

## **SPECIAL BULLETIN – MARCH 13, 2020**

On behalf of your property management company, the health and safety of our residents and employees is of the utmost importance to us. Pursuant to President Trump's March 13, 2020 declaration of a National Emergency, we are recommending that everyone do what is in their best interests to protect themselves from exposure to the COVID-19 ("coronavirus") virus. This includes following the guidance by the Centers for Disease Control (CDC) as well as any local, state and federal governmental agencies.

We also encourage the precautions that the CDC is recommending for social distancing and limiting group gatherings whenever possible. **Therefore, we are suspending all group events within our Communities as well as closing our clubhouses, fitness centers and other indoor amenities to residents until further notice. Our outdoor amenities, where applicable, will remain open at this time.** Please be advised that the Community Offices will remain open at this time. We appreciate your patience regarding this decision as we assist in maintaining the health of our residents and employees. In an effort to further minimize person-to-person contact, we encourage residents to limit unnecessary face-to-face contact with other residents as well as employees.

We encourage our residents to communicate with their Community Offices via telephone and pay their rent online or via First Class U.S. mail.

Please be reminded of the following everyday precautions recommended by the CDC:

- ◆ If you have traveled to a location where the coronavirus is present or been in contact with a person known to have contracted the virus, please self-quarantine and refrain from utilizing Community common areas.
- ◆ Clean your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing or being in a public place. Use hand sanitizer that contains at least 60% alcohol if soap is not available.
- ◆ To the extent possible, avoid touching high-touch surfaces in public places including elevator buttons, door handles and handrails. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- ◆ **If you are sick, please stay home!**

We appreciate your cooperation. We will continue to keep you informed as more information becomes available.

**For the most updated information, please review the CDC website periodically at [www.cdc.gov](http://www.cdc.gov).**

If you have any questions or concerns, please call your Community Office.