

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;

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;

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 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 directed by the Board of Directors;
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 request;
6. Requests for camera footage by Crown Oaks residents must be made in writing to the Association's management company 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 providing 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 footage having been provided. If the cost of providing the camera footage exceeds the deposit amount, the resident will be responsible for paying the additional amount;
7. Recordings from the surveillance cameras shall not be kept as part of the Association's permanent Books and Records;
8. The surveillance cameras shall be inspected and maintained by the Association or its Camera Contractor to ensure they remain in working order.
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.

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 March 31, 2025"

By ; President
Richard Schissler III

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
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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 11th day of April, 2025.

Notary Public, State of Texas



