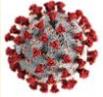




WOODBINE AT Lakewood

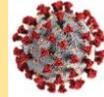


Spring 2020 Newsletter



The Coronavirus (COVID-19) is now upon us in Idaho and the rest of the world.

How Will It Affect the Property Management of Woodbine?



Information surrounding the epidemic seems to change almost every hour, as does various guidelines on how we should respond to the situation. Our best guidance is from the *Centers for Disease Control and Prevention (CDC)* and we will remain alert for new directions and advise.

One simple directive is almost the biblical pronouncement of *“Do on to others...”* but in this case it boils down to **“Behave as if you have it!”** Whether people are feeling symptoms or not, it has been determined that everyone can be a transmitter. Accordingly, we will be adopting the following practices at Woodbine to accommodate the current *“Social Distancing”* norm.

Regarding Office Interactions:

- All HOA dues should be delivered to our outside mailbox, inside drop box or mailed in, but not personally handed to our manager. Our office will remain *“open”* however we request that if you need to come in, please remain in the clubhouse entryway and communicate with Randi from the entryway to her office. This will keep the necessary *“6 feet of human separation.”* You can also use email (Woodbinehoa@cableone.net) or the phone (208-440-0132) to submit maintenance requests.
- We encourage you to mostly avoid the clubhouse. We will **not be allowing any events** to be scheduled there for the time being. We are also **closing the fitness center and the dry sauna** until further notice.
- We have instituted a *“use at your own risk”* policy for the **laundry room, pool and spa areas**. However, we will also increase cleaning routines for the bathrooms. We suggest all homeowners use caution around any of these areas. It has been determined that hard, non-porous surfaces like handles, doorknobs, railings, countertops and other commonly touched places have the highest risk of hosting the virus.



WATER TRANSMISSION AND COVID-19



Can the COVID-19 virus spread through pools and hot tubs?

According to CDC information found online, ***“there is no evidence that COVID-19 can be spread to humans through the use of pools and hot tubs. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19.”***

WOODBINE COMMUNICATION:

Office Hours:

Monday thru Friday: 10-6 pm

Phone: (208) 440-0132 Fax: (208) 514-0438

Office Email: woodbinehoa@cableone.net

Website: www.Woodbine-hoa.com



Regarding Maintenance Issues

For Emergency
Maintenance:
208-440-0443

Please be advised that Pro Maintenance will do our best to accommodate the physical service needs of Woodbine. However, also be advised that we will prioritize emergency, health and safety issues first. This will include additional cleaning routines and maintenance attention for the property.

An emergency would deal with flood or fire; top of the list would **not be a leaky rain gutter.**

An emergency would be a major roof leak; emergencies are **not landscape, insect, or building cosmetic issues**

An emergency would be lack of power or water; dealing with the behavior of a neighbor is **not usually top priority.**



Our priorities are to protect people and property, and not all homeowner requests fall into these categories. We would like to thank homeowners in advance for being considerate of our staff during these challenging times and for having patience. Our employees also have personal lives and families that are affected by the virus. This is a time for **WE not ME**.

We also do not know what other issues might arise regarding the physical maintenance of our property.

- Lack of supplies might be an issue if major retailers are required to close, like Home Depot. Online ordering takes time if items are available that way. Already toilet paper and sanitizer are difficult to find for our facilities.
- Reduction of staff could occur if employees get sick or have a need to tend to their families; qualified new hires might not be readily available, and you can't really "backstock" a worker.
- Our budget might get strained if there are unanticipated expenses mandated by this epidemic.

A NOTE OF CAUTION: Please be conservative on how many extra cleaning wipes and paper towels are put into our sewage system. Cumulatively from the whole property might (?) cause an unwanted backup and require a professional flush. Likely, perhaps not, but maybe better safe than sorry. We suggest that all such materials are discarded in the actual trash.

WOODBINE CONDOMINIUMS PROPERTY INFORMATION

Office Address:

Woodbine HOA
3601 Gekeler Lane
Boise, ID 83706

Property Management:

Pro Management, LLC
1775 W. State Street #200
Boise, Idaho 83702

Contact Information:

Office Phone: (208) 440-0132
Emergencies only: (208) 440-0443
Office Fax: (208) 514-0438

e-mail: woodbinehoa@cableone.net HOA website: woodbine-hoa.com

Office Hours: Monday through Friday 10 am - 6 pm

Mailbox Key Information:

Main US Post Office
770 South 13th Street, Boise ID 83708
(208) 433-4351 hours: 7:30 am – 5:30 pm

WOODBINE BOARD OF DIRECTORS: Most every Woodbine administrative issue can be handled by contacting the **onsite office manager, Randi**, during the above identified office hours. However, if there is a need or desire to communicate directly to the Woodbine HOA Board, the process to do this is identified below.

1. Directly by e-mail to the Board at WoodbineHOABoard@gmail.com
2. Prepare a written comment, complaint, or inquiry with appropriate documentation and deliver it to the Woodbine office so that it may be passed on to the Board for consideration
3. Request to attend the next board meeting so that you may be given time on the agenda. Please include your topic for presentation or discussion. **Please do not just show up as there may not be time to address your concern properly if you are not on the agenda. Thanks in advance.**