



Policy Concerning Access to Surveillance Footage

January 21, 2015

Lexington Mews Association Inc. proposes to adopt the following policy concerning Unit owner access to recorded video surveillance footage captured on any common element.

A Unit owner may request access to surveillance footage. All Unit Owner requests must be made in writing to the property manager. The Board of Directors shall grant access to surveillance footage provided that all of the following criteria have been met:

- 1) The surveillance footage sought relates to a suspected crime.
- 2) A police report has been filed in the public record.
- 3) The police department or other authority having jurisdiction has not restricted access, nor requested restricted access, to the surveillance footage.
- 4) A designated representative of the Board of Directors has physical access and capability to extract sought footage, and uses reasonable efforts to successfully extract footage from the surveillance camera.
- 5) The Board of Directors, at its sole discretion, does not object to the release of the footage.

If the above criteria are met, footage shall be provided to the Unit Owner in the native format of the surveillance system. Access to footage, if granted, shall not be guaranteed by any particular deadline. The Board of Directors shall designate not more than two (2) members to carry out the responsibility of providing access to surveillance footage, as noted above.

Barring a majority of negative comments, this policy shall go into effect ten (10) days following the receipt of this notice.