



## CORONA VIRUS NOTICE

**March 17, 2020**

To Our Tenants:

As we all know, the Corona Virus and Covid 19 are presenting challenges throughout our country and society. Our primary goal during this period is the safety of our tenants, staff and other building visitors.

Hendricks Commercial Properties, LLC ("HCP") has taken several steps to ensure the safety of our tenants and to protect the health of our communities.

In an effort to minimize the spread of Covid 19, we have provided the capability for a portion of our staff to work remotely. We anticipate having limited onsite staffing for the duration of this national emergency. Our policies and procedures may be impacted by government mandated closures. Our executive team is monitoring the situation closely and will provide updates as they become relevant. If you experience any building maintenance issue, we would direct you to contact the following person and phone number: Brent Silha, 608-295-3196 [brent.silha@hendricksgroup.net](mailto:brent.silha@hendricksgroup.net). For any lease issue, billing information or payment issue from your perspective, please contact Jacob Downing, 608-208-4756, [Jacob.downing@hendricksgroup.net](mailto:Jacob.downing@hendricksgroup.net).

For the present, our buildings will remain open. It is our intention to remain open, unless ordered to close by governmental authorities. To assist us in remaining open, we ask that you do your part. One thing that can close us down is if someone in the building tests positive. If you or any of your employees or guests is sick, you or they should stay at home. Get better. Keep all of us safe. Also of course we endorse other recommended procedures such as social distancing and frequent hand washing and minimize business invitees as much as possible.

One thing that seems to remain constant in this situation is change. As and when changes occur, our policies, procedures and approach may change. We will endeavor to keep you informed of any such changes.

We thank you in advance for your cooperation and patience as we all attempt to navigate this challenging period together. We are confident that if we work together, follow recommendations and use common sense, our chances of a favorable outcome will be greatly increased. We look forward to a safe and speedy resolution to this difficult situation.

Please feel free to contact us at any time.

Hendricks Commercial Properties, LLC

Rob Gerbitz

President