

WILLOW WOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.

Security Cameras Policy and Restrictions for Access and Use

Pursuant to the authority within the Association's governing documents and Florida Statute Section 720, the Board of Directors hereby adopts the following Security Cameras Policy which shall be in effect for Willow Wood Village.

The Willow Wood Village Homeowners Association, Inc. (the Association) has installed security cameras in the open areas of the common area property of the community for the protection of Association assets and for the security of residents and their guests. These locations include, but are not limited to the entrances/exits to the common area.

Video surveillance 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.

In order to ensure that video surveillance is not abused or misused, the Board of Directors has adopted the following rules and restrictions effective September 17, 2024, governing the use and access of video equipment and video recordings 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 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 video recording at any time.

Scope

This security camera policy applies to all video surveillance systems installed within Willow Wood Village Homeowners Association, Inc. by the Association. The policy does not apply to personal surveillance equipment installed by residents.

Installation, Placement and Maintenance of Video Surveillance Equipment

Video Equipment/Records

Type of Equipment

The HOA will use digital video recorders to collect and retain real-time video for a maximum storage of 30 days.

Placement

Video recording equipment will be placed in visible locations that allow the cameras to obtain the desired coverage and specific surveillance targets.

Maintenance

Any on-premise maintenance by the service technician will be done in the presence of the Board President, the Property Manager or an individual expressly authorized by either of those two individuals.

Access to Video Records

Association

Access to video surveillance records shall be secured and restricted to the Board President and the Property Manager who shall only access video records together. Video surveillance footage shall be viewed by board members only upon majority agreement of the board of directors, and only in response to an event that has occurred, including but not limited to events requiring footage review, such as property damage or litigation evidence.

Law Enforcement

If access to video surveillance is required for the purpose of a law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board President and the Property Manager, 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 Board President and the Property Manager, or provided to police, shall be entered into the meeting minutes of the next meeting of the board of directors so that it becomes a part of the public record. The log of access for each instance of footage being viewed shall include the following:

- The date, approximate time and detailed description of the alleged incident
- The date and time that the Board President and the Property Manager reviewed the footage
- A summary of the findings of the viewing of the video footage by the Board President and the Property Manager
- Next steps recommended by the Board President and the Property Manager

Granting Specific Limited Access

Under special circumstances, not otherwise covered in this policy, the Board acting as a whole, may grant specific limited access to the records for good reason. Neither the Board President nor the Property Manager nor any individual board member, acting individually, may grant any such access regardless of the basis therefore. Such access can be granted only by written request, stating the approximate date, time and nature of the incident, and will be inspected and approved by the board as whole before release of recordings. In the interests of ensuring safety, the board encourages homeowners to file appropriate reports with law enforcement, who are more able to enforce legal requirements.

Security/Storage

Active video records shall be stored in secured enclosures with limited access. No video shall be published on 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 Property Manager.

Custody, Control, Retention and Disposal of Video Records

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 capacity of the device has been exhausted, which is 30 days. Specific records relating to evidence or investigations, which must be retained, will be copied onto portable media, such as CDROM/DVD or flash drive, 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 Property Manager or Attorney 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 video surveillance.

The Board President and the Property Manager are responsible for determining when surveillance footage needs to be viewed.

This Security Cameras Policy supersedes any previous security cameras policy both past and present.

Approved by the Board of Directors on this 17th day of September, 2024.

Signed:  _____ Title: President

Print Name: Patricia Belcher






Record Request Policy HOA

Final Audit Report

2024-09-25

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