



Coast & Valley
P R O P E R T I E S , I N C .

Coast & Valley Properties, Inc.
P.O. Box 267
Salinas, CA 93902

Amy Salmina
376 Main Street - Coast & Valley Properties Management File
Salinas, CA 93901

03/17/2020

Dear Amy Salmina:

The spread of the Coronavirus (COVID-19) has all of our attention. We wanted to let you know Coast & Valley Properties is doing everything possible to keep our employees, clients, and community safe. There is no evidence of widespread transmission of COVID-19 in California at this time.

As of now, Coast & Valley Properties is taking appropriate measures while staying the course of performing business as usual. We are moving forward with business as our office will be operating during our normal business hours, but **CLOSED TO WALK IN CUSTOMERS** and scheduling customer interaction by appointment only until April 7, 2020 unless the health order is rescinded. We are equipped with the best technology to keep business running, such as our on-line tenant portal and more. Additionally, we are monitoring the health of our workforce. The following actions are designed to keep our tenants, staff, partners and communities safe.

Staying home if ill

- Coast & Valley Properties has instructed all staff and vendors who are ill, or have an ill family member, not to come to work until they have been symptom-free for at least three days.

Social distancing

- Coast & Valley Properties is reducing person-to-person contact by asking residents to conduct business with Coast & Valley Properties by phone, email or online to reduce opportunities for the virus to spread. Residents who wish can call 831-757-1270 if they need to contact us or activate your online portal. You can also visit our website at coastandvalleypm.com.
- Coast & Valley Properties is postponing all non-essential inspections.

Paying rent

- Rent will be due as usual on the 1st of the month and late after the 5th.
- Rent can be mailed to P.O. Box 267, Salinas, CA 93902 or paid on the online portal.

If you are experiencing hardships as a result of being off work due to the current pandemic, please

visit the Employment Development Departments website as they have a variety of support services to individuals affected by COVID-19 in California. We encourage you to go to their website www.edd.ca.gov/about_edd/coronavirus-2019.

We will communicate any changes to our procedures and plans if they should arise. In the meantime, we send positive thoughts to all those affected by COVID-19 in any way.

Sincerely,

Amy Salmina
Owner/Property Manager

376 Main St., Salinas, CA 93901 • P.O. Box 267, Salinas, CA 93902
Phone (831) 757-1270 • Fax (831) 597-5500
www.coastandvalleypm.com