

Executive Property Management



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March 23, 2020

Dear Clients:

On behalf of all of us at Executive Property Management, we hope that this message finds you well.

Like all of you, we have been closely monitoring the news around the COVID-19 Pandemic and its growing impact around the world. As this challenging situation continues to evolve, **the safety and well-being of our staff, clients, colleagues, friends and families remain our top concern and priority.**

Based on the Governor's emergency mandate, we are considered an "essential service" and want to assure you that Executive Property Management remains committed to effectively servicing our clients. Although we are operating on a staggered schedule at our main office and site facilities to comply with social-distancing, we are able to handle the day-to-day administrative and management functions.

We are fully equipped with the technology and infrastructure to continue our work remotely with uninterrupted service. We have established protocols to conduct any meetings or conferences via tele-conferencing services. We are also in constant communication with our clients' service providers in order to ensure authorized services and maintenance requests are being carried out.

We will remain in close contact with our Board members to update them on the status of our management functions, including work orders, projects, site inspections etc. We will also continue to provide timely and accurate financial reporting on a monthly basis.

We hope that you remain safe and healthy during these challenging times.

Sincerely,

Leonard Barber, President
Executive Property Management

