Americans with Disabilities Act (ADA):

In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Community Development Department at (805) 449-2500. Assisted listening devices are available at this meeting. Ask Community Development staff if you desire to use this device. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist City staff in assuring reasonable arrangements can be made to provide accessibility to the meeting or service.
To: Planning Commission
From: Steve Kearns, Interim Community Development Director for Kelvin Parker, Community Development Director
Date: April 12, 2021
Subject: Addition Correspondence regarding item 7A Harcan (Future Elite Academy)

Attached is correspondence regarding Item 7A Harcan (Future Elite Academy) that was received after the first Supplemental was distributed.
Lori

Much of what was in the report is inaccurate and does not paint the true picture or facts of business or the last year with that said we have nearly 75 people that want to attend the hearing and be heard that can all verify the actuality of our business model including the parking analysis company that the city asked us to hire.

What link should I give them

We have 5 local coaches and many more local prominent folks that want to be heard.

Thank you

Sent from my iPhone
Good Morning,

As the CEO and founder of the FUTURE ELITE ACADEMY, I cannot express how excited we are to officially open our doors and start providing incredible services and revenue to this city. We have worked countless hours over the last year to try and develop a business model that fits to the guidelines of the city and the policies. This has taken time to pull together during a global pandemic and we are excited to finally be able to say we have prepared and are ready to do business. You will see throughout today that the support is overwhelming for the academy. The FUTURE ELITE ACADEMY IS NOT A GYM, it is a training center by appointment ONLY. We have changed our plans, our business model and our overall strategy to make sure we are in compliance with the city.

Thank you,

--

Brett c. Harrison  
CEO, Future Elite Academy  
8059080022 | 8052087544 | bret@thefutureelite.com  
www.futureeliteacademy.com  
2382 Townsgate road Westlake Village, Ca 91361
Brett wants to add this to the supplemental packet.

Thanks, Lori

---

This needs to be added to the documents for hearing and reviewed.

We filed all of our covid protocols with the health department over 6 months ago and are 100% compliant

Also, the HEALTH DEPARTMENT NEVER VISITED THE FUTURE!! NOT ONE TIME. The health department never fined us, never asked us to shut down and in fact THANKED US for our Covid plans.

Every single staff member is OSHA COVID CERTIFIED! We all took the classes. This is another incorrect item in the staff report.

Brett C. Harrison
CEO
FUTURE ELITE ACADEMY
805-208-7544

---

From: Daijah Williams <daijahalyssa@gmail.com>
Sent: Monday, April 12, 2021 8:54 AM
To: Brett Harrison <brett@brettcharrison.com>
Subject: Fwd: Prevention Plan
Sent from my iPhone

Begin forwarded message:
From: Daijah Williams <Daijahalyssa@gmail.com
Date: April 12, 2021 at 8:43:26 AM PDT
To: brett@brettcharrison
Subject: Prevention Plan
# Worksite Specific COVID-19 Prevention Plan

**County of Ventura, State of California**

**Business Name:** Harcan Enterprises LLC  
**Business Sector:** Fitness Facilities  
**Person Responsible for Implementing Plan:** Beck Taylor

## COVID-19 General Checklist Items for Employers (Release May 12, 2020)

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Frequency</th>
<th>Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited to group of 8, mask, temp checks, distancing required. Separate entrance/exit for every group.</td>
<td>8 per group hourly</td>
<td>Masks, temp checks, distancing, attendance</td>
</tr>
<tr>
<td>Ventura County Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All employees will have a plan for re-opening</td>
<td>as needed</td>
<td></td>
</tr>
<tr>
<td>Darrell Bradbrook</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. Worksite Plan

1. Establish a written, workplace-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

2. Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

3. Train and communicate with employees and employee representatives on the plan.

4. Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

5. Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

6. Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

7. Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

### 2. Employee Training

1. Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

**Darrell Bradbrook provided COVID-19 training to our staff as needed when updated procedures came in from county**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Self-screening at home, including temperature and/or symptom checks using CDC guidelines.</td>
<td>All staff &amp; clients receive twice weekly COVID-19 screening. Daily temperature checks.</td>
</tr>
<tr>
<td>3</td>
<td>The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC such as a fever, cough, shortness of breath, muscle pain, sore throat, headache, chills, new loss of taste or smell</td>
<td>Staff showing symptoms will stay home and get tested and return within 10 days if positive and a negative test or after symptoms dissipate if negative.</td>
</tr>
<tr>
<td>4</td>
<td>To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's website.</td>
<td>As needed.</td>
</tr>
<tr>
<td>5</td>
<td>The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% alcohol) or use of hand sanitizer if employees cannot get to a sink or handwashing station, per CDC guidelines.</td>
<td>Soap/sanitizer.</td>
</tr>
<tr>
<td>6</td>
<td>The importance of physical distancing, both at work and off work time (see Physical Distancing section below).</td>
<td>Masks.</td>
</tr>
<tr>
<td>7</td>
<td>Proper use of face coverings, including:</td>
<td>Masks.</td>
</tr>
<tr>
<td></td>
<td>(1) Face coverings do not protect the wearer and are not personal protective equipment (PPE).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) Face coverings must cover the nose and mouth.</td>
<td></td>
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<tr>
<td></td>
<td>(4) Employers should wash or sanitize hands before and after using or adjusting face coverings.</td>
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<tr>
<td></td>
<td>(5) Avoid touching eyes, nose, and mouth.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(6) Face coverings should be washed or discarded after each shift.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.</td>
<td>Darrell Bradbrook provided covid training. Staff to be up to date with current protocols.</td>
</tr>
<tr>
<td>9</td>
<td>Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker’s compensation for COVID19, including employer’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive Order M-2020-61.</td>
<td>Sick pay will be applied to positively tested staff while working from home isolating.</td>
</tr>
<tr>
<td>3. Individual Control Measures and Screening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>1.</strong> Provide temperature and/or symptom screenings for all employees at the beginning of their shift and any vendors, contractors, or other workers entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Bath screeners and employees should wear face coverings for the screening.</td>
<td></td>
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</tr>
<tr>
<td>mask required to enter, temperature and/or symptom screening performed on every person, must pass to the extent possible, until further notice.</td>
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<tr>
<td>all day, every day</td>
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<tr>
<td>masks, thermometers</td>
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<tr>
<td><strong>2.</strong> If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above. If employee is showing symptoms, they must stay home or get tested as needed. Screening done at all outings upon entrance.</td>
<td></td>
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<tr>
<td>all employees showing symptoms must stay home or get tested as needed. Screening done at all outings upon entrance.</td>
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<tr>
<td>daily/weekly, isolation as needed</td>
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<tr>
<td>toy stations</td>
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<tr>
<td><strong>3.</strong> Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>all employees showing symptoms must stay home or get tested as needed.</td>
<td></td>
<td></td>
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<tr>
<td>upon showing symptoms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>masks, sanitization, temperature checks, hand washing, gloves, multi-use stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>gloves, mask, thermometers, etc. provided by employer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>each day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>masks, sanitization, temperature checks, hand washing, gloves, multi-use stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizers; examples are for workers who are screening others for symptoms or handling commonly touched items.</td>
<td></td>
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<tr>
<td>gloves offered as needed.</td>
<td></td>
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<tr>
<td>daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>gloves, multi-use stations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Employees should wash hands on arrival at work, after working with each fitness facility member, after touching their face covering, after using the restroom, and when leaving work.</td>
<td></td>
<td></td>
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<tr>
<td>hand washing stations available.</td>
<td></td>
<td></td>
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<tr>
<td>daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>soap, water, sanitizer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them in the fitness facility, offices, or in company-owned vehicles when traveling with others. Face covering are particularly important if physical distancing cannot be maintained on the job (for example, personal trainers and staff assisting members with exercises).</td>
<td></td>
<td></td>
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<tr>
<td>face coverings required in presence of all patrons</td>
<td></td>
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<tr>
<td>daily</td>
<td></td>
<td></td>
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<tr>
<td>face coverings</td>
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<tr>
<td><strong>8.</strong> If possible, implement a reservation system for the facility. Utilize the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they, or someone in their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative the patron should be reminded that they should only utilize the fitness facility if they do not pose a risk to the health and safety of others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>all classes, personal sessions are pre-booked to avoid overcrowding</td>
<td></td>
<td></td>
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<tr>
<td>prior to arriving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>internet, phone or computer</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong> Patrons should be temperature and/or symptom screened upon arrival and asked to use hand sanitizer and to wear face coverings to the extent possible while in the facility, particularly when physical distancing is difficult.</td>
<td></td>
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</tr>
<tr>
<td>this has been part of our protocols from the start</td>
<td></td>
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<tr>
<td>daily</td>
<td></td>
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<tr>
<td>thermometers, masks</td>
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</tr>
</tbody>
</table>

*After completing a written COVID-19 Prevention Plan, businesses should register at www.wcreopena.com.*
### 3. Individual Control Measures and Screening

<table>
<thead>
<tr>
<th>#</th>
<th>Measure</th>
<th>Mask Required</th>
<th>Frequency</th>
<th>Additional Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide temperature and/or symptom screenings for all employees at the beginning of their shift and any vendors, contractors, or other workers entering the facility. Make sure the temperature/symptom screener socializes close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.</td>
<td>mask required to enter, temp check performed on every person, must pass to enter</td>
<td>all day every day</td>
<td>masks, thermometers</td>
</tr>
<tr>
<td>2</td>
<td>If requiring self screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topic for Employee Training section above.</td>
<td>if employee is showing symptoms, they must stay home or get tested</td>
<td>daily daily</td>
<td>taking facility or isolation</td>
</tr>
<tr>
<td>3</td>
<td>Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.</td>
<td>All employees showing symptoms stay home, get tested</td>
<td>quin symptoms</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.</td>
<td>gloves, masks, thermometers, etc. provided by employer</td>
<td>each day</td>
<td>masks, sanitizers, temp checkers, hand washing stations</td>
</tr>
<tr>
<td>5</td>
<td>Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitzer. Examples are for workers who are screening others for symptoms or handling commonly touched items.</td>
<td>gloves as needed</td>
<td>daily</td>
<td>gloves multi-use</td>
</tr>
<tr>
<td>6</td>
<td>Employees should wash hands on arrival at work, after working with each fitness facility member, after touching their face covering, after using the restroom, and when leaving work.</td>
<td>hand washing stations available, sanitizer also</td>
<td>every day</td>
<td>soap, water, sanitizer</td>
</tr>
<tr>
<td>7</td>
<td>Face coverings are strongly recommended when employees are in the vicinity of others. Employers should have face coverings available and wear them in the fitness facility, offices, or in company-owned vehicles when traveling with others. Face coverings are particularly important if physical distancing cannot be maintained on the job (for example, personal trainers and staff assisting members with exercises). Face coverings must not be shared. Employers are generally encouraged to provide face coverings but must provide them when requested by employer rules or these guidelines.</td>
<td>face coverings required in presence of all patrons</td>
<td>daily</td>
<td>face coverings</td>
</tr>
<tr>
<td>8</td>
<td>If possible, implement a reservation system for the facility. Unlike the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative the patron should be reminded that they should only utilize the fitness facility if they do not pose a health risk.</td>
<td>All classes 1-1 and 1-1 sessions are pre-booked to avoid overcrowding of the facility</td>
<td>prior to arriving</td>
<td>internet, phone, computer</td>
</tr>
<tr>
<td>9</td>
<td>Patrons should be temperature and/or symptom screened upon arrival and asked to use hand sanitizer and to wear face coverings to the extent possible while in the facility, particularly when physical distancing is difficult.</td>
<td>This has been part of our protocols from the start</td>
<td>daily</td>
<td>thermometers, masks</td>
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<tr>
<td>10</td>
<td>Remind patrons in advance to bring a face covering and make them available to anyone who arrives without one. It is highly recommended that patrons wear face coverings when entering and leaving the facility and should consider wearing them during workouts. Considerations should be made for members who are unable or unwilling to wear a face covering and ensure that they are able to maintain physical distance.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Signs posted + trainers have informed clientele. Daily requirement</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>signage</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11</td>
<td>Fitness facilities must take reasonable measures, including posting signage at all entrances and in strategic and highly visible locations, to remind employees and the public that they should practice physical distancing and that the use of face coverings is highly recommended.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Signs posted at all entrances throughout building at all times</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>signage</td>
<td></td>
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</tr>
</tbody>
</table>
4. Cleaning and Disinfecting Protocols

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate the existing cleaning and disinfecting protocols for the fitness facility, including reception areas, locker rooms, restrooms, changing areas, and showers and update the cleaning protocols where necessary. Fitness facilities should be prepared to:</td>
<td></td>
<td>Professional cleaning service 5 nights per week with daily club walkthroughs by</td>
</tr>
<tr>
<td>1. Develop a detailed schedule and adopt or modify operating hours to provide adequate time for regular, thorough cleaning and disinfecting throughout the day.</td>
<td></td>
<td>gloves, masks, commercial disinfectant, microfiber cleaning rags.</td>
</tr>
<tr>
<td>2. Perform thorough cleaning throughout the day in high traffic areas, such as reception and lobby areas, changing rooms, locker rooms, and break rooms and areas of ingress and egress, including stairways, stairwells, escalators, handrails, and elevator controls.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Frequent disinfect commonly used surfaces, including personal exercise machines and equipment, countertops, vending machines, doorknobs, and hand washing facilities.</td>
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<td></td>
</tr>
<tr>
<td>4. Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants when needed. Follow the complete CDC guidelines for cleaning and disinfection. Follow Cal/OSHA requirements, and manufacturer instructions for safe use and required personal protective equipment for cleaning products.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Workers should have enough ventilation (air flow) in areas where they are disinfecting. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.</td>
<td></td>
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</tr>
<tr>
<td>7. Close HVAC intakes and return daily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Workers should be supplied with first aid supplies, including bandages or other items to cover any cuts, scratches, or open wounds on skin and have sufficient supply to change the bandages often.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Persons should be reminded to maintain six feet of distance from janitorial or custodial staff. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Posture options for third-party cleaning companies to assist with the increased cleaning demand, as needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Equip entrances and exits, exercise machines, fitness rooms, changing rooms and locker rooms, and other areas with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to staff who regularly engage with patrons (e.g., reception staff).</td>
<td></td>
<td>Separate entrance and exit for patrons + staff. daily all times signage management</td>
</tr>
<tr>
<td>Number</td>
<td>Requirement/Action</td>
<td>Frequency</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>3</td>
<td>Pressure plates to disinfect, individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes. Ensure that fixed, non-touch touch equipment are available throughout the fitness facility to dissemble of areas.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Staff must see to disinfect equipment after exercise. Provide &quot;Clean&quot; signage for members to use equipment after use, to ensure equipment is disinfected by staff before the next use.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Consider implementing a check-out system for patrons to utilize any shared equipment and apparatuses (e.g. exercise bands, ropes, mats, foam rollers, etc.). Provide a process to clean and disinfect these items upon return.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Follow CDC guidelines to ensure that all water sources are safe to use after a protagonist facility shutdown to minimize the risk of legionnaires' disease and other diseases associated with water.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Where possible, install touchless automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Encourage sharing of staff and patrons to use the water fountain or water fountain in the entrance.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Encourage patrons to bring their own towels and caps and consider disbursing the provision of any facility-owned towels or personal hygiene products.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>For any towels, cloth, or other laundered items that are used at the facility, follow CDC guidelines for these items. Provide a clean container for patrons. Reuse and launder or other items. Ensure these items cannot be used again and properly laundered either by a commercial laundering service or a washing machine. A towel is recommended for at least 160 degrees Fahrenheit for at least 75 minutes. Store all clean towels in a clean, covered plastic. Ensure workers who handle dirty towels or laundry wear gloves.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Amenities, including magazines, books, self-stow water stations (touchless faucets), and other items for patrons, must be removed from reception areas and other areas of the fitness facility. Non-essential vanity items should also be removed from locker rooms to reduce exposure to touch points and guest interactions.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Staff and patrons should avoid sharing hands, squeezing bulbs or switches, and other physical contact. Staff should also avoid cleaning tools, phones, electronics, and other supplies as much as possible and, when feasible, ensure staff have dedicated workstations for their personal use. New phone PPE.</td>
<td></td>
</tr>
</tbody>
</table>

*After completing a written COVID-19 Prevention Plan, business, contact register at: www.estrategies.com*
<table>
<thead>
<tr>
<th><strong>6. Additional Considerations for Communal Restrooms and Shower Facilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Fitness facilities should consider staffing and other capacity and resource needs to ensure that locker rooms and shower facilities can be cleaned and disinfected regularly throughout the day.</td>
</tr>
<tr>
<td><strong>2.</strong> According to current guidelines, up to 1 instructor to groups up to 14. We have kept group sizes to a max of 8 per group. Distanting required, temp checks required.</td>
</tr>
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<td>9</td>
</tr>
</tbody>
</table>

7. Additional Considerations for Swimming Pools/Aquatic Venues

1. Fitness facilities with swimming pools or splash pads should take additional steps to ensure those facilities are properly cleaned and disinfected per patron use, according to CDC guidelines.
2. Please note that saunas, steam rooms, and hot tubs should remain closed.
3. Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue. Ensure the safe and correct use and storage of disinfectants, including storing products securely away from children.</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected is kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Encourage patrons to bring and use their own towels wherever possible. If the facility is providing them, launder towels according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ensure that the facility has adequate equipment for patrons, such as kickboards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors. Use fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, patrons, or swimmers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Provide physical cues or guides (e.g., same lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least six feet apart from one another, both in and out of the water.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Where feasible, install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full lanes for individual lap swimming and half lanes for individual household use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16 Aquatic venues should avoid activities that promote group gatherings and should be aware of local policies on gathering requirements to determine if aquatics fitness classes, swim lessons, swim team practices, swim meets, or pool parties can be held.

17 CDC's Model Aquatic Health Code has more recommendations to prevent illness and injuries at public pools in parks.

<table>
<thead>
<tr>
<th>B. Additional Considerations for Food Service and Retail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food service operations, including juice bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for such establishments available on the COVID-19 Resilience Roadmap website. All self-service food stations should be closed.</td>
</tr>
<tr>
<td>2 Where possible, patrons should order food items online or over the phone and food should be available for pick-up. Patrons are strongly recommended to wear face coverings when picking up pre-ordered items from the snack bar or concessionaires. If not possible to pre-order food items, ensure that those waiting in line to order can maintain appropriate physical distancing.</td>
</tr>
<tr>
<td>3 Snack bars and concessionaires should sell pre-packed and individually wrapped food whenever possible. Wrap silverware or plasticware individually within a napkin so people are not picking them out of a group of utensils in a basket, can, or box.</td>
</tr>
<tr>
<td>4 Encourage the use of credit cards or accept payment over the phone, if possible, for food and retail items. Ensure cash wips down the payment system between uses.</td>
</tr>
<tr>
<td>5 Additional guidelines for restaurants and retail operations are available on the COVID-19 Resilience Roadmap website.</td>
</tr>
</tbody>
</table>

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: [Signature]

Date: 10/6/20
# Worksite Specific COVID-19 Prevention Plan

**County of Ventura, State of California**

**Business Name:** DSI II  
**Business Sector:** Day Camps  
**Person Responsible for Implementing Plan:** Jeff McCaun

## COVID-19 General Checklist Items for Employers

<table>
<thead>
<tr>
<th>Item</th>
<th>Procedure</th>
<th>Frequency</th>
<th>Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Groups sizes are limited to a 1:1 ratio for each group (14 campers with one instructor).</td>
<td>Groups will be broken up into groups with 1 instructor to 14 or fewer. Social distancing will be maintained.</td>
<td>All times</td>
<td>Masks, thermometers</td>
</tr>
<tr>
<td>2. Each group must be stable. The same campers and instructor stay together and do not mix with other groups.</td>
<td>We can operate in this fashion already and do not anticipate any issues.</td>
<td>All times</td>
<td>Morning checklist, and instructor screening daily</td>
</tr>
<tr>
<td>3. Any camp activity/sport must maintain 6-feet social distancing. Individual skills and drills can be done, but no group or contact sports such as a football or basketball game.</td>
<td>Social distance kept at all times. No close contact from any part.</td>
<td>Daily</td>
<td>Hand washing, tape or student cases, etc.</td>
</tr>
</tbody>
</table>

### 1. General Measures

- Have contact with Ventura County Public Health if any employee becomes ill with COVID-19 or if any employee has been exposed to someone with COVID-19. As needed, phone, email, internet
- All new materials needed to prepare workplace after updates
- No external organizations use facility

### 2. Ensure external community organizations that use the facilities also follow this guidance.

### 3. Develop a plan for the possibility of repeated closures when persons associated with the facility or in the community become ill with COVID-19.

- In the event of a COVID-19 case, the facility will implement immediate closure and disinfection of the facility and surrounding areas. As needed, disinfect, isolation, testing, cleaners.

### 4. Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.

- All employees have taken and passed OSHA / COVID-19 prevention courses. Prior to opening, internet, computer, and course link.
<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Description</th>
<th>Frequency</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest</td>
<td>Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the same local geographic area (e.g., town, city or county).</td>
<td>daily</td>
<td>signage, all campers, small group distancing marks</td>
</tr>
<tr>
<td>Highest</td>
<td>Campers mix between groups and do not remain spaced apart. All campers are not from the same local geographic area (e.g., town, city or county).</td>
<td>daily</td>
<td>signage, all campers, small group distancing marks</td>
</tr>
</tbody>
</table>

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows:

- **Lowest Risk:** Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the same local geographic area (e.g., town, city or county).
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are not from the same local geographic area (e.g., town, city or county).
<table>
<thead>
<tr>
<th></th>
<th>2. Promote Healthy Hygiene Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educate staff, campers and their families about when they should stay home and when staff may return to camp. Actively encourage staff and campers who are sick or have recently had a close contact with a person with COVID-19 to stay home.</td>
</tr>
<tr>
<td>2</td>
<td>Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and campers who can safely use hand sanitizer. Employers should provide and ensure staff use face coverings and all required protective equipment.</td>
</tr>
<tr>
<td>3</td>
<td>Teach and reinforce washing hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among campers and staff: (1) Teach campers to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow (2) Campers and staff should wash their hands before and after eating, after coughing or sneezing, after being outdoor, and before and after using the restroom (3) Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. (4) Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and model proper handwashing. (5) Campers and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: Frequent handwashing is more effective than the use of hand sanitizers. (6) Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. (7) Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.</td>
</tr>
<tr>
<td>4</td>
<td>Consider portable handwashing stations throughout a site to minimize movement and congregations in bathrooms to the extent practicable.</td>
</tr>
<tr>
<td>5</td>
<td>Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.</td>
</tr>
<tr>
<td>Teach and reinforce use of cloth face coverings. Cloth face coverings are most essential when physical distancing is not practicable.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>1. All camp staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.</td>
<td></td>
</tr>
<tr>
<td>2. Campers should be encouraged to use cloth face coverings.</td>
<td></td>
</tr>
<tr>
<td>3. Camp staff and campers should be frequently reminded not to touch the face covering and to wash their hands frequently.</td>
<td></td>
</tr>
<tr>
<td>4. Information should be provided to all camp staff and campers on proper use, removal and washing of cloth face coverings.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Face covering required at all times unless eating or getting a drink. Camp staff has all taken COVID course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
</tr>
<tr>
<td>Face masks disposable masks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Intensity Cleaning, Disinfection, and Ventilation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consider suspending or modifying use ofsite resources necessitating sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.</td>
</tr>
<tr>
<td>Fillable water bottles or disposable cups only (Sparkle)</td>
</tr>
<tr>
<td>No drinking from fountain</td>
</tr>
</tbody>
</table>

| 2. Staff should clean and disinfect frequently touched surfaces at camp and on all transportation vehicles, such as buses or vans, at least daily, and, as practicable, frequently throughout the day by trained custodial staff. |
| 5 days a week |
| 5 x/week cleaning crew. |

| 3. Frequently touched surfaces in the camp include, but are not limited to: Door handles, light switches, sink handles, bathroom surfaces, tables. |
| Cleaning crew handles |
| 5 x/week cleaning crew |

| 4. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. |
| No playground |

| 5. Limit sharing of objects and equipment, such as toys, games, and art supplies, to the extent practicable. But where allowed, clean and disinfect between uses. |
| Individual supplies encouraged; sharing is a must; disinfection is done in between |

*After completing a written COVID-19 Prevention Plan, businesses should register at www.vcreopens.com
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>Frequency</th>
<th>Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>All cleaning products approved. Cleaning staff is provided with gloves, masks, approved cleaning products, and any other tools needed to get job done properly and safely. Cleaning done 5 days a week of which 5 days a week is all we are available. Stored in a cleaning closet away from all campers.</td>
<td>5 x 1 week</td>
<td>Private storage</td>
</tr>
<tr>
<td>7</td>
<td>Ensure safe and correct application of disinfectant and keep products away from campers. All new HVAC &amp; filters. Replaced as needed. Providing as much fresh air as possible.</td>
<td>Daily</td>
<td>A/C Filters</td>
</tr>
<tr>
<td>8</td>
<td>For indoor spaces, introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before campers arrive, plan to do thorough cleaning when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality. If opening windows poses a safety or health risk (e.g., allowing pollutants or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).</td>
<td>Daily</td>
<td>A/C Filters</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Frequency</td>
<td>Method</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a 7-day prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other illnesses associated with water.</td>
<td>Regularly</td>
<td>Replace as needed</td>
</tr>
<tr>
<td>10</td>
<td>Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that camp staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one-way routes” in hallways).</td>
<td>Daily</td>
<td>Tape, markers</td>
</tr>
<tr>
<td>11</td>
<td>Follow CDC’s considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19.</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

4. Implementing Distancing

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Frequency</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Limit the number of persons in the camp to the number appropriate for maintaining physical distancing.</td>
<td>1 to 14</td>
<td>Supervision, signage</td>
</tr>
<tr>
<td>2</td>
<td>If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, and physical distancing).</td>
<td>Only as needed</td>
<td>Hand sanitizer, masks, separation.</td>
</tr>
<tr>
<td>3</td>
<td>Minimize contact between camp staff, campers, and families at the beginning and end of the day.</td>
<td>As needed</td>
<td>Phone/email preferred for mask/distance if needed</td>
</tr>
<tr>
<td>4</td>
<td>stagger arrival and drop-off times and locations as consistently as practicable to minimize scheduling challenges for families.</td>
<td>Daily</td>
<td>Supervision, signage, emails, pick up separation.</td>
</tr>
<tr>
<td>5</td>
<td>Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.</td>
<td>Daily</td>
<td>Signage, tape, markers, distance</td>
</tr>
<tr>
<td>6</td>
<td>Open windows and maximize space between campers and the driver on transport vehicles where possible.</td>
<td>As needed</td>
<td>Signage, tape, distance markers</td>
</tr>
<tr>
<td>7</td>
<td>Open windows and maximize space between campers and the driver on transport vehicles where possible.</td>
<td>As needed</td>
<td>Windows open at fans on in any transport.</td>
</tr>
<tr>
<td></td>
<td>RECREATIONAL SPACE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Campers should remain in the same space and in groups as small and consistent as practicable. Keep the same campers and staff with each group and include campers from the same family in the same group, to the greatest extent practicable.</td>
<td>Daily</td>
<td>Group roll call</td>
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</tr>
<tr>
<td>2</td>
<td>Maximize space between seating, desks, and bedding. Consider ways to establish separation of campers through other means, for example, six feet between seats, partitions between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact.</td>
<td>Spacing of 6' minimum between all seating at all times</td>
<td>signage/distance markers</td>
</tr>
<tr>
<td>3</td>
<td>Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.</td>
<td>Separation maintained by small group/quad every day</td>
<td>signage/distance markers</td>
</tr>
<tr>
<td>4</td>
<td>Staff should develop instructions for maximizing space and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.</td>
<td>Entrance, exit, restroom use, etc., is all easily understandable daily rule introduction supervision</td>
<td>signage/quad</td>
</tr>
<tr>
<td>5</td>
<td>Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.</td>
<td>Activities will only include the same small group established daily</td>
<td>signage/quad</td>
</tr>
<tr>
<td>6</td>
<td>Restrict communal activities where practicable. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.</td>
<td>Staggered use will be applied as necessary daily supervision, signage instructors</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Limit gatherings, events and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.</td>
<td>All attendees must maintain distance and hygiene daily</td>
<td>signage, soap, sanitizer</td>
</tr>
<tr>
<td>8</td>
<td>Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeteria and other spaces for use to permit physical distancing.</td>
<td>Break out rooms available as needed to maintain physical distancing as needed</td>
<td>Roll Call Checklist</td>
</tr>
<tr>
<td>9</td>
<td>Minimize congregate movement as much as practicable.</td>
<td>Groups always stay consistent daily</td>
<td>Roll Call Checklist</td>
</tr>
</tbody>
</table>

**MEALS**

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Have campers bring their own meals as feasible, and practice physical distancing when eating or within their smaller group, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.</td>
<td>Own food is allowed to bring daily utensils, tables, napkins, chairs</td>
</tr>
<tr>
<td>2</td>
<td>Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.</td>
<td>All utensils/food items are disposable daily utensils, napkins</td>
</tr>
</tbody>
</table>

*After completing a written COVID-19 Prevention Plan, businesses should register at www.veropens.com*
<table>
<thead>
<tr>
<th>3</th>
<th>If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of children with food allergies.</th>
<th>Any food items will be individually wrapped</th>
<th>daily</th>
<th>pre-packaged utensils, or bags packaged together.</th>
</tr>
</thead>
</table>

5. Limit Sharing

1. Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected. | We belongings left behind | daily | signage |

2. Ensure adequate supplies to minimize sharing of high-touch materials (e.g., supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses. | Supplies are plenty for each patron | daily | pencils, pens, paper, etc... |

3. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. | No sharing | |

6. Train All Staff and Families

1. Train all camp staff and families in the following safety actions:
   (1) Enhanced sanitation practices
   (2) Physical distancing guidelines and their importance
   (3) Proper use, removal and washing of cloth face coverings.
   (4) Screening practices or COVID-19 specific exclusion criteria
   (5) COVID-19 specific exclusion criteria
   All staff has taken OSHA/Covid Prevention and Safety Course | prior to opening | computer/internet, OSHA course link |

2. Consider conducting the training virtually, or, if in-person, ensure distancing is maintained. | Training has been virtual | prior to return | computer/internet |

3. Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. | Veewasa - all families will know who to contact with any concerns | daily | phone, email |

7. Check for Signs and Symptoms

1. Train staff, and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or who have recently had close contact with a person with COVID-19 to stay home. | Anyone sick will be sent home and have to get tested. If positive stay home + isolate. Return after 10 days of negative test. | as needed | signage, supervision |
Implement screening procedures for all staff and campers before they enter the facility.

1. Conduct visual wellness checks of all campers upon arrival and take campers' temperatures at the beginning of each day with a no-touch thermometer. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is strongly suspected. Only the person being screened or someone from their household should place a touch thermometer in their mouth. Thermometers must be 10 properly cleaned and disinfected after each use, and protective sleeves should be used.

2. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Make available and encourage use of handwashing stations or hand sanitizer.

3. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality.

4. Exclude any child, parent, caregiver or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child’s health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.

| Temp checks taken daily before admittance. | daily | thermometers, masks, form for tracking sick patrons |
| Masks must be worn at all times. Person’s with temperature or having any sick symptoms will be asked to leave. | |

Any staff or guest showing signs of illness will be asked to leave.

Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home when necessary.
<table>
<thead>
<tr>
<th>Step</th>
<th>Plan for When a Staff Member, Child, or Visitor Becomes Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work with camp staff, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19</td>
</tr>
<tr>
<td></td>
<td>Isolation rooms available until person is picked up</td>
</tr>
<tr>
<td>2</td>
<td>Any campers or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as open as practicable.</td>
</tr>
<tr>
<td></td>
<td>Face covering required at all times</td>
</tr>
<tr>
<td>3</td>
<td>Establish procedures for safely transporting anyone sick to home or a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: (1) Fever (2) Cough (3)Shortness of breath or difficulty breathing (4) Chills (5) Repeated shaking with chills (6) Muscle pain (7) Headache (8) Sore throat (9) New loss of taste or smell</td>
</tr>
<tr>
<td></td>
<td>Sick attendees must be picked up by guardian if required</td>
</tr>
<tr>
<td>4</td>
<td>For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.</td>
</tr>
<tr>
<td></td>
<td>Ambulance will be called if necessary</td>
</tr>
<tr>
<td>5</td>
<td>Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.</td>
</tr>
<tr>
<td></td>
<td>Emails will be sent to all patrons &amp; staff in the event of a positive case</td>
</tr>
<tr>
<td>6</td>
<td>Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.</td>
</tr>
<tr>
<td></td>
<td>We have a professional cleaner in 5x a week and on stand by for emergencies</td>
</tr>
<tr>
<td>7</td>
<td>Advise sick staff members and campers not to return until they meet CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared</td>
</tr>
<tr>
<td></td>
<td>We also require a negative test after showing symptoms before returning</td>
</tr>
<tr>
<td>Name</td>
<td>Age</td>
</tr>
<tr>
<td>---------------</td>
<td>-----</td>
</tr>
<tr>
<td>John</td>
<td>30</td>
</tr>
<tr>
<td>Jane</td>
<td>25</td>
</tr>
<tr>
<td>Mike</td>
<td>45</td>
</tr>
</tbody>
</table>

**Conclusion:**

The table above provides a summary of the body composition analysis for John, Jane, and Mike. The analysis indicates that all three individuals have a healthy body mass index (BMI) and body fat percentage, with most of their body composition being lean muscle. This suggests that they maintain an active and healthy lifestyle.

**Recommendation:**

Based on the analysis, it is recommended that John, Jane, and Mike continue with their current exercise and diet routines to maintain their healthy body composition. Regular exercise and a balanced diet will help them sustain their current fitness levels.
<table>
<thead>
<tr>
<th>Client Name</th>
<th>Contract Details</th>
<th>Terms</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>123 Main St.</td>
<td>($)</td>
<td>Bank Transfer</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>456 Maple Ave.</td>
<td>($)</td>
<td>Credit Card</td>
</tr>
<tr>
<td>Mike Lee</td>
<td>789 Oak Rd.</td>
<td>($)</td>
<td>Direct Deposit</td>
</tr>
</tbody>
</table>

Note: All payments must be made in full and on time. Any late payments will incur a late fee of 5% of the total amount.
Yes.

Is this to be made part of the supplemental?

Another email from Brett.

Lori, the website for Future was changed a while back! I believe you took notes from 1/6, the website was a sample site back then and not correct. It has since been corrected. Probably a good idea to review.

Good Morning,

Re: SUP Hearing

I will be meeting with Mark Sellers this morning and then we will begin to download the massive amount of paperwork, letters, e-mails, correct plans and rebuttal of the information in the staff report. I appreciate
that you have worked hard on this project, I really do. However, the inconsistencies in the report are not fair to our business and we have not been given the correct due process to be successful. We have tried and tried and tried to deliver plans to the city for permits and get inspection since last summer but have been blocked. We were told that we needed the landlord approval in order to get a meeting with the city and get our plans submitted but we have been blocked ever since. So much of what you wrote (blaming us for the permits, inspections, etc) are incorrect as we were blocked from doing so. The cancellation of our original SUP hearing was uncalled for, all we had to do was meet in person, get the plan in place an move forward but we were never responded to.

The true function of our business (YOUTH TRAINING CENTER) at 2382 Townsgate road has been lost in our report and we are being cast in a terrible light here with inaccuracies. The plans you have are not correct, the description of our business is incorrect (WE ARE NOT A SCHOOL and HAVE NEVER BEEN A SCHOOL and WILL NEVER BE A SCHOOL) we do not have teachers! Our website does not say school, etc. We are a YOUTH TRAINING CENTER at 2382 Townsgate road. That’s it!

The parking analysis that you put together is vague at best and the fact that the city has granted permission to do business for Yoga Works, Elite fitness, Boost your average, Live athletics, Ballet academy, The Factory, all on townsgate and all M1 is contradictory to the entire report about being a industrial zone. Its contradictory and discriminates against the The Future Elite academy and its potential clients.

You indicate that the parking analysis does not reflect correctly due to covid....You told us to get a parking analysis done during covid! We followed your rules! If this was a problem why did you ask us to get the analysis done during the peak of covid? The parking was just fine for the above mentioned companies that were in the building prior to us but now all of a sudden there is a problem for THE FUTURE ELITE ACADEMY. This is shocking.

We have not been given enough time to analyze and rebuttal the staff report, the plans you have are incorrect.

I want to also mention that our corporate documents filed with the state and federal government do not say school in anyway whatsoever so how can the city say we are a school. We are not a school.

Mark will be in touch this morning.

From: Lori Young <LYoung@toaks.org>
Sent: Sunday, April 11, 2021 6:09 PM
To: brett@thefutureelite.com
Subject: RE: TFE floor 1.pdf

Brett,

I don’t understand what you mean by you have been trying to submit to the city for months. These are the same plans that your architect submitted and you said it was a mistake. You said the City should disregard the application and plans. This is late for submitting new plans for Staff and the Planning Commission to review. What have you changed on these plans?

Also, you mentioned that you have a massive amount of material to submit and wanted the Planning Commission to review. Please email me the material so we can try to put it in a supplemental packet ASAP.
I also have not received the list of speakers, title, email, and cell phone. Indicate who will be the main speaker. They need this in case there are technical difficulties and they need to contact you.

Lori Young  
Senior Planner  
Community Development Department  
City of Thousand Oaks  
2100 E.Thousand Oaks Boulevard  
Thousand Oaks, CA 91362  
lyoung@toaks.org  
(805) 449-2319

From: brett@thefutureelite.com <brett@thefutureelite.com>  
Sent: Sunday, April 11, 2021 5:26 PM  
To: Lori Young <LYoung@toaks.org>  
Subject: FW: TFE floor 1.pdf

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Here are the actual floor plans that we have been trying to submit to the city for MONTHS. We are ready for inspection anytime and reached out to the permit department, please add to the planning commission agenda as correct plans.

--

Brett c. Harrison  
CEO, Future Elite Academy  
8059080022 | 8052087544 | brett@thefutureelite.com  
www.futureeliteacademy.com  
2382 Townsgate road Westlake Village, Ca 91361

Create your own email signature
Timeline of events through September 17 2020

I will be creating the timeline of events Through today myself.

Brett C. Harrison
CEO
FUTURE ELITE ACADEMY
www.futureeliteacademy.com
805-208-7544

--- Forwarded message ---

From: Brett Harrison <brett@brettcharrison.com>
Sent: Sunday, April 11, 2021 5:29 PM
To: Brett Harrison <brett@brettcharrison.com>
Subject: Fwd: Future Elite Academy

--- Forwarded message ---

From: Brett Harrison <brett@brettcharrison.com>
Sent: Thu, Sep 17, 2020 at 4:46 PM
To: Brett Harrison <brett@brettcharrison.com>
Subject: Re: FW: Future Elite Academy

Let me start by stating that the information provided in the SUP application relays the same plan and model that the lease between SR Associates and Harcan Enterprises shows that was signed off on 11/1/19.

SR Associates has and have had full knowledge of the business model of The Future Elite Academy since 11/1/19. This is a private sports performance training facility catering to the youth of conejo valley all the way to the professional level. Middle School, High School, Collegiate, and Professional athletes will attend private or group sessions to increase athletic performance and athletic mindset. I have compiled a order of events for you to review pertaining to our lease, permits, inspections, hearing, SUP, etc. Please review and get back to me as soon as possible.

-November 1st 2019 Harcan Enterprises signed a 5 year lease with SR Associates for the space at 2382 Townsgate Rd Westlake Village CA 91361 compiled a order of events for you to review pertaining to our lease, permits, inspections, hearing, SUP, etc. Please review and get back to me as soon as possible.

-November 1st 2019 Harcan Enterprises signed a 5 year lease with SR Associates for the space at 2382 Townsgate Rd Westlake Village CA 91361. The lease signed on 11/1/19 clearly states the use of this location will be for a private training facility for youth to professional athletes. At this time SR Associates reminded Harcan Enterprises that Elite Plus next door was also still running a private gym but that they think competition is good for business. That same day we also offered to occupy the space next door if elite plus ever moves out. With that said the obvious answer here is that the lease signed almost a year ago clearly shows the proposed use for this space and that directly corresponds with our SUP application.

-November 4th 2019 Harcan Enterprises brings in a General Contractor by the name of Daniel Garcia working with another General Contractor named Samuel Sapp who our permits for demo/construction were pulled under. The team brought in an architect named Susan Solis to manage any architectural needs for the city and to make any changes to plans.

-December 15th 2019 Harcan Enterprises is asked by a potential future client why we would put our gym next door to a Cannabis Dispensary and voiced major concerns for the youth attending our club that same time she informed me that we had until the following evening less than 24 hours to get it done or we would not get our SUP hearing date. After calling most print shops in the area we found one that large would take 2-3 days minimum to get done. Immediately I reached back out to Lori via phone call and asked if we can have 1 extra day to get the sign up as she gave us less than 24 hours notice to get a 3 day project done. She said no you have to get it done by tomorrow sorry. Somehow by the grace of god our good friend was able to pull some serious strings and get a sign printed, a stand build and it mounted in the ground finishing within 10 minutes to the deadline. That same day I also called Cliff Reston letting him know that after submitting our SUP application that Lori informed me about the sign needing up and asked his permission to do so. He said absolutely I'm aware of the hoops the city makes you jump through when waiting for an SUP hearing and allowed me to proceed with the sign. Cliff's remarks that day prove to me that he was aware of us trying to get an SUP and allowed us to proceed with the sign the city requested.

-November 2019 - Early January 2020 Susan’s plans were drafted and submitted to the city for permits. Permits were issued by the city on January 29th 2020 for the demo of some non load bearing walls, replacement of windows, and bathroom remodel to add showers to each downstairs restroom.

-Inspections had been done with our contractor and City inspector throughout the job and the final inspection took place on July 23rd 2020. Inspector arrived with the paperwork pertaining to our job site, walked the site with us and signed off on finals.

-Arnie Guevara, the city code compliance officer came by the gym about a week after final inspections and looked over the form provided to me by the inspector from the final inspection. She took a photo, said thank you and then left.

-A couple weeks later on August 19th 2020 Anne emailed saying she still didn’t see the final inspection complete on her end. We reminded her that we showed her the document in person and she took a photo, then asked to provide a copy via email which we did immediately. Her response was “Okay got it. Thank you”. One month later after no communication from the city in any way shape or form we found out our SUP application was being withdrawn because of 2 issues. One with the landlord which we are working on. The second being an issue with permits and final inspections.

-On the same day August 19th 2020 I received an email from Lori Young stating that we have to get a 4 foot by 8 foot sign printed and set up with certain off the ground height and other requirements. At that same time she informed me that she had until the following evening less than 24 hours to get it done or we would not get our SUP hearing date. After calling most print shops in the area we found out a sign that large would take 2-3 days minimum to get done. Immediately I reached back out to Lori via phone call and asked if we can have 1 extra day to get the sign up as she gave us less than 24 hours notice to get a 3 day project done. She said no you have to get it done by tomorrow sorry. Somehow by the grace of god our good friend was able to pull some serious strings and get a sign printed, a stand build and it mounted in the ground finishing within 10 minutes to the deadline. That same day I also called Cliff Reston letting him know that after submitting our SUP application that Lori informed me about the sign needing up and asked his permission to do so. He said absolutely I’m aware of the hoops the city makes you jump through when waiting for an SUP hearing and allowed me to proceed with the sign. Cliff’s remarks that day prove to me that he was aware of us trying to get an SUP and allowed us to proceed with the sign the city requested.

-August 20th 2020 SUP sign is installed and photos along with a signed affidavit sent to Lori before the cutoff time. She replied saying she got it and thanked me.

-August 24th 2020 we came early Monday morning to find our sign stolen and ripped out of the ground. Knowing we can’t go a day without having the sign up we scramble to get a new one made. $1200 and a few hours later and we have a brand new sign printed installed and ready to go. I called Cliff to explain the stolen sign and to request permission to mount a camera in the tree in case the same incident reoccurs. Cliff granted permission and a blink camera was then installed.
- From this point on until September 15th Harcan Enterprises receives no communication from the city in any way to inform us that there are changes or issues needing addressed in our SUP application.

- September 15th 2020 Harcan Enterprises receives letter of SUP application withdrawal due to landlord not approving and city record showing no final inspection.

- September 16th 2020 Harcan Enterprises resolves any parking study issues the landlord had and corrects the peak hours to show correct traffic flow and the 24 spaces provided to Harcan is adequate.

- September 17th 2020 I contacted General Contractor to discuss the final inspection city is saying we never had. Contractor says we absolutely had final inspection and will come to the city in person after September 21st to settle and resolve these issues.

- To our knowledge everything has been done correctly and all inspections were approved and signed off on. The documentation has been provided to the city multiple times. At this point Harcan Enterprises has done everything according to law and the City is now infringing on our right to do business by blocking our SUP hearing date due to faults of theirs.

Please let us know what we can do to resume our hearing date as we have done everything asked of us and are willing to do more if needed. Even the impossible requirements given to us with less than 24 hours notice to complete we have somehow miraculously managed. Again please let me know anything I can do to help you guys and get this all resolved in a timely manner.

Thank You,
Brock Tieben
General Manager
The Future Elite Academy

On Thu, Sep 17, 2020 at 4:10 PM Brett Harrison <client@futureelite.com> wrote:

Brock,

See below and answer this in complete detail... Make this happen today.

MARK, THIS IS TOTALLY RIDICULOUS! OUR TEAM IS READY WILLING AND ABLE TO GO MEET THE TEAM AT THE CITY! WE GAVE THE DOCUMENTS TO ANNE (CITY CODE INSPECTOR) SHE SAID "OK GREAT, THANK YOU" THAT'S THAT.

AGAIN THE CITY IS FOCUSING ON THE PROBLEM, NOT THE SOLUTION.

On Thu, Sep 17, 2020 at 3:42 PM Mark Sellers <msellers@jacksontidus.law> wrote:

Says signatures were forged - this is serious. Who called the City for inspection? Is he trustworthy? We need to find out who showed up and signed?

Because of the level of concern that our tenants have voiced to us?? Anyone other than the rejected cannabis group?

Mark Sellers
Senior Counsel
markrs@jacksontidus.law
O: 805-682-3064

From: Patrick Mehr <pmehr@toaks.org>
Sent: Thursday, September 17, 2020 2:06 PM
Cc: Lori Young

Subject: Future Elite Academy

CAUTION: External Email. Use caution when opening links or attachments...

Mark: I understand you have reached out to Mayor Adam on this matter. As I replied to you yesterday, Cliff Reston of SR Associates, owner of the subject property, has notified City in writing that the ownership does not consent to the SUP application filed by Harcan Enterprises. In case you have not seen the correspondence, I am copying you with both the September 10, 2020 email Mr. Reston sent to Lori Young (see the email message below) as well as his September 14, 2020 correspondence reconfirming the same demand (attached).

As also previously noted, the application your client submitted affirms that Mr. Harrison had the owner’s permission to file the application. From Mr. Reston’s correspondence, that statement was not true. Since the owner does not consent to the application, the City has no option but to stop the process.

As I suggested yesterday, you should reach out to SR Associates’ attorney, Rubin Turner, to discuss the obvious disconnect between the owner and tenant.

As to the second issue relating to the building permit, the evidence is growing that the document signatures were forged. Your client’s statement to City in his email of September 16, 2020 on how the permit was processed by a City employee is now even more damaging. There is no record of any inspection by a City inspector and the building inspector in charge of the area where this property is located (and who issued the previous stop-work order on your client), has confirmed that he did not inspect the building. Moreover, there are several portions of the document that demonstrate it was not prepared by a City building inspector. The City’s investigation into this secondary, but serious, issue is continuing.

Other concerns include the following. Your client continued to build out the facility without proper building permits issued. You client is operating a gym in direct violation of both County and State health orders. Your client is building and operating the facility without proper building permits issued. You client is operating a gym in direct violation of both County and State health orders. Your client is building and operating the facility without obtaining the necessary entitlements from the City.

I request that you reach out to Mr. Turner for discussion on this tenant use and further handling. In addition, no gym activity, training, meetings or other activities should be going on inside the building until a use has been approved.

Sincerely,

Patrick I. Mehr
Assistant City Attorney
City of Thousand Oaks

From: Cliff Reston <crlreston@restonsinco.com>
Sent: Thursday, September 10, 2020 12:39 PM
To: Lori Young <LYoung@toaks.org>
Cc: Herbet Reston <herbreston@restonsinco.com>

Subject: SUP 2020-70327 Future Elite/Harcan

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Ms. Young,

Please be advised that in regards to the above referenced SUP, the owner of the property, SR Associates does not consent and has not authorized Harcan Enterprises Corp. to submit any SUP application on our behalf. In June, Harcan asked me for a site plan and owner info. The tenant advised me “not a worry, just a formality” that the city needed to “final” them out. Not until we received the radius map notification in mid-August did we know that Harcan had filed for an SUP.

As I suggested yesterday, you should reach out to SR Associates’ attorney, Rubin Turner, to discuss the obvious disconnect between the owner and tenant.

As to the second issue relating to the building permit, the evidence is growing that the document signatures were forged. Your client’s statement to City in his email of September 16, 2020 on how the permit was processed by a City employee is now even more damaging. There is no record of any inspection by a City inspector and the building inspector in charge of the area where this property is located (and who issued the previous stop-work order on your client), has confirmed that he did not inspect the building. Moreover, there are several portions of the document that demonstrate it was not prepared by a City building inspector. The City’s investigation into this secondary, but serious, issue is continuing.

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I request that you reach out to Mr. Turner for discussion on this tenant use and further handling. In addition, no gym activity, training, meetings or other activities should be going on inside the building until a use has been approved.

Sincerely,

Patrick I. Mehr
Assistant City Attorney
City of Thousand Oaks

From: Patrick Hehir <PHehir@toaks.org>
Sent: Thursday, September 17, 2020 2:06 PM
Cc: Lori Young <LYoung@toaks.org>

Subject: Future Elite Academy

Mark: I understand you have reached out to Mayor Adam on this matter. As I replied to you yesterday, Cliff Reston of SR Associates, owner of the subject property, has notified City in writing that the ownership does not consent to the SUP application filed by Harcan Enterprises. In case you have not seen the correspondence, I am copying you with both the September 10, 2020 email Mr. Reston sent to Lori Young (see the email message below) as well as his September 14, 2020 correspondence reconfirming the same demand (attached).

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Sincerely,

Patrick I. Mehr
Assistant City Attorney
City of Thousand Oaks

From: Matt Public <mpub@toaks.org>
Sent: Thursday, September 17, 2020 2:06 PM
Cc: Lori Young <LYoung@toaks.org>
I have since received conflicting documentation as to what was submitted to the city. The submission appears to contain numerous inaccuracies as well as conflicts with the contractual obligations by and between Harcan Enterprises Corp, as Lessee and SR Associates, as Lessor.

Because of the level of concern that both the ownership and our tenants have voiced to us, I have turned the matter over to Rubin Turner, Esq., our General Counsel to further handle this matter. He can be reached at rturner@tfmclaw.com or (323)653-3900.

Respectfully Submitted,

Cliff Reston, General Partner and Authorized Agent
SR Associates, a CA Ltd Partnership
c/o Reston—Sinco
15233 Ventura Blvd., Ste. 700
Sherman Oaks, CA 91423

******************************************************************************************
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******************************************************************************************

Jackson Tidus is a recognized Partner in ABA-EPA’s Law Office Climate Challenge

******************************************************************************************

Brett C. Harrison
CEO, Future Elite Academy
805-908-0022 | 805-208-7544 | bret@thefutureelite.com
www.thefutureelite.com
2382 Townsgate Rd. Westlake Village, Ca 91361

Create your own email signature

Brock Tisben
General Manager
brock@thefutureelite.com
805-519-9394

Create your own email signature

Jeff McCann M.S.
Vice President & Head of Schools, Future Elite Academy
805-908-0022 | 661-433-7888 | jeff@thefutureelite.com
www.thefutureelite.com
2382 Townsgate Rd. Westlake Village, CA 91362

Create your own email signature
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for participating in OSHAcademy training.

If you have purchased a course or program certificate package, you may log in to your student account to view exam results and download or print a certificate and transcript. Once a certificate package is purchased, the exam score is available on your student dashboard and listed on your official student transcript.

If you haven't yet purchased training documents, we encourage you to so. It is an inexpensive way to officially document your training to meet OSHA requirements, verify professional development, and include this training on your professional resume (CV). These documents are permanent and valuable to your career.

Important Information: This email does not meet OSHA requirements for training documentation. To meet OSHA requirements, you must provide copies of official OSHAcademy training documents to your employer who is required to maintain safety training records.

Please send us an email through your student dashboard if you have questions about the course content.

Thank you,

OSHAcademy Safety & Health Training
instructor@oshatrain.org
www.oshatrain.org
-----Original Message-----
From: Julie Harrison <julz4tz@gmail.com>
Sent: Monday, April 12, 2021 6:55 AM
To: Community Development Department <CommunityDevelopment@toaks.org>
Cc: Brett Harrison <brett@thefutureelite.com>
Subject: The Future Elite Academy

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To the City and our Community,

I completely support the opening of the Future Elite Academy. The Academy provides a service that no one else provides.

The Academy is a good and positive asset to our community, our youth and our local schools. I am so grateful our community supports positivity and growth for the better.

I look forward to the opening of the Future Elite Academy in our area.

Thank you,

Julie Harrison
julz4tz@gmail.com
From: Cliff Reston <cliffreston@restonsinco.com>
Sent: Saturday, April 10, 2021 2:54 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: SUP 2020-70327 Future Elite Academy
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Gentlepersons:
Please include my letter to the Planning Commission for their consideration prior to the hearing on Monday evening.

Respectfully submitted,

Clifford M. Reston
Reston—Sinco
15233 Ventura Blvd. Ste. 700
Sherman Oaks, CA 91403
O: (818)783-5292
F: (818)783-0176
M: (323)313-2306
E: cliffreston@restonsinco.com
10 APRIL 2021

Planning Commission of the City of Thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

RE: SUP 2020-70327
For submittal prior to hearing of 12 April 2021

Commissioners:

I represent the ownership of Townsgate Center. We were disheartened by the staff request for denial of the application. Upon my review of their report, I noted many inconsistencies within its contents and the subjective presumptions that pervade its analysis. Some of the more contradictory examples:

Parking Needs. As owners of the center, we are aware of our tenant uses and their parking needs. Parking for Future Elite works in this center as it is not an open gym use with a large membership like 24 Hour Fitness, but is a limited, focused and structured youth football training operation for a restricted group of athletes and on a by appointment small group basis only. Future Elite, with the direct input of the T.O. planning staff made specific revisions to their plan of operations. Accordingly, the revised professional shared parking analysis prepared by Walker Consultants concluded that the applicant’s use only needs 23 parking spaces at its peak operation and is closed on Sunday when the church in the center has its peak demand. SUPs were granted to prior, similar tenancies (Fitness Elite, Batting Cages).

Tenant Improvement Imbroglio. As owners, we are always concerned that construction within our premises is performed satisfactorily to the standards of the governing authority. Both parties leased the premises with the knowledge that many of the improvements within the demised premises were dated.
Most were of a cosmetic nature (flooring, wall coverings, etc.) the type of work that does not necessitate permitting. When the Ventura County Assessor issued their request for an accounting of the work performed, I personally conducted a comprehensive review of the demised premises to accurately determine (and attest under the penalty of perjury) what work had been done. The removal of non-bearing walls and the refurbishment of the existing 1st floor restrooms to accommodate ADA shower stalls was the extent of the new construction that I noted. Prior to submittal, I spoke with an Assessor official to confirm that it was not necessary to include cosmetic improvements, HVAC repair work, hardware updates and the refacing of cabinetry as a part of my attestation.

Conflict of Use with tenancies and surrounding. We are the original builders and owners of Townsgate Center. Accordingly, we are finely attuned to both the historical nature of our tenant base and of the propensity of the types of users within the immediate neighborhood. Manufacturing users left this market long ago. We have successfully pivoted our leasing efforts to establishments that have a much lighter carbon footprint and/or more directly appeal to and are useful to the residents of Westlake Village. To wit: clean warehouse users (like our tenant Accessory Power, an importer, NOT a manufacturer as described by staff), retail establishments (like our tenant Reliable Flooring who stocks active inventory), Houses of Worship (The Shepherds House) and sports related users (Future Elite Academy, Elite Fitness and Boost Your Average Batting Cages) make up the types of tenancies that perform well financially, have wide acceptance of both residents & visitors and facilitate good relationships between the tenants.

We are confident that the commitment by Future Elite to comply with all conditions of the SUP and this affirmation by ownership to assist them in their compliance will assure this Commission to approve this matter before it.

Clifford Reston,
Partner and Authorized Agent for
S.R. Associates, a CA Partnership
Owner and Operator of Townsgate Center
To Whom it is Concerned,

I just wanted to write a small note, on behalf of the Future Elite Academy in Thousand Oaks. I was able to tour through the facility, meet with the Educators, Coaches and the majority of the student athletes attending. I was blown away at the caliber of young men who are being educated and taught to be even better people as they grow.

We are thrilled to partner with them, helping their students get to the next level. Being prepared, being ready for the next stage in their lives.

What an incredible addition to this already outstanding community.

Sincerely,

Jared

JARED WALL
EXECUTIVE VP, SALES & BRAND STRATEGY
Cell: 949.292.2764
Email: JW@Signingdaysports.com
Signingdaysports.com
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom at my concern,

The Future Elite Academy is great for the community and my family fully supports them. The Future Elite Academy is a great place for students to get all of the extra support they need to be successful mentally, emotionally, and physically. The Academy provides students with much needed tutoring, physical fitness programs, nutritional guidance and the necessary mentorship to succeed that are currently lacking in the community. The Academy is a great resource for local schools and my family is looking forward to the opening of The Future Elite Academy.

Thanks
Mike OBrien

Sent from my mobile device...please excuse any typos or auto-corrections.
To Whom it May Concern,

In a community with so many youth athletic sports programs. The Future Elite Academy is a perfect fit for our city. Growing up here my whole life and playing sports in this area I wish I could have something as incredible as this place. Not only is it an athletic facility it is also a safe place for athletes to get better not only physically but mentally. I look forward to you guys allowing us to open our doors.

Thank you

--

Branden Anderson
General Manager
Branden@thefutureelite.com
(805)233-0577
Hello,

We support the opening of the Future Elite Academy and are looking forward to it. It's good for our community and for the local schools.

The academy sets the standard and provides a special service that no else provides.

Thank you!

--

Trey Green
Creative Director
Direct: 214-251-5188
Website: www.apteleven.com
To whom it may concern,

I am writing this letter in regards to Future Elite Academy. Having been involved as a coach locally for the last 20 plus years, I was pleasantly surprised to see the model that Future Elite has developed to prepare these young men for the future.

I have been fortunate enough to have been asked to join the staff as an advisor recently. Having coached and advised the athletes at the local high school for the last few years, I have been able to bring my experience of preparing students to stay on academic track to achieve their ultimate goal of getting into college.

It has been very impressive to witness the staff and coaches dedicate themselves into working together to mold these boys into young men. If the goal is to make the transition into the high school classroom as smooth as possible, then Future Elite is on track.

Thank you,

Gus de la Peña

Gus de la Peña
Defensive Line/College Recruiting Director
805-657-8984
Good Morning, we the people/employees support the opening of the future elite academy. We look forward to the opening of the future elite academy. It’s good for our community and other communities like the Los Angeles, Santa Clarita, and Antelope Valley. The academy provides a special service that no one else provides.

Sent from Yahoo Mail on Android
Future elite academy is a home to me.  
I 100% support the opening of the future elite academy. I look forward to the opening of the future elite academy. It is a place that is good for our community and is good for all of the local schools. The academy provides a special service that no one else provides.
To whom it may concern, I am a current staff member at the Future Elite Academy and I support the opening of the facility. The Future Elite is an asset to the community and serves a great purpose as far as education and health and well-being. I have experienced first hand the great impact the academy has provided. I commute Monday-Friday to get to work here at the academy and I enjoy being able to be apart of a good team of people.

Thank you.
To whom it may concern,

I fully support the opening of the Future Elite Academy. I've been around the facility and have seen first hand what it does for the kids in the community. I believe it is a great opportunity for the youth and promotes health and fitness in a time where video games are taking over the youth's time and ultimately creating bad health habits for the youth. Future ELite Academy is special and an amazing opportunity for the community and its youth.

Best regards,
Dashon Hunt
To whom this may concern,

I am writing this letter on behalf of The Future Elite Academy in Thousand Oaks.

Since it’s arrival into our community, the academy has improved the lives of many people in the surrounding area. It has provided kids a place to create, and improve themselves in all facets of life.

I am very excited about them opening, I loved the facility as well as the employees and management team. This will become a staple in our community for a long time to come.

Thank you,
Cheldon
To whom it may concern,

I am writing to express with heartfelt intention how important I feel the Future Elite Academy is to not only the academic and athletic landscape of Thousand Oaks, but to the landscape of the entire region. There is no facility, program or organization that offers so much value through the utilization of Enlightium Online and tutor assisted learning, along with world class physical training and nutrition, like the Future Elite Academy.

My son plays on their 7on7 football team and, I have to say, the education he has received in terms of football preparedness and mindset has propelled him into a position of readiness to take on the rigors of being a top tier student-athlete when he begins high school this fall. That education pales in comparison to what the Future Elite Academy has taught him about being a respectful, hardworking and academically focused young man off the field.

I have seen student-athletes at Future Elite from a wide range of cultural and socioeconomic backgrounds. They all come together and learn how to navigate this topsy turvy world with a sense of community, teamwork and pride. Those are all values to be espoused and forwarded in our society. Having an academy like Future Elite demonstrates the forward-thinking, growth-mindset of Thousand Oaks and its desire to be seen as a city of inclusivity for the betterment of all people.

My son is a stronger young man, mentally, physically and emotionally, for his experience with Future Elite Academy. I cannot think of a better endorsement for their program. Thousand Oaks needs more businesses with this kind of heart and integrity.

--

Sincerely,

Charles David Carpenter
Actor | Writer | Novelist

Whatever you can do, or dream you can do, begin it. Boldness has genius, power, and magic in it. Begin it now.

~ Goethe
My name is Sam Ralston and I am sending this email in regards to The Future Elite Academy. I am in full support of it opening. I believe it will be an integral part of the Thousand Oaks youth development as well as an asset and powerful positive influence on not only the local community but also surrounding ones. The Future Elite Academy provides a academic and athletic experience that one cannot find anywhere else, and it’s in our very own backyard of Thousand Oaks. That’s something to be proud of. The work done at the Future Elite Academy will echo with impact throughout our local schools. I look forward to the opening of The Future Elite Academy.

Thanks,
Sam Ralston
--
Samuel Ralston
Sam@thefutureelite.com
(805) 402-5553
To whom it may concern,

I am writing this letter on behalf of The Future Elite Academy in Thousand Oaks, CA.

Since opening up their facility a few months ago, The Future Elite Academy has blossomed into one of the best training facilities I have ever visited.

I was able to take my younger cousins on a tour of the facility, get a training session in and attend one of their football camps. The kids love it and were blown away by the first class coaching and training.

I am thrilled and excited for them to be a staple in our community and help progress the Conejo Valley.

Thank you,
Marcus Alford
To whom it may concern,

My name is Caitlin Herzig, I’m a Sports Performance Coach here at The Future Elite Academy. I believe that the Future Elite Academy is an asset to the community since we help promote both physical & mental health. I personally look forward to our opening to train & educate each youth athlete that walks through our doors to allow them succeed in their everyday lives & their athletic career. The Future Elite Academy is more than just a facility to train athletes and general population; we are a community and a family.

I am looking forward to opening our doors. Thank you so much.

Caitlin Herzig
To whom it may concern,

I write this email in support of the opening of the future elite academy. I believe It’s good for our community and It’s good for the local schools.

The academy provides a special service that no one else provides. A service that will help develop the next generation of young men and women not only physically but mentally, emotionally, and spiritually.

Sincerely, Bryan Bennett
To whom it may concern,

We support the opening of the future lead Academy. It’s good for our community. It’s good for our local schools.

Sincerely,
Michael Conroy

Sent from my iPhone
To Whom it May Concern,
I am writing this letter on behalf of supporting The Future Elite Academy in Westlake Village, CA.

Since the gym has opened I have gotten the opportunity to bring my son in to train for football and during this time I have gotten to watch this company grow and successfully has become one of the best training facilities around the Conejo Valley.

I truly believe that this is a Great opportunity for our community as a whole. The Future Elite Academy provides a special service that no one else in the community provides. To have a place that the athletes can come to train at with some of the Top Elite Trainers and are able to dedicate their time to master their craft has been a blessing.

I cannot wait to see The Future Elite Academy continue to grow and flourish. The training and core values they provide is unbeatable!

Thank you,

Vanessa Fajardo
I am writing in support of the opening of Future Elite Academy in our community. I am impressed with the support of the young people Future Elite Academy serves, especially at a vulnerable time in their lives. The support offered through Future Elite Academy to 7th, 8th, and 9th grade student-athletes will make all the difference in preparing them to do well and excel in high school and beyond - academically, emotionally, and physically. This is a valuable opportunity being provided to student-athletes in our community and I whole-heartedly support this endeavor.

Sherry Ramaila
725 Shadow Lake Dr.
Thousand Oaks, CA 91360
We support the opening of The Future Elite Academy and look forward to the opening of the Academy. I believe it to be good for our community and the local schools. The Academy provides a special service that no one else provides.

We are offering video meetings via Zoom® during this Safer at Home Order time period. Please call Leanne at 805-409-0530 (office line) who controls my calendar to schedule.

All client communications and document sharing will be through Clio Connect®, our secure encrypted client portal.

Sincerely,
Tamara L. Harper, Attorney, J.D., AEP®

Tamara L. Harper, A Professional Corporation
141 Duesenberg Drive, Suite 7B
Westlake Village, California 91362
805-409-0530
Address: Directions

Please consider the environment before printing this e-mail.

IRS CIRCULAR 230 DISCLOSURE: TO ENSURE COMPLIANCE WITH REQUIREMENTS IMPOSED BY THE IRS, WE INFORM YOU THAT ANY U.S. TAX ADVICE CONTAINED IN THIS COMMUNICATION (INCLUDING ANY ADDITIONAL ENCLOSURES) IS NOT INTENDED OR WRITTEN TO BE USED, AND CANNOT BE USED FOR THE PURPOSE OF (I) AVOIDING PENALTIES UNDER THE INTERNAL REVENUE CODE, OR (II) PROMOTING, MARKETING OR RECOMMENDING TO ANOTHER PARTY ANY MATTERS ADDRESSED.
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Good morning: I and others in the community support the opening of the Future Elite Academy. We look forward to its opening as it is good for our community and good for the local schools. The Future Elite Academy provides a special service that I understand no one else provides. Everyone should welcome the Future Elite Academy into this community. Thank you.

Very Truly Yours --- RMHoefflin

Sent from my iPhone
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To whom it may concern,

This is a note in huge support the opening of the future elite academy.

It’s good for our community, It’s good for the local schools, and the academy provides a special service that no one else provides in the area.

This is an essential need in our community and I stand by in support of the Academy and their efforts.

Thanks and we appreciate your support as well.

-Matt Case
From: seka edwards <coachseka@gmail.com>
Sent: Monday, April 12, 2021 11:39 AM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Future Elite Academy

Hello,
Please accept this email as my endorsement for the Future Elite Academy. This business model has been needed in Thousand Oaks for a long time. The ability for an athlete at any level to get private training with professional certified staff is amazing. The great thing about the Future Elite is the minimal volume of athletes. This is not a 24 hour fitness based on quantity. This is a private elite level training facility based on quality. I am excited to see what the athletes at Future Elite can accomplish. Thank you for looking at this business endorsement.

Thank you,
Seka Edwards
From: Brett Harrison <brett@thefutureelite.com>
Sent: Monday, April 12, 2021 11:41 AM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Fwd: support of the FUTURE ELITE ACADEMY

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-------- Forwarded message --------
From: Ken Aldrich <ken@kennethaldrich.com>
Date: Mon, Apr 12, 2021 at 11:30 AM
Subject: Re: support of the FUTURE ELITE ACADEMY
To: Brett Harrison <brett@thefutureelite.com>
Cc: Brett Harrison <brett@brettcharrison.com>

I support the opening of the Future Elite Academy. It seems to me that it is good for the students and the community. The Academy provides a valuable and special service that no one else provides.

Ken

Kenneth Aldrich
310 454 2322
ken@kennethaldrich.com

--

Brett c. Harrison
CEO, Future Elite Academy
8059080022 | 8052087544 | bret@thefutureelite.com
www.futureeliteacademy.com
2382 Townsgate road Westlake Village, Ca 91361
To Whom It May Concern:

I am writing to you today to express the fact that the Conejo Valley community, and Southern California as whole, is extremely fortunate to have a company like Future Elite Academy serving its population. Future Elite Academy is a unique state-of-the-art training facility that works with both male and female athletes from the community who are dedicated to being the best athlete and citizen they possibly can strive to be. In addition, the reputation of Future Elite’s high caliber training staff attracts professional athletes from the NFL, NBA, and MLB all of whom travel to our community to workout with these elite trainers--ultimately contributing monetarily to our community. Also important to note is the Future Elite 7on7 club football program, which consists of children from all over the LA area--many of whom have never left Los Angeles or traveled on a plane, traveled the United States this fall and winter competing at a championship level which helped spread the Future Elite philosophy nationally.

The overall mission of Future Elite Academy is to positively impact young athletes in a way that will forever change the trajectory of their lives. The scope and scale of this powerful message will contribute to a much bigger narrative which witnesses the Future Elite Academy philosophy helping to heal our fractured American society that has been polarized by race, politics, and economics. The centripetal forces at work daily within the Future Elite program have fostered a unique egalitarian atmosphere where race and socioeconomics are removed from the equation; and children can train their bodies, minds, and spirits in a way that will improve their life and the lives of those around them.
I am emailing you today to request that you and your department work and collaborate with Future Elite Academy. The objective of city government should be to help a small business thrive during the hangover associated with a global pandemic. I can promise you, as well as city attorney Patrick Weir, that Future Elite Academy will be a much better community partner and be much better for the image of our great city than that of a marijuana dispensary at 2382 Townsgate Rd.

Sincerely,
Jeff McCann
From: Shawntee Bryant <shawntee_bryant1@yahoo.com>
Sent: Monday, April 12, 2021 12:08 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Future Elite Academy

Hello, My name is Shawntee Bryant. My family support the opening of the Future Elite Academy. We look forward to the opening of the Future Elite Academy. I believe this academy would be great for our community and for our local schools. The academy provides a special service that no one else provides which makes them exceptional.

Thanks,

Shawntee Bryant

Sent from Yahoo Mail for iPhone
From: Jeff McCann <jeff@thefutureelite.com>
Sent: Monday, April 12, 2021 12:17 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Fwd: Future Elite

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---------- Forwarded message ----------
From: Garrett Li Gerson <garrettg@calamigos.com>
Date: Mon, Apr 12, 2021 at 12:00 PM
Subject: Fwd: Future Elite
To: comunitydevelopment@toaks.org <comunitydevelopment@toaks.org>, jeff@thefutureelite.com <jeff@thefutureelite.com>

Begin forwarded message:

From: Garrett Li Gerson <garrettg@calamigos.com>
Subject: Future Elite
Date: April 12, 2021 at 11:32:59 AM PDT
To: "comunitydevelopment@toaks.org" <comunitydevelopment@toaks.org>, "jeff@thefutureelite.com" <jeff@thefutureelite.com>

--

Jeff McCann M.S.
Vice President & Head of Schools, Future Elite Academy
(805) 908-0022 | (661) 433-7888 | jeff@thefutureelite.com
futureeliteacademy.com
April 8, 2021

Community Development
Thousand Oaks, CA

To whom it may concern:

I wanted to take a few minutes to write those of you on the council to express my support and admiration for the incredible team at Future Elite. Jeff, his team of coaches and trainers, are giving the local youth a place to excel in personal growth in leadership, sports, and hands-on training.

I run a multi-generational family business, Calamigos Ranch. I have been a part of our local community for four decades, and when I was introduced to this team of extraordinary individuals, I was blown away. We’ve been in the hospitality business since 1937, training professionals and supporting our local community through events. We’ve always strived to make a positive impact in everything we do. It’s not every day that you get to see passionate individuals that put kids and people first, then business and money. We’re lucky to have Future Elite in our backyard, growing the leaders of tomorrow.

My sincerest hope is that all of you take the time to meet Jeff, the staff and visit the incredible facility they’ve built. These are individuals that we should rally around, help remove red tape, and create a path to help them grow to make an even more significant impact.

Sincerely,

Garrett Gerson
-----Original Message-----
From: Richard Hoefflin <rmhoefflin@hoefflinlaw.com>
Sent: Monday, April 12, 2021 12:29 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: FW: Future Elite Academy

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The message below was sent from my iPhone this morning. I send again if you want or need my address. Thank you.

/s/ Richard M. Hoefflin

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THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.

Please consider the environment before printing this e-mail.

RICHARD M. HOEFFLIN,
A Law Corporation
2659 Townsgate Road, Suite 232
Westlake Village, CA 91361-2756
Telephone: (805) 497-8605
Facsimile: (805) 497-8625
Email: rmhoefflin@hoefflinlaw.com
Website: www.hoefflinlaw.com

-----Original Message-----
From: Richard Hoefflin <rmhoefflin@hoefflinlaw.com>
Sent: Monday, April 12, 2021 10:12 AM
To: communitydevelopment@toaks.org
Subject: Future Elite Academy
Good morning: I and others in the community support the opening of the Future Elite Academy. We look forward to its opening as it is good for our community and good for the local schools. The Future Elite Academy provides a special service that I understand no one else provides. Everyone should welcome the Future Elite Academy into this community. Thank you.

Very Truly Yours --- RMHoefflin

Sent from my iPhone
-----Original Message-----
From: Danny Schneider <danny.schneider1@gmail.com>
Sent: Monday, April 12, 2021 12:42 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Future Elite Positive Affirmation

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> 
> To whom it may concern,

> The Future Elite Academy is bringing leadership through responsible private training. Training that includes life skills and leadership. The Future Elite is an impressive athletic model that has the development of the mind, body, and spirit of an athlete at its core. This business is important for Thousand Oaks.

> Thank you,

Daniel Schneider
Hello Thousand Oaks Community Development Members,

I want to thank you for your outstanding work in bringing great businesses to Thousand Oaks. With so many businesses shutting their doors it is inspiring to see a place like The Future Elite decide to open their doors. I have been coaching Football in Ventura County for several decades and have been very impressed by the mission of the Future Elite to build the entire athlete. Focussing on character and leadership as some of their core beliefs is very important. I want to thank you again for supporting this important business and welcome them to Thousand Oaks,

Thank You,
Bob Alvarado
-----Original Message-----
From: ELLIS GREEN <greenellis@gmail.com>
Sent: Monday, April 12, 2021 1:08 PM
To: Community Development Department <CommunityDevelopment@toaks.org>
Subject: Endorsement for Future Elite Academy

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To whom it may concern,
My name is Ellis Green and I wanted to take a moment to share with you my endorsement of The Future Elite training facility in Thousand Oaks. I have toured the Future Elite facility and was blown away at the professionalism and vision of this company. I have been coaching in Ventura County for over 20 years and I am excited to see the impact Future Elite can have on these young athletes in the future.

Thank you,
Ellis Green

Sent from my iPhone