

**March 16, 2020**

**LIMITED ENTRY NOTICE TO ALL KOHN-ELL MANAGEMENT VISITORS**

To protect the health and safety of its employees and visitors, Kohn-Ell Association Management is limiting entry to this office. Please refrain from entering this office without prior permission.

Please use the drop box located at the side door to deposit documents and checks for Kohn-Ell including HOA dues payments.



Vendors who are picking up checks should call the main office number, (919)856-1844 to make arrangements for pick-up.

Delivery services are urged to contact the main office number, or simply leave packages in the upstairs hallway entry door, which is inside the glass door near the elevator.

Visitors & vendors are encouraged to telephone or email Kohn-Ell managers and staff, rather than walking in. The main office number is (919)856-1844, and there is a phone directory option that can be used to directly contact a staff member.

Kohn-Ell Association Management apologizes for this inconvenience. We are closely following the progress towards limiting the spread of COVID-19. This limit on visitation will remain in force until such time as Kohn-Ell determines it is safe to receive visitors.