



HOA Preparedness: Coronavirus

Dear Village Residents:

We at Kingwood Association Management (KAM) want to assure our residents during this time of uncertainty, we are here for you. We will continue to maintain the same high-level of service and commitment that we are known for. Our offices are still open, but in an effort to prevent the spread of COVID -19 we will be practicing the recommendations of the Surgeon General, the CDC, and our local health officials, and in doing this we have closed our door to outside traffic.

Things to know:

- We will still be at the office and we have placed a security box outside the front door for any communication you wish to leave for us; payments, Architectural Review forms, or any other correspondence. Please know that we will always be available during business hours by phone or email. After hours we have an answering service to take your calls.
- Most meetings have been postponed temporarily to abide by the health official guidelines. We will communicate any of these changes through eblasts and on your websites.
- Also note, in an additional effort to prevent the spread of this virus, many of your community rooms will be closed during this time.

The following links and resources are provided to help educate and assist you and your families in determining the best course of action:

- Centers for Disease Control (CDC) – www.cdc.gov
- National Institutes of Health (NIH) – www.nih.gov
- Community Associations Institute (CAI) - www.caionline.org
- National Association of County and City Health Officials (NACCHO) – www.naccho.org

Wishing you and your family all the best,

A handwritten signature in black ink, appearing to read "Ethel McCormick", is written in a cursive style.

Ethel McCormick, President and Owner

Kingwood Association Management