ISSUE

July

2020

www.cornerstoneoftopeka.org

Cornerstone of Topeka, Inc.

FRIENDLY REMINDERS

- Rent is due on the 1st of each month with a grace period until the 6th.
- The office will be closed:
 - July 3rd
 - September 7th

Chris Palmer chris@corner1.org Executive Director

Lisa Montgomery lisa@corner1.org Finance Manager

Dora A. Coronel dora@corner1.org Housing/Property Manager

Melissa M. Warrington melissa@cornerl.org Executive Assistant

Jerry Yoder jerry@cornerlorg Maintenance/Project Supervisor

Dale Jones dale@corner1.org Maintenance Technician

OFFICE HOURS:

Monday - Friday 8-5 785-232-1650 1195 SW Buchanan, Ste. 103 Topeka, KS 66604



If we receive your rent payment no later than 5:00 pm on the 6th of each month, you will automatically be entered to win a \$50 Walmart gift card. Good Luck!



April – Aquia May – Vikki June - Laura

Please visit our newly updated website with more features. You can still submit work orders and more easily find what vacancies we have available. There is also a new feature called "Resources" with links to different agencies in Topeka like Catholic Charities and Let's Help. No computer? No problem. All functions work on your smartphone as well. <u>cornerstoneoftopeka.org</u>

When Cornerstone of Topeka Opens to the Public

Please be aware that when we reopen, all those that enter the office will be REQUIRED to wear a mask. This is for your protection as well as ours.

COVID-19 & Work Orders

As of June 24, 2020, when a tenant calls into the office for a work order, our staff will be asking the recommended questions related to Covid-19 symptoms. For the safety of our maintenance staff, household members will be required to wear a mask or choose to step out of the unit while Maintenance is on site. It is the tenant's responsibility to let our office know if anyone in your household has COVID-19.

THANK YOU!!!

From all the staff at Cornerstone of Topeka, we want to thank all our tenant's for being so accommodating during this difficult time. At this moment, we do not have a set date for reopening to the public. Thank you for your patience and for using the drop box. Please continue to call us regarding any maintenance requests and questions you may have.