

**Subject:** Chalet Coronavirus Updated Policies  
**From:** "Chalet Office" <chaletoffice@chaletmarcoisland.com>  
**Date:** 3/23/2020, 10:47 AM  
**To:** "'Chalet Office'" <chaletoffice@chaletmarcoisland.com>

DATE: March 23, 2020

MEMO TO: **ALL CHALET OWNERS AND RENTERS**

FROM: Patrick Romzek, Chalet Board President  
Rich Cassata, Chalet Manager

SUBJECT: **Chalet Coronavirus Policies**

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## UPDATE

### Chalet Owners:

As the Coronavirus pandemic expands in Florida, we are implementing some revised policies to minimize potential for impact to our residents on-site. We have agreed to modify our processes as described below as authorized under the State of Emergency declared in Florida, and as allowed in section 718.1265 regarding Association emergency powers under Florida law.

### These revised policies will be implemented immediately and stay in effect as long as the State of Emergency lasts:

- **We have suspended all temporary key fobs.** We ask all owners to refrain from distributing a key fob for building entry to any visitor.
- **We will close and lock the door from the Service entrance to the Lobby.** This will sequester all visitors to the service entrance only and limit their access to the lobby.
- **We are requiring all visitors to be authorized in advance by at least an hour before a visitor arrives** by the owner with our front desk. The front desk personnel will keep a log of owner-authorized visitors and only allow entry to those that have been pre-approved. No keys to units will be issued to anyone even those who are pre-approved.
- Upon entry to the building **each visitor will be asked verbally if they have contact with a Covid-19 case, have a fever, or had flu-like symptoms in the last 14 days.** If so, they will be denied entry. If not, Cathy will allow them into the building and ask them to complete a simple questionnaire that confirms they are not sick or have not recently been sick.
- We are asking **all visitors to use sanitizer** before they enter the service elevator.
- For approved visitors, we are **asking the owner to come down, let the person in, and walk them immediately to their unit through the Service elevator / entrance.**
- **We will allow concerned owners to use one of the main elevators for pets,** so they do not have use the service entrance elevator if they are concerned about contamination.
- **Groceries purchases and grocery deliveries may be left in the lobby and our staff will bring them up to your unit.** This will allow owners to use the main elevators only and not have to use the service entrance elevator if they are concerned about contamination.

**These actions are in addition to those outlined to owners on Monday March 16, 2020 and Friday March 20<sup>th</sup>.**

We are monitoring this situation closely and will implement other measures that either necessary or advised

to protect, the Chalet, our residents and staff. We will continue to update you as the situation evolves. In the meantime, if you have any questions feel free to contact Rich, Cathy, or myself.

Be safe and may God bless our special community.

Pat and Rich

**Patrick J Romzek**  
**President, Board of Directors**  
**The Chalet of San Marco**

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