



HOA NETWORK

“Helping HOAs Help Their Communities”

HOA/POA/CONDO and Coronavirus

- Keep in regular communication with residents by providing consistent community updates.
- Strongly consider closing amenities (clubhouse, recreation room, fitness center, tennis courts and playground).
- Put up signs in key areas of the amenities to indicate the facility is closed until further notice.
- Thoroughly sanitize all amenities before re-opening.
- Continue meeting regularly by video conferencing and/or audio conference call. Providers include, but not limited to:

Webex (www.webex.com)

Zoom (<https://zoom.us/j/3172>)

Freeconference.com (www.freeconferencecall.com)

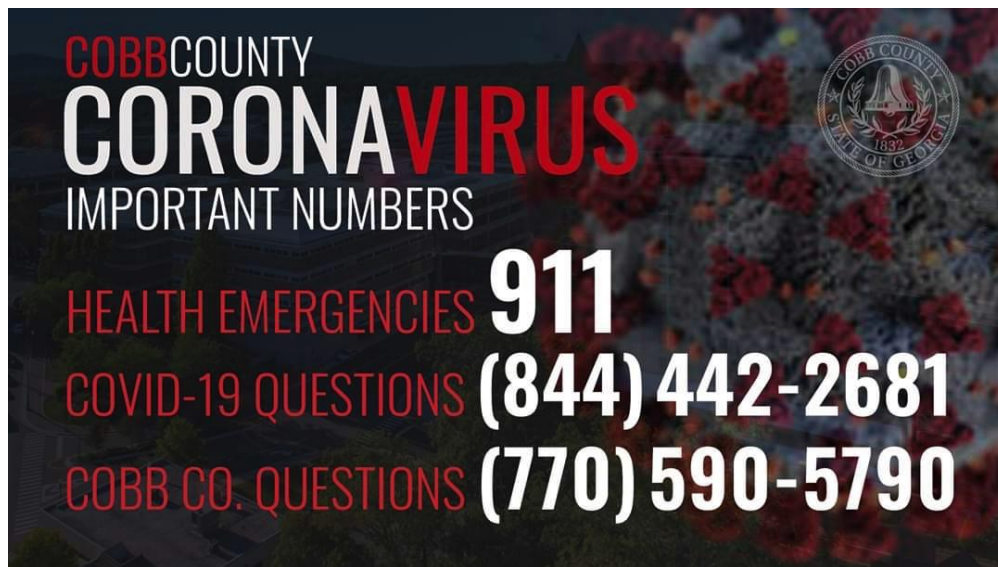
- Identify short-term rentals - unknown people coming from unknown places pose a risk to your subdivision.
- Review assessment and collection policies - start preparing now for the onslaught of delinquency relief requests. Click on this link for information on what to do about HOA/Condo finances and assessments during the Coronavirus pandemic: <http://lawfirmcarolinas.com/blog/what-to-do-about-hoa-condo-finances-assessments-during-the-coronavirus/>
- Contact your Legal counsel if your association has employees. The rules and regulations surrounding employees are complex and this crisis has added another degree of complexity.
- Make sure emergency contact information is up to date for property managers, contractors, and vendors.

- Reach out and offer assistance to vulnerable population within your subdivision (i.e senior people, people with health condition).
- Carefully review and/or approve planned group activities to avoid potential legal entanglement. Neighbors may plan activities to deal with social distancing and isolation. While noble in intent, some of these activities may invite potential legal liability, particularly if conducted on common property. Consult your HOA legal counsel when in doubt.
- Notify residents on potential scams the Association may become aware of.

KEY WEBSITES:

- www.cdc.gov/coronavirus/2019-ncov/index.html
- www.cobbcounty.org/communications/info-center/covid-19-updates
- https://www.medicare.gov/medicare-coronavirus?utm_campaign=20200310_gmd_prv_gal&utm_content=english&utm_medium=email&utm_source=govdelivery

COBB COUNTY EMERGENCY CONTACT:



The graphic features a dark background with a pattern of red and white dots. In the top right corner is the official seal of Cobb County, Georgia, which includes the text 'COBB COUNTY' and 'STATE OF GEORGIA' around a central emblem. The text on the graphic is as follows:

COBB COUNTY
CORONAVIRUS
IMPORTANT NUMBERS

HEALTH EMERGENCIES **911**

COVID-19 QUESTIONS **(844) 442-2681**

COBB CO. QUESTIONS **(770) 590-5790**

SAMPLE LETTER TO RESIDENTS

Dear Residents,

The Coronavirus pandemic is taking a toll of communities around the globe. We hope you and your family are safe and sound during this crisis.

We urge all residents to heed to the advice of the Center for Disease Control (CDC) and World Health Organization (WHO) and take the necessary precautions to minimize health risk.

To minimize the risk within our own subdivision, the Board has taken the following steps or offer guidance during this pandemic:

- The property management office has been closed to all walk-in-traffic. Please contact your property manager via email or telephone for any service needs. (insert name and number).
- All amenities (clubhouse, pool, fitness center, recreation room, playground, tennis courts) have been closed. These facilities will be thoroughly cleaned prior to re-opening. The Board will be evaluating the COVID-19 situation on a regular basis and notify you when re-opening will occur.
- Anyone who continue to use outdoor amenities (pool, tennis courts, playing field and playground) would do so at their own risk.
- Board meetings are being conducted via video conferencing or audio conference call with board members and property manager only. Minutes will be available upon request.
- Residents who are most vulnerable (seniors and people with health conditions) should not hesitate to reach our assistance, if needed.
- Planned group activities on common property should be approved by the board PRIOR to implementation. While creativity in dealing with social distancing and isolation is commendable during this difficult period, some activities may open the Association to potential legal risk.

The Center of Disease Control (CDC), the World Health Organization (WHO) and the Cobb County Board of Commissioners have websites containing information on how to deal with this deadly virus. This information is available at the following sites:

- www.cdc.gov/coronavirus/2019-ncov/index.html
- www.uschamber.com/coronavirus-response-toolkit
- www.cobbcounty.org/communications/info-center/covid-19-updates
- https://www.medicare.gov/medicare-coronavirus?utm_campaign=20200310_gmd_prv_gal&utm_content=english&utm_medium=email&utm_source=govdelivery

We hope everyone will take the necessary precautions to protect themselves, their family and neighbors. Let's stay together to fight this challenge and emerge even stronger as a community.

Be safe, Be well!

Board of Directors