



W O O D B U R Y

September 25, 2020

RE: Proposed Revision to the Pool and Tennis Court Rules

Dear Homeowners:

Attached, please find a copy of the proposed additions to both the Pool and Tennis Court Rules. The previously adopted Emergency Rules for the pools and tennis court were temporary and now must be officially added to the current Pool and Tennis Court Rules.

In accordance with California Civil Code Section 4045, the Association must distribute proposed rule changes, stating the purpose and effect, to the membership at least twenty-eight (28) days before making the change or adopting a new rule. Members wishing to comment on the rule must email sseifen@keystonepacific.com no later than October 22, 2020 at noon.

The Board will vote on the above at the regular board meeting scheduled for October 22, 2020.

Should you have any comments questions, please do not hesitate to contact the undersigned at sseifen@keystonepacific.com.

Sincerely,

At the Direction of the Board of Directors,
WOODBURY COMMUNITY ASSOCIATION

Susan Seifen

Susan Seifen, CMCA, AMS, PCAM
General Manager

WOODBURY COMMUNITY ASSOCIATION

Emergency Facility Rules to Address Reopening Pool Facilities

Following Covid-19 Safer at Home Orders

Adopted pursuant to Civil Code 4360(d)

Adopted on: _____/2020

To preserve the health of our members and prevent the spread of COVID-19 the following Emergency Rules have been adopted on an emergency basis pursuant to Civil Code section 4360 by the Board of Director to address state and local public health orders in reopening facilities. As the situation evolves, the Board of Directors will remain flexible and adaptive to further guidance provided by state and local government and enforcement agencies. These rules will remain in effect for 120 days from adoption, unless repealed by the Board of Directors prior to that date.

At this time, the Board has determined to phase the reopening of certain common area facilities on a trial basis. In the event that it appears that the rules are not being followed or social distancing is not being maintained, the Board will consider reclosing the facilities and advanced notice of the decision may not be possible. As an initial step, the facilities will be reopened for recreational enjoyment by individual households, subject to the rules below.

CORONAVIRUS COMMON AREA USE ADVISORY

AN INHERENT RISK OF EXPOSURE TO COVID-19 EXISTS IN ANY PUBLIC PLACE WHERE PEOPLE ARE PRESENT. COVID-19 IS AN EXTREMELY CONTAGIOUS DISEASE THAT CAN LEAD TO SEVERE ILLNESS AND DEATH. BY ENTERING AND USING THE COMMUNITY FACILITIES, YOU VOLUNTARILY ASSUME ALL RISKS RELATED TO EXPOSURE TO COVID-19.

Risk of Use: The Coronavirus (COVID-19) pandemic is a worldwide risk to human health. COVID- 19 is highly contagious and has a mortality rate many times greater than the flu. COVID-19 can spread easily and exponentially. While people of all ages are at risk of catching COVID-19, persons especially at risk are those with compromised immune systems and the elderly. Persons over 65 years of age may be at particular risk.

Stay at Home Order: In order to reduce the spread of COVID-19, the State of California, as well as many California cities and counties have issued “Safer at Home” orders, with exceptions for essential activities.

ACCEPTANCE OF RISK: By entering the common area, the member acknowledges as follows:

- a. Use of the common area amenities could expose you or others to COVID-19.
- b. The Association has made efforts to clean and disinfect these areas periodically but cannot guarantee that airspace or surfaces will be virus-free.
- c. When using the common area amenities, members should take all reasonable and necessary precautions to protect yourself and others from the spread of COVID-19. Further, it is your responsibility to exercise care to protect yourself, such as assessing your own risks, which may include age, underlying health conditions, possible exposure to COVID-19, doctor’s recommendations, or local, state and federal recommendations.

GENERAL RULES APPLICABLE TO ALL COMMON AREA FACILITIES:

- a. Only residents of the Association may use the facilities. No other guests are permitted.
- b. No groups or spectators are permitted.
- c. Do not use the Facilities if you:
 1. Are exhibiting any symptoms of the coronavirus. According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
 2. Have been in contact with someone with COVID-19 in the last 14 days.
 3. Are a vulnerable individual. Please refer to the CDC for information on who is a high risk individual. The information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
- d. **By entering the facility during this transitional time, it must be understood that the Association cannot clean or disinfect every surface continually, and the risk of transmission for any virus, including COVID-19, remains. All users are entering the facility at their own risk.**
- e. Protect against infections: Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the facilities. Clean and wipe down your equipment and any furnishings. Do not share any other equipment with residents who are not a member of your household.
- f. Bring a full water bottle to avoid touching a tap or water fountain handle.

GENERAL POOL RULES

1. Anyone using an Association Pool is required to adhere to all of the rules contained herein, as well as existing rules that do not conflict. To the extent there is a conflict between these rules and existing rules, these emergency rules shall apply.
2. Hours of Operation: The pool facilities are open during the following hours:
 - Sunday – Thursday: 6:00 am – 10:00 pm
 - Friday and Saturday: 6:00 am – 11:00 pm(Competition pool opens each day at 5:00 am)
3. During the time these emergency rules are in effect, the maximum occupancy of the pool area is reduced to 24 people (maximum of 6 residents per section).
4. Access to any Association Pool is restricted to residents only (unless authorized by the Association, in writing in advance). **Guests are not permitted.** Residents are defined as a person living in the home full time. Someone visiting the home is not considered a resident. Exception: Children visiting a household as part of parental visitation.
5. **Reservation for access to the Pool Facility Rules**
 - a. Residents may not to enter the pool area without a reservation.
 - b. Reservations can be made through the <https://swimoc.com/covid-pools/> at any time. Reservations are on a limited basis to support social distancing measures.
 - c. Each household can make a single reservation per day.
 - d. The adult resident making the reservations for their household must be present for the duration of the reservation. Only six (6) residents per household will be allowed per reservation. If you have a household with a larger residency that would like to use the pool on the same day at the same time on the same reservation you will need to obtain special approval.
 - e. Individual households will be assigned a section of the pool. Each member must maintain social distancing from the other resident household assigned to the adjacent section of the deck area and while in the pool.
 - f. Once you book your reservation, an email will be sent with confirmation. Please bring either a printed copy of your confirmation with you to the pool in the event you are asked to show it to Security or Management.
 - g. Reservations are limited to 1 hour and 15 minutes. Your total allotted time will include time to shower and individual clean up. No additional time will be given at the end of your reservation to change clothes, shower or use the restroom.
6. Areas of the pool deck may be marked to provide social distancing cues. Please do not occupy portions of adjacently marked areas so that social distancing can be achieved.
7. All furniture has been removed from the pool deck and is not available for use while these emergency rules are in effect. Residents may bring their own chairs for use in the pool area during the time these rules are in effect. Please remove your chairs when you leave. Any items left behind will be discarded.
8. Any Pool may be closed at any time, without notice. Residents are required to respect the instructions of any Association agents relating to when the Pool is open or closed, as well as any instructions pertaining to proper hygiene or social distancing.
9. Parties and gatherings are prohibited.

10. Any portion of the Pool that is closed (e.g., BBQ and furnishings) may not be accessed or used at any time.
11. All residents accessing the Pool are required to bring either disposable disinfectant wipes or similar cleaning materials to use on any surfaces in the Pool that the resident intends to come into contact with (e.g. to disinfect a door handle before entry or to wipe down a chair). Residents are encouraged to wipe down equipment and/or furnishings both before and after each use as a courtesy to neighbors. Residents are encouraged to bring towels to sit on while using outdoor furniture to limit contact with surfaces.
12. 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.
13. Residents may only swim with other members of their household while maintaining a safe distance of 6 feet or greater from other residents or groups.
14. The spas and waders are closed until further notice.
15. Restrooms may have limited accessibility, so plan accordingly. Restroom use will be limited to residents of a single household at a time.
16. Residents are asked to be mindful of their neighbor's needs and to not monopolize the pool facility in a manner that will mean other households are unable to use the pool. Due to the need to provide social distancing and the lower occupancy of the pool facility while emergency rules are in effect, use of the pool facility is limited to 1 hour and 15 minutes per day per household. More than 1 hour and of use in a day by a members of a single residence may result in hearing and fine for violation of these emergency rules.
17. You should not use the deck or Pool if there is insufficient room to social distance. Wait until others leave before entering so that you can practice social distancing.
18. Do not bring valuables or more than you need for your reserved time. The Association is not responsible for stolen or lost property.
19. Do not touch other people's property.

Any person entering an Association Pool assumes any and all risks of illness or injury associated with his or her access to a Pool. Neither the Association nor any agent or staff member is responsible for any illness or injury suffered by any person as a result of accessing an Association Pool.

WOODBURY COMMUNITY ASSOCIATION

EMERGENCY FACILITY RULES TO ADDRESS REOPENING TENNIS COURT FACILITIES

FOLLOWING COVID-19 SAFER AT HOME ORDERS

ADOPTED PURSUANT TO CIVIL CODE 4360(D)

To preserve the health of our members and prevent the spread of COVID-19 the following Emergency Rules have been adopted on an emergency basis pursuant to Civil Code section 4360 by the Board of Directors to address state and local public health orders in reopening facilities. As the situation evolves, the Board of Directors will remain flexible and adaptive to further guidance provided by state and local government and enforcement agencies. These rules will remain in effect for 120 days from adoption, unless repealed by the Board of Directors prior to that date.

At this time, the Board has determined to phase the reopening of certain common area facilities on a trial basis. In the event that it appears that the rules are not being followed or social distancing is not being maintained, the Board will consider reclosing the facilities and advanced notice of the decision may not be possible. As an initial step, the facilities will be reopened for recreational enjoyment by individual households, subject to the rules below.

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Stay at Home Order: In order to reduce the spread of COVID-19, the State of California, as well as many California cities and counties have issued "Safer at Home" orders, with exceptions for essential activities.

Acceptance of Risk: By entering into the common area, the member acknowledges as follows:

- a. Use of the common area amenities could expose you or others to COVID-19.
- b. The Association has made efforts to clean and disinfect these areas periodically but cannot guarantee that airspace or surfaces will be virus-free.

- c. When using the common area amenities, members should take all reasonable and necessary precautions to protect yourself and others from the spread of COVID-19. Further, it is your responsibility to exercise care to protect yourself, such as assessing your own risks, which may include age, underlying health conditions, possible exposure to COVID-19, doctor's recommendations, or local, state and federal recommendations.

1. GENERAL RULES APPLICABLE TO ALL FACILITIES:

- a. Only residents may use the facilities. No other guests are permitted.
- b. No groups or spectators are permitted.
- c. Do not play or otherwise use the Facilities if of you:
 - 1. Are exhibiting any symptoms of the coronavirus. According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
 - 2. Have been in contact with someone with COVID-19 in the last 14 days.
 - 3. Are a vulnerable individual. Please refer to the CDC for information on who is a high-risk individual. The information can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
- d. **By entering the facility during this transitional time, it must be understood that the Association cannot clean or disinfect every surface continually, and the risk of transmission for any virus, including COVID-19, remains. All users are entering the facility at their own risk.**
- e. Protect against infections: Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the court. Clean and wipe down your equipment, including racquets and water bottles. Do not share racquets or any other equipment such as wristbands, grips, hats and towels. Bring your own hand sanitizer for use while at the Facilities.
- f. Bring a full water bottle to avoid touching a tap or water fountain handle.

2. TENNIS COURT FACILITIES

- a. Hours of Operation: The Tennis court facilities are open the following hours:

Sunday – Thursday: 6:00 am – 10:00 pm

Friday & Saturday: 6:00 am – 11:00 pm

The Association may close the facilities at any time should conditions require, for cleaning, or to ensure compliance with these rules.

- b. The tennis courts are open for play seven (7) days a week, from 6:00 a.m. to 10:00 p.m. on a reservation only basis. Everyone must leave promptly when their reservation time is over to ensure social distancing for the health and welfare of all players. Visit www.woodburyhoa.org to make your reservation.
- c. One-on-one instruction is allowed. Lessons must be in either 30- or 60-minute blocks. The lesson MUST be given by one of the approved instructors, which can be found on the Woodbury website. Lessons must end on time and the resident and instructor must leave the court prior to the next instructor and resident entering.
- d. **Preparing to Play**
 - i. Arrange to play only with family members or others who live in your household or with individuals who are considered to be low risk.
 - ii. Use new balls and a new grip, if possible.
 - iii. Consider taking extra precautions such as wearing gloves.
 - iv. If you need to sneeze or cough, do so into a tissue or upper sleeve.
 - v. Arrive as close as possible to when you need to be there.
 - vi. Avoid touching court gates, fences, benches, etc. if you can.
- e. **When Playing**
 - i. Try to stay at least six feet apart from other players. Do not make physical contact with them (such as shaking hands or a high five).
 - ii. When playing doubles, coordinate with your partner to maintain physical distancing.
 - iii. Avoid touching your face after handling a ball, racquet, or other equipment. Wash your hands or use hand sanitizer promptly if you have touched your eyes, nose or mouth.
 - iv. Avoid sharing food, drinks or towels.
 - v. Maintain physical distancing if changing ends of the court.
 - vi. Remain apart from other players when taking a break.
 - vii. Play with a new ball and rotate new ones into play when possible. Players should consider using four or six balls. Although unlikely, it's possible that a tennis ball can transmit the COVID-19 virus, as virtually any hard surface can transmit the disease. So here is an extra precaution you can take to keep safe when playing tennis: Open two cans of tennis balls that do not share the same number on the ball. Take one set of numbered balls, and have your playing partner take a set of balls from the other can. Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands.
 - viii. Use your racquet/foot to pick up balls and hit them to your opponent. Avoid using your hands to pick up the balls. If a ball from another court comes to you, send it back with a kick or with your racquet.

- ix. Consider numbering/marketing and picking up your own ball only.
 - x. Do not share racquets or personal equipment.
 - xi. Stay on your side of the court; avoid changing ends of the court.
 - xii. Remain apart from other players when taking a break.
 - xiii. Avoid physical contact such as handshakes or high fives.
 - xiv. Avoid touching gates, fences, benches, and other court amenities.
- f. **After Playing**
- i. Wash your hands thoroughly or use a hand sanitizer after coming off the court.
 - ii. No extra-curricular or social activity should take place. No congregation after playing.
 - iii. All players should leave the facility immediately after play.

Note: The Board of Directors will continue to evaluate these emergency rules based on the city, county and state guidelines and mandates. These emergency rules and the common area usage guidelines are expected to continuously change.