

SURVEILLANCE POLICY
ASHBROOKE HOMEOWNER'S ASSOCIATION

Purpose

The Ashbrooke Homeowner's Association makes limited use of video surveillance systems at its common areas and amenities. Video surveillance systems are primarily used to record access and provide surveillance of the exterior of the facilities and surrounding areas.

Video surveillance cameras are never used in areas where residents and guest would have an expectation of privacy, such as restrooms facilities. The Association does not engage in the use of covert camera systems.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of damages or crimes committed against the Association. The system may also be used to assist in the investigation of certain types of accidents and enforcement of the Covenants and Rules of the Association.

Management of Video Surveillance Systems

The Ashbrooke Homeowner's Association Board of Directors is responsible for the management of all video surveillance systems used by the Association.

Video Surveillance Monitoring

The video surveillance systems are capable of being monitored from the Association facilities. Board members or their management agent may view video surveillance cameras on a periodic basis or in response to a specific incident. The video surveillance system is not monitored remotely or on a continuous basis.

Video Surveillance Recording

All video surveillance cameras are capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes.

The Ashbrooke Homeowner's Association Board of Directors is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system.

Recorded video is not made directly available to Ashbrooke Homeowner's Association members, residents, guests, or the general public. In the event that a damage or security incident occurs, residents should report the incident to a Board member or the management agent. If the event occurred in an area where video surveillance coverage is available, the Board or its agent may review the recorded video and make a determination if any video relevant to the incident is

available. This video will be used by the Board to investigate and resolve the reported damage or security incident.

Requests to provide video recordings directly to members, residents, neighbors, or the general public will not be accommodated. If a crime has been committed, residents should report it to the Police or Sheriff's Office. If it is believed that recorded video from the Ashbrooke Homeowner's Association would assist in the investigation of this crime, law enforcement should be told to contact the Ashbrooke Homeowner's Association Board or management agent. If relevant video is available, a permanent video clip of the incident will be produced and made available to law enforcement. All requests for video recordings by law enforcement agencies shall be coordinated through the Ashbrooke Homeowner's Association Board of Directors.

Recorded video is generally stored for a period of thirty days. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for the duration of the investigation. Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the Board of Directors.

Limitations of Video Surveillance Systems

Residents should be aware that neither Board members nor its management agent are continuously monitoring the surveillance system. Residents should not have an expectation that they are under continuous surveillance when they are in the range of a camera. The system is not designed to ensure a safe, risk-free environment. Residents must exercise diligence and common sense when visiting common areas or amenities.

Residents should also be aware that the video surveillance system has cameras that cover only a small fraction of the common areas, and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals. The association does not employ zoom technology and does not have listening capability.

If you should have any questions, please contact the Ashbrooke Homeowner's Association or visit the website.