

**Park Place Cranberry Association, Inc.**  
**Resolution Adopting the Clubhouse & Pool Recreational Facilities**  
**Security & Surveillance Policy**

**WHEREAS**, the Executive Board (the "Board") of Park Place Cranberry Association, Inc. is charged with the power and duty to administer, manage and operate the Property comprising the planned residential community commonly known as "Park Place" and the non-profit corporation known as Park Place Cranberry Association, Inc.; and

**WHEREAS**, Park Place and the Association operate under and subject to the Recorded Declaration of Covenants, Conditions and Restrictions of Park Place, a Planned Community (the "Declaration"), the By-Laws of Park Place Cranberry Association, Inc. (the "By-Laws") and the Pennsylvania Uniform Planned Community Act, 68 Pa. C.S.A. 5101, et seq.; and

**NOW THEREFORE**, at a duly called and noticed meeting of the Board, at which a quorum of the Board was present, the within Resolution has been approved and adopted by the Board establishing the Clubhouse & Pool Recreational Facilities Security & Surveillance Policy

**1. PURPOSE**

*Park Place Cranberry Association, Inc.* (the "Association") has a security system installed that includes access control (fobs) and security cameras inside and outside the clubhouse and on the clubhouse and pool property for the protection of Association assets and for the security of the residents and their guests. The safety of the community and community property are deemed to be important aspects of this community. The security system should provide not only a deterrent to inappropriate behavior but can be used as a means of identification the responsible person(s) in the event of property damage or criminal activity.

In order to ensure that video surveillance is not abused or misused, the Board of Directors has approved the following security policy to govern the use and access to the active video surveillance and video surveillance recordings.

The existence of this policy does not imply or guarantee that the cameras will be monitored in real time. Generally, the cameras will NOT be monitored outside of the normal clubhouse hours when an attendant is present, but activity will be recorded should it need to be reviewed at a later time.

The Association hopes that the video surveillance will provide not only a deterrent to inappropriate behavior but can be used as a means of identification in the event of damage or criminal activity.

**2. POLICY**

**A. Policy Statement**

The Association recognizes the need to balance the individual's right to privacy and the need to ensure the safety and security of the neighborhood and its residents. The Association therefore has adopted this policy which upholds these rights but also provides the necessary mechanisms for protecting the community and Association assets.

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**B. Scope**

This policy applies to the clubhouse & pool security and video surveillance system installed and whose presence is detailed on posted signage and is exclusive of personal surveillance equipment installed by residents.

**3. PLAN**

**A. Installation, Placement and Maintenance of Video Surveillance Equipment**

**i. Type of Equipment**

The Association will use Digital Video Recorders to collect and retain real-time video for a minimum of 14 days or shorter depending on the equipment and the capacity of internal storage devices.

**ii. Placement**

Video recording equipment has been placed in visible locations throughout the interior and exterior of the clubhouse, pool and parking lot which present the best surveillance options with respect to desired coverage, specific surveillance targets and lighting conditions. Cameras are positioned so as to not willfully intrude on a homeowner's property or privacy without express written consent of a homeowner. No cameras are installed in any of the restroom facilities.

**iii. Signage**

Signage has been installed in conspicuous location(s) notifying all parties that the area is under video surveillance and the potential to use the video records for criminal prosecution if necessary.

**4 ACCESS TO VIDEO RECORDERS**

**A. Access: Association**

Access to video surveillance and surveillance records shall be secured and restricted to the Board of Directors, clubhouse attendants and Association Management Company. Association Owners will have no right of access to the recordings. However, should an event be recorded by any camera, an Association Owner can request certain recordings be preserved. This request must be made within 10 days of a specific event, and must be limited to a specific date and time. This recording will not be provided to an Association Owner unless the same had been subpoenaed as part of litigation or other similar official proceeding.

Access to video surveillance and surveillance records shall be permitted when an incident or suspected incident has been reported and necessary to validate the reported incident. While it is recommended at least two (2) Board members participate in any investigation, the Board President or Vice President shall have the right to view any video surveillance and surveillance records if, in

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their opinion, the incident requires immediate review and another Board members is not available to participate. Any video records reviewed shall be saved until the reported incident is resolved by the Board but no longer than 60 days.

Access to the surveillance and surveillance records shall only be provided at the clubhouse. The Board at its sole discretion shall have the authority to permit off site access for a period not to exceed 30 days at any one time to provide for situation where access to the clubhouse facilities may be limited.

**B. Access: Law Enforcement**

If access to video surveillance is requested for the purpose of law enforcement investigation due to criminal activity or potential criminal activity, pertinent recordings related to the investigation shall be provided to the law enforcement officials.

**C. Security / Storage**

Active video records shall be stored in secured enclosures with limited access. Archived video records shall be stored only for investigative or legal purposes and shall be stored with the Association's Management Company or Association attorney depending on the reason for archiving.

**5 CUSTODY, CONTROL, RETENTION, AND DISPOSAL OF VIDEO RECORDS**

**A. Retention**

The Association has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operation conditions, video surveillance recordings will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted.

**B. Investigations / Evidence**

Specific records relating to evidence or investigations which need to be retained, may be copied onto portable media and stored for as long as required based on the investigation type. Records requiring long-term retention shall be turned over to the Association's Management Company for storage and security.

**6. ACCOUNTABILITY**

The Association's Board of Directors is responsible and accountable for implementing, enforcing and monitoring deployment, use and viewing of all video surveillance. The President of the Board is responsible for conveying the policies and procedures to all members of the board and ensuring compliance with those policies. The Board is solely responsible for deciding when surveillance recordings need to be viewed.

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This Policy is effective immediately.

**ADOPTED BY THE BOARD** this 30 day of June, 2020.

**PARK PLACE CRANBERRY ASSOCIATION, INC.**

By:   
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Andrew Drake, Board President

SEAL:

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Sara Hazen, Secretary

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