



WESTCHESTER PROPERTY MANAGEMENT GROUP, INC. AMERICAN PROPERTY MANAGEMENT GROUP, INC.

WESTCHESTER PROPERTY MANAGEMENT GROUP, INC.
 AMERICAN PROPERTY MANAGEMENT GROUP, INC. • CONNECTICUT DIVISION

PROPERTY MANAGEMENT

FINANCIAL MANAGEMENT

April 8, 2020

Dear Westchester Property Management Group Clients, Unit owners and Shareholders:

All of us at Westchester Property Management Group are understandably worried about the impact of Coronavirus (COVID-19) on our communities. During these uncertain times, Westchester Property Management Group remains committed to protecting your property and residents. Our goal is that the COVID-19 outbreak will not affect our service to you.

Building staff are often on the forefront during a crisis, and our mission is to continue to support you, your staff, and our communities as we navigate these uncharted waters.

We've put several measures in place to help ensure uninterrupted service to our properties:

- The entire Westchester Property Management Group team, including managers/account executives, administrative assistants, and bookkeepers are equipped to work remotely without interruption should it become necessary to close our office (call forwarding access to our operating system and emails). Currently we have 50% of staff working remotely.
- To help follow CDC recommendations, like avoiding travel or close social interactions, we're able to provide our services- including board meeting and conference calls- through remote capabilities.
- We're continuing to closely monitor the situation and educate our employees on the latest CDC recommendations. As the situation evolves, management will continue to strictly adhere to guidelines provided by health authorities.

We want you to know that the safety of our clients and employees—as well as our global community—will remain foremost in our minds.

On behalf of the entire Westchester Property Management Group team, we wish to thank you for your business and your trust. If there's anything more we can do to support you through this period, please don't hesitate to contact us with any questions.

In conformity with governor Cuomo's directive 50% of our staff is working remotely to lessen the amount of close contact; in light of this we ask that email be the primary contact method with attachments rather than mailing documents so that we can answer your questions and provide answers/solutions to your needs.

All sales related documents should be emailed to hcastro@wpmginc.com as attachments.

Be well,
Westchester Property Management Group Team

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