

## **CCTV Camera and Monitoring System Policy**

- 1. Policy Accountable Owner and Identifier Key Word(s):**
  - a. The owner of the policy is the Genesee Board (BOD)
- 2. Policy Name:** CCTV Camera and Monitoring System Policy
- 3. Purpose for policy:** To outline the policy for the use of a closed-circuit television CCTV monitoring camera system in and around the Genesee Foundation (“Foundation”) community, and for monitoring the cameras and accessing video recordings.
- 4. Policy details:**
  - a. The Foundation does maintain a Motion-Detection Camera System within and around the Foundation’s clubhouses for the primary purpose of monitoring Clubhouse access and monitoring the pool and snow depths. The Motion-Detection system is not intended to be constantly monitored live in real time.
  - b. The Camera System should not be relied upon by Owners, residents, or their guests/family members for their personal security or safety, and all individuals must continue to take the same safety precautions they took prior to installation of the cameras.
  - c. As required for cooperation with law enforcement or insurance, the Board may approve the sharing of video images or footage with appropriate outside parties or to satisfy a duly issued Court order. Only the System Administrator may download such image or video from the system hard drive upon approval from the Board, and attorney, if necessary. The recordings or images shall not be considered “association records” as defined by CRS 38-33.3-317, and in no case shall images or video be shared with individual homeowners or residents. Storage of images or video for the purpose of approved sharing with outside parties is deemed temporary and upon submission to the outside party all temporary copies will be handled in accordance with their handling policies.
  - d. Homeowner Guide to Surveillance Request. Homeowner will send a written request to the Board with the following:
    - Time and date of incident
    - Location of incident
    - Copy of police report
    - Police report number
    - Description of incident
    - Due date for request for prioritization purposes
    - Contact information of Police Officer in charge of the investigation
    - Homeowner needs to provide a memory stick to the Board so video footage can be turned over to Police.

System Administrators will obtain available footage within 72 hours of receipt of request. The homeowner will receive an email notice when the request is complete. the homeowner will receive an email notice when the flash drive with recording is delivered to law enforcement.

- e. If this policy cannot be followed for emergency reasons, the Board will be notified promptly by the System Administrator of the exception and the reason. Such information will also be reported at the next regular Board meeting.
- f. Unless otherwise defined in this Policy, initially capitalized or terms defined in the Declaration shall have the same meaning herein.
- g. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the community.
- h. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
- i. This Policy may be amended from time to time by the Board of Directors.

**Policy Approval:**

- **Approved By: Board of Directors**
- **Supersedes: N/A**
- **Approval Date: April 27, 2022**
- **Review Date: 3 years (2025)**