

**THE COLONNADE COMMUNITY ASSOCIATION INC. (CCA)**  
**SURVEILLANCE CAMERA SYSTEM POLICY RESOLUTION**

**WHEREAS**, Article 6, Section 6.1 of the Bylaws (“Bylaws”) of The Colonnade Community Association, Inc. (“Community Association”) states that the Board of Directors (“Board”) shall have the power to adopt and publish rules and regulations related to the use of the community facilities and the personal conduct of unit owners and their guests and to establish penalties for violations of such rules and regulations;

**WHEREAS**, the Board has taken measures to install video surveillance systems in certain areas within the common elements of the Condominium;

**WHEREAS**, the Board deems it to be in the best interests of the Community Association to establish a policy governing the access to, the use of and expectations for the surveillance camera system installed at the Community Association

**NOW THEREFORE**, be it resolved, the foregoing recitals incorporated herein by reference, that:

**I. PURPOSE, LIMITATIONS AND DISCLAIMER**

- A. Surveillance cameras can provide a visual deterrent to crime, and increasing the potential for identification and apprehension of persons who violate the Association's governing documents, damage property, as well as incidents of littering, dumping, or the commission of criminal acts on the Association’s common areas and common elements. The primary use of the surveillance cameras is to record images for future identification of individuals or activity in the event of violations of the Association’s governing documents or state and local laws.
  
- B. Surveillance cameras will only be located in public areas where there is no reasonable expectation of privacy, including the parking garage, amenity spaces, mail room, management office, building entrances and in such other locations deemed to be appropriate where no camera can look inside of a unit, as solely determined by the Board of Directors.
  
- C. The Community Association, including its employees, agents, or contractors, does not represent or warrant that the surveillance cameras cannot be compromised or circumvented, or that they will not malfunction, nor that the presence of a camera will prevent loss, damage, injury or death or provide detection or protection against criminal activity or other damages and injuries.

**II. SCOPE**

This policy applies to all video surveillance systems installed within The Colonnade Community Association Inc. whose presence may be detailed on posted signage. Recorded video storage will be stored for a period of time and then deleted. **The surveillance camera footage will not be**

**regularly monitored nor is the presence of any camera intended to provide or to be relied upon to provide security to the residents of the Colonnade, their guests and invitees.**

### **III. ACCESS TO SURVEILLANCE DATA**

#### **A. Association**

Access to video surveillance records shall be secured and restricted to the Management Agent, or the Board if working in conjunction with a Management Agent. Video surveillance footage shall be viewed by the Board or the management agent only in response to an event, which has already occurred. Eligible events may include but are not limited to vandalism, property damage, litigation evidence, criminal activity, insurance investigation and suspicious activity.

#### **2) Law Enforcement or other government authority**

Except as may be otherwise required by law, video surveillance will be reviewed by the Board and Management Agent, and pertinent footage related to a law enforcement investigation shall be provided to law enforcement officials or other government authority upon verification of a warrant, subpoena or other form of a compulsory process, or by the discretion of the Board.

#### **A. Security/ Storage**

Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Association's Management Company, security vendor, or legal counsel.


### **IV. CUSTODY, CONTROL AND DISPOSAL OF VIDEO RECORDS**

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted. Specific records relating to evidence or investigations that need to be retained, will be archived and stored for as long as required based on the investigation type. Records requiring long-term retention will be turned over to the Association's Management Company or Security Vendor for storage and security.

Access to any security camera footage by Unit Owners is subject to the Association's access to records policies. Consistent with those policies, any Unit Owner requesting access to security camera footage, must provide a written access to records request citing an appropriate reason to seek the video footage with a precise timeline. Once the written request has been received, Management will endeavor to estimate the cost to comply with the Unit Owner's request for the security camera footage, which costs must be paid before any data is shared with the requesting Unit Owner.

All video footage must be without any audio per Maryland Law, which requires any audio recordings to have the prior consent of all parties who are recorded. Video footage is not subject to this dual consent rule.

This Resolution was duly adopted by the Colonnade Community Association, Inc, Board of Directors on this 28 day of November, 2023

By: 

President The Colonnade Community  
Association Inc.

