

March 17, 2020

Good Afternoon,

At a special meeting of the Board of Directors Tuesday March 17, 2020 the decision was made to **postpone** the Annual General Meeting due to the current health crisis and the various bans on gatherings imposed by government. The Motion acknowledges the Bylaw requirement to hold the meeting in the first three months of the year but suspends the requirement considering the unusual circumstances. The Annual General Meeting will be held sometime after June 1, 2020 at a time and location to be determined.

CARA would also like to make members aware of some of the special circumstances they may encounter when working with clients right now:

- There may be instances where sellers may have to self-isolate in a property that is on MLS®, in that case please email the MLS® Department ([mlsdept@carassociation.ca](mailto:mlsdept@carassociation.ca)) and we will change the listing from ACTIVE to WITHDRAWN - until such time as the property can receive showings again. Normally, there is a time limit to how long a property can be withdrawn; CARA is waiving the time limit during the crisis period as long as the Seller has provided notice in writing or via email that they are required to isolate due to health concerns.
- REALTORS® can be particularly vulnerable to sickness, as you are in constant contact with a variety of different clients and potential clients. A single open house can equal hundreds of interactions. **While it is within the purview of your brokerage to make any final decisions, it is strongly recommended that you consider the following advice:**
  - Cancel, reschedule and/or limit showings and open houses, especially if the occupants of the home are ill.
  - If showings and open houses proceed:
    - Limit the use of washrooms in the home.
    - Have cautionary signage and messages at the entrance of each property.
    - Ask potential open house attendees to not attend if they are sick.
    - Have hand sanitizer available for attendees of open houses for added protection.
    - Limit touching physical items throughout a home during open houses and showings.
    - Encourage homeowners to thoroughly clean their homes with disinfectant after showings and open houses.
    - Ask attendees to e-mail you their contact information, as opposed to writing it down at the open house to limit sharing of pens, etc.

- Ask attendees of showings or open houses to notify you if they become ill within two weeks of the open house or showing.
- If an attendee becomes sick or is diagnosed with COVID-19, be sure to communicate this with the homeowner, other open house or showing attendees, their REALTORS® and RAHB.
- Refrain from greeting others with handshakes or hugs.
- Encourage fellow REALTORS® to provide information digitally.
- Be sure to regularly sanitize your phone, tablet, or any other digital devices you use.
- Avoid sharing items such as pens, paper, phones, tablets, etc.
- If you are over the age of 65, severely limit your interactions with others, and stay home.

CARA remains committed to the health and well-being of its members and hope that you will take all necessary precautions as we all learn more about how our communities are coping with this issue.

Regards,

Larry Westergard – Executive Officer  
*For*  
*Allan Melbourne – 2020 President.*