

Crooked Pond Pool Association Board Meeting Minutes

Meeting Date/Time: Sunday, 05/29/20 @ 5:00 pm

Location: Virtual via Zoom

Attendees:

Cindy Taylor, President

George Westerfield, Board Member

Jay Owen, Vice President

Ron Zmuda, Board Member

Cord Middleton, Board Member

Call to Order: The meeting was called to order by Cindy at 4:04pm. Cindy explained that she called the meeting because the HHPPOA Board had met and sent updates about opening the Spring Lake Pool to POA members earlier this week. The CPPA Board needs to develop a plan to open the pool complex in a manner which recognizes the complexity of the COVID-19 pandemic situation and its potential effect on our community members.

The following considerations were discussed:

- **Proposed Opening Date** - There was discussion regarding when we should allow the pool to open. Concern was expressed that if the CPPA pool was opened prior to the date when Spring Lake Pool opens, which has yet to be determined, our pool might have more people in the pool complex than would allow for safe social distancing.
 - The board members expressed consensus that we should not open the pool until the HHPPOA announces a date for the Spring Lake Pool to open.
 - However, if they don't open within the week we will re-examine our decision.
- **Handling Maximum Occupancy** - Cindy explained that the current '*COVID-19 Suggested Guidelines for Reopening A Public Swimming Pool in the State of SC*' would only allow there to be 24 people within the pool complex at any one time, based the lesser of 20% of maximum occupancy (121 per DHEC documentation) or 5 people per 1,000 square feet of pool surface area and deck area combined (5,366 square feet per DHEC documentation).
 - It was agreed that since it was not often that more than 25-30 people have been at the pool complex at any one time in the past we would not need to have a person at the pool to monitor attendance.
 - There was consensus that we should be able to limit use of the pool complex to 24 people at any time by placing a total of 12 chairs and 12 chaise lounges out for use,
 - We will lock the remaining 8 chaises together to a post after covering them with a tarp.
 - When we send the email to the members announcing the pool opening date and COVID-19 restrictions, we will include the reason we are locking the chaises.

During our meeting Cord received an email from Luke Abel at DHEC which provided new guidance regarding pool opening. His email was responding to several questions which had been received by DHEC. One question asked whether the occupancy restriction had been removed from the suggested guidelines. His response was "Yes, it has been removed. The noted recommendation was made prior to the issuance of guidelines from CDC regarding pools, spas, and hot tubs re-opening. The publication of the CDC re-opening guidance addressed pools, spas and hot tubs specifically and, thus, was adopted by the Department as proper guidance for protection of public health in the named settings."

- Cindy will check the CDC guidelines to determine if they reference a specific maximum occupancy formula.
- We will limit the number of chairs/chaise lounges set out to no more than the maximum capacity allowed by the guidelines with no more seats provided than the 32 which we own.

Liability Waiver - The waiver which Cindy sent to the board members this morning was discussed. The reason we might want a waiver is because board directors and officers (D&O) are responsible for the decisions made and actions taken by the Board. We most likely have D&O liability insurance coverage but there is likely no coverage for COVID-19 issues. Concerns were raised as to how we could be sure that everyone who enters the pool complex has signed the waiver if we decide to use one. The pool sign used at Coligny Villas which had been sent to everyone by Jay on 05/21/2020 was also discussed.

- There was consensus we will not use the waiver because it could be difficult to manage.
- The first statement on the sign posted at the pool gate when we reopen will be **'ENTER AND SWIM AT YOUR OWN RISK'**.
- Cindy will develop the pool opening email and website notice as well as a suggested list of important points to include on the pool complex sign. She will send these to the Board members for comments/revisions prior to distribution to the membership.
- Cindy will contact our State Farm agent to determine our D&O coverage and whether any of our insurance plans cover issues related to COVID-19.

Pool Furniture and Bathroom Cleaning – Cindy stated that she had been attempting to locate hand sanitizer and dispensers for the pool complex and the tennis/pickleball courts and has not been able to locate any. She sent product literature about a hand sanitizer, FoamyIQ, which she felt meet our needs if we decided to provide hand sanitizer at those locations. The product costs \$62.53/case of 4; (\$15.63 each) but we would need to purchase 4 cases because the company has a minimum purchase requirement of \$200. They deliver to Hilton Head Island on Tuesday, Wednesday, and Friday. This product does not contain isopropyl alcohol. There was much discussion regarding the product, the cleaning practices we would follow when we open the pool complex and the cost of providing the services we choose. Cindy reported she had contacted our cleaning person, Pedro, about the cost of adding additional days of service and that he would charge \$70 per day. We considered adding 2-3 additional days of cleaning service weekly in June, July, and August this year which would cost an additional \$1,820. Ron stated he would be able to wipe down the pool furniture once each day if needed. After much discussion we reached a consensus about the following items:

- We will notify members (in the pool-opening email, on the website and on the sign at the pool complex) that the pool furniture and other surfaces are NOT being wiped down after each use and that no hand sanitizer is available at the pool complex so if you are concerned then bring your own.
- Cindy will contact Leisure Creations to obtain cleaning and care information for the pool furniture, particularly products to use and avoid.
- Cindy will check the budget and report at our June meeting her assessment regarding the impact on our budget of adding additional cleaning days.

Next Meeting - Our next regular Board meeting will be Sunday, 06/14/2020 @ 5pm. Cindy will poll the board members the week prior to the meeting to determine whether they are willing to meet in person at the Dolphin Head Pavilion (as scheduled) while seated a minimum of 6 feet apart and wearing masks. We can either meet in person, meet strictly via Zoom.com or use a combination of both methods.

Meeting Adjourned - The meeting was adjourned at 5:07pm.