

PARK TOWERS POLICY REGARDING USE OF SURVEILLANCE CAMERAS

Policy Statement

1. Surveillance cameras have been installed in places where the Association has determined it to be appropriate
2. Cameras will be used in a professional, ethical, and legal manner.
3. The community manager, under direction of the Board of Directors, will function as the surveillance camera coordinator.

Reason for Policy

1. The purpose of this policy is to regulate the use of surveillance cameras to protect the legal and privacy interests of the Association and the Park Towers Community.
2. The function of surveillance cameras is to assist in preserving and protecting the common elements and enforcement of appropriate conduct as required by the governing documents.
3. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or governing document violations.

Policy Requirements

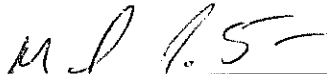
1. Only authorized personnel, as determined by this policy and authorized by the Board of Directors will be involved in, or have access to, surveillance camera data.
 - A. Members of the Board of Directors may have access to surveillance camera data in their areas of responsibility.
 - B. The community manager and attorneys for the Association will have access to all surveillance camera data.
 - C. Parents or legal guardians of minors will be allowed view only access to surveillance camera data involving minors for which they are legally responsible.
 - D. Copies of any data may be provided to appropriate law enforcement officials only.
 - E. If a resident or a resident's property is depicted on the data, the resident will be allowed view only access to surveillance camera data.

2. When an incident is suspected to have occurred, designated personnel may review the images from surveillance camera data.
3. The camera system only allows retention of the recorded images for fourteen (14) calendar days. A log will be maintained for a period of fourteen (14) calendar days for any access that may be allowed under this policy and use of data stored in the Association's surveillance system.
4. The installation of new surveillance cameras must be approved in advance by the Board of Directors.

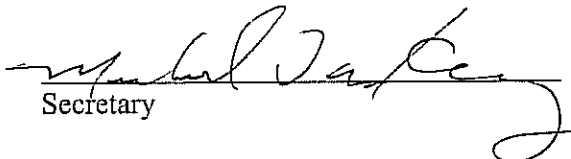
Related Policy Information

1. Surveillance cameras will not record or monitor sound.
2. To the extent possible, recorded surveillance camera data will be retained for a period of at least fourteen (14) calendar days.
3. Surveillance camera data is not considered Association records subject to review by owners and may be subject to confidentiality restrictions.
4. No copies of any data will be made unless requested by law enforcement and, only to the extent such copies are possible.
5. In the event of any malfunction of the surveillance system or problem with the camera data, the Association will not be responsible and no action may be taken against the Association.

DATED: 10/15, 2013.



President



Secretary