

Coronavirus COVID-19
PROPERTY HEALTH SAFETY PREPAREDNESS
MEMO (2 Pages)
March 17, 2020
TO ALL RESIDENTS

To Manage effectively as possible for the concerns regarding health safety for you, your visitors, property staff, vendors and any and all visitors to your apartment or the property, please understand that **we have closed the common interior areas to include: The Business Center, Copier Room, Conference Room, Fitness Center, Kitchen and all Lounge and/or Great Rooms areas. Regarding the exterior we closed the "Spa" and Pool Areas and the Common BBQ' Grills areas are removed.** **These areas will remain closed and out of use until the "Center for Disease Control" aka "CDC" states that we do not any longer need to stay 6 feet apart and that we can once again congregate in groups.** We are following these precautions for all of your and our staff and vendors health safety preparedness actions. Please also take precautions on any play facilities such as playgrounds with play equipment/tennis courts/sport courts/volleyball courts as recommend that you do not use any of these facilities. If you do use these facilities, please understand that you do at your own responsibility, as we cannot monitor these facilities.

We encourage all residents to visit the "CDC" website for good health guideline recommendations, simply go to: www.cdc.gov

The Onsite Leasing & Manager offices are open for now and that could change. If it does change, we may still be working in the offices. However, the office may be closed to the public other than phone calls or emails; of which we will respond. **Likewise, any work orders that our Maintenance/Vendors come to your apartment** to do, we will 1st need to know in the email or phone call that you are not feeling sick and are not sick. The Maintenance/Vendor are to know the location where the work is to be accomplished before they come to your apartment. Therefore, please explain this when you call or email.

In cases where you are sick or feeling that you might be sick, we will probably make other arrangements and will communicate this on a per case basis. If no one in your apartment is sick, then Maintenance/Vendors and you and all people in the apartment must, when opening the apartment door stay 6 feet away from one another as the "CDC" recommends. Once Maintenance/Vendors are comfortable that all is well in the apartment, they will come inside and all of you should continue to remain 6 feet away from one another. In fact, we request that all apartment occupants relocate to another room/area in the apartment more than 6 feet away until the work is completed. Again, let's all be proactive!

At this Time, we know the mail is being delivered, the trash is being removed from the trash receptacles.

Rent Paying, we encourage residents to pay online. If you are not set up, contact the Manager to get set up, that way you can pay directly from your bank or a credit card. You can also mail your rent (see address on this letter head); however, if you mail your check, you should do so 7 to 10 days before the 1st of the month, to avoid late fees if it is received later than the 3rd of the month. You also can still come in and pay your rent (no cash ever of course). There will be a designated area with a "Rent Box" to place rent checks inside the "Rent Box", instead of handing it to anyone. In the event all staff is out on the property showing apartments, the "Rent Box" will not be available until they return. In this case you will need to come back and of course during normal business hours posted.

Any further information and/or direction, we will update you as it comes.

WE WILL ALL BY FOLLOWING HEALTH SAFETY GUIDELINES WILL LICK THIS VIRUS!!!
WE ALL ARE IN THIS TOGETHER AND TOGETHER WE WILL GET RID OF IT!

Thank you All and Take Care from All of Us!