



Dear Homeowner,

According to Governor Hogan's executive orders clubhouses, meeting rooms, event rooms, aquatic centers (meaning pools) and fitness facilities are closed. He is also recommending that all pavilions, gazebos, tot lots, playgrounds, basketball courts, tennis courts, and multipurpose courts close until further notice to slow the spread of COVID-19. Any trails, paths, and sidewalks can remain open at this time. Clagett Management encourages all Residents to stay home if possible and refrain from large gatherings. Please do not take this guidance lightly. As more information and executive orders become available we will make every effort to keep you updated with how this will impact your community.

**Our Current Status at Clagett Management:** Managers are able to work from home. Our Association Financial Staff will work remotely from home. We will continue to process payments to vendors, process association payments from homeowners, process Architectural applications and continue inspections in your community.

**What we're doing to help stop the spread of this virus:** A small barebones staff will continue to work at the office in different hourly shifts to avoid contact. No visitors will be allowed into Clagett facilities. All Clagett offices have a secure mail box attached to the outside for Architectural Applications, Association Payments, and any other correspondence from 9am to 5pm. We strongly urge you to pay your assessment online at <https://pay.allianceassociationbank.com/Home?cmcid=A3824977>

**Meetings:** All in-person meetings are restricted. Please communicate via email or over the phone. Upcoming meetings may be held via GoToMeeting. Every manager has the ability to host your association virtually and we are working with your board to have this available if the board chooses to hold a meeting during these times.

If we do our part by making sacrifices now, it will slow the spread of this virus and save lives. We will continue to monitor the situation daily and will provide updates to you as necessary. We have made alterations in the way we work, but we're determined to stay focused and provide great service for our valued clients. We appreciate your business very much and look forward to serving you well past these trying times.

We wish you and your families good health and safety.

Sincerely,

Thomas

Thomas G. Clagett, CMCA, AMS  
President  
Clagett Management, LLC