

University Square Owners Association

C/O MASSINGHAM & ASSOCIATES MANAGEMENT, INC.
1855 Gateway Blvd. Suite 300 Concord, Ca 94520
(925)405-4900

August 20, 2014

To: Notice to All Homeowners

Fr: University Square Owners Association Board of Directors

Re: Security Camera Policy

Dear Homeowner,

Your Board of Directors has approved a draft security camera installation policy to govern the manner in which personal security camera systems may be installed the exterior or individual homes.

Included is a copy of the draft policy for your review.

You may submit comments in writing regarding the enclosed document to the Board of Directors to either of the email addresses listed below. Please note that all comments must be received in writing no later than **September 25, 2014**.

Camille Mar – Community Association Manager: cmar@massingham.com

Veronica Johnson – Community Assistant: vjohnson@massingham.com

The Board may choose to add any proposed changes as suggested by fellow homeowners, or may choose to leave the policy as it is presented. The policy will be adopted by the Board following this 30 day period.

Thank you for your time.

Sincerely,

Camille Mar on behalf of
University Square Board of Directors

University Square Owners Association

Security Camera Policy

The purpose of installing a security camera system should be to monitor one's personal property.

The University Square Owners Association Board of Directors has adopted the following policy in regards to the installation, placement, and use of personal security cameras. If one is planning to install a security camera system (on the exterior of your property), an Architectural Application must first be submitted to and approved by the Architectural Committee. Approvals will be based on the following guidelines.

- Security cameras installed must be used to capture video **ONLY**. It is against the law to record audio without the consent of the parties being recorded.
- Cameras should be installed no higher than 8 feet (2.4 meters) off of the ground when facing a neighboring property.
- Cameras may be installed higher than 8 feet (2.4 meters) off of the ground when the camera is facing a public area (e.g. street or park).
- Cameras need to be placed in the least intrusive or visible location.
- Cameras must be pointed in the direction to monitor only the homeowner's immediate property.
- Cameras should not be directed towards a neighboring property (i.e. never directed at windows of adjacent structures, neighboring backyard or common area property.)