

KWPOA Surveillance Imagery - Restricted Access by Mary Norris

Restrictions on access to KWPOA surveillance video.

The KWPOA Board of Directors (hereinafter "Board") authorized installation of a surveillance system at the entrance of the subdivision. Surveillance imagery is recorded on local memory boards. These memory boards have a capacity of retaining a maximum of approximately three (3) weeks of imagery; there is no individual monitoring the surveillance imagery in real time. Retrieval of imagery requires: (1) service call and shop service hours to retrieve the boards from KW, (2) search of said boards to identify and download imagery onto portable media (such as thumb drives), (3) a return service call to restore the memory boards to the surveillance system, and (4) delivery of requested imagery. The **minimum cost** estimated to retrieve a two-hour window of imagery is approximately One Thousand and NO/100 Dollars (\$1,000.00).

To control costs, the Board established the following restrictions and guidelines for access to surveillance imagery captured by the surveillance system at the entrance of the subdivision (hereinafter "KWPOA Imagery"):

1. **Law Enforcement.** Access to KWPOA Imagery is generally restricted to law enforcement personnel and is based on written request authorized by the Chief of Police of the Lakeview Police Department or by an officer of a different law enforcement agency with an equivalent rank to the Lakeview Chief of Police. KWPOA will not bill the law enforcement agency or court under these circumstances.
2. **Board.** KWPOA Imagery shall be viewed by the Board only upon majority agreement of then-current Board members and only in response to an event which has occurred including, but not limited to, vandalism, property damage, litigation evidence, criminal activity, insurance investigation, and suspicious activity. Any cost associated with access of the KWPOA Imagery by the Board not in response to Law Enforcement, above, or Homeowners, below, shall be an expense of KWPOA.
3. **Homeowners.** KW homeowners of record with HCAD and in good standing with the KWPOA may request KWPOA Imagery by providing the following:
 - a. An order of a court of competent jurisdiction specifying date, time, and duration of the desired imagery, and
 - b. Pre-payment for the estimated costs, as then quoted by the surveillance video company, for the service calls and shop service hours required to retrieve media, search for and download the requested imagery to a portable drive, restore service to the surveillance system, and deliver the portable drive to the requesting party. Payment **must** be made in advance by certified check to the current KWPOA management company before the request will be processed. If actual costs are less than estimated, the homeowner will receive a refund of the balance. However, if actual costs exceed the estimate, the homeowner must pay the difference between estimated and actual cost before the KWPOA Imagery will be released to the requesting party.

Any and all requests to access, as well as actual access, KWPOA Imagery shall be entered into the minutes of the next Executive Board meeting so as to establish a record of said requests and access.

Reference:

Definition of Policy: A "Policy" is defined as anything that expresses a "Value, or Perspective that causes Actions." It is through a system of written policies we establish the beliefs, values and objectives of the Association. These statements are the Official Policies. A purpose of these policies is to provide a clear statement of what we (the members and the leadership) are about; what are our standards, values and perspectives? This provides a means to communicate, organize and focus the resources of the Association.