

**River Oaks Landing Homeowners Association**  
**Video Camera System Policy**  
**Adopted January 15, 2019**

***River Oaks Landing Homeowners Association*** (the Association) voted to approve the installation of video cameras at the entrance/exit gate area for the sole protection of Association assets. In order to ensure that video data is not abused or misused, the Board of Directors agreed that a Video Camera System Policy should be enacted to govern the use and access to such video recording equipment and data.

**Underlying Principals**

The Association's assets are deemed important community property. The Association's intention is for the video camera system to provide a deterrent to inappropriate behavior and to provide data for evidence gathering in the event of damage to the Association's assets. The video camera systems shall not provide any guarantee or accept responsibility for personal protection, individual safety or security, or for personal (non-Association) assets.

**Policy Statement**

The Association recognizes the need to balance an individual's right to privacy and the need to protect the Association's assets, therefore adopts this policy.

**Scope**

This policy applies to all video camera system components permanently installed by the Association at the entrance and exit gate area of River Oaks Landing, as posted, and is exclusive of any personal home video equipment, which may be installed by individual residents.

**Description, Placement and Maintenance of the Video Camera System**

1. General Description of the System

At the time of initial installation, the Video Camera System includes digital video cameras, solar panels, a base station, removable media and an uninterruptible power supply (UPS).

2. Placement

Video recording equipment shall be placed in visible locations which present the best options with respect to desired coverage, specific 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 will be posted in a location notifying all parties that the area is being video recorded.

3. Maintenance

Any equipment which must be sent outside the community for maintenance shall have its recording media removed prior to sending out the equipment for service. Any on premise servicing by an outside service technician will be done in the presence of a member of the Board of Directors or authorized by the Board of Directors.

**Access to Video Records**

1. Access: Association

Access to recorded video data records shall be secured and restricted to the Board of Directors. Video footage shall be viewed by a board member only upon majority agreement of the Board and only in response to an event which has occurred, including but not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity. One exclusion from this requirement is provided for the purposes of system maintenance and verification of proper system operations. This exception allows for access to recorded video data and live view functions without a majority agreement vote of the Board of Directors.

2. Access: Law Enforcement or Subpoena

If access to video surveillance is required for the purpose of a law enforcement investigation, the release of recorded video data shall be approved by the Board of Directors and captured in the official records of the Association.

- A subpoena is not required by any local, state, or federal law enforcement agency. Any law enforcement agency requesting video data must provide written notice listing the agency name, agency case number, requesting officer's name, reason for the request and a description of the recorded video requested (i.e., date, time frame, coverage of specific incident). An email from the requesting law enforcement agency to [board@riveroakslandinghoa.com](mailto:board@riveroakslandinghoa.com) with the required information, will meet this requirement.
- A subpoena is required by any non-law enforcement entity requesting video data related to an inquiry or investigation. In response to a subpoena, the Association shall provide the video data to any person authorized by law to serve process.

3. Access: Tracking/Logging

Logging instances of video footage being viewed for release, under conditions 1 or 2 above, shall be entered into the monthly minutes of the Board of Directors meeting so that it becomes part of the Association's official records pursuant to Florida Statutes 720.303(4). Access to video data and camera live view functions for the purposes of maintaining and verifying proper system operations is excluded from the tracking/logging requirement.

4. Security/Storage

Active video records shall be stored in secured enclosures with limited access by the Board of Directors. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Board of Directors.

**Custody, Control, Retention and Disposal of Video Records**

The Association has no desire or intention to retain video recordings except as required to comply with this policy and Florida Statutes. Under normal operating conditions, recorded video footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.

Specific records relating to evidence or investigations which need to be retained, will be copied onto portable media and stored for as long as required based on the investigation type, or as required by law, whichever is longer.

**ACCOUNTABILITY**

1. The River Oaks Landing Homeowners Association’s Board of Directors is responsible and accountable for implementing, enforcing and monitoring the deployment, use and viewing of all recorded video data records.
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 in its sole discretion is responsible for deciding when recorded video footage needs to be viewed.
4. The River Oaks Landing Homeowners Association does not warrant or guarantee the quality or effectiveness of any recorded video data.
5. River Oaks Landing is not a secured community. The majority of River Oaks Landing’s property perimeter is open with no barrier walls, fences or gates. Additionally, the Association’s governing documents do not include security as a duty or responsibility of the Association or the Board of Directors.

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*Now, therefore, let it be resolved that the aforementioned policy for the River Oaks Landing Homeowners Association Video Camera System be adopted, and adhered to and shall supersede all previous versions:*

**ADOPTED:                    January 15, 2019**

**APPROVED:                 January 15, 2019**

Adopted at a duly noticed Board of Directors meeting held on January 15, 2019.