

## **OAKS OF BILOXI HOMEOWNERS ASSOCIATION VIDEO SURVEILLANCE SECURITY POLICY**

**The Oaks of Biloxi Homeowners Association** (the “Association”) Board of Directors (the “Board”) has installed security cameras in the common area at the front entrance of the Oaks of Biloxi Subdivision for the protection of Association property and for the security of residents and their guests.

### **PURPOSE**

The safety and security of the Oaks of Biloxi community and community property are important aspects of the community. The Association anticipates that, although the presence of video surveillance cameras does not guarantee safety and security of the community, it will be a deterrent to inappropriate behavior and can be used as a means of identification in the event of damage or criminal activity.

### **POLICY STATEMENT**

The Association recognizes the need to balance the individual’s right to privacy and the need to promote the safety and security of the community and its residents. In order to ensure that video surveillance is not abused or misused, the Board of Directors has adopted the following rules and restrictions effective February 15, 2020, governing the use and access of video equipment in the community.

### **SCOPE**

This policy applies to all permanent video surveillance systems installed by the Board which currently exist within the Oaks of Biloxi as well as to any future installations/extensions of video surveillance systems in the common areas. It is exclusive of personal surveillance equipment installed by residents on their own property.

### **INSTALLATION, PLACEMENT AND MAINTENANCE OF VIDEO SURVEILLANCE EQUIPMENT**

1. **Type of Equipment.** The Association will use Digital Video Recorders (DVR) to collect and retain real-time video for a minimum of (ten) 10 days or longer depending on the equipment and the capacity of the internal storage devices.
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 lighting conditions. Cameras will be positioned so as to not willfully intrude on a homeowner’s property or privacy without the express written consent of the homeowner.
3. **Signage.** Signage shall be erected in conspicuous locations notifying all parties that the area is under video surveillance.

4. Maintenance. Any on premise servicing by a service technician will be done in the presence of a member of the Board or authorized individual.

#### **ACCESS TO VIDEO RECORDS**

1. Access: Association. Access to video surveillance records shall be secured and restricted to the Board. Residents' requests for video surveillance footage shall be directed to the Board and must be in writing. Video surveillance footage shall be reviewed and released by the Board only upon majority agreement and only in response to an event which has occurred including but not limited to property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity. The Board will only review video footage if a specific complaint or specific issue of concern becomes apparent. There will be no continuous monitoring of the video footage.
2. Access: Law Enforcement. If access to video surveillance is required for the purpose of law enforcement investigation due to criminal or potential criminal activity, video surveillance will be viewed by the Board 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 Board or provided to law enforcement shall be entered into the minutes of the Board meeting so that it becomes a part of the public record.
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 attorney depending on the reason for archiving.

#### **CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS**

1. 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 capability of the device has been exhausted.
2. Specific records relating to investigations or evidence, which must be retained, will be copied onto portable media and stored for as long as required, based on the type of investigation. Records requiring long-term retention may be turned over to the Association's Attorney for storage and security.

#### **ACCOUNTABILITY**

1. The Association'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. The President may delegate day-to-day responsibility for operation, maintenance and management of the video surveillance system to a member of the Board who shall act as the Video Surveillance Officer.
3. The Board is solely responsible for deciding when surveillance footage needs to be viewed.
4. The Board is not responsible for malfunctions or gaps in video surveillance recordings.
5. The Board does not guarantee the safety and security of the community. Homeowners are reminded that each is responsible for providing for their own security.