

September 24, 2020 – 5:00PM CDT

### **Phase 1 – Owners Access to their Palm Beach Units**

Several owners have requested the ability to visit the property to assess their unit. Although the engineer has found the building to be structurally sound, the property remains an active construction zone with potentially dangerous areas, trip hazards and working crews. With that in mind, we still recommend that you postpone any site visits until remediation and construction crews can make more progress in securing the building.

### **For any owner insisting on getting into their unit now, the following required protocols have been put into place:**

1. At least one day prior to the day of the site visit, schedule a specific appointment time by calling or e-mailing Chloe Andrew, Assistant General Manager, to arrange an employee-escorted visit to your unit: 251-979-2975 or [candrew@latourgroup.com](mailto:candrew@latourgroup.com).
2. Download and sign the following [liability waiver](#)<sup>66</sup> and either deliver to employee prior to the site visit or e-mail to [candrew@latourgroup.com](mailto:candrew@latourgroup.com) prior to the site visit.
3. Check-in with security when you arrive at the property.
4. Check-out with security when departing.
5. Limit visit to 30 minutes and to your unit – property walks are not permitted.
6. No children or groups allowed.
7. Owners are not allowed to speak with contractors or request their assistance with anything.
8. Only one site visit allowed per owner.
9. **Overnight visits and occupancy are NOT Permitted at this time – by the Fire Marshall.**

Keep in mind this is only Phase 1, as the engineers, city, and insurance companies allow, we will expand the opportunity to do more. Please know that the Management Team and PBCOA Board are doing everything we can to get you access, but proper measures still need to be completed and approved for your safety and for the contractors to have the space to make timely and needed repairs to the property.

### **Unit Photos**

**Note:** Chloe Andrew sent unit photos to each owner. If you have not received the e-mailed photos, you can reach Chloe at [candrew@latourgroup.com](mailto:candrew@latourgroup.com) and she can resend them.

Aside from scheduling a unit visit or requesting photos, please send all other questions and communication to:

[PBCOA.Sally@gmail.com](mailto:PBCOA.Sally@gmail.com)

Thank you for your consideration and concerns. More to follow as information becomes available.

Mitch Lipon

PBCOA Board President