

To Owners, Tenants and Visitors
Residing at Bay Harbor Club

From the Board of Directors

Date: March 26, 2020

Relevant to Covid-19 Environment:

We are living in unprecedented times with the covid-19 world-wide pandemic affecting virtually all our communities and demanding fluid changes to our daily lives. At last check more than 85 million people in the US have been ordered to self isolate.

As your volunteer Board members we are entrusted to maintain and preserve the common elements of the condominium as possessed by the association of Owners and to govern the association entity. We are not trained healthcare professionals and cannot in any way guarantee your individual safety and protection from contracting this virus. We do believe it is in all our best interest to pass along those measures and communications which health professionals, the Center for Disease Control and Governmental Mandate (at all levels) have recommended or levied upon our respective community.

Moreover, we along with our management partner, First Service Residential, intend to do our best to keep the common areas and amenities compliant and consistent with these measures. We can only accomplish this task with your complete and diligent support.

This means at Bay Harbor our operational guidelines will be the following if and until more definitive or additional measures like “shelter in place” are effected:

Mike Densmore and Jori Holtman will be considered “essential personnel” along with our contracted cleaning company personnel, trash removal and all contractors necessary to maintain our building and common area infrastructure.

The common amenities will remain open, to use **At Your Own Risk** - with the caveat that owners/users comply with social distancing measures including swimming pool and spas, table and lounge seating spacing per CDC recommendations-a family unit may sit together. Extra measures of cleaning (at least 3 times per day) and wipe down of pool lounge furniture, gate handles, pool access railings, all lobby and tennis court access railings, door handles, knobs and elevator buttons has been implemented and in place for the last two weeks. Increased cleaning and disinfecting measures have been implemented in the clubhouse area and restrooms. Owners should provide and employ their own sanitation measures when utilizing any of the common amenities.

Please be considerate of the time spent in utilizing the common amenities, particularly the pool and spas, to enable control of the number of people gathering and increasing the effectiveness of social distancing and cleaning and disinfecting efforts. Do not utilize common amenities if you are sick or displaying symptoms of illness - employ self quarantine and notify the management company:

FirstService Residential, Denise Ret,
Phone: (239) 257-6962, ext. 2202; Email: Denise.Ret@fsresidential.com
All personal information will be held in confidence by FirstService.

We ask that elevators be limited to single unit use at a time and that group use be curtailed. Please do your part to comply and police. Many users are employing their own sanitation means while operating the elevators and we strongly encourage that diligence.

All social events and activities in the clubhouse that exceed ten persons and do not allow for six foot distancing are suspended indefinitely. Board meetings are encouraged to be accessed through provided teleconference call-in.

We remain attentive to imposed beach use restrictions and the constant re-explanation of it's restrictive meaning. What we do know is the public accesses and public beaches are closed. More to follow.

Lastly, we ask that all unit owners/occupants suspend all non-essential delivery and repair activities and avoid bringing in guests and visitors and especially from identified infected epicenters. Do your part to reduce the risk of infection.

The CDC has published the following steps to protect against exposure:

- Stay in your unit if you are sick
- Avoid close contact with people who are sick
- Wash your hands often with soap and water for at least 20 seconds
- Avoid touching your eyes, nose or mouth
- Clean and disinfect frequently touched objects and surfaces
- Follow social distancing guidelines (6 feet or more)

This policy shall remain fluid and if in the opinion of the Board common area amenity use as identified in this Memorandum is not being followed the areas will be shut down indefinitely.

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