



**EMERGENCY EXECUTIVE BOARD OF DIRECTORS MEETING  
(PRIVATE SESSION)  
April 3rd, 2020**

**Meeting Called to order:** 10:10pm by Craig Dobson - President.

**Roll Call:** In attendance were, Tom Murray, Craig Dobson, Jim London, and by conference call was Jim McCoy, Terry Jones and Lisa Donatelli. Also in attendance was Manager, Dan Watnem.

**Quorum Established** with 6 members in attendance.

Corona Virus Status – Governor update - 20-91 – Although this order calls for all non-essential companies to stop working, it has been established that condos can continue to staff their site to keep essential services up and running.

Employee Staffing update – Dan met with the employees, to discuss their status, but a number of them have underlying health issues and are around family with potential health issues. Each employee wants to continue to work, but they are concerned about the challenges of social distancing in the office. These proposed ideas are to be conducted thru the month of April which ties into the Governor’s new policy. The intention is to keep all employees “salary whole” during this challenging times. Dan will be on the job during his “normal” work week hours.

Rick, Orville, and Pat – Necessary items – Elevator Inspections, trash pickup, cleaning the chairs around the pool, and beaches and the daily cleaning of the pools. Also coordinating emergency construction work on site. Each of these three will be roughly working 4hrs each day to get things done at separate times.

Anne and Linda are getting their laptops set up with RNS to work from home. Anne can work from home on the accounting side, but will have to come in to print checks. Linda can manage all rental requests from her home. Access answering can be set up to answer the phone and have an email sent to Linda when a request comes in. If Linda and Anne do need to come into the office, they will coordinate coming in on separate days or separate times.

Our Excelsior Real Estate Broker has submitted on behalf of Excelsior for the Payroll Protection Plan and the \$10k EIDL Loan. Each loan will be forgiven if Excelsior completes the requirements at the end of this challenging time.

**The following motion was made by Craig Dobson; To be in compliance with Executive Order 20-91 we are allowing through April 30th that our office staff may work remotely from their home, and our maintenance staff will be asked to work very limited hours on only essential services. And that during this time we will still ensure all of them full pay and benefits. Jim London seconded the motion. All board members approved, none opposed, motion passed.**

- **Adjournment:** Tom Murray made a motion to adjourn the meeting. Motion was accepted by Tom Murray, seconded by Jim London. Meeting was adjourned at 11:00pm.

Respectfully submitted by Terry Jones, Secretary