



Jamison Management Company
www.jamico.com
Tel (310) 798-9154 Fax (310) 798-9164

March 27, 2020

Dear Valued Residents:

We at Jamison Management Company want to take a moment to offer our sincere concern and best wishes to you, your family, and the entire community during this unprecedented situation. While this situation is certainly serious, we are confident that we can weather this as a team.

To minimize everyone's exposure to the virus and in accordance with The Center for Disease Control (CDC) best practices, **our offices and the pools and spas at our properties are closed.** We have asked our managers to keep their offices closed at this time. **When you need to communicate with your onsite manager or the corporate office, please do so through phone, email or text.**

As you likely already know, Governor Newsom issued an Executive Order on March 16, 2020 temporarily suspending evictions for those who have experienced a "substantial" reduction in pay or loss of income as a result of COVID-19 restrictions and laws. With that in mind, we have implemented the following procedures to work with qualifying tenants during this COVID-19 virus-related economic emergency. **We will work with you and your Landlord on a case by case basis on a rental payment plan where you can show that:** (1) You are sick with COVID-19, or that you are caring for a household or family member who is sick with COVID-19. Or (2) You have experienced a lay-off, or a loss of hours, or other income reduction resulting from a business closure or other economic or employer impact due to COVID19. Or (3) You are complying with a recommendation from a government health authority to stay home, to self-quarantine, or to avoid congregating with others during the state of emergency. Or (4) You have extraordinary out-of-pocket medical expenses, or you have child-care needs arising from school closures related to COVID-19.

In order to qualify for this rental payment plan, you will need to provide written verification from an employer, government agency or from a medical professional, showing that you fall into one of the four categories listed above. You will need to submit this written verification along with a COVID-19 Payment Proposal Plan Form, **which you can find on our website at www.jamico.com under our COVID-19 Web Page.** Please email our office at info@jamico.com with the subject line, "**COVID-19 Payment Plan Request**" and the following information: (1) Your Name, (2) Your address and unit #, (3) The completed Payment Plan Request Form, (4) Proof that your substantial loss in income is related to COVID-19 qualifying events as described in the paragraph above. Our office will confirm if your Payment Proposal plan has been approved by sending you a copy of the Proposal to sign electronically by the 10th of the month or within a within a week after you submit your Payment Plan Proposal.

The new laws regarding Covid-19 impacted rent payments for qualifying tenants does not absolve tenants from their rent payments, but the laws do allow for a grace period. Please keep in mind that falling behind in rent, even if for only a short period of time, creates a bigger problem later from which many tenants can never recover. Again, we strongly encourage you to use the many resources being made available through cities, the county, state and federal government, to get the assistance you need.

In addition, Congress passed a \$2 trillion dollar aid package that will provide financial assistance to virtually everyone in the great middle class of our country. The financial aid will be available soon and, in many cases, will cover 100% of the financial loss incurred as a result of lost work and wages. If you have lost your job or have been temporarily unemployed, please consider applying for unemployment. You can find a link to do so under our COVID-19 web page. **We encourage everyone to utilize the resources being offered as quickly as possible.**

We empathize with you and understand that these are difficult times for everyone. As part of our plan to assist you, we have created a [COVID-19 page](#) and a [Creativity at Home page](#) under our website, www.jamico.com where you can find our latest communications and resources to keep you informed and help you through these challenging times. **Included on the COVID-19 page are a list of resources that can be used by those individuals or families who are suffering to supplement their food, clothing, housing, and medical needs.** We hope that the list of resources provides you with what you need to weather this storm.

It is important that everyone do their part to keep society healthy and safe by safeguarding against exposure to the novel COVID-19 virus. Regardless of several misconceptions about who is at risk, the fact is that we are all at risk. As the virus has continued to spread widely around Southern California, remember these key requirements:

- **SOCIAL DISTANCE - Keep a six-foot distance** from other individuals when interacting with them, including neighbors and relatives;
- **Wash your hands** thoroughly with soap and water for a minimum of 20 seconds and avoid shaking hands;
- Routinely **wipe down the counters** in your kitchen and bathrooms with sanitation wipes or similar cleaning agents;
- **If you are working at an office**, also use disinfectant or alcohol wipes to clean your workstation, including your phones, keyboards, bathroom handles, sink fixtures, etc.;
- Avoid touching your face;
- **Cover your mouth and nose when coughing or sneezing. Do not use your hands!** If you use a tissue, throw it in the trash and then wash your hands thoroughly.

Please know that **we are still providing maintenance to those units requiring it.** However, please remember our maintenance teams and their families. They deserve protection and to that end, **we ask that you:**

- **Open all of your windows** prior and during the time our technician is in your unit.
- **Keep all people at least 6 feet away from our technician** at all times.
- **Make soap and water available to our technician immediately upon arrival**, during the visit and at the completion of the job; and, most importantly,
- **Let us know if anyone in your home shows any symptoms of illness so that we may reschedule for a day when everyone is well.**

We hope this letter provides a level of comfort and reassurance to all of our Residents. Please do not hesitate to contact us with any questions or concerns that you might have.

Sincerely,

Christie J Slatcher, CFO
Jamison Management Company