## **New Office Hours**

There have recently been a tremendous number of changes in CBHA staff, board, and management. To help work through these changes the office hours have been altered. The office will be open for walk in business from 10:00am to 3:30pm with a break from approximately 12:00pm to 12:30pm. The phone will still be manned for emergencies from 8:00am-10:00am and 3:30 – 4:30. Having dedicated time for training and uninterrupted work time will help in this transition.

Office personnel has gone from 2 full time staff to one staff member who has only been employed at CBHA for a few weeks. You can probably imagine how much there is to learn about Member Services responsibilities. Training is being scheduled during this new "quieter time." I hope you will welcome Tianne Curtiss to our community and understand that she is working hard to understand how things work.

Mike Haskett of Vantage Community Management is our dedicated manager. We are one of several communities he manages. He will be in the office on Tuesdays. His focus will be accounting and providing administrative support. Stop by to talk to Mike on Tuesdays if you have questions about your account. Mike will give a management report at the monthly Board Meetings.

The Board of Trustees thanks you for your understanding during this time of change.