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MEMORANDUM

To: ALL RESIDENTS
From: ANDREW DUJON, President/Chief Executive Officer
RE: Housekeeping Amendment FAQ's
Date: August 20, 2024

Good afternoon,

Last week you should have received an amendment to your lease regarding the changes to the housekeeping schedule. Reason being, the current lease and resident handbook reference weekly housekeeping. Since we are moving to a bi-weekly housekeeping schedule, and your lease is a legal document, we felt it prudent to maintain its legal status an official amendment to the original lease. Several questions have arisen regarding this amendment so I will try and address them here:

- What if I have NOT received the amendment? Please contact Emma at extension 239 and she will get it for you.
- What is the effective date of the schedule change? October 1, 2024.
- What does bi-weekly housekeeping mean? Occurring every two weeks.
- When will we receive the list of basic housekeeping services being offered? By August 30, 2024.
- When will we receive the cost to have additional housekeeping services if we want? By August 30, 2024
- What if there are two people living in the unit, do both need to sign the amendment? If both of you signed the original lease then both of you would sign the amendment.
- What if I am currently on vacation and will not return to campus until after September 15, 2024? You may give a verbal or written confirmation of agreement by emailing estockman@watermanvillage.com, or calling Emma at extension 239.
- When is the amendment due back? September 15, 2024.

We have discovered there are still several variations to the current lease now in place. If you have any questions or feel some of the verbiage needs to be changed in the amendment to match your particular existing lease, please contact Emma Stockman at extension 239 and she can assist you with any modifications.

Thank you for your patience and understanding.

A handwritten signature in black ink, appearing to read "Andrew Dujon".