

HOA OF PRINCETON MANOR
IMPORTANT: POOL ACCESS SYSTEM UPDATE
TRANSITION TO FOBS AND BLUETOOTH CREDENTIALS

Dear Princeton Manor Owners and Residents,

To enhance security at the pool, the community is transitioning to a new access system using FOBS and Bluetooth credentials through **ProdataKey (PDK)**.

This upgrade addresses issues with the previous key system and eliminates security risks associated with traditional keys. The new system enhances access control and allows homeowners to conveniently enter the facilities using a fob or smartphone application.

Each lot will be assigned one fob and digital credentials linked to an email designated by the owner. The primary email on file for your property will automatically receive the credential. This email will come from Pro Data Key Cloud Systems (PDK). The recipient will have a few days to download the app and “accept” the credential before the link expires. Please see the following link to help with this process. - <https://support.pdk.io/hc/en-us/articles/17328563961751-How-to-redeem-a-Bluetooth-or-Mobile-Credential-in-the-ProdataKey-App>

If you need the credential sent to a different email, did not receive the link, need to request a tenant to be set up, or would like a second email set up for credentialing; please send that request to **leah@ppmral.com**. Please note that our average turnaround time on emails can be up to **two business days** for processing and may increase in the event of a large influx of requests.

To ensure uninterrupted access when the pool opens on May 10, 2025, you may pick up your new pool fob at the pool parking lot on **May 3rd from 9:00 AM – Noon**. You will be asked to show ID and sign for it to ensure it is provided to the correct homeowner. This will be the only day available to pick up your fob. Otherwise, it will be mailed to you after that date and we cannot control postal delays. It is extremely important to pick this up at this time. Please also install the Bluetooth app if you like to use this function.

Additional information regarding the **pool opening and rules** will be available on your new association website: <https://ppm.cincwebaxis.com/princetonmanor>. All homeowners and their guests using the association amenities are responsible for following all association rules and policies. Please review these rules with those using the amenities prior to use.

Please note, the highlighted pool rules:

- Propping open the pool gate is strictly prohibited and may result in the loss of pool privileges for the lot.
- Anyone using the pool outside of pool hours is considered trespassing. Please immediately call the police if you see anyone at the pool after hours.

Thank you for your cooperation as we enhance security and streamline pool access.

Sincerely,
Tammy Sanderford, AMS, PCAM
VP of Operations and Industry Education
tsanderford@ppmral.com
on behalf of Princeton Manor HOA

To our Neighbors,

Thank you to everyone who attended the annual HOA homeowner's meeting or participated by submitting your proxy. This was the first in-person homeowner's meeting we have had since the pandemic, and the board intends to keep them in person going forward.

Last year, the neighborhood voted to reduce the quorum to 10%, which was easily achieved with proxy and in-person attendance. Additionally, the board structure was changed from a one-year term for each member to staggered elections, with one position on the ballot open each year and the candidate agreeing to serve for three years. The results were as follows:

- 3 Year Term - CJ Willis
- 2 Year Term - Jade Stelmach
- 1 Year Term - Tyler Pinter

Going forward, one position from the board will be on the ballot each year to ensure continuity. Additionally, the 2025 budget was approved with a 10% increase in quarterly dues. Although no one likes to raise dues, an updated reserve study (available on the PPM website for review) indicated it was necessary given the age of the property and the upcoming maintenance items over the next several years. Based on the age of the property, we expect the following major projects over the next five years, in addition to the normal operational upkeep necessary for the neighborhood:

- Resurfacing of the pool parking lot - approx. \$60,000 with a usable life of 20 years
- Resurfacing of the pool (new plaster) - approx. \$120,000 with a usable life of 5-10 years

During the meeting, a common theme for more communication was heard from the membership. We intend to do our best to keep everyone informed and participating in the management of the property. We are considering having quarterly town halls to keep you all informed of our progress before the annual meeting. While we realize there are several Facebook groups for our community, all official communication will occur via the PPM website, email from PPM directly to the owner of record, or physical mailing. The board members will continue to participate in social media, but we ask all owners to ensure PPM has your latest contact info and you have an active account on the PPM website.

2025 is just around the corner, but we wanted to highlight some of the things that happened in 2024:

General Repairs:

- Multiple stop signs replaced
- Lights at entrances repaired
- Playground gate repair (due to damage)

Landscaping:

- New vendor for main entrance flower beds
- Irrigation repairs

Pool:

- New water fountain with bottle filler
- Replaced baby pool motor (due to failure)
- Replaced and updated pool fountain (due to failure)

Items we are considering for 2025:

- Replacing key locks at the pool with electronic locks
- Updating or replacing the monument signs
- Additional cameras to monitor the Mingo Trail entrances, playground (where damage has occurred), and other areas of concern
- Additional repairs/updates to landscaping

We will send out a separate communication for your input in the next few weeks but would also like to hear any ideas you have to improve our little corner of Knightdale.

Ongoing Concerns:

- We are continuing to evaluate measures to control speeding. This is a long process with many legal and jurisdictional issues. We are currently awaiting the results of a speed study conducted by KPD. The streets of Princeton Manor are public and require the town council's approval for changes or additions (e.g., speed bumps). This process is underway but takes time, and we will communicate any progress as it happens.
- We are also working with association lawyers to understand what, if any changes, can be made to the governing documents to allow the HOA to enforce street parking. Stay tuned on this one, but if you are routinely parking your personal cars on the street, we are going to do what we can to stop that activity.
- There are more and more garbage collection cans being left out for days past the pickup. Please be diligent about bringing them in on the day/evening of pickup. Not only is this unsightly, it interferes with normal traffic flow on the streets.

Since August, we have seen an increase in crime in Princeton Manor. Chief Capps from KPD spoke at the annual meeting and communicated that while this is certainly concerning, it's not unique to Princeton Manor, and our overall rate is low and typical of crimes in our area. Crime will always be the jurisdiction of KPD, and the HOA will continue to work with them to provide assistance in any way possible.

As we write this, another car was just stolen from Princeton Manor. In this particular case, the car was left unlocked in the driveway with the keys inside. It appears this was a crime of opportunity, and we cannot stress enough to make sure your cars are secured at night. The board also recommends keeping your keys in a Faraday box (available on Amazon at low cost). This low-cost device prevents car thieves from using relays to amplify the signal from the key fob inside your home and fool the car into thinking the key is much closer. We have not seen this style of crime in Princeton Manor, but it's certainly an added layer of protection.

Finally, Jade is spearheading a project to bring back a neighborhood watch program. We already have many volunteers but if you wish to help out please email your contact information to board@princetonmanornc.com and we will get you included in the process. We will also be asking homeowners with doorbell cameras or other camera based security systems to optionally provide details to the watch program so we can actively reach out in the event something has happened in the area which was possibly captured by your home systems.

Physical mailings to all our members are expensive, so we wanted to make sure everyone knows of the online options for communicating with the board and your neighbors:

- Facebook - Princeton Manor Neighbors
- Email - Board@princetonmanornc.com (this goes to all board members and PPM Mgmt)

We end these letters the same way every time, but we want to assure you of our commitment; we will do everything we can to make this community of homeowners a successful and desirable place for you and your family! We only ask in return that you inform us of your desires and be patient while we work through the process to affect a desirable outcome for all neighbors.

Sincerely,

Princeton Manor Board Members

Chris "CJ" Willis

Jade Stelmach

Tyler Pinter

SECURITY CAMERA POLICY

Purpose and Scope

Princeton Manor HOA (HOA) is committed to protecting the safety and property of the community while respecting the privacy rights of our members and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach HOA policies and/or commit criminal acts. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert police to potential danger. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy. Cameras are not actively monitored. They are viewed only upon report of a crime or violation.

This policy regulates the use of surveillance cameras to protect the legal and privacy interests of the HOA and the community. This policy applies to all HOA authorized users in the use of surveillance systems and devices for monitoring and/or recording activity.

This policy does not apply to the use of video for non-surveillance purposes, examples include:

- Cameras used for journalistic purposes.
- Cameras used for capturing public events and performances.
- Construction web cameras.
- Cameras installed or used for criminal investigations, which are subject to appropriate NC and Federal laws.
- Webcams used for purposes of communication between specific persons

Policy Statement

The HOA reserves the right to place video surveillance cameras where necessary and appropriate. The HOA respects the right to privacy of the community members and balances the right to privacy versus the safety needs of the community. Use of security cameras to record public areas for security purposes will be conducted in a manner consistent with all relevant policies and laws.

Procedures Access and Use

Only authorized personnel and/or business partners, as determined by this policy and authorized by the HOA Board or designee, will be involved in, or have access to surveillance camera data.

- The use of dummy or placebo cameras is prohibited.
- When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
- Only the HOA Board or designee may authorize copies of surveillance images.
- All requests to release surveillance records must be authorized by the HOA Board
- The recording of audio for surveillance purposes is prohibited.
- Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy.

Monitoring of Cameras

Neither the installation of security cameras nor this Policy constitutes an undertaking by the HOA to provide continuous live monitoring of all locations visible through such cameras. At the discretion of the HOA cameras may be monitored in “real time” when safety or security concerns, event monitoring, ongoing investigations, alarms or other situations warrant such monitoring. Real time monitoring, when conducted, shall comply with the following:

- Monitoring shall be performed by personnel who will receive a copy of this Policy and provide written acknowledgement that they have read and understood its contents.
- Monitoring shall be based on suspicious behavior, not individual characteristics. Personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by law.
- Personnel will not spot and continuously view people becoming intimate in public areas and will NOT attempt to view private rooms or areas through windows.
- Monitoring personnel who violate guidelines set out in this Policy shall be subject to disciplinary action up to and including removal from office and possible legal action where appropriate.

Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from the HOA security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official HOA and law enforcement purposes upon the approval of the HOA Board. Personnel are expected to know and follow this policy.

Data and Access

Log Storage Recorded camera images will be retained for at least 30 days. Therefore, all purchased devices must be capable of retaining media for at least this period of time.

Device Procurement, Installation, and Maintenance

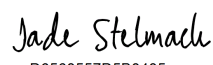
All authorized cameras and systems will be inspected annually to ensure that they are in proper working condition and meet policy guidelines. No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

This policy has been reviewed and accepted as of August 2, 2023 by:

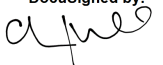
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Skye Creech, President

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Jade Stelmach, Secretary

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Chris Willis, Vice President