

Whitehall Manor Homeowners Association, Inc.

2020 Pool Season – Closure Due to COVID-19

Dear Homeowners,

After long consideration informed by numerous experts, the Whitehall Manor Board of Directors has unanimously decided that the Whitehall Manor pool must remain closed for the 2020 pool season. This decision was made only after attempting to procure third-party services to meet the state's requirements, collaborating with HRW to gather legal advice, and weighing the many fiscal and safety concerns associated with opening the pool at this time.

When the NC Governor's Executive Order 141 started Phase II of the state's COVID-19 reopening plan, the NC Department of Health and Human Services established guidance and requirements for reopening pools in the state. Please find those requirements attached to this announcement for reference. Chief among the new requirements were the need for capacity monitoring (since the Whitehall Manor pool would be limited to 14 swimmers) and the requirement for extra cleaning of all touched surfaces. Our legal counsel has been carefully weighing all of the state's requirements from the moment they have been released. After their careful analysis, they advised that capacity monitoring could not be left up to self-policing – the neighborhood would need to hire third-party individual(s) to fulfill this service.

With assistance from vendors and HOA management, the board analyzed the potential cost increases associated with meeting those requirements. We obtained hourly quotes for pool attendants as well as quotes for daily cleaning services. Together with additional supply costs, these services would have increased the cost of operating the pool for the remainder of the 2020 season by over \$18,000. Please find the cost analysis on page 2 of this announcement – it is broken down by the estimated cost increase of each service on a monthly basis. You will note that some supply costs would be one-time expenditures.

We have included a copy of the 2020 budget for reference – the most notable figure on that budget is the 2020 Pool Management budget amount of \$10,680. If pool attendants were available for hire, hiring them for the remainder of the 2020 season would nearly double the entire 2020 annual pool management budget. Unfortunately, at the time of writing this announcement, none of the pool management companies in the area are able to provide attendants for pools that did not already contract them prior to the 2020 season. Costs for extra cleaning were based on a very conservative three cleanings per day at a very competitive rate bid by a janitorial services company. Combined, these unbudgeted costs would lead to a significant increase in dues, which would necessitate a special assessment for 2020.

We ask that the community understand that the Board of Directors did not make this decision lightly. Considering the costs associated with opening the pool safely, they believe opening this season would not be a fiscally sound decision. At this time, we are weighing all of the costs associated with reopening for the 2021 season – these will be considered when creating next year's annual budget.

Thank you for your patience and understanding. Should you have any questions or concerns, please contact community manager Brian Nash at app.TownSq.io or at BNash@HRW.net

Sincerely on behalf of the Whitehall Manor Board of Directors,

Brian Nash – Community Manager

Whitehall Manor Pool - Estimated COVID-19 Related Cost Increases

Last updated 8/6/2020

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	August 2020 <u>Increase</u>	September 2020 <u>Increase</u>	2020 Total <u>Increase</u>
<u>Pool Management</u>			
<u>Contract Service Attendant</u>	\$4,032	\$3,024	\$7,056
			<u>\$7,056</u>
<p>Note: Pool attendant cost was estimated based on 8 hours of service per day, 7 days per week at an average rate of \$18 / hour. Note that at this time, no pool companies have available attendants.</p>			
<u>Pool Supplies</u>			
<u>Pool Supplies & Repairs</u>			
<u>Signs</u>			\$200
<u>Other Supplies</u>			\$500
<u>Cleaning Supplies</u>	\$375	\$225	\$600
			<u>\$1,300</u>
<p>Note: Sign cost is estimated. "Other Supplies" will be necessary with or without extra cleaning. Cleaning supply cost is a rough estimate based on similar pools.</p>			
<u>Additional Cleaning</u>			
<u>Cleaning Service, Supplies included</u>	\$6,045	\$3,900	\$9,945
			<u>\$9,945</u>
<p>Note: Price based on the best estimate available as provided by JanPro at \$65 per visit for extra cleaning (three times daily).</p>			
			<u>Total Increase</u> <u>\$18,301</u>

Budget Summary Report
Whitehall Manor Homeowners Association
Dept: 514 - Operating

	2020 Budget
Assessment Income	
4001 - Assessment Income	74,305.00
Total Assessment Income	74,305.00
User Fee Income	
4295 - Pool Memberships	2,500.00
Total User Fee Income	2,500.00
Total Operating Income	76,805.00
Administrative	
5000 - General Administrative	3,500.00
5075 - Meeting Room Rentals	0.00
5115 - Web Site Maintenance	50.00
Total Administrative	3,550.00
Communications	
5200 - Community Events	5,000.00
Total Communications	5,000.00
Insurance	
5400 - Insurance Premiums	3,000.00
Total Insurance	3,000.00
Utilities	
6000 - Electric Service	2,500.00
6025 - Water Service	950.00
6035 - Trash and Recycling Service	450.00
6050 - Telephone Service	2,200.00
Total Utilities	6,100.00
Landscaping	
6100 - Grounds & Landscaping - Contract	10,200.00
6199 - Landscape Other	3,200.00
Total Landscaping	13,400.00
Irrigation	
6200 - Irrigation Repair & Maintenance	300.00
Total Irrigation	300.00
Operations	
6300 - Permits & Licenses	275.00
Total Operations	275.00
Contracted Services	
6422 - Gate Repairs	350.00
6434 - Pest Control	250.00
6438 - Pool Management	10,680.00
Total Contracted Services	11,280.00
Repair & Maintenance	
6700 - Pool Supplies/Repair & Maintenance	2,500.00
6710 - Recreation Supplies/Repair & Maintenance	2,500.00
6795 - Pool Furniture	500.00
Total Repair & Maintenance	5,500.00
Professional Services	
7000 - Audit & Tax Services	280.00

Budget Summary Report
Whitehall Manor Homeowners Association
Dept: 514 - Operating

	<u>2020 Budget</u>
Professional Services	
7040 - Management Fees	17,435.00
Total Professional Services	17,715.00
F&B Supplies & Expenses	
7255 - Welcome Baskets	300.00
Total F&B Supplies & Expenses	300.00
Other Expenses	
9105 - Reserve Contribution Expense	10,385.00
Total Other Expenses	10,385.00
Total Operating Expense	76,805.00
Total Operating Net Income / (Loss)	0.00