|  |  |
| --- | --- |
|

|  |
| --- |
| March 18, 2020Like so many of you, we have spent the last several weeks learning about the coronavirus (COVID-19) and how it is impacting our world. This means understanding how it affects our employees and communities and then making the necessary adjustments to our operations.As we have communicated previously, our objective is simple: Keep our employees safe and protect the clients that we serve. This has been at the center of Vesta’s leadership conversations every step of the way. With that in mind, the purpose of this communication is to announce our new office visit policy below:**\*\*Effective Monday March 23, 2020 we are suspending open access to our Boca Raton office to walk in traffic. We do realize that you may require assistance or have questions pertaining to your property/community so, we are maintaining full operations via phone and email. if you contact us at 561-245-4444, we believe we can resolve most if not all your needs over the phone or if you prefer, contact your property manager via email. If you do not know your managers email or you have more general inquiries you can direct those questions to either** **krthompson@vestapropertyservices.com** **or** **rtauberjr@vestapropertyservices.com****.   If after the initial conversation an office visit is determined to be absolutely necessary, we will schedule an appointment with the appropriate Vesta personnel in a controlled environment for your safety as well as the Vesta team member.** Any items such as sale and lease applications, estoppel requests or payments of dues must be mailed to the office at the address above.  We will continue to monitor events and guidance from the CDC and government officials and will update you should this temporary office restriction policy need to be adjusted in any way.   Thank you in advance for your understanding as we remain committed to minimize any disruption to our services so please call or email us to let us know how we can help and serve you! **Sincerely,**Vesta Boca Raton Team  |

 |