Winding Brook Associates 12A Bradford Ave Apt. 3 Hamilton, NJ 08610 Phone: (609)-585-4000 Fax(609)-585-2210 Email: <u>wbapt@burstyngroup.com</u> Website: www.burstyngroup.com

3-13-2020

Attention resident(s),

On behalf of Winding Brook Associates, I want to assure you that we are closely monitoring developments related to the Coronavirus (COVID-19). This situation continues to evolve and we remain vigilant in tracking all information coming from the Centers for Disease Control and Prevention, and the World Health Organization.

We want to ensure to the best of our ability that our communities within each complex remain safe and healthy. In light of the pandemic at hand, please notify the office if you have traveled within the last 2-4 weeks out of the state and/or country or if you are planning to do so in the near future. Doing so will allow us to inform our maintenance technicians so that they can prepare properly prior to entering your unit.

Lastly, the rental office will remain open for the time being but we encourage all residents to utilize electronic communications as opposed to visiting the office in person. Communications with the office can be made via the email address listed below or over the phone at 609-585-4000. Work orders can be submitted online at the website listed below or also via email to Brandi. Should you have an emergency maintenance issue outside of normal business hours please call 609-585-4000 and follow the prompts.

By working together, we can do our part to prevent the spread of this virus in our area. Thank you for being a valued resident. We will continue to update you as this situation evolves.

Please feel free to contact me with any questions or concerns. Thank you for your time and attention to this matter.

Brandi Morris

Winding Brook Leasing Office 12A Bradford Ave. Apt 3 Hamilton, NJ 08610 Phone: 609-585-4000 Fax: 609-585-2210 Email: <u>wbapt@burstyngroup.com</u> Website: <u>www.burstyngroup.com</u>