

## **Cameras Committee**

This committee was established to manage the installation and maintenance of the cameras at the three entrances (Village Green, Highway 24 and Highway 70).

### **Charge/Objective**

This committee's responsibility is to evaluate the needs for security cameras at the entrances, to make recommendations to the BOA Board regarding cameras, arrange for installation of approved equipment, provide maintenance, and review recordings to help identify damage of breaches of security.

The tasks, duties and/or procedures of the committee are as follows:

- Periodically log onto the gate sites with GeoVision Multi view program. This checks out Internet access. If Internet access checks out, then the computer is ok. Then check that all cameras are ok and check that gates look ok.
- If cannot access the Internet, then go onsite to determine why the Internet is not accessible. Check router, modem and phone line. If computer is not working, try to correct onsite or take home and repair or replace.
- If camera is not working, determine if the problem is the camera or power or cabling. If camera, replace or send for repair. If it is a power problem, replace fuse or check power supply. If cable problem, determine if it is the cable or the connector that is creating the problem.
- If gate damage is observed or reported, run the GeoVision Remote ViewLog program to see what happened. This can be done remotely or onsite which is easier.
- New computers have been built when new sites have been added or when upgrading was needed.

### **Membership, Method of Appointment**

The BOA Board recruits and approves a chairperson for the Committee. The chairperson, with the assistance of the Board, recruits other members of the Committee.

### **Chair**

The chairperson is appointed by the BOA Board.

**Meetings**

The Cameras Committee should meet as deemed necessary by the chairperson.

**Reports**

A written report of the Committee's monthly activities and future plans should be provided to the BOA Board prior to the Board's business meeting.

An oral report on the committee's monthly activities is given at the monthly BOA membership meeting. Also, a written report should be submitted to the BOA Secretary so that it can be accurately entered into the minutes.