



# Palma del Mar V

## Board Policy

**Subject:** Safety/Security Cameras and Recorded Video

**Date Approved:**

**Background:** In the fall of 2021, twelve high-definition safety/security cameras were installed on the Palma del Mar V property. The camera coverage included the public areas of entry drives, lower and upper-level garage, ground floor lobby, 2<sup>nd</sup> level lobby, recreation room and **(pool)**. No camera coverage is in private areas such as owner units or public bathrooms. The cameras are activated by any motion and are on 24/7. Video from the cameras is saved for 2 to 3 weeks, depending on the amount of activity. The monitor for the camera is set up in the maintenance office. Video clips can be saved on a thumb drive for future reference. Saved video is deleted a day at a time as new footage is saved. Stored video is accessed through a password system.

**Policy:**

1. The cameras and recordings will be always in operation unless under maintenance or repair.
2. The live camera feed is not continually monitored. Monitor viewing will be limited and purposeful.
3. Live monitor viewing is limited to the maintenance engineer and board members for specific Association purposes such as verification of contracted work arrival/departure.
4. Access to and viewing of recorded clips through a password system is limited to board members and the maintenance engineer with knowledge and approval of the condominium president.
5. Recorded clips viewing is strictly for the purpose of verifying contracted work; violation of written condominium rules; property damage; accident; suspicion or reporting of illegal activity.
6. Decisions to place recorded clips on a storage device requires written approval of a board officer and knowledge of the president for the purpose of verifying contracted work; violation of written condominium rules; property damage; accidents; suspicion or reporting of illegal activity.
7. Saved video clips will be stored in a secure location with limited key access.
8. Copies of saved video clips will be provided to law enforcement upon request; upon receipt of a subpoena or to a private party with board approval after consultation and approval of the association legal counsel in instances of concern of property damage, accident, or potential illegal activity.
9. These policies and protocols will be strictly enforced and will not be waived for any individual.

*Approved 10/28/2021*