



Dear valued clients,

Due to the unprecedented situation unfolding regarding the Coronavirus (COVID-19), Whittles is continually monitoring the evolving situation and our focus is the health, safety and wellbeing of our clients and employees and the role we can play to prevent the further spread of the virus.

Effective Monday, March 23, 2020, our business will transition to new procedures for providing services to you. We recognise some services may be impacted due to the latest Government health advice, however, we remain open and accessible to assist where we can.

Where many of our services are based around residential property, additional consideration must be given to access, trades work, wet areas and people currently in isolation.

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The focus remains clearly on you and we have undertaken the following changes;

- Face to face meetings will no longer be held. Owners are requested to return their proxy form and voting instructions or dial in via teleconference. Meetings already booked will be reviewed with the relevant committees
- We have reduced the number of employees in our offices by working remotely
- All Whittles offices are now restricted to Staff only
- We are identifying with our Maintenance companies their ability to supply services

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Whittles will continue to monitor conditions daily and adjust our business operations as needed in the interest of our clients and employees in accordance with the advice of health authorities.

Please do not hesitate to contact us if we can assist in some way.

Yours Sincerely,

**Matthew Amber**  
Managing Director