



March 16, 2020

RE: Coronavirus

Dear Valued Residents:

It is with care and concern for the well-being of our residents that we send this notification regarding the Coronavirus. This situation is evolving every day, and we are closely monitoring real-time information from expert sources like the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC). The health and safety of residents, guests and team members is a priority, so we will continue to monitor risks and advise as appropriate.

We are taking the following steps immediately to control the spread of Coronavirus and other contagious illnesses:

- We have closed our offices to the general public and will be open for appointments only. Therefore, our office doors will be locked during regular business hours. Please feel free to call and or email us as needed.
- Onsite fitness center is closed.
- The office will NOT be accepting any mail or packages to the office during this time. All packages and mail will need to be delivered to your door.
- Maintenance teams occupied unit repair work too is limited to “essential needs” tasks only.
- We have implemented a “no hand-shake” policy.

The following organizations’ websites can provide you with the most up to date information on Coronavirus and other contagious illnesses:

- [World Health Organization](#)
- [Centers for Disease Control and Prevention](#)

We will provide you with any new information and policy changes as they become available. Thank you.

Kind Regards,
Melissa Kuhrt, Regional Residential Manager
AC Johnston Real Estate