

March 17, 2020



TEMPORARY OFFICE CLOSURE OF DANBURY PROPERTY MANAGEMENT

While the current risk to residents of Windsor-Essex County posed by COVID-19 remains low, Danbury has decided to take the following measures to protect our staff, clients, families and friends.

Effective March 19, 2020, our physical office space will be closed to the public and the staff will be working from their homes. We wish to assure everyone that our phones will continue to be answered and our emails monitored during normal business hours of 9:00 a.m. to 4:30 p.m. Monday to Friday.

For our clients who need to attend our office for any reason, such as to pick up an elevator move in key, extra front door key, etc. you can make an appointment by calling 519-974-3003 ext. 0 during normal business hours and we will do our best to accommodate your schedule.

The work of Danbury will continue and all buildings will be serviced as normal via phone and email and on an as needed basis physically by our staff. We are set up to work remotely and are therefore able to connect with you.

As per our last letter that was distributed to all Residents, the following practices remain in effect for common fees, rent payments etc.:

Danbury will not be accepting cash payments, only cheque or money order. If those options are not available, we will be accepting e-transfers for all common fee/rental or housing charges payment from today until April 15, 2020. If you currently are enrolled in preauthorized debit or you have given us post-dated cheques – nothing changes with regards to the first of the month payment

If you wish to etransfer your payment the following guidelines must be adhered to:

- *Send etransfer to: info@danburypropertymanagement.com;*
- *In the notes of the Etransfer, include your name, Corporation number (or Property you live at), and address or the payment will be returned to you;*
- *Send a separate email indicating what your password is. If we don't receive the password and all the information above, we will return the payment.*

Please note – the Danbury office has a drop box outside where you can deposit any cheques, money orders or correspondence. NO CASH PERMITTED.

We wish to remind everyone of the possible interruption of non-essential services in your home and Condominium and will try to convey any disruption with the Residents as soon as they are known.

We are also waiting for shipment of hand sanitizer stations for the buildings that have common areas, but have been advised, the shipment has been delayed. In the meantime, everyone should practice the recommendations from the Health Unit with regards to washing hands, using hand sanitizer, covering your mouth if you sneeze, cough etc.

We will be updating our website with any information as it changes, so I encourage everyone to visit the website for up to date info.

We want to reassure everyone it will be business as much as possible in this unprecedented time and thank everyone for their patience and understanding. Please continue to practice social distancing in an effort to keep everyone in our community healthy.

DANBURY PROPERTY MANAGEMENT (WINDSOR) INC

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