

March 13, 2020

Dear Member(s),

Since we are a high density living environment that represents some of the most susceptible population affected by viruses and with the recent outbreak of the coronavirus (COVID-19), we are taking the precautions to help reduce the spread of the virus to our staff, their families but also to you the members. It is important we all work together, staff, members and their visitors in communicating with one another for our mutual protection.

If you are not feeling well or are experiencing symptoms:

- Please stay in your townhouse as much as possible
- Avoid contact with other members
- Do not come to the office
- Ask your visitors to not enter your townhouse or come to our office if they have symptoms

If you need to speak with a staff member, please call (913) 831-3035. If you have something you would like to leave for the office, please drop it in the drop slot.

If you are calling about a maintenance request, please inform us if you are experiencing any symptoms or are self-quarantining due to the virus. Maintenance will not enter any units if you exhibit any of the symptoms or are being self-quarantining, please expect a delay in your maintenance request.

If you have a maintenance emergency and we must enter your townhouse, we need to know ahead of time so our staff can take precautions.

Staff members will afford you the same respect and will not come to work if they are experiencing symptoms.

As an additional note, since there may be a shortage of toilet tissue, we are reminding you that if you must find alternative sources of products to use in place of toilet tissue, **DO NOT** flush anything down the toilet other than toilet tissue. If you use alternative products, dispose of them in the trash.

Thank you,

Management