

Dear Conservatory Residents,

The Board, in consultation with the association manager, attorney, insurance provider, and other business partners, has been planning for contingencies that may arise in the community as a result of the spread of COVID-19.

Based on advice that has been circulated by the Centers for Disease Control and Prevention and the Colorado Department of Health, we have detailed some possible scenarios and our current plans to deal with them. These plans are subject to change based on CDC guidance and advice from our professional partners.

Common areas and amenities. The association has closed the clubhouse until further notice.

Meetings and events. The CDC has recommended against any gatherings of 10 or more people through the middle of May. That's why we are canceling the Easter Egg Hunt scheduled for April 11th and nonessential meetings. It's also why we will be offering residents the option to tune in to board meetings remotely. Details to come at a later date.

The Design Review Committee will continue to review architectural applications and will be making decisions via email. For anyone wanting to paint their home, you are asked to choose only those colors allowed in the approved paint schemes found at www.conservatoryhoa.com. Any colors submitted outside of the approved colors will be denied until the DRC has the opportunity to review items in person. Scanned paint samples can look different on a computer than they actually do and it will be difficult to make determinations due to this. We apologize for any inconvenience and appreciate your cooperation. Please email all applications to cylinda@westwindmanagement.com.

Social distancing. Many experts also are urging people to practice "social distancing," which is the idea of maintaining a roughly 6-foot distance between other people. It also means limiting nonessential travel, avoiding public transportation when possible, working from home, and skipping social gatherings.

If you get sick

Medical authorities are strongly urging all persons who exhibit symptoms to stay home and avoid public spaces unless you need medical care. You also should separate yourself from other people and pets in your home.

If you need to need to visit a doctor or get tested for COVID-19, develop a plan before you go:

- Call ahead before visiting your doctor.
- Wear a facemask if you are sick.

- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing household items, such as utensils, plates, glasses, and towels.
- Clean all “high-touch” surfaces, such as counters, tables, doorknobs, bathroom fixtures, phones, keyboards, and remotes.

This association will not and does not make any of the decisions mentioned above lightly. These actions are being taken to ensure the health and welfare of the residents of this community. We pledge to keep residents informed of all relevant developments and how they affect association operations.

Association operations. The association will be prepared to reasonably accommodate an owner who is sick by postponing violation hearings, extending deadlines on architectural applications, or granting payment extensions if appropriate. All other owners who may be impacted by the national and local restrictions, but not necessarily personally infected with the virus, will have requests handled on a case by case basis.

Additionally, as compliance inspections may not be performed on a regular basis, please remember that you are still required to adhere to the covenants of the association. As a reminder to some of the covenants, let's ensure that trash containers are still put away, commercial vehicles are kept offsite and not in the community, and that snow is removed from driveways and sidewalks. Continuing a sense of normalcy will help us get through this together.

You may drop off payments and applications at the lockbox located to the left of the bulletin board at the front door of the clubhouse. This will be checked weekly. We can mail you a receipt if you would like one. Please indicate that on the payment envelope.

It is also incumbent upon residents to take this situation seriously and do their part to minimize the spread of this deadly disease. The association highly encourages you to review safety guidelines and look for updates from the CDC, the local health department, and the World Health Organization.

Thank you for your cooperation and understanding. Stay safe and healthy.

Sincerely,

The Conservatory Board of Directors

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