

***SURVEILLANCE CAMERA  
SECURITY POLICY AMENDMENT***



**Fawn Ridge Maintenance Association, Hillsborough County, Florida  
A DEED RESTRICTED COMMUNITY**

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Prepared By: Fawn Ridge HOA	Version: 1.2	Status: Active

# Fawn Ridge Maintenance Association, Inc.

## Surveillance Camera Security Policy Amendment

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# **Fawn Ridge Maintenance Association, Inc.**

## **Surveillance Camera Security Policy Amendment**

### **INTRODUCTION TO SURVEILLANCE CAMERA SECURITY POLICY AMENDMENT**

**Fawn Ridge Maintenance Association** (the Association) voted to allow the installation of security camera at the entrance to Fawn Ridge community for the protection of Association assets and for the security of residents and their guests at a regularly scheduled board meeting held at the Maureen Gauza Library on the 13<sup>th</sup> day of December 2022. In order to ensure that video surveillance is not abused or misused, the Board of Directors agreed that a security policy should be enacted to govern the use and access to such video surveillance. The following changes and amendments have been made to the policy in accordance with current utilization. This document shall be considered the only valid policy and shall supersede all previous versions.

### **1.0 UNDERLYING PRINCIPLES**

The safety of the community and community property are deemed to be important aspects of this community. The Association is looking to add video surveillance to augment the current voluntary neighborhood watch program. The Association hopes that video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

### **2.0 POLICY STATEMENT**

The Association recognizes the need to balance individual's right to privacy and the need to ensure the safety and security of the community and its residents. The Association therefore will adopt a policy which upholds these rights but provides the necessary mechanisms for protecting the community.

### **3.0 SCOPE**

This policy applies to all video surveillance systems installed within the Fawn Ridge Community by the Association which are permanently installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

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

#### **4.1 Type of Equipment**

The Association will use high resolution cameras capable of recording license plates and vehicle details in day or night conditions. It will collect the information and store this information temporarily on cameras prior to being uploaded to servers and storage equipment maintained on external sites by the camera maintenance and service provider for a period of 30 days. Minimal data or recordings are maintained on the camera as a buffer.

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### 4.2 Placement

Video recording equipment shall be placed in visible locations which present the best surveillance options with respect to desired coverage, specific surveillance targets and ambient lighting conditions. Cameras will be positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of the homeowner.

Signage shall be erected in conspicuous location(s) notifying all parties that the area is under video surveillance.

### 4.3 Maintenance

There is no digital recording equipment to maintain and only Camera, Power Source, Wireless communication links and mounting pole need to be maintained. Should equipment need to be removed or replaced, any images or data on the cameras will be wiped or deleted by the Security Camera vendor.

## 5.0 ACCESS TO VIDEO RECORDS

### 5.1 Access: Association

Access to video surveillance records shall be restricted. While association must have overall access to the security system, in order to maintain controls on access, a minimum of two (2) board members will have access.

### 5.2 Access: Law Enforcement

Law enforcement (Hillsborough County Sheriff's Office) will be the only party that has full access to video surveillance as part of active investigations. The Sheriff's office is permitted to tap into the video surveillance footage when needed. Upon being notified of suspicious activity within the neighborhood, HCSO are able to react quickly to monitor and observe any activity that could be related to the reported activity.

### 5.3 Access: Logging

All access to surveillance system is logged, however, only individuals with full access to the system are the Hillsborough County Sheriff's Office.

### 5.4 Security / Storage

Active Video records will be stored in SOC2 secured system to be hosted by the security vendor. 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

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Hillsborough County Sheriff's offices. Data gathered by security cameras will be retained for a maximum period of 30 days only. Any data outside of this timeframe, shall not be retained for retrieval or viewing by the security camera vendor.

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

The Association has no desire or intention to retain video. Video surveillance footage stored on Security Camera Vendor devices will automatically be erased within 30 days of being captured by the cameras.

Specific records relating to evidence or investigations which need to be retained, may be retained by the Hillsborough County Sheriff's office. The Association, management company or Association legal representatives are prohibited from copying, storing, archiving or distributing any video surveillance data except as described above.

### 6.1 Accountability

1. The Fawn Ridge Maintenance Association's Board of Directors is responsible for ensuring compliance with this policy and ensuring there is no unauthorized access to any data.
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.
3. The Board is not responsible for deciding when surveillance footage needs to be viewed and leaves this to the discretion of law enforcement officials.

*Now, therefore, let it be resolved that* the following policy for Video Surveillance Security be adopted and adhered to and shall supersede all previous versions:

**ADOPTED: \_\_\_\_\_, 2024**

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date

Adopted at a duly noticed Board of Directors meeting held on \_\_\_\_\_, 2024.