



CAI has developed the following sample letter to help your community inform residents about their use of common areas and amenities during the COVID-19 pandemic and reopening phases.

Community associations are welcome to download and adapt the letter, fitting it to their needs, filling in the appropriate details, or picking and choosing certain sections that apply in their own particular community.

This letter is provided as part of CAI's *Pool Position* e-book, which also offers a sample assumption of risk form and sample signage to inform residents about common areas and amenities. It also provides guidelines for community association common areas, amenities and operations. To access the complete guide, visit <https://cai.caionline.org/eweb/DynamicPage.aspx?site=CAI&WebCode=storeItemDetail&parentKey=fb456106-63b3-400d-bead-6a8bd472cc59>

You can find a summary of information developed by the Centers for Disease Control and Prevention (CDC) that are relevant to community associations in CAI's *Healthy Communities* guide. CAI also continually tracks local, state, and federal government actions related to the COVID-19 pandemic.

The *Pool Position*, *Status Check* and *Healthy Communities* documents and the government actions can combine to offer community association board members and managers a more complete picture to addressing their questions and concerns regarding association operations. CAI strongly encourages board members and managers to consult with legal, insurance, health, and management experts before taking any actions.

**Legal Disclaimer:** This document was developed by Community Associations Institute (CAI). Community associations are governed by state law, which can vary widely from state to state. Please note that the content contained in this document is intended to be used for general educational and informational purposes only. Although we try to keep the information contained in these documents up to date, it may not reflect the most recent developments, and it may contain errors or omissions. CAI has not compared or reviewed this document relative to the law in any state and does not warrant or guarantee that the contents of this document comply with the applicable law of your state. The contents of this document are not intended to be a substitute for obtaining advice from a medical professional, lawyer, community manager, accountant, insurance agent, reserve professional, lender, or any other professional. Community associations should seek the advice of relevant experts before taking any actions. [www.caionline.org/coronavirus](http://www.caionline.org/coronavirus).

## SAMPLE LETTER TO UPDATE RESIDENTS ABOUT COMMON AREAS AND AMENITIES\*

Dear **[Community Association Name]** Residents,

As the COVID-19 vaccinations roll out, and more of us gain protection, every day seems like a step in the right direction to get back to some sense of normalcy. The board is continually evaluating the status of association common areas, amenities, and operations with help from the association manager, attorney, insurance provider, and other business partners.

Based on the current reopening status and plans issued by the **[state/county/city health department]**, our community is taking the following approach: **[insert current plans for common areas, amenities, and operations]**.

Please review these plans carefully and remember they are subject to change based on government and health department directives, guidance issued by the Centers for Disease Control and Prevention, and advice from our professional partners.

### ASSUMPTION OF RISK FORM\*

Although open, the use of association amenities and facilities still contains risks to you should you participate. Therefore, prior to use, you must electronically sign an association assumption of risk form for yourself and your children (each adult must sign separately). Facilities with attendants will have paper copies available. You can electronically sign at **[URL]**. Owners who do not sign the release document will not be allowed access at this time.

### SOCIAL DISTANCING & FACE COVERINGS

The community is following **[insert state/county/city/CDC]** guidelines for social distancing and face masks. Current guidelines recommend that **[insert latest guidance from relevant authorities]**. We expect **[insert Community Association Name]** residents to comply with these guidelines.

The association will not and does not make any of the decisions mentioned above lightly. These actions are being taken to help protect the health and welfare of the residents of this community and in compliance with **[insert state/county/city]** directives. We recommend you bookmark and check frequently the **[insert state/county/city coronavirus website]**.

Thank you for your cooperation and understanding. Stay safe and healthy. Please contact our **[board president/management/attorney]** with any questions.

Sincerely,

**[Community Association Name]** Board

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

\*Consult your association attorney.