



Tuesday, March 17, 2020

Dear Residents,

Our team is currently monitoring the on-going developments of the COVID-19 situation, and there are currently no confirmed cases in our buildings. We have developed and implemented a plan to prepare for, and respond to, COVID-19, as the health of our residents, guests, and staff are our first priority. Some of our actions may be inconvenient to your daily routine, but we have done so in an effort to keep you and our community safe.

Here is a summary of our action plan:

- Additional cleaning has been arranged for our high-contact points using a hospital-grade disinfectant
- Maintenance requests are being prioritized to reduce the spread of transmission
- All office appointments have been moved online, or by telephone, where possible
- To promote social distancing, all community events have been paused
- Closure of our Gym and Cinema to reduce the opportunity to spread the virus
- Our management team is meeting daily to plan and implement new measures to keep you safe. You can trust that the owners of this property are taking this threat seriously.

While these are uncertain times, our efforts and focus remain on our residents. If you have any questions or feedback about our management of COVID-19, please feel free to contact us by phone or email directly.

Sincerely,

The Foundry First Team