**Clagett Enterprises, Inc.** wants to ensure our customers that we are taking every recommended precaution from the Centers for Disease Control (CDC) to protect our staff and customers as concerns about novel coronavirus (COVID-19) heighten.

Per the Governors stay at home order our offices are closed, with limited onsite staff for minimal operations as well as to facilitate the telework of our managers and staff

## Clagett Management - HOA's - Contractors -

• All meetings at Clagett Enterprises office have been cancelled. We are recommending that BOD's cancel offsite meetings as well. As an alternative, a Go-To-Meeting can be scheduled by your manager in its place of a physical meeting. • All HOA payments should be made online • All HOA related issues that need discussed with a manager should be via phone call or email. • All contractors and vendors should contact their managers via email or phone.

## Clagett Residential Management - Rental Properties - Owners - Renters - Contractors -

• All rental payments should be made online • All contractors should contact their property manager via email or phone. • All lease applications should be made online. • All lease signings, deposits and key deliveries for rental properties will be scheduled in advance with your property manager.

Please feel free to contact our office directly should you have any questions or concerns. Thank you for your cooperation and assistance.