

[ASSOCIATION LETTERHEAD]

[DATE]

[OWNER NAME AND ADDRESS]

Re: [Owner Name] Assessment Payments for [Property Address] at [Association Name]

Dear [Owner Name]:

The Board of Directors of [Association Name] has received your letter dated [] concerning the payment of assessments to the Association with respect to [Property Address]. You have disputed your obligation to pay the Association lawfully assessed assessments because of minor disruption in the opening of certain Association amenities during the world COVID-19 pandemic. Please be advised that the Association is not legally required to, and will not, reduce assessments owed by you to the Association nor reimburse you for any assessments or portion of assessments paid to the Association for inconvenience caused to you by Association's amenity opening protocols.

As you know, the Association has limited the use of certain Association amenities or services and delayed the customary opening of certain Association amenities in response to the serious health concerns raised by the COVID-19 pandemic. The Association's decisions concerning these amenities and services have been made after significant and meaningful Board of Directors review and consideration, with careful consideration of federal, state and local orders, guidelines and guidance. The Board understands that it is important to provide Association residents with reasonable access to amenities, but that consideration must be balanced against the unequivocal importance of resident health and safety and the Association's ability to implement reasonable protocols to administer Association amenities and services.

I will discuss below the Association's current plans concerning amenities and services, but I suspect you know that you are barred by law and by the Association's legal documents from refusing to pay Association assessment for any reason whatsoever. Inconvenience caused by temporary delays in services or amenity openings in no way legally authorizes or justifies any reduction in or withholding of assessments owed to the Association. These assessments were levied based on a validly adopted annual budget, which continues in effect. The Association continues to have expenses contemplated in that budget and, in light of the COVID-19 pandemic, additional unanticipated expenses, which must and will be paid through the collection of these lawfully levied assessments. All owners will be required to continue to pay their assessment timely and in full.

[With respect to the [fitness center/clubhouse], the Association temporarily closed its [fitness center/clubhouse] due to the challenges of effectively cleaning and disinfecting the [workout equipment/clubhouse furniture and frequently-touched surfaces] in between uses, enforcing social distancing in a small facility, and in accordance with Governor Kemp's Executive Orders. The Board will review the possibility of reopening the [fitness center/clubhouse] and communicate with the membership accordingly.]

[With respect to the playground, the Association temporarily closed its playground due to the challenges of effectively cleaning and disinfecting the play equipment between uses, enforcing social distancing, and in accordance with Governor Kemp's Executive Orders and guidance from the Centers for Disease Control. The Board will review the possibility of reopening the playground and will communicate with the membership accordingly].

[Finally, the Association opened the pool on [] and the pool is open today with appropriate guidelines and social distancing requirements in place.]

The Association is actively monitoring the pandemic and will continue to evaluate additional steps that may be taken to safely provide amenities and services in a manner that the Board deems to be appropriate for the community. The Association appreciates your understanding and cooperation and looks forward to receipt of your assessments.

Sincerely,

The Board of Directors

Sample provide by:



*Individual situations may vary and this document is not intended as specific legal advice to any party.