

Woodlands Homeowners Association (HOA) Surveillance Camera Policy

The Board of Directors of Woodlands Homeowners Association, Incorporated ("HOA"), an Indiana nonprofit corporation, hereby adopts the following surveillance camera policy as of the date set forth below:

PURPOSE

The purpose of the HOA Surveillance Camera Policy is to promote a sense of safety and security by helping to deter mischievous and unlawful activity in the HOA's common areas. The surveillance system is intended as a proactive measure to discourage inappropriate conduct and to foster a secure community environment. Additionally, camera footage may be used to assist in the investigation of incidents when necessary. This policy ensures that surveillance cameras placed throughout the common areas are used solely for these purposes, in accordance with the HOA's commitment to responsible and respectful monitoring.

SCOPE

Common areas:

- Clubhouse
- Pool
- Tennis courts
- Grounds

The policy does not address the use of cameras within the individual properties of homeowners and addresses only the placement and use of cameras in areas owned, maintained and operated by the HOA.

CAMERA PLACEMENT

Cameras will be installed in a manner that monitors only common areas and does not infringe on the privacy of individual homes or property.

Cameras will be positioned to avoid capturing images inside private dwellings, including windows and private backyards. Additionally, cameras shall not be placed inside any common area restroom, shower, locker room, or other area regularly designed for dressing.

The cameras will operate continuously, 24 hours a day, seven days a week, and recordings will be stored securely with access limited to authorized personnel only.

Signs located at common area entrances will advise that the area is under surveillance.

DATA STORAGE AND ACCESSIBILITY

Recorded footage will be kept for a period not exceeding 60 days, except where footage is being used for the investigation of an incident or is part of an ongoing legal process.

Footage recorded by the cameras will reside only on a dedicated Network Video Recorder (NVR) securely installed in the clubhouse.

Access to recorded footage will be restricted to HOA board members and law enforcement authorities in the event of a crime or incident, or pursuant to an order of the court to release such footage. Authorized users will have the ability to view footage directly from the NVR, via use of a mouse.

Casual viewing of footage - live and historical - is prohibited.

No individual board member will review footage without at least one other board member present.

A log will be maintained to document an audit trail of viewing events. Information logged, per event, includes, but is not limited to:

- Purpose of the review
- Date/time of the review
- Review participant names and roles
- Footage data points
- Observations

There is no one responsible for monitoring recorded video in real time.

Residents may submit a written request to view camera footage related to a specific incident directly involving their property or person. Such requests must clearly specify the date, time, and nature of the incident and be directed to the HOA Security Committee for consideration. While the HOA may grant access to relevant footage on a case-by-case basis, surveillance recordings will not be broadly shared or disseminated to the community in order to protect privacy and uphold the intended use of the system.

Any reviewed or released footage will be carefully screened to protect the privacy of other residents and to ensure compliance with applicable laws.

No audio surveillance will be conducted.

RESPONSIBILITIES AND ENFORCEMENT

The HOA board members will be responsible for the implementation, operation, and enforcement of the policy.

Any tampering, obstruction, or disabling of the surveillance cameras by residents or guests will be considered a violation of the policy and may result in fines or other penalties.

Routine monitoring and maintenance of the system will be conducted.

NOTIFICATION

All residents and homeowners will have access to a copy of the policy upon installation of the cameras, approval of the policy, and whenever the policy is subsequently revised. The copy will reside on the HOA website: <https://woodlandshomeowners.org/>.

AMENDMENTS

The policy may be amended at any time by the HOA Board of Directors to reflect changes in technology, law, or the necessities of the community.

DISCLAIMER

CAMERAS ARE NOT FOR THE PURPOSE OF SECURITY

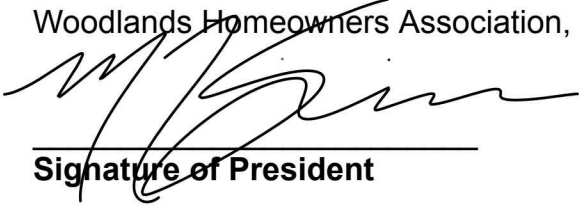
The HOA surveillance cameras do not provide security and do not protect persons or property from harm or damage. In the event of a crime, the HOA will provide any footage obtained by the cameras to the police for the purpose of helping law enforcement officials catch the perpetrators. The HOA, its employees, managers, directors, officers, and agents have no responsibility to provide protection and security against crime, and installation of surveillance cameras in no way indicates that the HOA, its employees, managers, directors, officers, and agents are assuming a duty to provide protection or security against criminal activity, or to otherwise protect against harm to persons or property. Furthermore, while the HOA will make every effort to ensure the cameras are operational and working properly, the HOA cannot – and does not – make any such guarantee.

ACCEPTANCE

By residing within the HOA community, all homeowners and their guests agree to the stipulations of this surveillance camera policy as dictated by the HOA Board of Directors.

ADOPTED this 17 day of August, 2025, by the Board of Directors of the Woodlands Homeowners Association.

Woodlands Homeowners Association, Inc.

A handwritten signature in black ink, appearing to read 'M. Simmons', is written over a horizontal line.

Signature of President

Michael Simmons,
on behalf of the Board of Directors