

**LAKE MANASSAS  
RESIDENTIAL OWNERS ASSOCIATION, INC.**

**VIDEO SURVEILLANCE POLICY  
POLICY RESOLUTION NO. 20-121713C**

WHEREAS, Article III, Section 1 of the Bylaws and Article II (a) and Article IX, Section 3 of the Declaration of Covenants, Conditions, and Restrictions for Lake Manassas Residential Owners Association (“Declaration”) provide that the Board of Directors (“Board”) may exercise all the powers and duties necessary for the administration of the affairs of the Association, including the adoption of rules and regulations;

WHEREAS, the Board has voted to install video surveillance cameras in the Lake Manassas Residential Owners Association community for the purpose of crime deterrence and the enforcement of the Association’s covenants and rules and regulations;

WHEREAS, the Board has determined that it is necessary and prudent to adopt rules and regulations regarding the installation and use of the video surveillance system in order to balance the benefits derived from the use of video surveillance with the privacy rights of the Association’s residents;

WHEREAS, although the Association employs surveillance cameras, **Lake Manassas Residential Owners Association, Inc. (“LMROA”) and its Board of Directors cannot and do not in any way assume responsibility for, or guarantee the security of LMROA residents, guests and property.** All LMROA residents are urged to undertake their own reasonable safety precautions.

NOW, THEREFORE, the Association’s Board of Directors hereby adopts the following policy pertaining to the Association’s video surveillance system:

A. Use and Location

1. The primary use of surveillance cameras will be to record images for future identification of individuals and vehicles in the event of legal, criminal, or policy violations.
2. Surveillance cameras shall only be used in a manner that does not interfere with residents’ reasonable expectation of privacy as defined by law.
3. The Board of Directors shall determine the locations in and on the Common Area where the cameras will be placed.

- a. Such locations may include, but are not limited to the LMROA swimming pool and exterior of the pool house/community center, basketball and tennis courts, tot lots, guard houses, and community entrances.
  - b. No cameras shall be placed inside any Common Area restroom, shower area or other area designed and regularly used with a reasonable expectation of privacy.
4. Appropriate signage will be installed to provide notice of the use of surveillance cameras for monitoring and recording activity on designated portions of the Common Area of the Association.
5. There will be no audio associated with any camera.
6. Recorded images will not be routinely checked and will be reviewed in the event the Association has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized individuals only.

#### B. General Guidelines

1. All camera installation and use shall be subject to federal and state laws.
2. Areas subject to camera surveillance shall be clearly identified with a sign stating that security camera surveillance may be taking place. The signs shall be at each entrance to the community, as well as the areas where the cameras are located.
3. Access to the surveillance camera data shall be limited to those authorized by the LMROA Board of Directors and law enforcement officials. Such authorized individuals shall include:
  - a. Designated members of the Board of Directors;
  - b. LMROA Community Management staff;
4. Guards shall have live monitoring access, as directed by the Board of Directors and as provided in their Post Orders. Guards shall not have access to recorded surveillance camera data.
5. Surveillance camera data shall be retained for a maximum of thirty (30) days from the time they are recorded unless they are being used to investigate a crime or governing document violation. Surveillance camera data used to investigate, prosecute or otherwise litigate shall be retained until the investigation, prosecutions and/or legal action is complete.
6. Viewing Parameters for Video Monitor include 24 hours, seven days per week at all locations.

C. Review and/or Release of Video

1. Surveillance camera data shall only be reviewed under the following circumstances:
  - a. Vandalism is observed or reported;
  - b. Any act that may be considered a crime is observed or reported;
  - c. Police or other law enforcement personnel request review for official law enforcement purposes; and
  - d. A violation of the LMROA governing documents is observed or reported in or on the Common Area.
2. Release of surveillance video to others:
  - a. An authorized Board member may release LMROA surveillance camera data to any law enforcement officer provided the conditions listed in C.1, above, are satisfied. Any LMROA management employee may release surveillance camera data to any law enforcement officer upon receipt of written authorization by any authorized Board member to do so.
  - b. Where persons of interest related to an alleged crime or violation can be identified by other reasonable means, the surveillance camera data may still be viewed to confirm the identity of that person or persons, and provided for use in any Board or court hearing. However, the video shall not be generally disseminated to the LMROA community.
  - c. Individual requests to release information obtained through surveillance cameras must be submitted to the Board of Directors. Such requests shall be reviewed on a case by case basis.

## **Viewing Parameters for Video Monitors at Baltusrol Gate Stonewall Gate Houses, Swim & Tennis Center and Management Office**

Video surveillance monitors are located at the Stonewall Gate, Baltusrol Gate, and the Community Management Office. The following provides viewing parameters for each location that can be changed at the discretion of the Board and Community Manager. At no time will the pool area viewed during operating hours or swim meets.

### **Baltusrol Gate House**

#### **24 Hours, Seven Days per Week**

Each segment of the monitor screen will show a view of 1) the swim and Tennis Center parking lot, 2) the swimming pool area, 3) basketball courts, 4) management office entrance 5) tennis court nearest parking lot, and 6) tot lot.

### **Stonewall Gate House**

#### **24 Hours, Seven Days per Week**

The monitor will provide constant viewing of the Amsterdam Gate. Additional segments may be added at direction of the Board parking area.

### **Management Office**

The areas viewed in the management office are at the discretion of the community manager, but should include views of each gate and areas within the Swim and Tennis center complex. Selection of those views during normal working hours is at the discretion of the community manager.

**LAKE MANASSAS  
RESIDENTIAL OWNERS ASSOCIATION, INC.  
RESOLUTION ACTION RECORD**

Resolution Type: Administrative No. \_\_\_\_\_

Pertaining to: Surveillance Camera

Duly adopted at a meeting of the Board of Directors held December 17, 2013

Motion by: Bob Hale Seconded by: Gary Frisard

| VOTE:                             | YES | NO    | ABSTAIN | ABSENT |
|-----------------------------------|-----|-------|---------|--------|
| <u>Don Minogue</u><br>Director    | ✓   | _____ | _____   | _____  |
| <u>Bob Hale</u><br>Director       | ✓   | _____ | _____   | _____  |
| <u>Peter Metrinko</u><br>Director | ✓   | _____ | _____   | _____  |
| <u>Gary Frisard</u><br>Director   | ✓   | _____ | _____   | _____  |
| <u>Ed Orsini</u><br>Director      | ✓   | _____ | _____   | _____  |

ATTEST:  
Peter Metrinko  
Secretary

JC Ming  
President

Book of Minutes: 2013

Book of Resolutions:

|            | Book No. | Page No. |
|------------|----------|----------|
| Policy     | _____    | _____    |
| Regulatory | _____    | _____    |
| Special    | _____    | _____    |
| General    | _____    | _____    |

Resolution effective: December 17, 2013