

# REZKOM IS COMMITTED TO FLATTENING THE CURVE

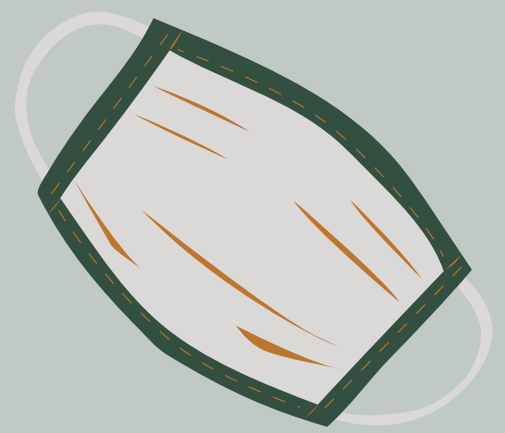
## TO OUR VALUED CLIENTS:

As we are witnessing the world change from day to day, we are reaching out to you today to confirm our commitment to keep your service schedules consistent and your communities safe.

We have taken the appropriate steps to keep our teams healthy, while still providing the excellent service you are accustomed to.

## ADDITIONAL PPE TO OUR TEAMS

Rezkom is following the CDC recommendations regarding protective equipment. We have provided our field staff with gloves and face guards to use while they are at work.



## INTERNAL COMMUNICATIONS



We always send out monthly toolbox topics to our staff. As new information and protocol recommendations are released, we have been distributing these to keep our team informed.

This includes disinfectant guidelines, personal protection standards and factual information about COVID-19 transmission.

## #STOPTHESPREAD

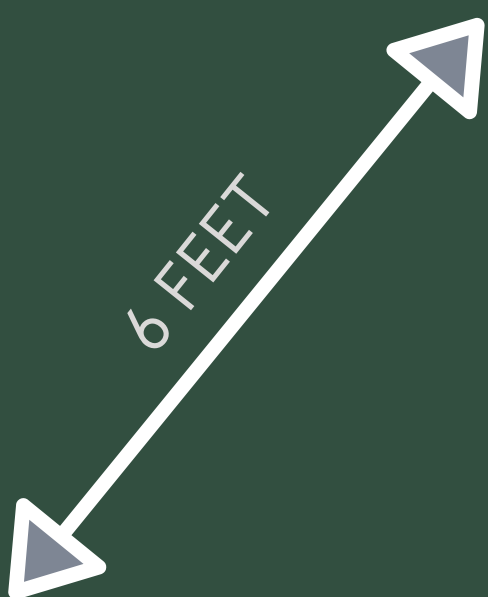
Any employee who is feeling unwell, will be asked to stay home and see a healthcare professional.

Rezkom has floating personnel available to cover hours if the assigned employee is out sick. Banking hours to be used at a later date, is only employed if absolutely necessary.



## SOCIAL DISTANCING

To keep our clients and staff safe, we are limiting in person contact as much as possible. We are only completing in-unit repairs for true emergencies and maintaining the recommended 6-foot distance when out in public.



## BE PROACTIVE, STAY BUSY

We recognize that many communities have chosen to close their clubhouses as well as use of other amenities to discourage social gatherings. We are encouraging our clients to take advantage of this downtime to work on proactive projects that may otherwise be ignored.

See below for a list of recommendations. Please discuss these and other ideas with your Rezkom team. We are happy to help!

## PREP YOUR OUTDOOR AMENITIES FOR THE SEASON

- Power Wash Pool Deck/Pool Furniture.
- Repair Broken/Damaged Pool Furniture.
- De-Winterize Seasonal Fixtures (Fountains, Showers, Bathrooms)
- Install Canopies.
- Install Recreation Court Nets & Wind Screens

## FRESHEN UP PAINT

- Touchup Clubhouse Interior
- Clean/Paint Exterior Doors/Framing
- Scrape/Paint Mailboxes & Street Signs
- Touchup Line Striping & Space Numbers

## DEEP CLEANING

- Scrub/Power Wash Exterior Garbage Cans/Benches
- Clean Exterior Windows
- Steam Clean Carpets, Tile, Grout
- Clean Seasonal Bathrooms & Storage Areas

## SPRING MAINTENANCE PROJECTS

- Gutter Cleaning
- Spot Power Washing
- Roof Inspections
- Refinish/Repair Rotted Decking
- Repair Rotted Railroad Ties

As this pandemic progresses, we will respond and adapt as necessary, while keeping you Informed of any changes.

As always, it is our pleasure to serve you!

