



March 17, 2020

Dear Valley Ranch Residents,

The health and safety of our residents is our top priority. To minimize the risks associated with the Coronavirus, we are temporarily closing the Association office. Operations will continue remotely until April 1. If you need assistance, please call the office at (972) 869-1430 and staff will return your call promptly. You may also visit the website at [www.valleyranch.org](http://www.valleyranch.org) and send an email.

We strongly encourage each resident to assess your risk thoughtfully. If you are feeling ill in any way, we encourage you to practice social distancing during this time.

Acting in accordance with all HIPAA privacy laws, the Board of Directors, along with CCMC executives and management, will continue to keep you updated and informed as we manage this dynamic situation.

If you are experiencing any symptoms or feel you may be at risk, please call your healthcare provider immediately. We encourage all residents to practice the following preventative recommendations from the Center for Disease Control:

- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

You can keep informed and updated by visiting <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Sincerely,

*Teresa Muchler*

Teresa Muchler, PCAM, CMCA, AMS  
Executive Director  
On Behalf of the Valley Ranch Board of Directors

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