

Florence Gardens Mobile Home Association
Emergency Meeting of the Board of Directors
13 March 2020

President Lee called the emergency meeting of the FGMHA Board of Directors to order at 1:30 p.m. in the conference room in the clubhouse on 13 March 2020. Directors present were the following: Cherylle Arends, Sharon Lee, William Rimmer, Nick Treinen, Chris Vannice, and Emily Webster; with six directors, the number needed to make the quorum requirement (4) was exceeded. Association Manager Yasmin Rodriguez was also in attendance.

Per Bylaws, Article VIII, Section 3, and A.R.S. §33-1804 E 2, this meeting which was not posted is allowable due to concerns about the spread of the Coronavirus (COVID-19).

Discussion was held about the best course of action for the board to take while monitoring the pandemic; a combination of continual risk analysis and mitigation shall occur.

Notification:

- An *eBlast* will be sent this afternoon to homeowners; it will describe the symptoms of the coronavirus, what to do to get tested for the disease, and common sense possible safeguards such as 20-second hot water and soap handwashing and not touching one's face. It will assure the members that the situation is being watched.
- Signs asking members and visitors not to enter the common area buildings if they are experiencing sneezing, coughing, shortness of breath, or have fevers will be posted.
- Announcements at meetings about awareness of the disease will be done at each opportunity.

Common sense actions to take by homeowners and residents in the common area:

- Monitoring the room ventilation when there are gatherings of members will be encouraged.
- At least twice a day those common area surfaces touched frequently will be sanitized by maintenance staff.
- Hand cleaning products are available for use.
- Office staff while handling money will use gloves.
- Office staff pens will not be shared with customers at the windows.

Ongoing assessment:

- If the local governments declare an emergency due to the spread of the disease or if a resident has a confirmed case of coronavirus, the board will reassess and may stop activities and events and the transaction of business.

President Lee adjourned the emergency meeting at 2:04 p.m.



FGMHA Board Secretary:

Approved: 5/27/2020