

THE VILLAGE OF
WOODBURY | **EAST**

September 22, 2020

RE: Proposed Rule Change(s)

Dear Homeowner:

Attached, please find the proposed pandemic response rule change, as well as key fob clarification and coaching rules for your community.

In accordance with California Civil Code 4360, the Association must distribute proposed rule changes, stating the purpose and effect, to the membership at least twenty-eight days before making the change or adopting a new rule.

The purpose of the pandemic response rules is to encourage safe, practical use of the Association's Facilities during a period of pandemic.

The purpose of the key fob clarification rule is to clarify how key fobs are distributed.

The purpose of the coaching rule is to reduce liability to the Association and prohibit coaching of any kind at Association Facilities.

If you have any comments or concerns, please e-mail management at dsalinas@keystonepacific.com.

The Board will vote on the above at the regular board meeting scheduled for October 20, 2020.

Should you have any questions, please do not hesitate to contact the undersigned at (949) 430-5802 or by e-mail at dsalinas@keystonepacific.com.

Sincerely,

At the Direction of the Board of Directors,
Woodbury East Community Association

Danielle Salinas

Danielle Salinas, CMCA, AMS
District Manager

Woodbury East Community Association Pandemic Response Rules

The following Facility Use Rules are intended to make Association facilities accessible to the membership while promoting good hygiene and proper social distancing. Please understand that the risk of infection associated with COVID-19 is an unknown and, while the Association is taking precautions to minimize the risk, there is no way for the risk to be completely eliminated. Thus, please understand that the **USE OF ALL ASSOCIATION FACILITIES IS AT YOUR OWN RISK!** Also, please understand that the Association's ability to keep its facilities open and to mitigate the risk related to COVID-19 is dependent upon everyone working together with social distancing and doing their part to keep everyone as safe as possible.

Basketball Court Rules

1. Anyone using the basketball court is required to adhere to all the rules contained herein, as well as existing rules that do not conflict.
2. No person may access the basketball court that is sick, that has a fever or a confirmed case of COVID-19. Any person visiting the basketball court should use hand sanitizer regularly.
3. Access to the basketball court is restricted to residents and their household only. Guests are not permitted to use the Association facilities at this time.
4. Only residents of the same household may use the court at any time.
5. Residents are required to respect the instructions of any Association agents, including security, relating to when the facility is open or closed, as well as any instructions pertaining to proper hygiene or social distancing.
6. All residents accessing the facility are required to bring either disposable sanitary wipes or similar cleaning materials to use on any surfaces in the basketball court area that the resident intends to come into contact with (e.g. to disinfect the basketball hoop handle before use). Residents are encouraged to wipe down equipment and/or furnishings both before and after each use as a courtesy to neighbors.
7. Residents are required to maintain the minimum safe distance as currently required by the CDC between themselves and any other resident or group. Residents should be respectful of the sentiments of neighbors relating to social distancing.

Fitness Center Rules

1. Anyone using the fitness center is required to adhere to all the rules contained herein, as well as existing rules that do not conflict.
2. No person may access the fitness center that is sick, that has a fever or a confirmed case of COVID-19. Any person visiting the fitness center should use hand sanitizer regularly.
3. Reservations are required on www.woodburyeasthoa.org for a maximum of 1 hour per day.
4. Capacity of the fitness center is restricted the guidelines set by the State of California, County of Orange, or City of Irvine, whichever is more restrictive.
5. Residents are required to respect the instructions of any Association agents, including security, relating to when the facility is open or closed, as well as any instructions pertaining to proper hygiene or social distancing.

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6. All residents accessing the facility are required to bring either disposable sanitary wipes or similar cleaning materials to use on any surfaces in the fitness center that the resident intends to come into contact with (e.g. to disinfect the fitness equipment and door handles before use). Residents are encouraged to wipe down equipment and/or furnishings both before and after each use as a courtesy to neighbors.
7. Residents are required to maintain the minimum safe distance as currently required by the CDC between themselves and any other resident or group. Residents should be respectful of the sentiments of neighbors relating to social distancing.

Pool Rules

1. Anyone using the pool is required to adhere to all the rules contained herein, as well as existing rules that do not conflict.
2. No person may access the pool area that is sick, that has a fever or a confirmed case of COVID-19. Any person visiting the pool area should wash their hands or use hand sanitizer regularly.
3. Access to the pool area is restricted to residents and their household only. Guests are not permitted to use the Association facilities at this time.
4. Only residents of the same household may use the spa at any time, if this is violated, the spa may be closed, without notice.
5. Any portion of the facility that is closed (e.g., BBQ, furnishings) may not be accessed or used at any time.
6. Capacity of the pool is restricted the guidelines set by the State of California, County of Orange, or City of Irvine, whichever is more restrictive.
7. Residents are required to respect the instructions of any Association agents, including security, relating to when the facility is open or closed, as well as any instructions pertaining to proper hygiene or social distancing.
8. All residents accessing the facility are required to bring either disposable sanitary wipes or similar cleaning materials to use on any surfaces in the pool area that the resident intends to come into contact with (e.g. to disinfect the door handle before entry). Residents are encouraged to wipe down equipment and/or furnishings both before and after each use as a courtesy to neighbors.
9. Residents are required to maintain the minimum safe distance as currently required by the CDC between themselves and any other resident or group. Residents should be respectful of the sentiments of neighbors relating to social distancing.
10. All pool furniture has been removed to reduce the number of surfaces being shared by residents of different households

Tennis Court Rules

1. Anyone using an Association facility is required to adhere to all of the rules contained herein, as well as existing rules that do not conflict.
2. SINGLES PLAY ONLY! Doubles play is prohibited to promote 6' distancing.
3. Reservations are required on www.woodburyeasthoa.org
4. While waiting for courts, please stand 6 feet from entrance and exit gates.
5. No congregating or lingering on or near the courts before or after play.
6. Non-tennis activities on tennis courts are prohibited.

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7. Do not play if you are exhibiting any illness symptoms or have been in contact with someone with COVID-19 throughout the last 14 days.
8. Any person visiting the facility should bring their own hand sanitizer or sanitizing wipes to disinfect their hands and any surfaces that are touched during the play.
9. The USTA and the USAPA also recommend the following:
 - a. Play with a new ball and rotate new ones into play when possible.
 - b. Avoid use of your hands to pick up balls when possible.
 - c. Consider numbering/markings and picking up your own ball only.
 - d. Do not share racquets or personal equipment.
 - e. Stay on your side of the court; avoid changing ends of the court.
 - f. Remain apart from other players when taking a break.
 - g. Avoid physical contact such as handshakes or high fives.
 - h. Avoid touching gates, fences, benches, and other court amenities.

Notes:

- These rules are intended to temporarily supplement existing basketball court rules. Where there is a conflict between the existing rules and the temporary rules, the pandemic response rules prevail.
- The facilities may be closed at any time without notice if an outbreak occurs.

PROPOSED KEY FOB RULE

EXISTING

POOL AND FITNESS ROOM KEYS

Homeowners will be issued two (2) magnetic Recreation Facilities keys upon close of escrow on their home. Replacement of lost keys must be obtained through Professional Community Management with payment made to Woodbury East Community Association. The replacement cost is \$50.00 per key. The lost key(s) will be electronically deactivated. Amenities that require the use of a magnetic key for entry are for the use of homeowners only and are not available for use by the apartment community, with the exception of the tennis court.

PROPOSED

FACILITY KEY FOBS

Key fobs are to be passed from owner to owner through the escrow process. Homeowners were originally issued two (2) key fobs. Replacement of lost key fobs must be obtained through the current management company with payment made to Woodbury East Community Association. Homeowners may have up to four (4) key fobs assigned to their property at any time. The replacement cost is \$50.00 per key fob. The lost key fob(s) will be electronically deactivated. Amenities that require the use of the key fob for entry are for the use of homeowners only and are not available for use by the apartment community, with the exception of the tennis court.

PROPOSED COACHING RULE

No Teaching/ Coaching/ Lessons – Members may not seek lessons, nor give lessons of any kind in the Tennis Court, Pool or Basketball Court for profit. Instructors who are teaching lessons in Common Area Facilities are creating a liability to the Association.