



SECURITY MANUAL

Revision Number: 1 Month/Year: 05/2026	 Security Manual	Author: David R Owen Board Member
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Table of Contents	Page
SECTION 1.0 – SECURITY POLICY STATEMENT	4
1.1 PURPOSE	4
SECTION 2.0 – DEFINITIONS	5
SECTION 3.0 – SECURITY	8
3.1 Purpose	8
3.2 Applicability/Scope	9
3.3 Responsibilities	9
3.3.1 Board of Directors	9
3.3.2 BBVCC Membership	9
3.3.3 Gate Access Personal (GAP)	9
3.3.4 BBVCC Safety/Security Compliance Officer (SSCO)	10
(1) Observe & Report	10
(2) Arrest, Apprehension and Detainment	11
(3) Daily Patrols	11
(4) Incident Investigations/Reporting	12
(5) Patrol Vehicle	12
(6) Traffic Control Monitoring	13

3.3.5 Safety & Security Committee (SSC)	14
SECTION 4.0 - SECURITY CAMERA SYSTEMS	16
4.1 Policy Statement	16
4.2 Purpose	16
4.3 Applicability / Scope	17
4.4 Responsibilities	17
4.5 Installation, Placement and Maintenance of Video Surveillance Equipment	17
4.5.1 Video Equipment/Records	17
4.5.2 Placement	17
4.5.3 Locations	18
4.5.4 Maintenance	18
4.6 Access to Video Records	18
4.7 Security/Storage	19
4.8 Fees	19
4.9 Timely Requests for Data	19
4.10 Custody, Control, Retention and Disposal of Video Records	19
4.11 Accountability	19
APPENDIX: BBVCC INCIDENT REPORT FLOWCHART	20

SECTION 1.0

SECURITY POLICY STATEMENT

1.1 Purpose

Recognizing that the safety and security of BBVCC members and guests has a significant impact on community quality of life, the Board of Directors of Birch Bay Village Community Club (BBVCC) is committed to providing an environment in which recognized hazards are controlled as much as possible and that the security of the HOA is maintained in accordance with our Covenants.


However, it must be clearly understood by all BBVCC members that it is each member's primary responsibility to protect their own personal Safety and Security for themselves and family members, along with their own property/residence at all times.

The philosophy and objectives behind this commitment are:

1. The Safety and Security of all our members is our first priority.
2. The only acceptable level of Safety/Security performance is one that minimizes the potential for injury as much as possible, while maintaining security throughout the BBVCC.
3. Safety and Security being an integral part of the BBVCC, they cannot be compromised by BBVCC management or our members.
4. Awareness of Safety and Security is a responsibility to be shared equally and without exception by everyone within the BBVCC.
5. All BBVCC owner/members will be routinely reminded to make their own Safety/Security a personal priority.
6. The BBVCC Staff is expected to conduct daily activities in a manner that is consistent with the philosophy and objectives of this policy.

Board President

Date: _____

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SECTION 2.0

DEFINITIONS

Risk assessment: Assessing the risk to a property, common area, facility, or infrastructure; as the probability of an undesirable event transpiring, the capacity to address a potential loss, and the likelihood of the event’s occurrence.

Threat assessment: Assessing the potential for natural and human threats facing an asset. Threats may include natural disasters, extreme weather, or malicious acts, ranging from vandalism to terrorism.

Asset: A common area, facility, infrastructure, or construction project under the jurisdiction of Birch Bay Village Community Club.

Common Area: Property owned, maintained and administrated by the Club for the benefit of the owners. Common areas include but are not limited to recreational amenities, maintenance areas, roads, parking lots, walkways/pathways, lighting, signs, lakes, ponds, greenbelt areas, planted landscape, playgrounds, parks, swimming pool, golf course, marina, club house and tennis courts.

Safety/Security Committee: A BBVCC “Standing Committee” that is appointed by the Board of Directors to oversee the Safety/Security functions and effectiveness of Safety/Security Policies in use at BBVCC. Members elected by the Board serve a 3-year term.

Detailed Investigation/Reporting: An extensive investigation conducted by at least one of the BBVCC Safety/Security (Compliance) Officers and at least one member of the Safety/Security Committee that involves, but is not limited to:

- Any Staff or Contractor Injury (including all work related)
- Vehicle accidents (including golf carts, bicycles, quads, etc.)

- Marina accidents, (including boat impacts, fuel spills, etc.)
- Aggressive Dog Behavior or Serious Near-Misses (incident that might lead to injury or property damage)
- Breaches in BBVCC security, including surveillance systems.

Gate Standard Operating Procedures (SOP's): Written operational instructions developed (by BBVCC and approved by the Board of Directors) outlining the daily activities and responsibilities of the subcontracted Gate Access Personnel (GAP) they must follow while on duty. SOP's are reviewed and updated by the Safety/Security Committee (and BBVCC Safety/Security Compliance Officers) on an annual basis, with updated recommendations forwarded to the Board for final approval.

Surveillance System: The use of security cameras to monitor and record activity in a specific area or location for security, safety, or monitoring purposes. BBVCC Security cameras capture “live footage” (video/audio) which can be reviewed. The four steps in surveillance processes are:

1. Data Collection
2. Analysis of Recordings
3. Information Dissemination
4. Response Activities

Reasonable Expectation of Privacy: There are two types of expectations of privacy:

1. **Subjective expectation of privacy:** A certain individual's opinion that a certain location or situation is private (can vary from person to person).
2. **Objective, legitimate, reasonable expectation of privacy:** An expectation of privacy generally recognized by society and perhaps protected by law.


Places where individuals expect privacy include residences or public places, including public restrooms. This expectation extends against both physical and digital intrusions, and even cell tower geolocation data is protected.

Some areas within BBVCC that offer a “Reasonable Expectation of Privacy” to our members are:

- Homeowner/Members’ private property
- BBVCC public restroom areas

*Some areas within BBVCC that should **NOT** offer a “Reasonable Expectation of Privacy” to our members are:*

- All Common Areas:
- Main Gate
- Emergency Gate
- Golf Course
- Clubhouse/Recreation Center
- Swimming pool
- Marina (including fuel dock)
- Parks
- Roads
- Parking areas

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SECTION 3.0

SECURITY

3.1 Purpose

Birch Bay Village Community Club (BBVCC) takes a risk-based approach to how it conducts its business.

To manage risks appropriately, BBVCC must also account for risks that originate when malicious actors intentionally try to harm its interests through vandalism, theft, break-ins, or potential harm to our members and/or guests. We call these "security risks" including cyber risk.

The purpose of this Security Manual is to help protect all BBVCC members and material and immaterial assets from malicious actors and unintentional safety/or security incidents.

BBVCC and the Safety/Security Committee members nominated/approved on behalf of the Board of Directors oversee Safety/Security with a focus towards implementing an “all-inclusive integrated safety/security strategy” that includes but is not limited to:

- Developing and implementing a detailed Security Manual
- Monitoring enforcement of the Security Manual
- Verification of 24/7 monitoring of the BBVCC security camera systems by Gate Access Personnel.
- A secure gate system, with 24/7 Gate Access Personnel (GAPS).
- Monitoring BBVCC forward-facing fencing with posted signage
- Working as a Team with Safety/Security Compliance Officers

3.2 Applicability/Scope

This Security Policy applies to all BBVCC Management, employees, owner/members, their guests, contracted Gate Access Personnel (GAP), BBVCC Safety/Security Compliance Officers, and contractors. It is applicable to all roads, structures, and Common Areas throughout BBVCC.

3.3 Responsibilities

3.3.1 Board of Directors

The BBVCC Board of Directors maintains responsibility for ensuring that all requirements as outlined in the BBVCC Covenants, General Rules/Regulations, Bylaws and RCW regulations and this Policy are followed and always enforced.

3.3.2 BBVCC Membership

The BBVCC Homeowners/Members (and their guests) maintain *overall* responsibility to ensure the safety/security of their own properties, while following all BBVCC Covenants, General Rules/Regulations, Bylaws and RCW regulations and this Policy, and reporting any Incident to the BBVCC office.

3.3.3 Gate Access Personnel (GAP)

All BBVCC contracted Gate Access Personnel (Gatekeepers) are required to be licensed through the Washington Department of Licensing and have undergone an extensive background check for criminal and civil databases.

In all situations that Gate Access Personnel and BBVCC Safety/Security Compliance officers are involved with, Safety is paramount. BBVCC Safety/Security Officers interact with residents and non-residents in all types of environmental, emotional and unknown situations and must always do so in a professional and courteous manner.

Main “Gate Access Personnel” must:

- Receive required State and Federal Safety/Health training with documentation in their files, along with required annual updates.
- Be enrolled in their employer’s Drug/Alcohol Program.
- Follow the BBVCC Safe Operating Procedures (Post Orders) related to their duties.
- Answer member phone calls (7:00pm-midnight) and forward information as necessary to the BBVCC General Manager or the Safety/Security Compliance Officer.
- File BBVCC Incident Reports as necessary.
- Wear employer-provided uniforms while on duty.

3.3.4 BBVCC Safety/Security Compliance Officer (SSCO)

(1) Observe and Report

The primary job for BBVCC Safety/Security Compliance Officer (SSCO) is to OBSERVE and REPORT.

For instance, he/or she may encounter someone removing materials from a construction site after normal working hours, which could be a theft, or it may be legitimate. OBSERVE and REPORT is a cornerstone of a security program.

There will be a follow-up investigation based on the compliance officer’s report; this is critical as to why the SSCO should document all the relevant information possible, such as but not limited to:

- Make, model, color, license plate of vehicle
- How many people
- Clothing description
- Appearance

(2) Arrest, Apprehension and Detainment

The BBVCC Safety/Security Compliance Officer (SSCO) does not apprehend or arrest.

If a resident/member (or guest) is signaled to pull their vehicle over by the BBVCC Safety/Security Compliance Officer (by the patrol cars flashing lights) for a specific reason (speeding, running a stop sign, driving erratically etc.), it must be clearly understood by all members/guests that doing so is “strictly on a voluntary basis” and not mandatory.

However, should the member or guest choose not to pull their vehicle over they must also understand that the Compliance Office has other options as follows:

- Follow the vehicle to the residence to discuss the concerns and request permission to enter onto the property for discussions/resolutions, or if refused,
- Send a citation (with evidence) by mail to the member if a violation of BBVCC rules did in fact occur as possibly evidenced by the Officer.

If potential or actual violence is observed, the SSCO is directed to call 911 and immediately report the Incident.

The SSCO shall not have physical contact with any person unless there is a self-defense situation or to prevent others from bodily harm, permanent disfigurement or death.

(3) Daily Patrols

- BBVCC Safety/Compliance Officers (SSCO) are to make daily patrols as permitted throughout the community.
- Daily patrols shall include, but not be limited to the following:
 - ❖ Common areas
 - ❖ BBVCC roadways (for speeding, and other potential traffic violations).
 - ❖ BBVCC neighborhoods
 - ❖ Main gate and emergency gate areas
- Patrols and associated information should be entered into BBVCC Patrol Log notes at the end of each work period.

(4) Incident Investigations/Reporting

As stated above, the BBVCC SSCO is required to conduct an Incident Investigation for any Incident reported to his/or her office, beginning within 24 hours of the initial reporting. Reports of serious injuries are to be investigated as soon as possible to ensure proper aid is (or has been) rendered, the scene and all evidence is preserved, and the Board of Directors has been notified.

Depending on the severity of the actual reported Incident, the investigation may be as simple as a phone call, or as extensive as a “full/detailed investigation” that requires witness interviews/statements, photos, recordings, and a “Root-Cause-Analysis”, with detailed Corrective Actions submitted to the General Manager and the Board of Directors.

Detailed Investigations/Reports shall include, but not be limited to:

- Use of the BBVCC Incident Report Form
- Involving at least one (1) member of the Safety/Security Committee
- Witness interviews/written statements
- Photo library
- Possibly recordings, depending on severity of the Incident.
- In cases involving a serious Near Miss, or that results in an injury, a full “Root-Cause-Analysis” must be conducted, with recommended Corrective Actions submitted for approval.

(5) Patrol Vehicle

The SSCO maintains the inventory of equipment carried on board the patrol vehicle and includes the following:

- Flashlight
- Life Jacket
- Camera
- Note Pad
- Clip Board
- Handheld Radar Gun
- First Aid Kit
- Fire Extinguisher
- Reflector Jacket

(6) Traffic Control Monitoring

(a) Radar guns

- (1) The SSCO shall be trained (with written documentation on file) on the use/calibration of all radar guns carried on board the patrol vehicle.
- (2) Radar guns are tested at the beginning of each shift for calibration. Calibration is done in compliance with the manufacturer's recommendations.
- (3) Radar guns shall be used periodically by the SSCO during their patrols to control speeding throughout BBVCC and warnings or citations are issued as appropriate for the condition observed and in accordance with the Guidelines outlined within the BBVCC General R&R's.
- (4) All warning or citations may be appealed to the BBVCC Board of Directors using the procedures outlined in the BBVCC General R&R's.

(b) Radar Camera

- (1) The SSCO shall be trained in accordance with the manufacturer's recommendations (with written documentation on file) in the use and calibration of the radar camera(s) used throughout BBVCC.
- (2) BBVCC radar cameras will automatically capture vehicles/drivers in violation of pre-set speed limits. A Notice of Violation (with pictures and recorded speed violation) can be sent to the offending party's BBVCC home address or email on file.
- (3) All warning or citations may be appealed to the BBVCC Board of Directors using the procedures outlined in the BBVCC General R&R's.

(c) Speed Reader Signs

- (1) Speed Reader signs that display the traveling speed for oncoming vehicles are located throughout BBVCC.
- (2) The BBVCC SSCO maintains responsibility to work with the maintenance department for the rotation of these speed signs on a periodic basis throughout BBVCC.

3.3.5 Safety/Security Committee (SSC)

The BBVCC SSC has responsibility for:

(1) Taking part in reported Incident investigations and reviewing Safety/Security-related Incident Reports.

- 1.1 Determine if anything can be done to help prevent similar incidents in the future.
- 1.2 Evaluate the response to individual incidents by BBVCC Safety/Security Officers and other BBV Staff.
- 1.3 Help ensure that the appropriate follow-up has been done; in terms of reports and other cooperative efforts with government agencies such as the Sheriff's Department.
- 1.4 Provide a written report to the General Manager, and the Chairperson of the Safety & Security Committee, detailing suggestions for improvement in responses.

(2) Responding to safety and security concerns received by the committee from residents, Security and BBVCC Staff.

- 2.1 Investigate each concern determine the facts.
- 2.2 Provide written recommendations to the General Manager and BBV Board so follow-up action can be taken.

(3) Reviewing all pertinent BBV Rules and Regulations annually in order to:

- 3.1 Determine whether the rules and regulations address Safety/Security issues in an appropriate, fair, and effective way.
- 3.2 Provide a written report to the BBV Board of Directors detailing suggestions for additions or changes for the following BBV Board meeting.


(4) Reviewing (with BBVCC General Manager) the current Gate Standard Operating Procedures (SOP's) annually in order to:

- 4.1 Determine whether the guidance they provide is broad enough to encompass all possible safety/security issues, and specific enough to ensure that individual issues are addressed as effectively and completely as possible.
- 4.2 Provide a written report to the General Manager and BBV Board of Directors detailing suggestions for additions or corrections as appropriate.

(5) Occasionally conducting documented Safety Audits/Inspections for:

- Common Areas
- Maintenance Shops
- Mobile Equipment
- Office locations
- Marina
- Golf Course
- Clubhouse
- Rec. Center
- Golf Carts
- Tennis/Pickleball courts
- Swimming pool/areas
- Other

(6) Conducting monthly Safety/Security Committee meetings as outlined in the BBVCC Bylaws.

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SECTION 4.0

SECURITY CAMERA SYSTEMS

4.1 Policy Statement

Birch Bay Village Community Club (BBVCC) has security cameras in locations throughout Birch Bay Village, for the protection of Members/Association assets and for the safety/security of residents and their guests.

Video surveillance provides not only a deterrent to inappropriate behavior but can also be used as a means of identification in the event of damage, criminal activity, or an Incident.

To ensure that video surveillance is not abused or misused, the BBVCC Board of Directors has adopted the following rules and restrictions effective [date], governing the use and access of video equipment in the community.

4.2 Purpose

The BBVCC recognizes the need to balance the right to privacy and the need to ensure the safety and security of the neighborhood. Accordingly, BBVCC has adopted a policy that upholds this right and provides the necessary mechanisms for protecting the community. BBVCC does not warrant that the equipment will be functioning and recording 100% of the time. There will be times when the cameras are down for maintenance, service, or repair. BBVCC reserves the right to add additional or discontinue video recording at any time.

4.3 Applicability / Scope

This security policy applies to all video surveillance systems

installed by the H.O.A. and applies to BBVCC security systems as well as those installed by members/homeowners.

Note: It must be clearly understood that our members shall always maintain the right to have a “Reasonable Expectation of Privacy” while security camera systems are installed or used.

4.4 Responsibilities

The BBVCC management has the responsibility to purchase, determine placement, install and enforce the use of the BBVCC security camera system, while always maintaining our members right for a “reasonable expectation of privacy.”

Our homeowner/members have the responsibility to follow this policy when installing private security camera systems around the outside of their homes and private property, while also maintaining their neighbors right to have a “reasonable expectation of privacy”.

4.5 Installation, Placement and Maintenance of Video Surveillance Equipment

4.5.1 Video Equipment/Records

BBVCC will collect and retain data for a maximum storage of _____30_____ days.

4.5.2 Placement

Video and audio recording equipment will only be placed in visible locations that allow the cameras to obtain the desired coverage, specific surveillance targets, and adequate lighting. Cameras installed by BBVCC or homeowners/members will be positioned so as to not willfully intrude on any homeowner’s (or neighbors) property or reasonable expectations of privacy without express written consent from the homeowner (or neighbor).

BBVCC signage will be installed in obvious locations to notify people that the area is under video and audio surveillance.

4.5.3 Locations

BBVCC security camera systems are located in these locations:

- Main and Emergency Gates and some parking lots
- Some BBVCC Common Areas (clubhouse, pool, marina etc.)

4.5.4 Maintenance

Any on-premises maintenance by a contracted company service technician will be done in the presence of a member of the BBVCC Board of Directors, General Manager, or an authorized individual familiar with this policy's confidentiality requirements.

4.6 Access to Video Records

Birch Bay Village Community Club

All access to video surveillance records shall initially be secured and restricted to the BBVCC Board of Directors and General Manager.

Video surveillance footage shall be viewed by Board members (and or General Manager) only upon majority agreement by Board members, and only in response to an event that has occurred that would warrant a review, such as but not limited to:

- Theft
- Vandalism
- Fire
- Bodily harm
- Break-ins
- Suspected traffic violations
- Vehicle accident
- Legal Subpoena issued by the courts

Law Enforcement

If access to video surveillance is required for the purpose of a law enforcement investigation due to criminal activity or potential criminal activity, video surveillance will be reviewed by the Board/or General Manager, and pertinent footage related to the investigation will be provided to the police.

Log of Access

All instances of surveillance footage being viewed by the BBVCC Board (and General Manager), or provided to law enforcement, shall be entered into meeting minutes so that it becomes a part of the HOA's public record.

4.7 Security/Storage

Active video records shall be stored in secured enclosures with limited access by Board members or the General Manager ONLY. No video shall be published on the internet or streamed to mobile devices.

Archived video records shall be stored only for investigative or legal purposes.

4.8 Fees

Fees to cover the cost of providing video records may be charged to the homeowner who has requested such records.

4.9 Timely requests for data

The duration of historical data available is limited to the specific device drive capacity. Requests for data must be made within 15 days of a specific event and should be limited to a specific date range and time.

4.10 Custody, Control, Retention and Disposal of Video Records

BBVCC has no desire or intention to retain video recordings except as required for investigations or evidence. In normal operating conditions, video surveillance footage will automatically be erased or overwritten by the recording device when capacity of the device has been exhausted, which is 30 days.

Specific records relating to evidence or investigations, which must be retained, will be copied onto portable media, such as portable hard drives, USB flash-drives, memory sticks etc., and stored for as long as required, based on the investigation type. Records requiring long-term retention will be turned over to the BBVCC lawyer for storage and security or maintained under the security/management of the BBVCC General Manager.

4.11 Accountability

The BBVCC Board of Directors is responsible and accountable for implementing, enforcing and monitoring the 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 responsible for deciding when surveillance footage should be viewed.

APPENDIX: BBVCC Incident Review Flow Chart

