

Stoney Brook Homeowners' Association (HOA)

Stoney Brook HOA's Security Surveillance Policy, Rules and Restrictions for Access and Use

Stoney Brook Homeowners Association (**the Association**) has installed security cameras in the **clubhouse, pool and adjacent parking** areas for the protection of Association assets and for the security of residents and their guests.

Surveillance equipment 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.

To ensure that surveillance is not abused or misused, the Board of Directors has adopted the following rules and restrictions effective **April 19, 2023**, governing the use and access of surveillance equipment in the community.

Policy Statement

The Association recognizes the need to balance the right to privacy and the need to ensure the safety and security of the neighborhood. The Association, therefore, has adopted a policy that upholds this right and provides the necessary mechanisms for protecting the community. The Association is not subscribing to 24x7x365 security monitoring. The Association does not warrant that the equipment will be functioning and recording 100% of the time. There will be times when the cameras are down for maintenance, service, or repair. The Association reserves the right to discontinue surveillance recording at any time.

Scope

This security surveillance policy applies to all surveillance systems installed within Stoney Brook HOA by the Association. The policy does not apply to personal surveillance equipment installed by residents.

Installation, Placement and Maintenance of Surveillance Equipment

Surveillance Equipment/Records

Type of Equipment

The Association will use **Ring lights and cameras with Ring Protect subscription** to collect and retain surveillance recordings for a maximum storage of **180** days.

Placement

Surveillance equipment will only be placed in visible locations that allow the cameras to obtain the desired coverage, specific surveillance targets, and adequate lighting. Cameras will be positioned to not willfully intrude on any homeowner's property or privacy without express written consent from the homeowner. Signage will be installed in obvious locations to notify people that the area is under surveillance.

Maintenance

Any on-premise maintenance by the service technician will be done in the presence of a member of the Board of Directors, or an authorized individual.

Access to the Ring Protect platform for servicing or maintenance, including live or recorded video surveillance, will be done in the presence of a member of the Board of Directors, or an authorized individual.

Access to Video Records

Association

Access to surveillance records shall be secured and restricted to the Board of Directors and authorized members of the Security Committee. Surveillance footage shall be viewed by these authorized individuals only, and only in response to an event that has been reported, including but not limited to, **property damage, litigation evidence, incident report from a homeowner or board member.**

Reporting an Incident

A homeowner in good standing may report an incident by sending an email to security@stoneybrookptc.com with the description and date & time of the suspected incident. Authorized individual(s) will investigate the reported incident, provide relevant information to the Board for review and communicate the incident response to the homeowner.

Law Enforcement

If access to surveillance recordings is required for the purpose of a law enforcement investigation due to criminal activity or potential criminal activity, an incident report will be logged, surveillance will be reviewed by the Board, and pertinent footage related to the investigation will be provided to the police.

Log of Access

All instances of surveillance footage being viewed by the Association in response to an incident report, or provided to police, shall be entered into meeting minutes so that it becomes a part of the public record.

Security/Storage

Active surveillance records shall be stored in the **Ring Protect** platform with limited access. No video shall be published on unapproved internet storage platforms or stored long-term on personal mobile devices. Archived video records shall be stored only for investigative or legal purposes and shall be stored long-term as necessary with the Association's **lawyer or property manager.**

Timely requests for data

The duration of historical data available is limited to the subscription archive capacity. Requests for investigation must be made within **30** days of a specific event and should be limited to a specific date range and time.

Custody, Control, Retention and Disposal of Surveillance Records

The Association has no desire or intention to retain surveillance recordings except as required for investigations or evidence. In normal operating conditions, surveillance footage will automatically be erased or overwritten by the subscription platform when the data retention threshold has been reached. Specific records relating to evidence or investigations, which must be retained, will be copied onto portable media 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 **lawyer or property manager** for storage and security.

Accountability

The HOA's Board of Directors is responsible and accountable for implementing, enforcing, and monitoring the deployment, use and viewing of all surveillance.

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.