TO: ***[Insert association name]*** Homeowners

FROM: Your Board of Directors

Due to recent state and local orders related to the current COVID-19 pandemic, many public facilities and businesses have temporarily closed.  As a result of the same orders and concerns, facilities within our own community have also been temporarily closed.  ***[Potential descriptions of what has closed may be included: “Specifically, the Association has closed the following facilities:”].***

However, the closure of our community facilities has not eliminated the Association’s need for its ongoing assessment revenue.  This is because our Association still has significant ongoing operations and expenses.

Even with the facility closures, our Association has an ongoing responsibility to a) actively maintain the Association’s commonly maintained land, structures and facilities, b) maintain all of the insurance coverage mandated by our governing documents, c) properly manage and account for all Association revenues & expenditures; and, d) remain prepared to respond to (and actually respond to), many differing situations and conditions within our community as they arise.   In fact, in these uncertain times, with varying COVID-19-related orders emanating from our local, county, state and federal governments, our community has, and will likely continue to incur previously unanticipated (and, as yet, unquantifiable) costs in evaluating the continuing and evolving legal requirements and in implementing actions designed for the benefit of everyone living within the community.

For these reasons, the Association is not currently in a position to suspend membership assessments and their collection. Further, the Association is not currently in a position to adjust the current assessment levels since it has no present means to meaningfully predict whether the  Association’s monetary obligations/requirements will, as a whole, increase or decrease as a result of the recent and the ongoing COVID-19 pandemic-related issues and challenges (since they are continuing to evolve with each day).

In the months to come, as the overall impact and duration of the pandemic (and the related government mandates) come into better focus, our Board of Directors, in concert with our professional management, will continue to evaluate our Association’s current and projected financial situation(s).  At that time, our Board will determine what, if any, assessment adjustments are appropriate in light of both our community’s continuing legal obligations and the financial stress that this pandemic is causing for many of our residents.   All members are encouraged to attend our future Association Board meetings to provide your input on this important issue.

As you all know well, the current pandemic situation is a global tragedy and has most of our country (and the world), in uncharted waters.  As we all work through it (personally and as a community),  you are encouraged to respect and support the difficult decisions being made by the many people responding to it, including those whose responsibility it is to best protect your community and your residential investment.

*Special thanks to Dirk Petchul of the law firm of Whitney Petchul for providing this helpful communication.*