



Housing Center of the Palm Beaches

March 17, 2020

Dear Residents,

*This notice is to inform you of the efforts that Newton Woods & Acacia Place Apartments is taking to protect you, your families and the employees of the agency during the current situation imposed by the **CORONAVIRUS (COVID 19)**:*

- ***Effective immediately Property Management will not be conducting in- person business with our clients or the general public until further notice.***
- *All in- person business, including walk-in traffic, is suspended. To contact your Property Manager, please EMAIL talexander@wpbha.org or call (561) 687-4117 or 687-4144*
- *All non-resident inquires and appointments for housing needs will be placed “on hold” at this time. Management and staff will keep all interested parties updated as time permits.*
- *For Emergency maintenance issues such as: A/C problems, floods, fires and leaks, please contact our on call service provider as you would normally do. Your call for service will be dispatched to maintenance personal. Please be mindful and know that any non-emergency or urgent call for service will be addressed once we are back to normal business operations.*

Visitors for social purposes are discouraged at all of our developments, especially where vulnerable and elderly members of our community live. We ask that all our tenants practice social distancing and abide by advice provided by the Centre for Disease Control (www.cdc.gov) during this time. Remember to regularly wash your hands with soap and water for twenty seconds.

Please know your housing needs and safety are very important to us and we ask that you be patient during these times of uncertainty. We will work with everyone to ensure that we maintain and meet any needs necessary thru this Coronavirus related situation.

Sincerely,

Truellaine Alexander, Regional Property Manager

Please visit our web page at: <https://housingcenterpb.com> for further updates.