

COVID-19 Stakeholder Update

We remain committed to assisting our community with all commercial real estate and property management needs. Our COVID-19 response strategy includes the following actions:

- All office staff, agents, and brokers are working remotely per the recommendations of our State Government. All members of our staff are contactable by phone and via email as normal. Our team is also utilizing the MS Teams platform for online communications, meetings, and file sharing. We are committed to operating at 100% capacity during this time.
- Property managers are providing essential services to our clients' properties for our building owners and tenants on a daily basis, responding to emergencies and tenant inquiries whenever they arise. Facilities Services staff are always available to assist our clients and tenants, fulfilling any maintenance requests, as necessary.
- Our property managers and finance professionals work daily with property owners to reduce operating costs wherever possible and encourage open dialogue regarding how our team can assist landlords and tenants during this difficult time. Our staff remains up to date on local, state and national resources available to businesses impacted by COVID-19 and work to communicate these resources to all affected stakeholders as resources evolve.
- Our property managers are working daily with our managed property owners to ensure all managed buildings are in compliance with state and local mandates regarding operations during this time.
- Our sales and leasing team continues to actively receive new listings, market current listings, and provide our clients with updates on the market. We are also available for any listing inquiries or questions during this time.
- Our marketing professionals have released our new company website, which includes a COVID-19 resource page. This page includes information on local, regional and national resources available to those affected by COVID-19. The page also includes information on numerous activities available to everyone during this time. From museum tours to exercise classes, many organizations are offering fun family-friendly programs designed to entertain and educate individuals who are currently staying healthy at home.
- Our company is developing a Safely Return to the Workplace Plan that will guide us gradually back into our workplace as the recommendations from Federal and State Governments become less restrictive and encourage workplace reopening.
- Our company remains updated on community and government closures and directives, and will remain informed regarding resources for those affected by COVID-19. We continue to monitor CDC (Centers for Disease Control and Prevention), WHO (World Health Organization), National, State, and local Government websites for updated information regarding COVID-19.

As always, thank you to our clients, vendors, customers, tenants, and friends. We believe that the steps taken by our fellow citizens and our community will help us through this unprecedented national emergency and look forward to serving you during the remainder of this crisis and into the future. If you have a question or concern related to your business, please give us a call.