

# **BLUEWATER COVE SUBDIVISION SURVEILLANCE CAMERA SECURITY POLICY, RULES, RESTRICTIONS AND REGULATIONS FOR ACCESS AND USE**

## **Adopted April 29, 2024**

Bluewater Cove Homeowners Association has installed security cameras in vicinity of the boat ramp, pool and back gate for the protection of Association assets and for the security of residents and their guests.

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.

To ensure that video surveillance is not abused or misused, the Board of Directors has adopted the following policy, rules, restrictions and regulations governing the use and access of video equipment installed in and around Association owned common areas.

### **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 expand, reduce or discontinue video recording at any time for any reason.

### **Scope**

This security camera policy applies to all video surveillance systems installed within Bluewater Cove Homeowners Association common areas 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 Type and Records

There are two types of cameras installed:

- Soliom S600 WiFi at the Pool and Boat Ramp area
- Soliom S600 3G/4G LTE at the Back Gate

All cameras are digital self-contained solar charged units that only upload and save video to the cloud for a period of 7-days. Local storage is not active on these devices. Footage saved to the cloud is auto-deleted after the 7-day period. Cameras are motion activated, and only record when motion is detected. The annual cloud storage fee for each camera is \$17, and the annual cellular service for the camera at the back gate is \$150.

### **Placement**

Video recording equipment will only be placed in visible locations that allow the cameras to obtain the desired coverage, specific surveillance targets and adequate lighting. Signage must also remain posted in the vicinity of any camera indicating the presence of a camera. When and where possible, cameras will not be positioned to willfully intrude on any homeowner's private property. If a member's residence is visible within the default camera view, that owner shall be contacted and notification made requesting authorization.

## **Maintenance**

Cameras have been installed by the Association and will be internally maintained. There is no requirement for external technical support other than the camera manufacturer.

## **Access to Video Recordings**

Access to records shall be secured and restricted to the Board of Directors. Video footage shall be viewed by Board members only upon a requirement to do so if damage should occur, a security matter or violation should arise, or criminal activity is suspected. At no time will any recording be uploaded to any website or social media platform. Video recordings are only accessible through the manufacturer app. The only accounts authorized to maintain login credentials to the app are bluewatercovehoa.org addresses. Each Board member shall understand the process associated with accessing and retrieving videos in the event of a requirement to retrieve footage.

## **Law Enforcement**

If access to video surveillance is required for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board, 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 shall be entered into meeting minutes so that it becomes a matter of record.

## **Security/Storage**

Active video records shall be stored in the cloud on the camera provider server for a period of not more than 7-days after any recording has occurred. Videos shall auto-delete from cloud storage after a period of 7-days unless there is a requirement to retain the video as evidence to support investigative or legal purposes if damage should occur, a security matter or violation should arise, or criminal activity is suspected. In the event a video is downloaded for suspected criminal activity, the file will be sent to the Associations Attorney or applicable law enforcement agency. In the event a video is downloaded for a suspected violation, the file will be stored on the Associations external hard drive as controlled by the Board of Directors.

## **Timely requests for data**

The duration of historical data is limited since recordings are automatically deleted every 7-days. Requests for the Board to examine footage should occur within 5-days of any suspected event to include a specific date range and time.

## **Custody, Control, Retention and Disposal of Video Recordings**

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 after 7-days. Specific recordings relating to evidence or investigations, which must be retained, will be copied onto portable media (the Associations external hard drive), and will be stored for as long as required, based on the investigation type. Records requiring long-term retention will be turned over to the Associations Attorney for storage and security.

## **Accountability**

The Association Board of Directors is responsible and accountable for implementing, enforcing, and

monitoring the deployment, use and viewing of all video surveillance installed on Association property. 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. The Board is responsible for deciding when surveillance footage needs to be viewed.

**Rule Change**

The Directors of the Association reserve the right to amend or repeal and replace these policies, rules, restrictions, and regulations as necessary for the protection of Association assets and for the security of residents and their guests in accordance with the same provisions set forth for the Associations Rules and Regulations.

Bluewater Cove Homeowner’s Association, Inc.

  
Andy Gauzza (Apr 29, 2024 10:03 EDT)  
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Andy Gauzza  
President

  
Jessica Ferguson (Apr 29, 2024 10:13 EDT)  
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Jessica Ferguson  
Vice President

  
Carrie Cassou (Apr 29, 2024 09:49 EDT)  
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Carrie Cassou  
Treasurer

  
Christopher Cox (Apr 29, 2024 08:31 EDT)  
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Christopher Cox  
Secretary

  
Glenda Terry (Apr 29, 2024 09:01 EDT)  
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Glenda Terry  
Fifth Member