

**ALEXANDER WOLF & COMPANY, INC.**

Providing Service for More Than Forty Years

Please direct all communication
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Dear Board Members,

As we all know, COVID-19 has substantially impacted our lives and is expected to for the foreseeable future. We continue to perform management services, including visiting your property, completing inspections, and meeting with service providers- all with proper precautionary steps as we value your needs, safety, and that of our employees.

Your team here at AWC is continually updating our best practices and adopting new guidance from appropriate governmental health agencies and officials to ensure compliance with social distancing, mitigation efforts, and cleaning protocols. To that end, we are constantly reminding our service providers that it is mandatory that they maintain a distance of no less than six feet with others wherever possible; limit workers on the job site; stagger work schedules; and clean and sanitize equipment and frequently touched surfaces on a regular basis to ensure the proper sanitation of common surfaces and equipment.

Additionally, we may experience the following impacts to property operations:

- The clubhouse, gym, and pool may be closed until July or later.
- Anticipated start dates for improvement projects have been delayed.
- Response time from vendors/contractors has been and will continue to be affected even with our diligent follow-up. Many companies are facing challenges with regard to labor and material shortages.

We have asked our management team to speak with you for direction on how to approach:

- The extent to which the board will approve unit/apartment alteration and renovation projects since the expected guidelines from the state will likely permit construction as of May 15th.
- Increased compensation, bonuses or hazard pay in appreciation to staff for their efforts.
- Visits by the exterminator and other building vendors.
- Discretionary community repairs.
- Schedule (postponement) of upcoming annual meetings.
- Distribution of annual financial statements electronically (once accountants produce them).
- Interviewing potential contract vendees.

Our lives and expectations require adjustment as we work together to navigate and lessen the effects of this pandemic. We can achieve this through working together as a unit, and by continuous communication.

Stay healthy and well.

Sincerely,

Charles J. Incandela
Vice President – Director of Management