



Garthchester Realty

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IMPORTANT

Date: June 2020
To: Board
From: Management
Re: COVID-19 Policy Updates

Please be advised some of the below information may not pertain to your particular property. Garthchester Realty is trying to be proactive in supplying information and making recommendations for consideration regarding the Covid-19 pandemic as it becomes available.

The below is for CONSIDERATION ONLY, we are attempting to be proactive and place procedures in place **PRIOR** to any reduction of the current restrictions in place. We request the Board review the below information and consider for distribution to the residents.

In anticipation of the relaxing of the Covid-19 restrictions currently in place by Governor Cuomo, we are discussing plans for properties and policies to be in place for the following:

- **PPP LOAN:**
Please be aware that there is new hope that the PPP Loan/grants may still be extended to cooperatives. In the bill passed by Congress on May 15, 2020, there is a provision for \$100m for Cooperative assistance. We are doing preparations in our office for this possibility and will correspond separately with each effected property in the future if this becomes law. This latest economic assistance plan currently still needs to be ratified by the Senate and the President.
- **MOVE IN/OUT:**
Only one move will be permitted per day. This move **MUST** be schedule 2 weeks in advance and approved by management prior to be scheduled. If possible, a one elevator will be assigned for use by the movers and only basement/service entrance access will be permitted.
- **RENOVATIONS:**
Any renovation that was stopped due to the health crisis will be allowed to start. When those are completed, any new request will then be scheduled accordingly. (following approval procedures currently in place). *NOTE: All Contractors must have a NYS safety plan prior to any work.*



- **BUILDING PROJECTS:**

Any building projects that were halted, will be allowed to commence. Please keep in mind some of these projects may create noise, therefore those of us that may still be working remotely from home may experience noise. Please be patient during this time. *NOTE: All Contractors must have a NYS safety plan prior to any work.*

IN ADDITION, as GARTHCHESTER REALTY continues to work remotely, we wanted to remind you of the continued services offered on our website:

- **PAY ONLINE:** Please be reminded for your convenience or if you wish to reduce the number of items you receive from outside, you are able to pay your maintenance bill online, or sign up for e-bill. Please go to www.garthchesterrealty.com and follow the prompts.
- ***ONE CALL NOW:** (emergency broadcasting system), residents are now able to sign up with their contact information themselves. Please go to www.garthchesterrealty.com, select the Properties tab and search for your property. Once on your property's page, there will be an "Emergency Notification Sign Up" button in red. Select that button and follow the prompts from One Call Now.

We appreciate everyone's cooperation and will rely on the expertise of the public health authorities if there are additional measures to be taken in the coming days.

We encourage all residents to visit our website, www.garthchesterrealty.com for updated information as it becomes available.

Thank you for your patience and understanding during this difficult time and hope that these measures will keep all residents and staff safe and healthy.

