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February 8<sup>th</sup>, 2021

Dear Neighbors:

Lakewood Retirement Community is currently applying for approval of two Plans of Development (POD #'s POD2020-00355 & POD2020-00486) which are for a Satellite Parking Lot, Cottages Phase II and a Master Plan. The projects involve a few areas on the Lakewood property, as well as improvements to Lauderdale Drive, and the Master Plan involves the entire property, illustrating our intentions for future development.

Given the virus-related restrictions, we will not be having an in-person meeting regarding the request but will host a virtual meeting at **6:30 p.m. on February 22, 2021**. You can access the WebEx link for event registration by going to the project website at [www.LakewoodWestend.org](http://www.LakewoodWestend.org).

If necessary, additional WebEx information is below:

**Event number:** 180 506 9295

**Event password:** EKrQSpDM437

**Audio conference:** US Toll +1-415-655-0002 Access code: 180 506 9295

Please be aware the meeting will start promptly at 6:30 p.m. If no one joins the event, it will end at 6:45 pm. As the community meeting requires registration, we recommend you log-in early using the instructions provided in this letter to complete the process. Should you have technical difficulties joining WebEx, you may call (804) 517-1663 from 6:00 p.m. – 6:20 p.m. and staff will try to assist you. The phone number is to be used for technical assistance only; all questions and comments regarding the case must be directed to the applicant during the community meeting.

In the meantime, should you have any questions or concerns, my contact information is referenced above, or contact Salim Chishti, Henrico County Planner, at 501-4626 or [chi061@henrico.us](mailto:chi061@henrico.us).