

Quintet Security System Procedures

A video surveillance system was installed during the winter of 2020/2021 with the following practices adopted by the Quintet Board of Directors.

- Only Property Management, Office Manager, Board Executive Officers, Security Committee Chairperson, and local law enforcement will have access to video footage and access to photo capture. Video surveillance is deemed “files of individual owners” pursuant to ORS 100.480(9) and thus exempt from disclosure to owners.
 - Video footage will be provided to local law enforcement (Washington County Sheriff, Portland Police Department, etc.) upon written request, warrant, subpoena, or court order.
 - Video footage will only be accessed if a complaint is made or a crime is committed except for Property Management and Office Manager system checks.
- System checks will be made every two weeks to make sure system and all cameras are working correctly. Spot checks to key areas of clubhouse and property will be done to make sure they are being used appropriately and at appropriate hours.
- Video/photos not tied to an incident shall only be stored 90 days or less depending on system available storage space.
 - Any changes to camera system that would affect residents need to be posted in appropriate areas and web site within 72 hours of changes.
 - Signs will be posted conspicuously in locations monitored by video surveillance system.

Board Chair Date

Board Secretary Date