

**TERRACE TOWNE HOMES OF WOODLAWN COUNCIL OF CO-OWNERS
ASSOCIATION**

RESOLUTION NO: 20-01

SURVEILLANCE CAMERA ACCEPTABLE USE POLICY

WHEREAS, Article IV, Section 2 of the Bylaws of The Terrace Towne Homes of Woodlawn Council of Co-Owners Condominiums ("Bylaws") provides that the Board of Directors ("Board") of The Terrace Towne Homes of Woodlawn Council of Co-Owners Condominium ("Association") shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Virginia Condominium Act ("Act"), the Declaration of The Terrace Towne Homes of Woodlawn Council of Co-Owners Condominium ("Declaration"), or the Bylaws required to be exercised and done by the Association.

WHEREAS, Article IV of Section 3(a) of the Bylaws empowers the Board to care, upkeep and surveillance of the project and the common areas and facilities and the restricted common areas and facilities.

NOW, THEREFORE, BE IT RESOLVED THAT the following Surveillance Camera Acceptable Use Policy Procedures are adopted.

**ARTICLE I
GENERAL PRINCIPLES**

- A. The primary use of surveillance cameras will be to record images from the Common Elements for future identification of individuals in the event of legal or policy violations.
- B. Information obtained from the cameras shall be used for safety and for law and policy enforcement. Information must be handled with an appropriate level of security to protect against unauthorized access or damage.

**ARTICLE II
ADMINISTRATIVE RIGHTS**

- A. All surveillance cameras are managed by administrators designated by the Board. A minimum of two designees must be appointed as administrators by the Board. The Administrators are:
 - 1. The then current Community Manager; and
 - 2. The then current Board Members.
- B. Administrators for surveillance cameras must relinquish their role as an administrator when requested to do so by the Board.
- C. Administrators must not remove or delete the rights for other administrators that manage surveillance cameras established by the Board.

**ARTICLE III
ACCESS, MONITORING, AND PLACEMENT**

- A. Administrators must not provide surveillance camera access or recorded video to any person not approved by the Board, excluding law enforcement personnel or as required by law.
- B. The locations where cameras are installed may be restricted access sites, such as the pool, playground, office and other common grounds. The Association will make efforts to place cameras in the common elements so as not to unduly burden personal privacy. No camera will be placed in a manner to record activities within an individual unit.
- C. All recording or monitoring of activities of individuals by surveillance cameras will be conducted in a manner consistent with federal, state and local laws, and will not be based on a subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recordings or monitoring will be conducted in a professional, ethical, and legal manner.
- D. Surveillance cameras are not monitored continuously under normal operating conditions, but may be monitored for legitimate surveillance purposes that include, but are not limited to, the following: high risk areas, restricted access areas/locations, in response to an alarm, special events, and/or specific investigations authorized by the Board, Administrator(s), or law enforcement authorities.
- E. The placement of surveillance cameras shall in no way be interpreted by owners as any kind of warranty of security or safety in the common elements of the Terrace Towne Homes of Woodlawn Council of Co-Owners Condominiums. Owners, residents and guests are responsible for taking prudent measures to protect their own personal security and safety while on the Terrace Towne Homes of Woodlawn Condominium common elements.

**ARTICLE IV
APPROPRIATE USE AND CONFIDENTIALITY**

- A. Recorded video is used exclusively for the investigation of rules violations and safety incidents related to the safety of owners, residents and their property and Association property and not for any other purpose.
- B. Administrators, owners, and/or residents are prohibited from using or disseminating information acquired from surveillance cameras, except for official and legal purposes. All information and/or observations made during the use of surveillance cameras are considered confidential and can only be used for such purposes as Administration, law enforcement and as required by law.
- C. Requests to provide video recordings directly to those not authorized by the Board, Administrators, or Management (i.e., Owners, Residents, vendors, etc.) will not be accommodated.
- D. Video recordings of the cameras will be kept for a period of thirty (30) calendar days.

Terrace Towne Homes of Woodlawn Council of Co-Owners
 Resolution No: 20-01 Surveillance Camera Acceptable Use Policy
 RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held August 19, 2020.

Motion by: John Thomas, Board Vice President

Seconded by: Cheryl Jelks, Board President

	VOTE: YES	NO	ABSTAIN	ABSENT
<u>Eleanor Jodrell</u> Director	X			
<u>Cheryl Jelks</u> Director	X			
<u>John A. Thomas</u> Director	X			
<u>Cynthia Addis</u> Director	X			
<u>Derian Williams</u> Director				X

ATTEST:

Eleanor Jodrell
Treasurer

August 20, 2020
Date

Resolution effective: September 15, 2020