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NOTICE
CFO

TWIN LAKES HOMEOWNERS ASSOCIATION, INC.
CERTIFICATE: POLICY ON SECURITY CAMERAS

THE STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS §

That I, HERMAN TORRES, being the duly elected and acting President of TWIN LAKES HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation (the "Association"), pursuant to the terms and provisions of Texas Property Code § 202.006 do hereby certify the following, to-wit:

10/16

That attached to this Certificate as Exhibit "A" and made a part hereof for all purposes are the terms and provisions of the current Policy on Security Cameras of the Association ("Security Camera Policy") which are promulgated from time to time and are subject to amendment and modification pursuant to the authority set forth under the terms and provisions of the Declaration of Covenants, Conditions and Restrictions for Twin Lakes, Section One (the "Declaration"), and the various Supplemental Declarations described on Exhibit "B" attached hereto and made a part hereof for all purposes.

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That the properties ("Twin Lakes Subdivisions") affected by and currently governed and bound by the Security Camera Policy are set out and more particularly described on Exhibit "B" attached hereto and made a part hereof for all purposes.

That the Exhibit "A" represents a true and correct copy of the current Security Camera Policy of the Association which with the requirements concerning the use and enjoyment of Common Properties and Common Facilities defined in and contained within the Declaration collectively constitute the Security Camera Policy for the Twin Lakes Subdivisions.

RP 095-98-0728

That this Security Camera Policy of the Association is placed of record in the Office of the County Clerk of Harris County, Texas, in strict compliance with the requirements of Texas Property Code § 202.006.

EXECUTED this 6th day of October, A. D., 2015.


HERMAN TORRES, President

THE STATE OF TEXAS §

COUNTY OF HARRIS §

This instrument was acknowledged before me on the 6th day of October, A. D., 2015, by HERMAN TORRES, President of TWIN LAKES HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.


Notary Public - State of Texas

RETURN TO:


ret
H. Wayne White, 
Attorney at Law
40 F. M. 1960 West, No. 434
Houston, Texas 77090



EXHIBIT A

HP 095-98-0730

Policy on Security Cameras Twin Lakes Homeowners Association, Inc.

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

Purposes of Security Cameras

The purposes include, but are not limited to, the:

- Discouragement of violations of the rules and regulations for use of the Common Areas of the subdivision including the clubhouse, playground, pool, 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 safety and security of HOA Members and guests.

Placement of Security 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 at Twin Lakes Boulevard
- Potential entrance/exits at Reserve B (to Addicks Reservoir), Reserve C (to Concord Bridge Subdivision), and Reserve D (to farmhouse property near CVS)
- Clubhouse interior and exterior
- Clubhouse parking lots
- Pool area
- Tennis Courts
- Playground
- Common Areas around the four lakes within the subdivision

Security cameras will not be placed in areas where Members and guests would "have a reasonable expectation of privacy," i.e. restrooms. Security 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.

RP 095-98-0731

Procedures Related to Operation of Security Cameras

The following procedures will be followed:

- Notices that security cameras are in use shall be posted at:
 - The Eldridge Road entrance to and exit from the subdivision at or near the gate station,
 - Each of the pool, tennis courts, and playground, and
 - The Clubhouse

- Access to and viewing of Security monitors are restricted and such restriction will be actively enforced. Access to security monitors through direct streaming or current or archival storage mechanisms is limited to the following authorized personnel:
 - Monitor located inside the gate station – Contracted Security staff, Contracted Security management, and HOA Board members
 - Monitor located inside the clubhouse - Contracted Security management and HOA Board members
 - Note: since the monitor inside the clubhouse is located in a room that is accessible by certain residents, e.g Twin Lakes Women’s Association members, access to the clubhouse monitor and/or its display will be restricted by password authorization, physical lock, or other similarly suitable means.

 - Although the security 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 Crest Management, the company providing management services to the HOA.
 - 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 on DVR	Archive Images	Change System Parameters	Issue/Change Passwords
HOA President and HOA Board Member Back-up	Yes	Yes	Yes	Yes	Yes

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Designee					
Other HOA Board Members	Yes	Yes	Yes	No	No
Contracted Security Management	Yes	Yes	Yes	No	No
Contracted Security Staff	Yes	No	No	No	No
Crest Management	Yes	No	No	No	No
Twin Lakes 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 located at the clubhouse. Given the DVR storage capacity and number of cameras deployed, available in-system video storage is limited to approximately thirty (30) days.
- 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:
 - 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 Crest Management, 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 or in response to a subpoena from a court of competent jurisdiction, or
 - To provide evidence of a violation of restrictions applicable to the Twin Lakes Subdivision.
- Requests from the public to view or obtain recorded images will be considered only if the request is related to documented incidents of criminal activity and then only upon receipt of a subpoena by a court of competent jurisdiction.
- Requests from HOA Members or law enforcement authorities to view recorded images will be considered only if the request is related to restriction violations or documented incidents

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of criminal activity and only when the Member is in some fashion materially connected to such violations or activities.

- Requests from HOA Members or 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 then only upon receipt of a subpoena by a court of competent jurisdiction.
- All questions related to the camera monitoring should be directed in writing to Crest Management.

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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 security camera system.

RP 095-98-0734

EXHIBIT B

RP 095-98-0735

ALL LOTS WITHIN THE PLATS HEREAFTER DESCRIBED AND THE COMMON PROPERTIES AND COMMON FACILITIES WITHIN THE PLATS AS DEFINED IN THE RESPECTIVE DECLARATION AND SUPPLEMENTAL DECLARATIONS HEREAFTER DESCRIBED:

- A. Declaration of Covenants, Conditions and Restrictions for Twin Lakes, Section One, recorded in the Official Public Records of Real Property of Harris County, Texas, under County Clerk's File No. M-249843 and re-filed under County Clerk's File Nos. M-259977, M-350960 and N-082649, originally covering:

Twin Lakes, Section One (63.0054 acres) - recorded under Film Code No. 343084, Map Records of Harris County, Texas.

- B. Supplemental Declaration for Twin Lakes, Section Two, recorded in the Official Public Records of Real Property of Harris County, Texas, under County Clerk's File No. N-168846 covering, to the extent defined:

Twin Lakes, Section Two (19.7277 acres) - recorded under Film Code No. 349028, Map records of Harris County, Texas.

- C. Supplemental Declaration for Twin Lakes, Section Three, recorded in the Official Public Records of Real Property of Harris County, Texas, under County Clerk's File No. N-865354 covering, to the extent defined:

Twin Lakes, Section Three (46.1496 acres) - recorded under Film Code No. 352012, Map Records of Harris County, Texas.

- D. Supplemental Declaration for Twin Lakes, Section Four, recorded in the Official Public Records of Real Property of Harris County, Texas, under County Clerk's File No. N-865358 covering, to the extent defined:

Twin Lakes, Section Four (16.0093 acres) - recorded under Film Code No. 353015, Map Records of Harris County, Texas.

- E. Supplemental Declaration for Twin Lakes, Section Five, recorded in the Official Public Records of Real Property of Harris County, Texas, under County Clerk's File No. P-694871 covering, to the extent defined:

Twin Lakes, Section Five (51.0021 acres) - recorded under Film Code No. 358051, Map Records of Harris County, Texas.

RECORDER'S MEMORANDUM:

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

RP 095-98-0737

FILED FOR RECORD
8:00 AM

OCT 16 2015

Stan Stewart
County Clerk, Harris County, Texas

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

OCT 16 2015



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS