


	<p align="center">PHASE 1 – SAFER AT HOME</p>	<p align="center">CURRENT – PHASE 2 – THE TRANSITION</p>	<p align="center">PHASE 3 – THE NEW NORMAL</p>																																																
<p align="center">ON-SITE OFFICES</p>	<ul style="list-style-type: none"> Masks required for employees, vendors, residents, and prospects June 15th - Open M-F 9-6 daily on rotating schedule (Saturday & Sunday hours are property specific) Week One - Open to Residents by private appointment only. Virtual appointments are encouraged Week Two - Open to Residents and Prospects by private appointment only. Virtual appointments encouraged Cleaning Service Daily Completed checklist must be left in office and reviewed by Property and Assistant Property Managers 	<ul style="list-style-type: none"> Masks required for employees, vendors, residents, and prospects Open M-F 9-6 daily on rotating schedule & Saturday from 10-5 Open to residents and prospects with no appointment necessary Virtual appointments available Cleaning Service Daily Completed checklist must be left in office and reviewed by Property and Assistant Property Managers 	<ul style="list-style-type: none"> Open to residents and prospects with no appointment necessary Virtual appointments available Cleaning Service Daily Completed checklist must be left in office and reviewed by Property and Assistant Property Managers 																																																
<p align="center">INDOOR AMENITY SPACE</p>	<ul style="list-style-type: none"> 6/19/20 - Open to Residents by appointment only, during business hours SAMPLE SCHEDULE - <table border="1" data-bbox="432 836 1077 1234"> <thead> <tr> <th>STATUS</th> <th>TIME</th> </tr> </thead> <tbody> <tr><td>OPEN</td><td>9:00 AM – 11:00 AM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>11:00 AM – 11:30 AM</td></tr> <tr><td>OPEN</td><td>11:30 AM – 2:00 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>2:00 PM – 2:30 PM</td></tr> <tr><td>OPEN</td><td>2:30 PM – 6:00 PM</td></tr> <tr><th colspan="2">SATURDAY</th></tr> <tr><td>OPEN</td><td>10:00 AM – 12:00 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>12:00 PM – 12:30 PM</td></tr> <tr><td>OPEN</td><td>12:30 PM – 2:30 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>2:30 PM – 3:00 PM</td></tr> <tr><td>OPEN</td><td>3:00 PM – 5:00 PM</td></tr> </tbody> </table> <ul style="list-style-type: none"> Cleaning Service Daily; Deep clean once weekly Completed checklist must be left in office and reviewed by Property and Assistant Property Managers 	STATUS	TIME	OPEN	9:00 AM – 11:00 AM	CLOSED FOR CLEANING	11:00 AM – 11:30 AM	OPEN	11:30 AM – 2:00 PM	CLOSED FOR CLEANING	2:00 PM – 2:30 PM	OPEN	2:30 PM – 6:00 PM	SATURDAY		OPEN	10:00 AM – 12:00 PM	CLOSED FOR CLEANING	12:00 PM – 12:30 PM	OPEN	12:30 PM – 2:30 PM	CLOSED FOR CLEANING	2:30 PM – 3:00 PM	OPEN	3:00 PM – 5:00 PM	<ul style="list-style-type: none"> 7/1/20 - Open to Residents by appointment only, during business hours SAMPLE SCHEDULE - <table border="1" data-bbox="1163 836 1809 1234"> <thead> <tr> <th>STATUS</th> <th>TIME</th> </tr> </thead> <tbody> <tr><td>OPEN</td><td>9:00 AM – 11:00 AM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>11:00 AM – 11:30 AM</td></tr> <tr><td>OPEN</td><td>11:30 AM – 2:00 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>2:00 PM – 2:30 PM</td></tr> <tr><td>OPEN</td><td>2:30 PM – 6:00 PM</td></tr> <tr><th colspan="2">SATURDAY</th></tr> <tr><td>OPEN</td><td>10:00 AM – 12:00 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>12:00 PM – 12:30 PM</td></tr> <tr><td>OPEN</td><td>12:30 PM – 2:30 PM</td></tr> <tr><td>CLOSED FOR CLEANING</td><td>2:30 PM – 3:00 PM</td></tr> <tr><td>OPEN</td><td>3:00 PM – 5:00 PM</td></tr> </tbody> </table> <ul style="list-style-type: none"> Cleaning Service Daily; Deep clean once weekly Completed checklist must be left in office and reviewed by Property and Assistant Property Managers 	STATUS	TIME	OPEN	9:00 AM – 11:00 AM	CLOSED FOR CLEANING	11:00 AM – 11:30 AM	OPEN	11:30 AM – 2:00 PM	CLOSED FOR CLEANING	2:00 PM – 2:30 PM	OPEN	2:30 PM – 6:00 PM	SATURDAY		OPEN	10:00 AM – 12:00 PM	CLOSED FOR CLEANING	12:00 PM – 12:30 PM	OPEN	12:30 PM – 2:30 PM	CLOSED FOR CLEANING	2:30 PM – 3:00 PM	OPEN	3:00 PM – 5:00 PM	<ul style="list-style-type: none"> Open to Residents by appointment Cleaning Service Daily; Three times per day, deep clean once weekly Completed checklist must be left in office and reviewed by Property and Assistant Property Managers
STATUS	TIME																																																		
OPEN	9:00 AM – 11:00 AM																																																		
CLOSED FOR CLEANING	11:00 AM – 11:30 AM																																																		
OPEN	11:30 AM – 2:00 PM																																																		
CLOSED FOR CLEANING	2:00 PM – 2:30 PM																																																		
OPEN	2:30 PM – 6:00 PM																																																		
SATURDAY																																																			
OPEN	10:00 AM – 12:00 PM																																																		
CLOSED FOR CLEANING	12:00 PM – 12:30 PM																																																		
OPEN	12:30 PM – 2:30 PM																																																		
CLOSED FOR CLEANING	2:30 PM – 3:00 PM																																																		
OPEN	3:00 PM – 5:00 PM																																																		
STATUS	TIME																																																		
OPEN	9:00 AM – 11:00 AM																																																		
CLOSED FOR CLEANING	11:00 AM – 11:30 AM																																																		
OPEN	11:30 AM – 2:00 PM																																																		
CLOSED FOR CLEANING	2:00 PM – 2:30 PM																																																		
OPEN	2:30 PM – 6:00 PM																																																		
SATURDAY																																																			
OPEN	10:00 AM – 12:00 PM																																																		
CLOSED FOR CLEANING	12:00 PM – 12:30 PM																																																		
OPEN	12:30 PM – 2:30 PM																																																		
CLOSED FOR CLEANING	2:30 PM – 3:00 PM																																																		
OPEN	3:00 PM – 5:00 PM																																																		

	PHASE 1 – SAFER AT HOME	CURRENT – PHASE 2 – THE TRANSITION	PHASE 3 – THE NEW NORMAL
OUTDOOR AMENITY SPACE	<p>OPEN (with social distancing signage throughout) -</p> <ul style="list-style-type: none"> • Dog Parks • Grilling/BBQ Areas • Outside Seating <p>CLOSED</p> <ul style="list-style-type: none"> • Pool Closed for the Season • Northlake Park residents, please refer to the Management Office for property specific details. 	<p>OPEN (with social distancing signage throughout) -</p> <ul style="list-style-type: none"> • Dog Parks • Grilling/BBQ Areas • Outside Seating <p>CLOSED</p> <ul style="list-style-type: none"> • Pool opening details TBA for 2021 Season • Northlake Park residents, please refer to the Management Office for property specific details. 	<p>OPEN (with social distancing signage throughout) -</p> <ul style="list-style-type: none"> • Dog Parks • Grilling/BBQ Areas • Outside Seating <p>POOL</p> <ul style="list-style-type: none"> • VA/MD/DC - Pool opening details TBA for 2021 Season • Northlake Park residents, please refer to the Management Office for property specific details.
MAINTENANCE	<ul style="list-style-type: none"> • All work orders completed as needed • Preventative maintenance completed as needed • PPE and social distancing protocols followed • Exterior work as scheduled <p>**Residents will not be required to wear face mask in own home</p>	<ul style="list-style-type: none"> • All work orders completed as needed • Preventative maintenance completed as needed • PPE and social distancing protocols followed • Exterior work as scheduled <p>**Residents will not be required to wear face mask in own home</p>	<ul style="list-style-type: none"> • All work orders completed as needed • Preventative maintenance completed as needed • Mask encouraged for high risk individuals • Exterior work as scheduled
MOVE-INS	<ul style="list-style-type: none"> • Remote move-ins for all new residents 	<ul style="list-style-type: none"> • Move-in appointment limited to authorized signers and meeting is conducted with maximum distance between Community Captain and customer. • Mask must be worn by employee and customer at all times • Remote move-ins available for customers unable/uncomfortable coming to the office 	<ul style="list-style-type: none"> • Move-in appointment limited to authorized signers • Mask encouraged for high risk individuals • Remote Move-ins available for customers unable/uncomfortable coming to the office
MOVE-OUTS	<ul style="list-style-type: none"> • Keys to be left in drop box • Apartment home walked by Management once keys are returned 	<ul style="list-style-type: none"> • Keys to be left in drop box or with Management by appointment only • Pre move out walks take place within 30-days of notice being received • Apartment home walked again by Management once keys are returned 	<ul style="list-style-type: none"> • Keys to be left in drop box or with Management by appointment only • Pre move out walks take place within 30-days of notice being received • Apartment home walked again by Management once keys are returned