

**RESOLUTION OF THE
PINE BLUFFS COMMUNITY ASSOCIATION
REGARDING POOL MONITORING BY CAMERA**

- SUBJECT:** Adoption of a Policy governing use of a CCTV monitoring camera system in and around the Pine Bluffs Community Association, Inc. ("Association") community building(s), and for monitoring the cameras and accessing video recordings.
- PURPOSE:** To provide notice of the adoption of a policy by the Board of Directors ("Board") to the Association related to video camera security.
- AUTHORITY:** The Declaration, Bylaws, Articles of Incorporation and Colorado Law.
- EFFECTIVE DATE:** 8/20/18
- RESOLUTION:**
- WHEREAS**, Section 8.1(c) of the Declaration empowers the Board to adopt such reasonable rules regulating use of the Common Area as it deems appropriate; and,
- WHEREAS**, Section (d) of the Articles of Incorporation explicitly states an express purpose of the Association is to promote the health, safety, welfare and common benefit of the residents of the Pine Bluffs Community Association; and,
- WHEREAS**, Article III, Part A, Section 3.16 of the Bylaws states the Board shall have all of the powers necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Governing Documents as provided by law; and,
- WHEREAS**, the Board of Directors finds that reasonable rules and regulations concerning monitoring of the Community's pool by camera will further the health, safety, welfare, and common benefit of the residents of the Community, and that it has the power to promulgate the same;
- NOW THEREFORE**, the Board hereby adopts the following policy regarding the use of CCTV Camera Monitoring system in certain common areas of the Association:
1. The Board is responsible for maintaining a CCTV (video only) camera monitoring system within and around certain property maintained by the Association. The purpose thereof to deter unlawful acts on Association property and for use in investigation of injuries occurring on-site or complaints of violations of rules and regulations. Secondary allowed uses are to verify contractor performance under a contract or work order or to determine property condition(s). This

CCTV system records historical images and is not intended to be constantly monitored live in real time.

2. The Board must ensure that an appropriate balance is struck between the right of privacy for Association members and guests and the need to use monitoring cameras and images to monitor for possible unlawful acts or to help with investigation of injuries or complaints of violation of rules and regulations. The use and deployment of said cameras should reflect that balance.
3. The camera system hard drive storage device shall be protected against theft and physical tampering. It will be kept in a locked area subject to access only by personnel approved by the Board.
4. The camera system will use an in-house secure password protected network that includes firewall, anti-virus, and anti-malware protocols. The password will be changed regularly by the System Administrator identified by the Board.
5. Access to live video feed and stored images on-site or via remote log-in will be restricted to designated Board Member(s) and management company personnel as approved by the Board. A person will be designated as System Administrator. Periodic logins by authorized personnel will verify that all cameras are working and focused and that images are properly recording. All other logins will be for purposes of viewing contractor performance or investigating a reported incident. The camera system software records all login activity and a report of recent activity is available upon request by the Board to the designated System Administrator.
6. As required for cooperation with law enforcement or insurance, the Board may approve sharing of video images or footage with appropriate outside parties or as may be issued by a duly issued Court order. Only the System Administrator may download such image or video from the system hard drive upon approval from the Board, and attorney if necessary. The recordings or images shall not be considered "association records" as defined by CRS 38-33.3-317 and in no case shall images or video be shared with individual homeowners or residents. Storage of images or video for this purpose of approved sharing with outside parties is deemed temporary and upon submission to the outside party all temporary copies will be handled in accordance with their handling policies.
7. If this policy cannot be followed for emergency reasons, the Board will be promptly notified by the System Administrator of the exception and the reason. Such information will also be reported at the next regular Board meeting.
8. The System Administrator, upon the advice and consent of the Board, shall implement a data retention policy with respect to data captured by the camera monitoring system. Where the subject matter of any data captured by the camera monitoring system is relevant to current or threatened legal proceedings, it shall not be destroyed.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being President of the Association certifies that the foregoing resolution was adopted by the Pine Bluffs Community Association, Inc., at a duly called and held meeting of the Board of Directors on 8/20/13, and in witness thereof, the undersigned has subscribed his or her name.

**RESOLUTION OF THE PINE BLUFFS COMMUNITY
ASSOCIATION, INC., a nonprofit corporation**

By: _____

Its President