



To all CMA Clients:

We know that you are probably getting inundated with NEWS and the information is rapidly changing. Community Management Associates is closely monitoring the ongoing health of the communities that we serve.

Some recent updates include the following:

- Our corporate office is closed for all walk-in traffic
 - Most employees are working from their home office
 - A Command Center is set up in our corporate office to monitor the fluid situation
- CMA is continuing all operations within your community
 - Accounting functions
 - Community visits without any contact
 - Maintenance without contact
 - Gate maintenance without contact
 - Vendor cleaning, etc.
- Board meetings will be conducted via conference call

CMA and the Board are recommending the closure of all common areas such as fitness centers and club houses. Per the CDC recommendations, we suggest not to congregate in groups of more than 10 people.

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.

PLEASE STAY INFORMED AT [HTTPS://WWW.CDC.GOV](https://www.cdc.gov).

If you have questions or would like further information, please feel free to contact your association manager.

Stay safe,

Community Management Associates, Inc.