



November 19, 2020

Dear Office Tenants:

In accordance with State of Illinois' recent stay-at-home advisory, for your safety and the safety of our employees, please note the following:

- Our office is now closed and our administrative office staff are working remotely but are readily available by phone or email;
- Our maintenance staff will be working primarily in unoccupied offices;
- Our maintenance staff will be prioritizing urgent life safety and maintenance related work requests (i.e. no heat etc...) and will make every effort to perform routine maintenance before 9:00 a.m.

If you learn of a positive test result for COVID-19 for an employee or an individual who has occupied your office suite we urge you to call our office so that we may partner with you to respond appropriately, while being respectful of your privacy. While we are doing our very best to implement recommended safety measures, by entering or operating in our buildings you assume the risk in doing so.

Sincerely,  
HINSDALE MANAGEMENT CORPORATION

A handwritten signature in black ink, appearing to read "Arsh Khan", is written over the typed name of the Vice President.

Vice President

