

IMPORTANT ANNOUNCEMENT REGARDING COVID-19

In response to the national emergency and restrictions in place by authorities, Cardinal staff will be alternating in-office and work-from-home schedules to practice social distancing. While staff will have computer and telephone access while working remotely, we encourage all owners to utilize the web portal by logging into our website at www.cardinal-online.com <<http://www.cardinal-online.com>> and following the Homeowner Login links. This will be the most effective means for communicating with our office. While logged into your owner portal, please take a moment to update your email address on the My Contact Info tab for communication purposes. If you have not yet set up your account online, follow the same Homeowner Login links and use the Sign Up button on the login screen.

At this time our office will be open by appointment only for issuance of keys and fobs. Homeowners who wish to drop off payments and other items can do so by placing them through the door slot. However, we encourage you to use the online payment options or mailing options available. Your community Board of Directors may be making other announcements regarding Board Meeting cancellations, conference call Board Meetings, and usage of common area facilities. Please be alert for those announcements.

These are very uncertain times. The health of our staff members and clients is of utmost importance and we are committed to taking every step possible to lessen the risk of exposure while performing our management duties and responsibilities. As the circumstances are novel we will, of course, maintain vigilance and fluidity with respect to our company policies and protocols.

Be safe. Practice all recommended personal protocols and stay healthy.
Cardinal Property Management, AAMC