



Associated Property Management (2001) Ltd.

1441 St. Paul Street, Kelowna, BC V1Y 2E4

March 20, 2020

Dear Sir/Madam,

RE: Associated Property Management (2001) Ltd. Services Update

In light of the unprecedented, global effort to deal with the current Covid-19 pandemic, Associated Property Management (2001) Ltd. is adjusting the way in which we deliver our services to our clients and associates. We want to do our part to keep our clients and team members safe, and to minimize the risk of any possible transmission in the community.

As a result of recent developments, **we have temporarily closed our offices in Kelowna to the public.** We have a full business continuity plan in place that enables our property managers and team members to continue to deliver services with minimal disruption through our secure networks and communication platforms during this temporary closure.

The office vestibule area will remain open during regular business hours Monday - Friday 8:00 am -4:30 pm to receive courier, mail, cheques, keys, fobs and other documents which can be safely dropped off and or picked up.

- If you have requirements or special requests, please make an appointment with your Property Manager.
- You can contact your property manager through regular means: phone or email or call reception at 250-712-0025.

You will be notified when our office is once again open to the public. We are monitoring the situation closely and are prepared to respond to the rapidly changing nature of this pandemic. We sincerely hope that you, your families and your businesses remain healthy and safe during this crisis. We appreciate your understanding and patience during these trying times.

Sincerely,

Associated Property Management (2001) Ltd.

A handwritten signature in black ink, appearing to read 'Robert T. Zivkovic', written over a light grey horizontal line.

Robert T. Zivkovic
President/Managing Broker