



Security Camera and DVR Policy

This policy establishes the purposes, procedures and guidelines for the placement and use of security cameras and DVRs (video systems) owned by the Cape Royale Property Owners Association (CRPOA).

Purposes of Camera and DVR systems

The purposes include, but are not limited to:

1. Monitoring of access to Cape Royale
2. Discouragement of violations of the rules and regulations for use of the Common Areas.
3. Prevention of recurrence of such violations.
4. Provision of assistance to law enforcement in investigating and/or prosecuting criminal activity.

Systems are not for personal use. Systems should not be relied on to provide security or safety to any individual or group.

Placement of security cameras

Cameras may be placed in locations to view Common Areas owned and controlled by the CRPOA.

These locations include, but are not limited to, roadways, pool areas, civic areas, and the marina.

Security cameras will not be placed in areas where members and guests would have a reasonable expectation of privacy and will not purposefully view inside homes or private areas (patios etc).

Cameras are not installed to monitor member activities except as they relate to actions in, on or about the Common Areas being monitored.

Procedures related to the operation of security systems

In the interests of ensuring safety, the board encourages residents to file appropriate reports with law enforcement, who are more able to enforce laws and other legal requirements.

Video records are stored in one or more video systems.

Access to video systems shall be restricted to authorized personnel, including HOA board members, management company employees, and others specifically designated by the board.

Although the video systems are designed to monitor the targeted areas, the recordings may or may not be monitored constantly by authorized personnel. Systems should not be relied on to provide security or safety to any individual or group.

Video recordings are regularly and systematically written over when the DVR reaches the limits of its storage space. Video recordings of common areas are not subject to the CRPOA records retention policy.

Archival requests from residents

At of August 2020 approximately 7 days of video are retained with older video being automatically overwritten as needed. This may increase in the future as equipment is upgraded.

A resident with a valid police report may request that CRPOA archive DVR recordings related to the police report for subsequent use by law enforcement personnel. As DVR storage space is limited, residents should make requests as soon as they have a police report. CRPOA cannot provide video once it has been overwritten.

Requests must be made in writing, must include a copy of the police report, and must specify the location, date, approximate time of the incident, and the nature of the event. If the video requested is within the storage of the DVR, the archival request may be approved by a simple majority of the Board. If the request is approved, an HOA board member, management company employee, or other Board designated person will review the recording, identify the video needed, and archive the requested video at the next possible opportunity. Archival may be to USB drive, hard drive, burned CD/DVD, or other means of data storage.

Persons authorized to view recordings or archived recordings

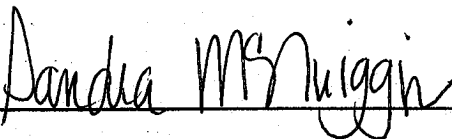
The following are authorized to access the video records and archival material:

- Law enforcement officers with a case file related to such video records or archival material
- HOA board members, who may be accompanied by law enforcement personnel, guardhouse personnel, or management company personnel

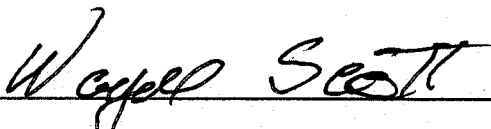
Modification of this policy

The HOA Board reserves the right to review and modify this policy as needed.

I attest that this policy was adopted by a majority vote of the Cape Royale Board of Directors on September 4, 2020.



Sandra McQuiggin – President

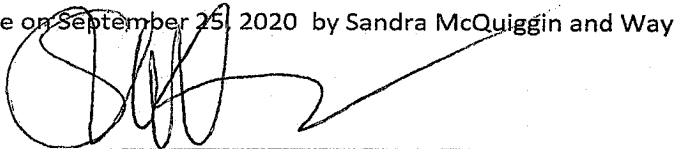


Wayne Scott - Secretary

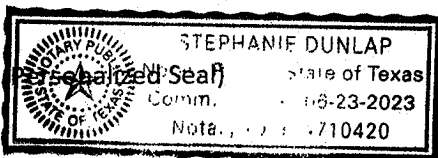
State of Texas

County of San Jacinto

This instrument was acknowledged before me on September 25, 2020 by Sandra McQuiggin and Wayne Scott



Notary Public's Signature



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By:
Johnnie Breland

STATE OF TEXAS
COUNTY OF SAN JACINTO

I, Dawn Wright hereby certify that this instrument was filed in number sequence on the date and time hereon by me, and was duly recorded in the OFFICIAL PUBLIC RECORDS of San Jacinto County, Texas as stamped hereon by me on

Oct 07, 2020

Dawn Wright, County Clerk
San Jacinto County, Texas