



Abaris Realty, Inc.

7811 Montrose Road, Suite 110, Potomac, MD 20854

301-468-8919 • Fax: 301-468-0983

Web Site: www.abarisrealty.com



March 30, 2020

Dear Brownstones at Park Potomac HOA Homeowners,

In response to the coronavirus (COVID-19) pandemic, we have postponed/canceled all in-person Board of Directors meetings and all walk-in services at our main office until such time that the CDC's ban on social gatherings is lifted. We are considered essential service providers to our communities and we will therefore remain open for business despite the Maryland Governor's recent shut down of all non-essential businesses. Our staff will be available to handle essential matters and emergencies in the face of this world-wide crisis that is changing rapidly every day. We ask that you please contact us by phone or email as we are taking heed to the CDC's warnings and recommendations for social distancing.

In an effort to conduct the business of the Association in light of the COVID19 restrictions and in our effort to better serve our clients during this pandemic, we have looked into different virtual conferencing options to hold regular Board meetings and we have decided to move forward with Cisco WebEx. Effective immediately, all Board meetings will be held virtually using the new WebEx platform on our regular recurring meeting schedule as follows:

Third Tuesday of every month at 6:00 p.m.

All homeowners are invited to participate in the virtual meeting by following the call instructions and rules attached. Please note that in order to make these meetings as effective and efficient as possible, homeowner comments will be limited to the Homeowner's Forum for the first 15 minutes of the meeting. Homeowner comments will not be permitted during the business portion of the meeting and if time permits, homeowner comments may be taken again before the adjournment of the meeting. Anyone who does not abide by the conference call rules is subject to being expelled from the call by the host.

We urge all residents to provide Abaris with their email addresses immediately as we will be relying on email as our main method of communication until this pandemic passes. Please contact us at sambush@abarisrealty.com to provide your current email address to ensure that we have it on file.

We hope our new virtual platform for holding Board meetings will effectively allow us to conduct the business of the Association and to keep operations running smoothly during these unprecedented times. We continue to have the health and safety of our staff and our communities as our highest priority. We hope you all stay safe and well!

Sincerely,

A handwritten signature in black ink, appearing to read 'Shireen Ambush'.

Shireen Ambush, PCAM, CPM
Property Manager

CONFERENCE CALL INSTRUCTIONS:

Dial in Number: 1-408-418-9388

Access Code: 791 064 079

RULES FOR EFFECTIVE BOARD MEETINGS VIA CONFERENCE CALL:

1. Publish the date and time of the call along with the call instructions in advance to all owners
2. The Manager must be the host/moderator of the call.
3. The Manager should start the call on time.
4. Board Members who are unable to participate, or who may be late signing on, should notify other Board Members in advance via email.
5. Participants should announce themselves when signing on and identify themselves each time they speak.
6. Participants should mute their lines unless they are speaking so the rest of the participants on the call do not hear any background noises
7. Homeowner comments are limited to the Homeowner Forum at the beginning and/or at the end of the call but NOT during the business portion of the meeting so as to allow the Board members to deliberate with one another without any homeowner comment interruptions.
8. Participants should keep statements short and relevant to the topic of discussion.
9. Participants should not interrupt one another or talk over each other and the dialogue should remain respectful at all times.
10. The Manager may respectfully remind participants of the need to move the conversation along due to time constraints.
11. The Manager may expel any participant from the call who does not follow these rules.