



Glen Oaks Village Owners, Inc.

TO: Residents of Glen Oaks Village Owners, Inc.

FROM: Jennifer Rickenbaugh, ARM – General Manager

DATE: 3.11.2020

RE: KEEPING US ALL HEALTHY AT GLEN OAKS VILLAGE

Like you, we are all monitoring updates on the Corona Virus also known as COVID-19 which is an acronym for **CO**rona **VI**rus **D**isease 2019.

We request that **WHENEVER YOU'RE NOT FEELING WELL**, please refrain from visiting the Management or Maintenance Services Office. All issues and problems can be handled easily over the phone or via email with appropriate GOVO staff.

MANAGEMENT OFFICE 718-347-2337
MAINTENANCE OFFICE 718-343-8400

IF YOU ARE NOT FEELING WELL, please cancel any *non-emergency* Service Appointments, which require a Maintenance Employee to come to your apartment. We will be happy to reschedule when you are feeling better.

We are not alarmists but will continue to monitor this situation and will update you when necessary. Follow us on FB for the latest information from Glen Oaks Village. Thank you for your cooperation and we wish everyone good health.

/dg