



March 26, 2020

Dear Woodside Village Owners:

The board, in consultation with the association management firm and other business partners, has been reviewing practices and other aspects of community operations in an effort to slow the rate of infection of COVID-19.

It is becoming increasingly imperative to "flatten the curve" - to do everything possible to minimize person-to-person contact in order to slow the rate of infection and the spread of the COVID-19 coronavirus disease.

On Monday, March 23, Governor Whitmer issued an Executive "Stay Home" Order that was effective at midnight on March 23, lasting for at least three weeks (so, until at least through April 13).

Based on advice that has been circulated by the Centers for Disease Control and Prevention ("CDC") and the State of Michigan Governor's office, we have considered various aspects of community living and our current plans to deal with them. These plans are subject to change based on guidance and directives from the CDC and State of Michigan and advice from our professional partners.

Social distancing. Experts are urging people to practice "social distancing", which is the practice of maintaining a minimum 6-foot distance between yourself and other persons. It also means limiting nonessential travel, avoiding public transportation when possible, working from home, and avoiding social gatherings.

Further, the Governor's Executive Order states that "All individuals who leave their home or place of residence must adhere to social distancing measures recommended by the CDC, including remaining at least six feet from people from outside the individual's household to the extent feasible under the circumstances."

Common areas and amenities. We suggest that all residents practice "social distancing" when walking in the community.

Cleaning. There are common things in the community that residents, guests and/or service providers touch, including, for example, mailboxes.

You are advised to carry disinfecting wipes with you and to clean such surfaces before touching them. To the extent that this applies to your guests or home service providers, you should offer them the same instructions.

Meetings and events. Michigan's "Stay Home" order prohibits all public and private gatherings of any number of persons occurring among persons not part of a single household, subject to certain exceptions broadly described as workers necessary to sustain or protect life or to conduct minimum basic operations.

In-person board meetings will be suspended until further notice. The board will be conducting meetings via teleconference and will consider using a virtual meeting service. If you want to make an inquiry of the Board or offer a suggestion, please email your Community Association Manager.

Ordinarily the Association's spring meeting takes place in April. Because we like to provide a month's advance notification of the annual meeting, it seems unlikely it will be scheduled.

Once the “stay home” order is lifted, it is likely there will still be advisories. Until the pandemic is under control, it is advisable to limit social interactions as much as possible and to keep a safe distance when persons must gather.

Staffing. Certain maintenance and contract work will be curtailed until the coronavirus pandemic is better controlled.

Because Herriman & Associates, Inc., as a residential property management firm, manages and administers essential services necessary to ensure the continued operation of building and infrastructure systems, including responding to and managing emergency repairs, paying vendors and other service providers to ensure uninterrupted essential services, we are exempt from the Governor’s “Stay Home” Emergency Order.

Despite being exempt from the order, two-thirds of the Herriman associates ordinarily officed in Plymouth are working remotely, on a rotating schedule, with about 1/3 of our associates working in the office on any given weekday. Most of our Maintenance Techs have been laid off for the duration of the “stay home” order. All of our associates have ready access to phone and email messages. We are providing all of the services necessary to manage and administer the affairs of the Association while embracing the provisions of the CDC and State of Michigan guidelines and directives.

Vendors. We have communicated with all Association vendors and have directed those who do not perform essential services to stay away during the duration of the Governor’s “stay home” order. Essential services to assure the operation of common mechanical, electrical, plumbing and building and infrastructure systems will be provided. Property emergency services will, of course, continue to be available. The necessity to provide essential services qualifies for an exception to the Governor’s “stay home” order relative to the limitations on mobility of such service providers.

In the event of an emergency that requires fire, police or EMS personnel, call 911. For other property emergencies, call Herriman 24/7 at 734-459-5440.

If you get sick

If you need to visit a doctor or get tested for COVID-19, call ahead to obtain instructions from the doctor regarding the protocol for your visit to the doctor’s office.

Medical authorities are strongly urging all persons who exhibit symptoms to stay home and avoid public spaces unless you need medical care. You also should separate yourself from other persons and pets in your home. In addition:

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- Wear a facemask if you are sick.
- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing household items, such as utensils, plates, glasses, and towels.
- Clean all “high-touch” surfaces, such as counters, tables, doorknobs, bathroom fixtures, phones, keyboards, and remotes.

The association will be prepared to reasonably accommodate an owner who is sick by granting payment extensions if needed.

It is incumbent upon residents to take this situation seriously and do their part to minimize the spread of this deadly disease. The association highly encourages you to review safety guidelines and look for updates from the CDC, the local health department, the State of Michigan and the World Health Organization.

Thank you for your cooperation and understanding. Stay safe and healthy. And stay in touch with your neighbors.

Sincerely,

Woodside Village Board of Directors and Herriman & Associates, Inc.

This information is subject to change. It is published with the understanding that the Association is not providing legal, accounting, medical, or other professional services or expert advice. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Some of the content of this letter was created courtesy of Community Associations Institute. Its website can be found at www.caionline.org.