

Tenants of Potomac Crest,

We will be doing some work over the next three weeks. Most importantly is the parking lot repairs that will take place this Friday, December 20, 2019 between the hours of 7:00am-4:00pm. During this time you will not be permitted to park along the visitor spots and you will not be able to enter or exit the driveway. Please make arrangements to relocate your vehicles during this time.

Also, the roof repair is underway and should be completed next week. We will also be replacing concrete for all the front sidewalks, removing overgrowth in the back yard, leaf removal, mowing, tree trimming and painting the building. Please do the following:

- 1.) Remove all personal items from the balconies and front porches
- 2.) Stay clear of all work in progress
- 3.) Relocate your car if near work in progress

Thank you for your patience as we work to improve the property. Due to the weather, the work may be delayed, but we will do our best to get it taken care of as soon as possible.

As always, please call if you have any questions.

Amy Coffin