lakewood Common Area locations for the protection of LPOA assets and for the safety and security of property owners, their families, and their guests, and that such camera surveillance is not only a deterrent of inappropriate behavior, but can be used as a means of investigation and identification in the event of misuse of Common Area privileges, vandalism, property damage, unsafe acts, theft, trespassing, or other criminal activity.

WHEREAS, the LPOA BOD agrees that a policy should be established to govern the management, control, and access to security cameras and surveillance images and/or video.

THEREFORE, BE IT RESOLVED THAT the LPOA BOD adopts this policy which provides the necessary mechanisms for protecting LPOA Common Areas, assets, and other property; and that the video surveillance images and data captured will be the proprietary property of the LPOA and will be under the explicit control and accountability of the LPOA BOD. Release of any video surveillance images is at the sole discretion of the LPOA BOD. Conditions and circumstances of access and/or release of security camera images or video are found later in this policy.

SCOPE

This policy applies to all security camera/surveillance and access control systems installed within the Lakewood Development by the LPOA BOD. This policy does not apply to personal security cameras or surveillance equipment installed by Lakewood property owners on their own property, nor does it apply to any property not owned by LPOA.

PLACEMENT

Security cameras shall be placed in visible Lakewood Common Area locations that present the best surveillance options with respect to desired coverage, target areas, and ambient lighting

conditions. To the maximum extent possible, security cameras shall be positioned to avoid willful intrusion on private property.

MAINTENANCE AND REPAIR

Maintenance and/or repair of any security camera and related equipment installed by the LPOA BOD will be conducted by the installer or other duly licensed individual or business. Any equipment that must be sent outside of Lakewood for repair, maintenance, or disposal shall have its internal recording media erased prior to removing the equipment. Any on-premises servicing by an outside service technician will be done in the presence of a member of the Board of Directors or an individual so authorized by the Board.

VIDEO RECORDING RECORDS

The LPOA will use Digital Video Recorders (DVRs) to collect and retain real-time video for a minimum of two months or longer depending on the equipment purchased/in use and the capacity of internal storage devices.

ACCESS TO SECURITY CAMERA/VIDEO SURVEILLANCE RECORDS

I. Lakewood Property Owners Association

Access to Lakewood security camera and video surveillance records shall be secured and restricted for viewing by designated members of the LPOA Board of Directors. Video surveillance images shall be viewed **ONLY** in relation to specific events including, but not limited to: misuse of Common Area privileges or access thereto, vandalism, property damage, theft, trespassing, unsafe act, suspicious activity, criminal activity, litigation, or insurance investigation.

II. Law Enforcement

If access to LPOA security camera images and/or video is required or otherwise requested by local, state, or federal law enforcement for the purpose of investigating possible unlawful activity, the images and/or video will be reviewed by at least two members of the LPOA BOD prior to providing copies to the appropriate law enforcement officials. The LPOA BOD also reserves the right to provide law enforcement authorities with remote access to LPOA's surveillance cameras for the purpose of monitoring and/or investigation.

III. Access: Insurance Companies.

If access to LPOA security camera images and/or video is required for the purpose of an insurance investigation/claim due to property damage, personal injury, or criminal activity, the images and/or video will be reviewed by at least two members of the LPOA BOD prior to providing copies to the insurance investigator or other designated representative of the insurance company.

IV. Access: Court Order, Subpoena, Discovery Order, or Other Legal Proceeding

If access to LPOA security camera images and/or video is required in response to a court order, subpoena, discovery order, or other legal or judicial proceeding, the release of images will be reviewed by at least two designated members of the LPOA BOD and coordinated with LPOA's legal counsel.

V. Access: All Other Access.

Access to LPOA security camera images and/or video requested by any other persons for any reason other than those described above must be requested in writing to the LPOA BOD, giving specific date(s), time(s) and reason for the request. The viewing and/or release of security camera images and/or video images is at the sole discretion of the LPOA BOD.

VI. Access: Logging

All instances of security camera images or video being viewed by any members of the LPOA BOD shall be documented in an electronic or manual log. Any access provided to law enforcement authorities shall be documented in a special, restricted and controlled LPOA BOD Memorandum of Record. The delivery of LPOA camera images and/or video to local, state or federal law enforcement will not be made public unless the cognizant law enforcement authority states that such a disclosure will not compromise a confidential or sensitive investigation.

SECURITY AND STORAGE

All digital video recorders, security camera images, and video records shall be stored in secure enclosures with access controlled by the LPOA BOD. No security camera images or video shall be published to the Internet or streamed to mobile devices. Archived camera images or video shall be stored only for investigative or legal purposes and shall be stored in a secure enclosure with access controlled by the LPOA BOD.

CUSTODY, CONTROL, RETENTION, AND DISPOSAL OF VIDEO RECORDS

The LPOA will not retain video recordings except as required for investigations or evidence. Under normal operating conditions, security camera images and video will automatically be erased or overwritten when the recording device has exhausted its available memory storage capacity. Specific records related to evidence or investigations which need to be retained will be copied, stored onto portable electronic media, and stored in a secure container for as long as required or until turned over to investigative authorities.

ACCOUNTABILITY

- The LPOA BOD is responsible and accountable for implementing, enforcing, and monitoring the deployment, use, and viewing of all security cameras.
- The President of the Board is responsible for conveying the policies and procedures to all members of the LPOA BOD and ensuring compliance with those policies.
- The LPOA BOD is responsible for determining when surveillance images need to be viewed.

Approved by the Board: July 9, 2024