

DATE: April 1, 2020

RE: Willbrooke Homeowner Association, Inc.

Dear Resident Member,

As we continue to monitor developments regarding the COVID-19 pandemic we have determined it is in the best interest of our community to take the following precautionary measures to ensure the safety of our residents. Effective April 1, 2020 the below actions will be taken at Willbrooke. The decisions and actions noted below have been reached by your community Board of Directors in collaboration with Heritage Property Management.

Moratorium on In Person Board/Committee Meetings

For any membership meetings that have been scheduled for the next month, these will be rescheduled or conducted via conference call / teleconference if by-laws allow for same.

Swimming Pool Temporary Closures

- All swimming pools will be temporarily closed from general use.
- During this period of closure all facilities will be thoroughly cleaned and disinfected.
- The closures apply to clubhouses, recreation centers, outdoor restroom facilities and other ancillary buildings.
- All group/club activities, classes, meetings and events are to be postponed until further notice.

Outdoor Amenity Usage

- All outdoor courts including tennis, dog parks, community gardens, boat docks, playgrounds, and other similar outdoor amenities are discouraged from being utilized at this time but will remain accessible for limited use by individual residents at their discretion. Residents who chose to use these facilities are responsible for bringing their own equipment and following CDC recommended sanitary protocol.
- No group's activities are to take place at the outdoor amenities during this time.
- Outdoor restrooms will be closed during this time.

We look forward to returning the facilities back to normal operations once the CDC and government officials provide us with clear communications that the pandemic challenge has eased and we are no longer in a position where your safety could be compromised.

Thank you for your understanding and for doing your part in keeping your fellow residents and our community safe.

Sincerely,

Board of Directors