STEINER RANCH HOA
BOARD TECHNOLOGY & PROPERTY POLICY

1. PURPOSE AND SCOPE

The Association provides portable computing devices ("HOA Laptops") to Board Members to facilitate efficient management, ensure the security of Association data, and protect the personal privacy of Board Members by segregating HOA business from personal hardware. This policy applies to all current/future hardware and all digital conduct involving Association business.

2. CUSTODY AND "SCHEDULE A" REQUIREMENTS

Issuance of any Association-owned device is contingent upon the Board Member signing an **Equipment Receipt (Schedule A)**.

- **Ownership:** All devices, software, and accessories remain the sole property of the Steiner Ranch HOA.
- **Inventory:** The Admin/Secretary shall maintain a master log of all Schedule A receipts to track the chain of custody.

3. DEVICE USE AND DATA SEGREGATION (STRICT LIMITATION)

The HOA Laptop must be the primary and exclusive tool for all HOA business.
Prohibited Personal Use: Use of the HOA Laptop for personal email, social media, personal financial transactions, or family/household use is strictly prohibited.

- **Personal Device Restriction:** Board Members shall **not** use personal computers, tablets, or secondary devices for HOA business, with only two (2) narrow exceptions:
    - **Mobile Communications:** Personal mobile phones may be used exclusively for **Microsoft Teams** chats and calls within authorized HOA channels.
    - **Emergency Access:** If the HOA Laptop is inoperable, a personal device may be used for **urgent, time-sensitive approvals or emails** only until the HOA Laptop is repaired or replaced. Such use must be minimized and transitioned to the HOA Laptop immediately upon its availability.

- **Software Integrity:** Installation of third-party software or disabling security features (including Multi-Factor Authentication, BitLocker) is strictly prohibited without written Admin approval.

- **No Expectation of Privacy:** The Association reserves the right to audit, inspect, or remotely monitor the device at any time to ensure compliance and data security.

4. DATA MANAGEMENT AND RETENTION

- **Password Responsibility:** Board Members are responsible for the secrecy of their credentials. Passwords must not be shared, written down near the device, or stored in unencrypted formats.

- **Visual Privacy:** When working in public spaces (cafes, common areas) or shared households, Members must ensure that sensitive data is not visible to unauthorized persons, including family members.

- **Auto-Lock Mandate:** All HOA Laptops will be configured with a 5**-minute inactivity auto-lock**. Members shall not attempt to bypass or extend this security timeout.

- **Cloud-First Mandate:** To comply with Texas record retention laws, all work must be saved to the Association's designated cloud storage (SharePoint/OneDrive).

- **Hardware Encryption (BitLocker):** To protect the Association from the legal and financial liabilities of a data breach, each device is equipped with **BitLocker Full-Disk Encryption**. This ensures that in the event a device is lost, stolen, or damaged, HOA data remains encrypted and unreadable to unauthorized parties, serving as the primary safeguard to avoid mandatory data breach notifications under Texas law.

- **Legal Discovery:** This device is the primary repository for all digital HOA business. Failure to use this device exclusively for HOA business may waive legal protections and subject a Member's personal devices to forensic discovery in the event of litigation.

5. LOSS, DAMAGE, AND RETURN

- **Immediate Return:** The right to possess the device ends immediately upon resignation, removal, or expiration of the Board term. The device must be returned to the HOA Management Office or Board Secretary within **48 hours**.

- **Security Breach:** In the event of loss or theft, the Recipient must notify the HOA Admin within **12 hours** to initiate a remote data wipe and, if applicable, file a police report.
- **Financial Liability:** The Recipient may be held personally liable for the full replacement cost of hardware if loss or damage is determined to be the result of gross negligence.

SCHEDULE A: EQUIPMENT CUSTODY RECEIPT

Reference Policy: *Steiner Ranch HOA Board Technology & Property Policy*

1. RECIPIENT INFORMATION

- **Board Member Name:** _____

2. DEVICE SPECIFICATIONS

- **Manufacturer:**
- **Model:**

[ ] Dell Inspiron 7506 (i5-1135G7, 16GB RAM, 1TB SSD, Win 11 Pro)
[ ] Dell Inspiron 15 (i5-1334U, 32GB RAM, 1TB SSD, Win 11 Pro)

- **Serial Number (S/N):** _____
- **HOA Asset Tag #:** _____ (If applicable)

3. INCLUDED ACCESSORIES

The following items are issued with the device. **All** must be returned to avoid replacement fees:

- [ ] OEM Power Adapter / Charging Cable
- [ ] Protective Laptop Sleeve/Case
- [ ] Mouse and Mouse Pad
- [ ] USB-C Docking Station Hub
- [ ] HDMI cable

5. ACKNOWLEDGMENT OF RECEIPT

I, the undersigned, acknowledge that I have received the property listed above in good working order. By signing below, I expressly agree to the following:

- **Policy Adherence:** I have read, understand, and agree to abide by the *Steiner Ranch HOA Board Technology & Property Policy*, including all restrictions on personal device use and data segregation.
- **Security Training:** I have been briefed on the 5**-minute auto-lock** requirement, visual privacy protocols, and the use of **Multi-Factor Authentication (MFA)**.
- **Confidentiality:** I understand my responsibility to protect sensitive HOA data from unauthorized view by family members or the public.
- **Liability:** I understand that failure to return this property within **48 hours** of my departure from the Board, or failure to adhere to data security protocols, may result in the Association seeking full reimbursement or legal action.

Board Member Signature: _____ **Date:** _____

6. OFFICIAL USE ONLY (ADMIN/SECRETARY)

ADMINISTRATIVE SETUP VERIFICATION (Check all that apply):

- [ ] BitLocker Encryption Verified & Recovery Key Escrowed in Cloud.
- [ ] 5-Minute Inactivity Auto-Lock Configured.
- [ ] MFA Configured for HOA Account.
- [ ] Recipient successfully performed a test login.

- **Issued By (Name/Title):** _____
- **Issuance Date:** _____
- **Return Received By:** _____ **Return Date:** _____
- **Return Condition Notes:** _____