

EMERALD LAKES VILLAGE  
Homeowners Association  
P.O. Box 113, Troy, MI 48099

**Policy Letter Regarding: ELV LAPTOP PROCEDURES**

ELV Policy **#012** dated and approved **November 5, 2013**

This letter is in reference to **the Emerald Lakes Village (ELV) purchased and owned laptop** and the data maintained on the personal computers of other ELV board members.

In order to conduct ELV business, specifically for bookkeeping, the ELV board will authorize the usage of a laptop to an individual, namely the ELV, to serve ELV purposes. This laptop will remain the property of the ELV. However, whoever is using the laptop is responsible for its welfare. The following procedures shall be followed for physical security of the hardware, installation of software, data security, backup procedures, and general usage.

**PHYSICAL SECURITY**

Laptop, cables, installation CDs, software key codes, laptop bag, or any other physical assets or attachments will be inventoried and documented prior to the assets being assigned to the ELV treasurer. As the assets are transferred to the treasurer, the treasurer and another ELV board member will sign and date the inventory sheet. If the treasurer returns the assets, the inventory sheet will be updated as required. The assets are revocable by a request from the ELV president anytime and must be returned immediately upon request.

The assets are the responsibility of the person who physically has them. If they are lost or stolen, the loss must be documented and the ELV board president must be notified of the loss in writing within five (5) days of the loss. The ELV board will make a determination of if and how restitution will be made. The board has at its discretion the ability to require replacement of the laptop and equipment at full or partial value.

The ELV treasurer must take normal and reasonable care of the assets to ensure prevention of loss and safekeeping – i.e. secured in trunk of vehicle, not left in view of windows, etc.

**DATA SECURITY**

The laptop will require a user ID to have a “complex” password. The password reset data will be stored on the external storage drive maintained by the treasurer. The password for the laptop should be shared with the ELV president.

The laptop must have an antivirus and firewall software installed on it that automatically protects the laptop from viruses. It is the responsibility of the ELV treasurer to ensure the software is updated as required. In addition, “Windows Updates” should be updated on a timely basis.

## **BACKUP**

The laptop software and the installation key codes will be kept with the laptop. Any online account used to purchase the software will be documented in terms of user IDs, passwords, and websites and will be given to the ELV president.

The laptop will be backed up at regular intervals which should be no less than weekly. The back-up will be put on to an external storage USB drive. The drive will then be handed off at the monthly board meeting to another member of the board. At the following meeting, the treasurer will bring another copy of the back-up and switch possession of the external drive with the board member (typically the corresponding secretary) that had possession of the first one.

## **USAGE**

The laptop hardware and installed software are ELV assets and are provided for the exclusive use of ELV business and not for (or limited to) personal use, gaming, downloading, web surfing, and personal data storage. Use of the internet for ELV business such as emailing of the monthly reports, researching property tax IDs, banking transactions, etc. are appropriate. It is subject to recall from the user at any time as requested. Periodic maintenance and audits will be performed as needed. Prior to a person receiving the laptop for use, this policy document must be printed out and signed by the ELV president or designee and the person receiving the laptop (user). The signed document will then be kept by the ELV recording secretary.

## **Data Back-up – ELV Data on Personal Computers**

On an annual basis, ELV board members with ELV pertinent data on their personal computers, shall back-up said data on to an external data device, such as a USB thumb drive, and the drive shall be labeled and put into storage. The following year, another drive will be created and swapped with the prior year's device from the storage unit.