

Policy on Monitoring Cameras

Parklake Village Homeowners Association, Inc.

This policy establishes the purposes, procedures and guidelines for the placement and use of monitoring cameras owned and operated by the Parklake Village Homeowners Association, Inc. (HOA) as well as access to and retrieval of video images and information.

Purposes of Monitoring Cameras

The purposes include, but are not limited to:

- Discouragement of violations of the rules and regulations for use of the Common Areas of the subdivision including the clubhouse, playground, tennis courts, etc., or the subdivision restrictions generally,
- Prevention of the recurrence of such violations, and
- Provision of assistance to law enforcement in investigating and/or prosecuting criminal activity.

The top priority of the system is the monitoring access and use of the Common Areas.

Placement of Monitoring Cameras

The cameras may be placed in such locations to view Common Areas owned and controlled by the HOA and entrances/exits to the subdivision. These locations include, but are not limited to:

- Entrance/exits to the Parklake Village subdivision
- Clubhouse exterior
- Clubhouse parking lots
- Tennis Courts
- Playground
- Other Common Areas as the Board deems necessary

Monitoring cameras will not be placed in areas where Members and guests would have a reasonable expectation of privacy, (e.g. restrooms). Monitoring cameras will not be designed to purposefully view inside residents' homes (e.g. capture clear images inside homes). Home exteriors may be viewed incidentally in the course of capturing images of the HOA common areas. Cameras are not installed to monitor Member activities except as they relate to actions in, on or about the Common Areas being monitored.

Procedures Related to Operation of Monitoring Cameras

The following procedures will be followed:

- Notices that monitoring cameras are in use shall be posted at the main entrance to the subdivision, and other locations as determined advisable by the Board.
- Access to and viewing of camera monitors are restricted and such restriction will be actively enforced. Access to camera monitors through direct streaming or current or archival storage mechanisms is limited to the following authorized personnel:
 - a. HOA Board members

- b. Contracted Security staff
- c. Contracted Security management

- Although the camera monitoring system is designed to monitor the targeted areas on a constant basis, the security monitors are not intended to be and will not be viewed and monitored constantly by authorized personnel. The system will be viewed and monitored on a regular basis but only randomly and as the circumstances of regular security activities dictate.
- Access to the system will be restricted by passwords issued, and as necessary and appropriate changed from time to time, by the President of the HOA.
- For redundant security and availability, these passwords will be stored at HOA Management Company and the HOA Security Services Company.
- The outgoing President will provide the passwords to the incoming President once the new President is selected (typically at the first Board meeting of the year). Password changes shall then be implemented as appropriate.

Password security will be layered commensurate with the access described below:

Position	View Current Images	View Prior Images	Archive Images	Change System Parameters	Issue/Change Passwords
HOA President and HOA Board Member Back-up Designee	Yes	Yes	Yes	Yes	Yes
Other HOA Board Members	Yes	Yes	Yes	No	No
Contracted Security Management	Yes	Yes	Yes	Yes	Yes
Contracted Security Staff	Yes	No	No	No	No
HOA Management Company	Yes	No	No	No	No
Parklake Residents	No*	No*	No*	No	No
Law Enforcement Authority	Yes	Yes	No*	No	No
Other	No	No*	No*	No	No

* Limited access may be provided as outlined below

Procedures Related to Access to Video Records and Archival Material

- Video records are stored in the system DVR. Given the DVR storage capacity and number of cameras deployed, available in-system video storage is limited to space available on the DVR. Historically, capacity is approximately thirty (30) days, but may be more or less depending on recorded activity.
- Under normal circumstances video records will be regularly and systematically written over when the system DVR reaches the limits of its storage space. Notwithstanding, upon receipt by the HOA of appropriate notice from an authorized entity or government department with lawful right to access or jurisdiction over the subject matter, video records that are the subject of court action, criminal investigation and/or prosecution, or in the instance of the HOA, restriction violation(s), and the like will be kept as long as required for future reference and proof.
- The following will be authorized to access the video records and archival material:

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- HOA Board President
- HOA Board Members
- Under special circumstances, not otherwise covered in this policy, the Board acting as a whole, may grant specific limited access to the records for good reason. Neither the President of the HOA nor any individual board member, acting individually, may grant any such access regardless of the basis therefor.
- Besides the records stored in the DVR, archival material can include flash drives, external hard drives, burned CD/DVDs, or other data storage means and devices.
- The archival material will be kept in the possession of the HOA Board or HOA Management Company, and shall not be disseminated or distributed, in whole or in part, except that the HOA Board may release it as follows:
 - To provide evidence of criminal activity to certified law enforcement officer investigating an open case upon presentation of a case number,
 - To respond to a subpoena from a court of competent jurisdiction, or
 - To provide evidence of a violation of restrictions applicable to the Parklake Village Subdivision.
 - To provide evidence of third party damage to Parklake Village facilities and common areas.
- Information recorded may not be released directly to an owner or resident for use in a domestic dispute, a neighbor-to-neighbor dispute, or for any other personal use by such owner or resident.
- Requests from law enforcement authorities to view recorded images will be considered only if the request is related to documented incidents of criminal activity.
- Requests from law enforcement authorities to obtain recorded images (e.g. copies of images provided on CD/DVD or flash card) will be considered only if the request is related to documented incidents of criminal activity and upon presentation of a case number. Documentation of criminal activity include receipt of a police report indicating an open investigation or a subpoena by a court of competent jurisdiction.
- All questions related to the camera monitoring should be directed in writing to the HOA management company.

The HOA Board reserves the right to re-review and modify this policy from time to time as the HOA Board acting as a whole and in its sole collective discretion shall deem appropriate in light of the day to day experience gained through the use and oversight of the camera monitoring system.

CERTIFICATION

I hereby certify that, as President of the Parklake Village Homeowners' Association, Inc., the foregoing Policy on Monitoring Cameras was approved on the 13 day of June, 2016, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 11 day of July, 2016.

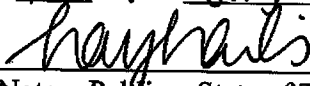


JAY WHEELER, President

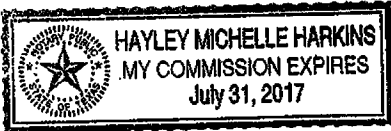
STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, on this day personally appeared JAY WHEELER, the President of the Parklake Village Homeowners' Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 11th day of July, 2016.



Notary Public – State of Texas



After Recording, Return To:
Stephanie Quade
Roberts Markel Weinberg P.C.
2800 Post Oak Blvd., 57th Floor
Houston, TX 77056

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e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$28.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

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