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As we monitor the evolving COVID-19 virus (coronavirus) developments, we are reaching out to our clients and colleagues to advise you of the steps we are taking and to assure you of our continuing availability to serve your management needs.

Our Longmont office remains open and operational. Should the need arise to close our office, our professional staff has the ability to work remotely, with appropriate support, and without interruption, given current conditions. We will continue to do our very best to be responsive to your needs throughout any potential shutdowns or quarantines that may be established.

To protect our staff and visitors, the firm has cancelled all in-person participation in group meetings, implemented sanitizing products and policies, social distancing, and is closely following the guidance issued by the Centers for Disease Control and Prevention and other state and local authorities.

With respect to limiting participation in events/meetings, please note the following:

- The office is currently closed to all in-person interaction through April 10th. Should you need to drop paperwork off at the office, please deposit it in the mailbox located at the front door for later collection.
- We are cancelling all in-person office visits through April 10th; however, please feel free to contact us via telephone or email.
- All Board Meetings currently scheduled through April 10th will be held via remote meeting technology. Please contact your individual community manager for details.