



March 23<sup>rd</sup>, 2020

## Notice for Tenants of Cornerstone of Topeka, Inc.

Due to the recent health emergency facing all of us, we have made the following changes:

- Our office, while still operational, is closed to the public including tenants.
- Contact will still be available through phone and email, **email is preferred**
- **Rent payments should be mailed or dropped off in the 24 hour drop box located in the back corner of our building.**
- If you require a receipt, please make a note when paying your rent. If you have an email address, please add it to get you your receipt.
- Work orders will be prioritized and while our staff or our contractors will still provide on site service, we will try to limit one on one exposure for your safety as well as ours.

These will be challenging and difficult times for the foreseeable future and we are committed to adapting and finding a balance that continues the level of service and professionalism you deserve. Part of that is continuing to work with you if you fall behind on rent payments. **The earlier you reach out to us the better.** If you are not going to be able to pay on time, please reach out and work with our Finance Manager, Lisa Montgomery on a payment plan.

**Rent is still due on the 1<sup>st</sup> of every month with a grace period until the 6<sup>th</sup>.**

Below are some contact emails for the staff at Cornerstone. While we are providing these due to our office being closed to the public, these are always good contacts to have:

<b>Rent and payment issues</b>	Finance Manager	Lisa Montgomery	<a href="mailto:lisa@corner1.org">lisa@corner1.org</a>
<b>Leasing, property questions</b>	Property Manager	Dora Coronel	<a href="mailto:dora@corner1.org">dora@corner1.org</a>
<b>Work Orders and Pest Control</b>	Executive Assistant	Melissa Warrington	<a href="mailto:melissa@corner1.org">melissa@corner1.org</a>

We deeply appreciate you as tenants and we will continue to operate regardless of the rapidly changing conditions. Thank you for being tenants of Cornerstone of Topeka. If you have any questions about your personal situation please reach out to one of the staff members above or to me, Chris Palmer, Executive Director at [chris@corner1.org](mailto:chris@corner1.org).

Sincerely,

A handwritten signature in blue ink that reads "Chris Palmer".

Chris Palmer  
Executive Director