

## FOXCROFT SECURITY CAMERA POLICY

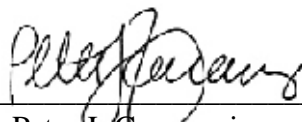
WHEREAS, security cameras are in use within the Foxcroft Clubhouse, at the pool and the playground area; and

WHEREAS, the Board of Directors is cognizant of residents' privacy and desires to ensure cameras are used only as needed and appropriate.

NOW, THEREFORE, the Foxcroft Board of Directors, at its meeting of May 20, 2010, did approve the following policy for the review and retention of security camera footage:

1. Security camera footage shall not be reviewed unless at least two members of the Board of Directors, Officers and/or Association Manager are present at the time of viewing and for a purpose stated in Paragraph 2, below.
2. Security camera footage shall only be viewed for the following purposes: (a) to inspect and ensure the cameras are functioning properly, (b) for training purposes to show a Director, Officer or Association Manager how to use the equipment, or (c) in the aftermath of a suspected violation of rules & regulations, covenants or law for the purpose of investigation of that incident.
3. Security camera footage shall not be retained longer than automatically retained by the equipment before overwriting, except pursuant to an investigation as mentioned in Paragraph 2(c) above, and then, for only so long as necessary to conclude the investigation or as otherwise required by law or for insurance claim purposes.
4. Security camera footage shall not be copied or distributed, except to law enforcement pursuant to an investigation or otherwise, as deemed necessary by official vote of the Board of the Directors as part of an investigation.

Adopted this 20<sup>th</sup> day of May, 2010.

ATTEST:   
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Peter J. Caramanis  
President