

# Casey Condominium Management, LLC

## NOTICE TO ALL OWNERS

Casey Condominium Management has been closely monitoring the local response to the coronavirus 2019-ncov. We want to take the opportunity to update you on the steps we are taking to ensure business continuity and the health and safety of our clients, vendors and team members. While we have encouraged all of our employees to follow the guidelines for how to prevent the spread of the virus, we are looking for ways to allow the day to day business to operate without interruption. The following precautions will be taken at Main office and Lakewood Ranch office effective March 16, 2020: We will be limiting our walk-in traffic and request that you schedule an appointment in advance of arriving at our office. This will ensure that the proper staff is available to meet with you. This is a temporary measure and we hope to return to business as usual as soon as the government authorities have relaxed restrictions.

We are encouraging any staff member that may not feel well, to not come to the office and work remotely when possible. Our portfolio managers work in the field and interact with numerous people per day. They will also be working remotely, as needed. Phone messages will be returned through our main office switch board. We will remain on call 24 hours a day for emergency services.

### **PAYMENT OF ASSOCIATION DUES:**

**If you are on auto payment this is the best way to make your payment and this will not need to change All owners should send their association payments DIRECTLY TO THE BANK with the coupon book or invoice that has been provided to you. We are requesting that you DO NOT mail or drop off your payment to our office. This will only delay the posting of your payment to your account. The automation that has been set up with the association bank allows for your payment to be processed upon receipt.**

**If you have any specific questions or concerns please email Bridget Spence at [bspence@caseymanagement.com](mailto:bspence@caseymanagement.com). We appreciate your business.**

**Thank you,**

**The Casey Condominium Team**