CROWN OAKS PROPERTY OWNERS' ASSOCIATION

SURVEILLANCE CAMERA POLICY

STATE OF TEXAS §
§
COUNTY OF MONTGOMERY §

WHEREAS, Crown Oaks Property Owners' Association (the "Association") is the governing entity for the Crown Oaks Subdivision Sections 1 – 4, in Montgomery County, Texas, according to the maps or plats thereof recorded in the Map Records of Montgomery, Texas, as follows:

Crown Oaks Section 1 under Cabinet L Sheets 181-184,
Crown Oaks, Section 2 under Cabinet Q, Sheets 39-40 and partially re-platted under Cabinet Z Sheet 1442
Crown Oaks, Section 3 under Cabinet S Sheets 30-35,
Crown Oaks Section 4, under Cabinet T Sheets 51-55
(collectively, the "Subdivision") and

WHEREAS, the Association is governed by the Declaration of Covenants, Conditions, and Restrictions for Crown Oaks, Section I, the Declaration of Covenants, Conditions, and Restrictions for Crown Oaks, Section II, the Declaration of Covenants, Conditions, and Restrictions for Crown Oaks, Section III and the Declaration of Covenants, Conditions, and Restrictions for Crown Oaks, Section IV, filed under the Montgomery County Clerk's File Nos. 99018670, 2001-049679, 2002-053576 and 2003-030483 respectively, along with any amendments and supplements thereto, and

WHEREAS, Section 204.010 of the Texas Property Code authorizes the Association through its Board of Directors to regulate the use, maintenance, repair, replacement, modification, and appearance of the Subdivision; and

WHEREAS, the Association's Board of Directors desire and deem it in the best interests of the Association to have a policy in place which shall provide for and govern the use of surveillance cameras by the Association within the Subdivision, and

WHEREAS, the cameras are intended only as a security and investigative tool and do not create any guarantee of security or any duty on the part of the Association, the Board, management, or the designated reviewers to monitor, prevent, investigate, or report criminal activity, and

WHEREAS, the cameras are not guaranteed to operate continuously, record all activity, detect criminal conduct, or preserve footage indefinitely;

NOW THEREFORE, in accordance with the foregoing, the Association acting through its Board of Directors hereby adopts, establishes, and imposes the following Surveillance Camera Policy as outlined herein:

1. The surveillance cameras are intended to monitor the ingress/egress of the Subdivision, as well as the Association's common areas.

2 The Association may retain a licensed third party (herein after called the "Camera Contractor") to maintain the camera system and provide camera footage upon request by the Association

3. Footage from the surveillance cameras installed and maintained by the Association shall be recorded on a recording system, and shall not be monitored in real time except as provided below at certain specific locations within the community.

4 Recordings from the surveillance cameras will not be kept or otherwise maintained by the Association unless an incident occurs and the Association is notified in writing within seven (7) days. In the event an incident is reported, and camera recordings are requested, the recordings shall be kept for up to twelve (12) months or for such other period of time as may be determined by the Board of Directors. Such recorded camera footage documenting the reported incident shall be kept by the Association or the Camera Contractor.

5. Recordings captured by the surveillance cameras shall be provided for inspection in response to a timely written request from law enforcement addressed to the Association's management company. The Association's management company shall notify the Board of Directors of such law enforcement requests. The request shall first be reviewed and approved by the Board of Directors prior to its release to law enforcement.

6. The Board of Directors shall designate two (2) Board Members ("Authorized Reviewers") to jointly review camera footage in the instance that Association property has been vandalized or damaged, or suspicious or illegal activity has been reported. The full Board shall be notified in advance each time footage is reviewed, and they shall be provided with the reason the camera footage is being reviewed.

   The Authorized Reviewers are volunteers acting on behalf of the Association and have no obligation to continuously monitor the cameras, respond to every alert, investigate incidents, or prevent criminal activity.

   The review of camera footage under such circumstances shall be limited to the recorded period covering the timeframe of the incident. The Authorized Reviewers shall provide a written summary to the Board of the outcome of the camera footage review. The Board shall then determine what subsequent actions are appropriate based on the review.

7 Recordings from the surveillance cameras shall not be kept as part of the Association's permanent Books and Records. The Association reserves right to delete, overwrite, or destroy footage in the ordinary course of business unless the Board determines that preservation is appropriate due to a reported incident, pending claim, litigation, or law enforcement request.

8 The surveillance cameras shall be inspected and maintained by the Association or its Camera Contractor to ensure they remain in working order as proscribed by the Board

9. In the event any member of the Association, a family member, guest(s) or invitee(s), damages or otherwise renders any part of the camera system inoperable, that Association Member shall be responsible for its repair and/or replacement

Park Surveillance Cameras

Accessing prerecorded information from cameras in both parks shall be governed by the provisions in this policy as are all other Association-owned and operated cameras. Park occupancy is prohibited during certain park closed hours (nighttime) as posted at each park and prescribed in the COPOA Park and Lake Rules (Crown Oaks Website). For proactive prevention

of park damage and vandalism, the park cameras may be configured to provide real-time alerts of activity in the park during such nighttime hours

If the park cameras have been so configured and have provided an alert during the hours when the parks are officially closed, only then can such real-time park camera footage be accessed by the Authorized Reviewers. Only the Authorized Reviewers are authorized by the Board to receive such camera alerts, to view camera footage in real-time and observe the following restrictions and protocols

1. Park camera footage shall only be viewed in real time during park closed hours and only if an activity alert has been received during those times. No park camera footage shall be viewed in real-time during park open hours
2. The real-time camera footage may be downloaded to keep evidence of violation(s).
3. Park occupancy during park closed hours, including activities in the parking lot, and especially occupancy within the fenced playground area is considered trespassing, and may be immediately reported to law enforcement with a request for immediate investigation.
4. Such reporting to law enforcement shall be discretionary and subject to the reasonable judgment of the Authorized Reviewers.
5. The Authorized Reviewers shall not personally investigate the activities on site that may have triggered the alert and shall instead contact law enforcement for any on-site investigation.
6. If an Authorized Reviewer is unavailable to view real-time footage or since the parks are closed during nighttime hours and alerts may be received in the middle of the night, either of the Authorized Reviewers may individually observe the real-time camera footage in such instances since simultaneous viewing of such real-time footage by both Authorized Reviewers may not be feasible in the middle of the night.
7. Any such park camera alert incidents during park closed hours that were observed by the Authorized Reviewers shall be reported to the Board via email no later than the next business day.

Cameras at the Dams

Accessing prerecorded information from cameras located at the Crown Lake or Majestic Lake dams shall be governed by the provisions in this policy. For proactive prevention of recurring damage and vandalism at the dams and spillways, the cameras located at the dams may be configured to provide real-time alerts of activity 24/7.

If the cameras on the dams have been so configured and have provided an activity alert or the Association has been notified of prohibited activities taking place at the dam, especially the use of motorized vehicles on the dams or spillways, then real-time camera footage may be accessed by the Authorized Reviewers subject to the following restrictions and protocols

1. The real-time camera footage may be downloaded to keep evidence of violation(s).
2. Prohibited activities may be reported to law enforcement with a request for immediate investigation.
3. Such reporting to law enforcement shall be discretionary and subject to the reasonable judgment of the Authorized Reviewers.
4. The Authorized Reviewers shall not personally investigate the activities on site that may have triggered the alert and shall instead contact law enforcement for any on-site investigation.
5. If an Authorized Reviewer is unavailable to view real-time footage, either of the Authorized Reviewers may individually observe the real-time camera footage in such instances.

6. Any prohibited activities that were captured by the cameras on the dams and observed by the Authorized Reviewers shall be reported to the Board via email no later than the next business day.

Resident Requests for Camera Footage

Residents do not possess an independent right to inspect or obtain surveillance footage, and all requests remain subject to Board approval, privacy concerns, footage availability, and the Association's policies

Requests for camera footage by Crown Oaks residents must be made in writing to the Association's management company, not to Board Members, within seven (7) days of the incident prompting the request.

Residents requesting camera footage must provide a copy of the law enforcement report showing the details of the incident and providing a date and time window of the incident and requested recordings. The resident must specify the law enforcement agency to which the recordings are to be sent and how they should be transmitted.

The Camera Contractor will review the camera footage for an hourly fee and all such costs and/or expenses associated with the review and provision of such camera footage shall be the responsibility of the resident. Resident shall pay a two hundred fifty-dollar ($250) deposit from which the cost of providing the camera footage shall be deducted with the remainder being refunded to the resident within thirty (30) days of the date the footage was reviewed. If the cost of providing the camera footage exceeds the deposit amount, the resident will be responsible for paying the additional amount.

CERTIFICATION

"I, the undersigned, being a Director and President of Crown Oaks Property Owners' Association, hereby certify that this Policy was adopted by the Board of Directors on August 27, 2026"

By _____, President
Richard Schissler III, President

ACKNOWLEDGEMENT

STATE OF TEXAS §
§
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Richard Schissler III, President of Crown Oaks Property Owners' Association, a Texas nonprofit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that same was executed for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said corporation.

Given under my hand and seal of office this 13 day of October, 2026.

Notary Public, State of Texas

EDNA ISABEL ORTIZ
Notary ID #126197505
My Commission Expires
June 12, 2028

Doc #: 2026109413
Pages 6

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10/14/2026 01:55PM



STATE OF TEXAS,
COUNTY OF MONTGOMERY
I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

10/14/2026

