

Dear Homeowners,

As the news of the coronavirus evolves daily, many companies are making changes to help prevent the spread of the virus and Menas Realty Company is no different. Our top priority is the health and safety of our team members, clients, partners and communities. Our workforce is now 100% remote, and we are fortunate that our technologies and remote culture put us in a position to easily make this pivot without interruption in services.

For the protection of all residents, Board Members and our staff, we are taking serious measures to do our part toward containment of the virus. We trust you share our concerns.

The health and safety of our communities is of the utmost importance to all of us. We at Menas Realty Company want to assure you that your properties are ***still being serviced***, and we are taking the necessary precautions to keep everyone safe during this unprecedented event.

The services we provide have been deemed by the government and professionals to be essential to our communities health and welfare. We have for the past week put our action plan in place to help reduce the risk of transmission. We are proud to say that all 42 of our team members are now working remotely and are ready to serve you.

All physical Board Meetings and Property Inspections will be cancelled until **MONDAY, APRIL 20, 2020** including the closure to any walk-in traffic at our Menas Realty Company office. **Teleconference Board Meetings will be allowed as during this time a physical location for others to attend is not required.**

In addition, we will continue to coordinate Work Orders with vendors and service providers for your communities as we continue to assess if they will be fully staffed and/or operational.

We urge everyone to follow the recommendations set forth by the CDC and your local health officials. Nothing is more important to us than the health and safety of our residents and staff. We send our best wishes to all individuals and communities that have been impacted by the coronavirus.

Please know, we are fully operational and look forward to serving you. These measures are currently in place through **APRIL 20, 2020**. We will continue to update you as we learn more.

Sincerely,

Julie Menas | Owner | www.menas.com

7592 Metropolitan Drive, Suite 401, San Diego, CA 92108

Tel: 858-270-7870 | Emergency After Hrs: 619-744-9883



Your Menas Team is:

Supervisor of Community Managers: Mary Beth Shields (email: mshields@menas.com)

Administrative and Maintenance Supervisor: Sandra Garrett (email: sgarrett@menas.com)

Accounts Receivables (Questions about your HOA Dues Statement): Amy Green (email: agreen@menas.com)

Escrow Manager (when there is a change of ownership): Erica Mercado-Amaro (email: eamaro@menas.com)

Delinquency Manager: Angela Lawrence (email: alawrence@menas.com)

Controller: Rita Miclat (email: rmiclat@menas.com)

Director of Finance: Vicki Harris (email: vharris@menas.com)