

To: Bay Harbor Club Owners, Tenants and Visitors

From: Board of Directors

Date: August 31, 2021

Relevant to Covid-19 Environment:

The Covid-19 world-wide pandemic is resurging in many areas in the United States with Florida being one of the most affected states. This is affecting virtually all our communities and demanding fluid changes to our daily lives.

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 and the Center for Disease Control have recommended or levied upon our respective community.

Moreover, we along with our management partner, Sutor Middleton Cox & Associates, 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:

Mike Densmore 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 and disinfecting measures have been implemented in lobbies, 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:

Janet Middleton,  
Suitor, Middleton, Cox, & Associates,  
[dgsuitor@smc-cam.com](mailto:dgsuitor@smc-cam.com),  
239-229-7331 cell phone.

All personal information will be held in confidence by Suitor Middleton Cox & Associates.

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 will continue to be suspended indefinitely. Board meetings are encouraged to be accessed through provided teleconference call-in.

Lastly, we ask that all unit owners/occupants 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 guidelines:

- 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
- Wear a mask when indoors in public areas
- 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.