



**LAKE CUSHMAN MAINTENANCE COMPANY**  
*Homeowners Association for The Lake Cushman Development*  
3740 N Lake Cushman Road, Hoodspport, WA 98548-9711  
(360) 877-5233 FAX: (360) 877- 6713  
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*"Individual commitment to a group effort--that is what makes a teamwork, a company work, a society work, a civilization work." --  
Vince Lombardi*

Date: March 24, 2020  
FROM: Aaron C. Nix, General Manager  
To: LCMC Board of Directors, Managers and the LCMC Membership  
Subject: LCMC RESPONSE TO GOVERNOR'S STAY AT HOME ORDER

On March 23, 2020, Governor Jay Inslee issued a Statewide "Stay at Home – Stay Healthy" order, which orders "Non Essential Businesses" to shut down (with the exception of those that can work from home) within 48 hours of the time he signs the order.

The Washington State Department of Health list of *Essential Businesses* includes *Public Works and Water System and Private Security Employees*.

In order to comply with the Governor's order, we have taken the following actions and will be adapting as needed in order to ensure that appropriate actions are taken in order to protect employees, members, and community assets:

- 1) Public Works has implemented two person crews with alternating work schedules. In addition, the Public Works Manager is also working and directing his staff from home, filling in as needed, to avoid as much exposure as possible to the virus. Currently, the Public Works Manager is the only WDM2 we have on staff, and he must be available at all times, in order for the Water System to stay in compliance and utilized as a drinking water resource.
- 2) Public Works employees are working on a staggered schedule and an identified on call person has been designated, one person to a truck, and are directed to remain at least 6' from other persons to comply with the "Social Distancing" order. The new Public Works Program's Coordinator is working minimal hours from home, doing online training on GIS and other software programs, and studying company policy and procedures.
- 3) Two Office staff have been ordered to work from home for at least two weeks. They have been set up with remote access to their office computers. Any materials that need to be transferred from the office to their homes will be delivered in plastic tubs to their front porch. Electronic transfer of materials will be done whenever possible.
- 4) An Office staff currently working at home will come into the office to upload the water meter reading routes, upload the readings and send the billing file to the printers. She will do this when the other staff member is off, in order to comply with the "Social Distancing" order.



## LAKE CUSHMAN MAINTENANCE COMPANY

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- 5) Staff remaining on site during regular business hours will be the General Manager, Administrative Services Manager, Finance Administrator (As Needed for Essential Services) and one Office Staff member. These staff persons may work from home when appropriate. These staff persons are the personnel needed to ensure continuing communications and direction to staff and the public, processing of payments, billing and banking, permit processing (as time allows) and member requests for services.<sup>1</sup>
  - 6) The Security Manager is working and directing his staff from home but is within the office on Tuesdays and Thursdays. Security personnel continue to work, business as usual, but practicing "Social Distancing", riding alone, disinfecting vehicles at the start and end of shifts and continuing in an observe and reporting role.
  - 7) All employees working to ensure continued water utility services and safety/security services have been instructed by their managers to follow CDC and Department of Health guidelines for "Social Distancing", hygiene and sanitizing of work area and equipment.
  - 8) An emergency Telecommuting Policy is being developed with the advice of our insurance provider, to be in place for this COVID-19 crisis.
  - 9) Mitigation measures have been taken at both the golf course and park facilities to ensure staff/member safety. Recreation Staff are limited to essential employees and critical tasks, as directed by the Recreational Operations Manager, in consultation with the General Manager and Administrative Services Manager.
  - 10) Hiring of additional personnel is on hold. Applicants are being informed that we may conduct telephone interviews, however, we can not estimate when these positions will be able to start.
  - 11) Offices and the Clubhouse will remain closed for the duration of the Stay at Home order and evaluated by the General Manager and Staff, in consultation with the Board of Directors.
  - 12) From this point forward, until further notice, congregating within LCMC Parks is not allowed, but key card users can continue to use the bathrooms at their own risk and are advised to bring their own supplies, maintain "Social Distancing" and use the facility one at a time and/or one family at a time. This is in order to help accommodate any members who have camping lots without bathrooms. Parking within LCMC Parks is strongly discouraged and should be limited to bathroom use only.

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<sup>1</sup> Members, please understand that under these current conditions, permits and request for action activities may be delayed due to a reduction in resources.



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We appreciate your consideration in regard to these actions in order to ensure the safety and welfare of our members and the staff that serve you. Please stay safe and take every precaution to help protect yourself and your family.

Aaron Nix  
General Manager  
Lake Cushman Maintenance Company