

# LLW PROPERTIES

169 Leisure Way  
Vacaville, CA 95687  
(707) 455-4200 phone  
(707) 447-2817 fax

---

March 16, 2020

Dear Association Member:

This correspondence is being provided to all members within your Association to advise on how our office is currently handling the COVID-19 virus. Our priorities at this time are to both minimize the spread of the virus to our office staff as well as the members of our clientele, while continuing to serve your communities to the best of our ability.

Please note that starting today, Monday, March 16<sup>th</sup>- our office will be closed to the public. At this time, we request that correspondence be provided by email, if possible (tpoole@llwproperties.com/ jschouten@llwproperties.com). Our staff will still be conducting business during our regularly scheduled office hours: 8:30 a-5:00 p. and are available to assist with routine items as needed. ***This could change day to day based on the "shelter in place" restriction being implemented in the surrounding counties.*** Should you need to call or fax, those numbers are provided on this notice as well. A drop- box is also available 24/7 for payment drop-offs (located to the right of our front door).

During this time, please remember to prioritize your health and safety to ensure we protect our communities and those most vulnerable to contracting the virus. Further correspondence will be provided as our policies modify to the status of the pandemic.

Should you have any further questions, please contact Management. Thank you in advance for your understanding and cooperation.

LLW Properties