



Welcome

We would like to take this opportunity to welcome the following new employees:
Amber Granlund, Austin Hamilton, Charles Willis, Chelsea Jacques, Chris Garza, Christopher Trusty, Haleigh Brown, Joshua Suitt, Luis Montelongo, Michael Marshall, Shelbi Rivera and William Sconiers.
 We're glad you're here!

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What's Happening in September

- Sep 2 – Manager Weekend (all)
- Sep 4 – Holiday (Offices Closed)
- Sep 5 – Friendly Reminders
- Sep 6 – 3 Day Notices
- Sep 9 – Assistant Manager Weekend
- Sep 11 – File Evictions
- Sep 13 – Supplemental Supply Order
- Sep 14 – Market Survey Due / Update Yardi Comp Survey / Payroll due
- Sep 15 – Submit RCF changes / Monthly Mgmt Plan Due
- Sep 19 – Leasing Breakfast Club
- Sep 20 – Asst Mgr Breakfast Club
- Sep 25 – AME done by 3 pm
- Sep 26 – Close A/P
- Sep 27 – Primary Supply Order
- Sep 28 – Update Yardi Comp Survey / Manager Breakfast Club / Payroll Due
- Sep 29 – Service Manager Breakfast Club
- Sep 30 – Manager Weekend w/no Asst Manager

Happy Anniversary

Mary Arceneaux	09/14/89
Kristi DeCarlo	09/05/95
Malissa Minucci	09/21/09
Patricia Navarro	09/20/11
Kassandra Lawrence	09/03/15
Robert Kerr	09/30/15
Oscar Casella	09/12/16
Mayra Hernandez	09/16/16
Dirk Everhardt	09/30/16

Happy Birthday

Haleigh Brown	Sep 4
Michael Rawls	Sep 11
Dianna McClung	Sep 14
Angie McCalment	Sep 15
Mechelle Payette	Sep 15
Kristi DeCarlo	Sep 18
Tessa Pottinger	Sep 19
Kelly Young	Sep 20
Chandra Clay	Sep 21
Yasmine Rodriguez	Sep 26
Jacqueline Grice	Sep 29



NEW FACES



SOU
Chelsea Jacques
Leasing Consultant

Hobbies/Interests – Working out, Hanging out with friends and family

Place of birth – San Angelo, TX

Favorite Restaurant – Chick-Fil-A

What did you do on your last vacation? Went hiking in Austin

What would you do if you won the lottery? Take my family on vacation



MBT
Haleigh Brown
Leasing Consultant

Hobbies/Interests – Snowboarding, Hiking, Anything outside

Place of birth – Rowlett, TX

Favorite Restaurant – Mexican

What did you do on your last vacation? Went hiking in Colorado

What would you do if you won the lottery? Buy as much real estate as I could



BDO
Joshua Suitt III
Service Manager

Nickname – Josh

Spouse/Children – Regina (wife), Caleb, David, Daniel and Andrew

Hobbies/Interests – Reading, Writing, Music Production

Place of birth – Chapel Hill, NC

Favorite Restaurant/Food – Golden Corral for breakfast

What would you do if you won the lottery? Go on vacation to see my family in NC



HUN
Chris Garza
Service Technician

Spouse/Children – Ruby Nava, Joseph (3)

Hobbies/Interests – Auto mechanics, Playing with my 3-year-old, PC Gaming

Place of birth – Dallas, TX

Favorite Song – “In The End” by Linkin Park

Favorite Restaurant– Rafain Steakhouse

What did you do on your last vacation? Went to the Florida beach for a week

What would you do if you won the lottery? Live the rest of my life comfortable

NEW FACES



MBT

Christopher Trusty
Maintenance Tech

Nickname – Chris

Spouse/Children – Rosie (wife),
Christopher Jr. (11)

Hobbies/Interests – Family outings,
Fishing

Place of birth – Texarkana, TX

Favorite Song – “Revelation Song”

Favorite Restaurant/Food – Burgers and
Fries

What did you do on your last vacation?
Went fishing at the gulf in Rockport, TX

**What would you do if you won the
lottery?** Buy a lot of homes in East Texas
to start a ranch



DRC

Amber Granlund
Leasing Consultant

Children – Ayden (7) and Ryleigh (3)

Hobbies/Interests – Crafting

Place of birth – Waukegan, IL

Favorite Song –Country music (I love them
all)

Favorite Restaurant/Food – Olive Garden

What did you do on your last vacation?
Went camping with my kids

**What would you do if you won the
lottery?** Buy a house and invest



HOK

Shelbi Rivera
Leasing Consultant

Nickname – Sweet Pea

Spouse/Children – Christian (spouse), Abbi (5)

Hobbies/Interests – Shopping, Eating, Going to
the park with Abbi

Place of birth – Houston, TX

Favorite Restaurant/Food – Mexican Food!

What did you do on your last vacation?
Relaxed on the beach

What would you do if you won the lottery?
Go on vacation and give back to the community



BDO

Luis Angel Montelongo
Service Technician

Nickname – Angel

Spouse/Children– Zoralla (spouse), Lalo, Kim,
Jon, Leah and granddaughter Nicol.

Hobbies/Interests – Love soccer

Place of birth – Gomez Palacio Durango, Mexico

Favorite Song– “Vivir My Vida”

Favorite Restaurant/Food – Mexican food

What did you do on your last vacation? Went
to Mexico

What would you do if you won the lottery?
Pay all my bills

NEW FACES



HOK

Michael Marshall
Porter

Nickname – Mike

Hobbies/Interests – Cars, Detailing cars,
My dog

Place of birth –Fort Worth, TX

Favorite Song – “I Can’t Breathe” by
Parker McCollum

Favorite Restaurant/Food – Italian Food

What did you do on your last vacation?
Went to the beach for the first time

**What would you do if you won the
lottery?** Build a car shop, Start a detailing
business



HUN

Austin Hamilton
Porter

Significant Other – Melody Yeary

Hobbies/Interests – Hunting,
Videogaming

Place of birth –TX

Favorite Song – “A Little Piece of
Heaven” by Avenged Sevenfold

Favorite Restaurant/Food – Fogo de
Chao - Steak

**What did you do on your last
vacation?** Went to Yellowstone

**What would you do if you won the
lottery?** Save my money



HOK

Charles Willis
Maintenance Tech

Nickname – Logan

Children – Sterling Vester (3), son

Hobbies/Interests – Fishing

Place of birth –Texas

Favorite Song – “Rain in Africa” by
Toto

Favorite Restaurant/Food – Anything
spicy

**What would you do if you won the
lottery?** Go on vacation

ELD



William Sconiers
Leasing Consultant

Hobbies/Interests – Music

Place of birth – Hattiesburg, MS

Favorite Song – “Dangerous Woman”

Favorite Restaurant/Food – Mediterranean Food

What would you do if you won the lottery? Invest in
music

Policy Revisions

Following are the new / revised policies that have come out in the past month. Please check this list to make sure you have received these updates.

A-F1051 Month End Reconciliation – added Warning for Unit Type Total Rent greater than, Unit Total Rent added back in

New Hire Packet – updated with new I-9 form

CONGRATULATIONS!

Congratulations to Robert Kerr, Service Manager for ACL, CBT, on earning his CAMT designation!



Congratulations to Monica Rowlett, Property Manager at NPT, on the birth of her daughter Aubree Nicole on August 9th!



Congratulations to Alexandra Prybil, PIP, for her promotion to Leasing Specialist!



Congratulations to Elizabeth Nerren, DRC/DRW, for her promotion to Assistant Manager!



Telephone and Video Shop Results

Telephone Shop Results;

Congratulations to Mechelle Payette for getting a **100** on her telephone shop!!

GOOOOOOO Mechelle 😊! Mechelle, you can expect a **\$225 BONUS** on this Friday's paycheck.

But wait.... We have others that did an outstanding job as well.

Congratulations to the following on their 90+ scores;

Bardin Oaks/Terri Ortega-----	<u>98</u>
The Fairways/Sara McClendon-----	<u>98</u>
Eldoradoview/Piperscover/Patricia Ortega-----	<u>95</u>
Copper Hill/Ashley Leyva-----	<u>91</u>

Video Shop Results;

Congratulations to the following on their 90+ scores;

Salado/Nancy Stephens-----	<u>96</u>
Towne Centre Village/Mechelle Payette-----	<u>96</u>
Arbors of Corsicana/Synthia Rippenkroger-----	<u>95</u>
Pipers Cove/Alex Prybill-----	<u>91</u>

Nancy, Mechelle, Synthia, and Alex, you can expect a **\$125 Bonus** on the 08/25/2017 paycheck.



No Labor – Labor Day Bars



Ingredients

- 1/2 cup butter or margarine
- 1 1/4 cups packed light brown sugar
- 2 large eggs
- 2 teaspoons vanilla extract
- 2 1/4 cups Pioneer Original or Buttermilk Biscuit & Baking Mix
- 1 cup butterscotch baking chips
- 1 cup chopped pecans, almonds, hazelnuts or English walnuts

Preparation

- 1 In medium microwave-safe bowl, microwave butter on High for 90 seconds to melt. Stir in brown sugar, eggs and vanilla until smooth. Stir in Pioneer Biscuit & Baking Mix until well combined.
- 2 Pour into oiled 13x9x2-inch baking pan. Sprinkle butterscotch chips and pecans on top.
- 3 Bake at 350°F for 20 to 25 minutes or until bars are light golden brown and center is almost set.
- 4 Cool completely. Cut into bars. Makes 4 dozen bars.



PREP TIME

5

minutes



COOK TIME

20

minutes

As an employee of LumaCorp, you qualify for a special discount when you enroll in Reliant Paperless Billing with any Reliant electricity plan.* We're pleased to team with Reliant to bring you this exclusive **Client Employee Program** offer.

When you register for the **Reliant Client Employee Program** and sign up for Paperless Billing, you'll enjoy many benefits.

- Choose a plan that fits your needs—the Paperless Billing discount applies to any Reliant plan.*
- Get a 5% monthly discount on your bill, for the electricity you use, with Reliant Paperless Billing.**
- Enjoy the convenience of Paperless Billing — no more stamps to buy and nothing to get lost in the mail.

EXISTING CUSTOMERS

Make sure to have handy a copy of your current bill to provide requested information regarding your account.

1. Visit <https://www.reliantcep.com/login/>
2. Enter your company password **L5C2CEP**
3. Provide the requested account information from your bill.
4. Be sure to sign up for Reliant Paperless Billing to complete the registration process by visiting [reliant.com/paperless](https://www.reliant.com/paperless).

NEW CUSTOMERS

1. Visit [reliant.com](https://www.reliant.com) or call 1-866-RELIANT.
2. Choose a plan that works for you and sign up for it—all Reliant plans are eligible for the discount.*
3. Once you're signed up, obtain your Reliant account number from your enrollment confirmation and your ESID (which identifies your meter) from your previous provider's bill.
4. Follow the steps listed under "Existing Customers" to complete registration for the program.

Did
you
know?



I CAN TAKE SOMETHING OFF YOUR PLATE.



You're busy. I understand and I can help! If you haven't already connected with Compass this year, remember that your Health Pro® consultant is here to support you and your family. Compass can save you the time and frustration of waiting on hold with insurance or a doctor's office and will ensure that you find the answers you're looking for. Whether you need a new doctor, are planning a major surgery or just want straight answers about your benefits, your Compass Health Pro® consultant is here to help.

YOUR COMPASS HEALTH PRO® CONSULTANT CAN SUPPORT YOU BY:

- clarifying insurance benefits
- finding doctors & facilities
- comparing costs for procedures
- saving you money on prescriptions
- reviewing medical bills
- scheduling appointments

Contact Your Health Pro

MONDAY – FRIDAY 8AM – 8PM CST | answers@compassphs.com | 800.513.1667

LumaCorp Calendar

September 2017

September 2017							October 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 27	28	29	30	31	Sep 1 OME due	2 Manager weekend (All)
3	4 HOLIDAY	5 Friendly reminders 8:00am Notify Corp of Emp. Address Changes PP-F5200 10:00am Staff Meeting	6 3 day notices P.O. Day 5:30pm Close leasing week	7	8	9 Asst Mgr weekend
10	11 File evictions	12	13 P.O. Day 8:00am Personal contact for Sept expirations 9:00am Supplemental 5:30pm Close leasing	14 Market Survey due 8:00am 45-day notice for Oct expirations 8:30am Payroll due 10:00am Update Yardi	15 Monthly Management Plan Submit RCF changes 8:00am 75-day notice for Nov expirations	16
17	18 10:00am Staff Meeting	19 9:00am Leasing Breakfast club	20 P.O. Day 9:00am Asst Mgr Breakfast Club 5:30pm Close leasing week	21	22	23
24	25 3:00pm AME Done	26 Close A/P	27 P.O. Day 9:30am Primary supply order 5:30pm Close leasing week	28 8:30am Payroll due 9:00am Mgr Breakfast club 10:00am Update Yardi comp survey	29 8:30am Srv Mgr Breakfast Club 10:00am Send collection files to collection agency	30 Manager weekend (w/Asst Mgr) 8:00am Personal contact for Oct expirations

Day Off Report Results

Prepared - 08/03/17 06:30

LOC/DEPT	PERSONNEL	TYPE	DAYS OFF	TOTAL REQ HOURS
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/1/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/2/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/4/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/5/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/6/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/7/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/8/2017	8
Arbors of Cleburne - ADMINISTRATIVE ONSITE	Johnson Martha	Vacation	9/11/2017	8
Bardin Oaks - ADMINISTRATIVE ONSITE	Page Kristin	Vacation	9/8/2017	8
Bardin Oaks - ADMINISTRATIVE ONSITE	Page Kristin	Vacation	9/11/2017	8
Bardin Oaks - ADMINISTRATIVE ONSITE	Page Kristin	Vacation	9/12/2017	8
Copper Hill - MAINTENANCE	Hodge John	Vacation	9/15/2017	8
Copper Hill - MAINTENANCE	Hodge John	Vacation	9/18/2017	8
Copper Hill - MAINTENANCE	Hodge John	Vacation	9/19/2017	8
Copper Hill - MAINTENANCE	Hodge John	Vacation	9/20/2017	8
Copper Hill - MAINTENANCE	Hodge John	Vacation	9/21/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/1/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/5/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/6/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/7/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/8/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/11/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/12/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/13/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/14/2017	8
El Dorado View - CONSTRUCTION/INSURED LOSS	Hernandez Rafael	Vacation	9/15/2017	8
Hunters Hill - MAINTENANCE	Garcia Flores Eleazar	Vacation	9/13/2017	8
Hunters Hill - MAINTENANCE	Garcia Flores Eleazar	Vacation	9/14/2017	8
Hunters Hill - MAINTENANCE	Garcia Flores Eleazar	Vacation	9/15/2017	8
Hunters Hill - MAINTENANCE	Garcia Flores Eleazar	Vacation	9/18/2017	8
Hunters Hill - MAINTENANCE	Garcia Flores Eleazar	Vacation	9/19/2017	8
LumaCorp Corporate Office - ACCOUNTING	Arceneaux Mary	Vacation	9/7/2017	8
LumaCorp Corporate Office - ACCOUNTING	Arceneaux Mary	Vacation	9/8/2017	8
LumaCorp Corporate Office - ACCOUNTING	Arceneaux Mary	Vacation	9/11/2017	8
LumaCorp Corporate Office - ACCOUNTING	Moncibais Kimberly	Vacation	9/15/2017	4
LumaCorp Corporate Office - CONSTRUCTION/INSUF	Wiser Robert	Vacation	9/1/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Wright-Johns Virgie	Vacation	9/28/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Wright-Johns Virgie	Vacation	9/29/2017	8
LumaCorp Corporate Office - EXECUTIVE OFFICERS/E	Jordan Sherry	Vacation	9/22/2017	4
LumaCorp Corporate Office - ONSITE SUPPORT	DeCarlo Kristi	Birthday	9/25/2017	4
LumaCorp Corporate Office - ONSITE SUPPORT	Palmer Ashley	Vacation	9/29/2017	8
Oaks at Hulen Bend - LEASING	Lawrence Kassaundra	Vacation	9/5/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Escobar Jordin	Vacation	9/25/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/15/2017	8

Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/18/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/19/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/20/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/21/2017	8
Paces Crossing - ADMINISTRATIVE ONSITE	Moore Ashley	Vacation	9/22/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Herrera Cathy	Vacation	9/1/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Herrera Cathy	Vacation	9/4/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Herrera Cathy	Vacation	9/5/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Shadowen Ashley	Vacation	9/18/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Shadowen Ashley	Vacation	9/19/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Shadowen Ashley	Vacation	9/20/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Shadowen Ashley	Vacation	9/21/2017	8
Pine Knoll - ADMINISTRATIVE ONSITE	Shadowen Ashley	Vacation	9/22/2017	8
Pine Knoll - MAINTENANCE	Grammer Daniel	Vacation	9/1/2017	8
Pine Knoll - MAINTENANCE	Harris Ryan	Vacation	9/5/2017	8
Pine Knoll - MAINTENANCE	Harris Ryan	Vacation	9/6/2017	8
Salado - MAINTENANCE	Duncan Johnathon	Vacation	9/15/2017	8
Salado - MAINTENANCE	Grice Jacqueline	Vacation	9/5/2017	8
Salado - MAINTENANCE	Grice Jacqueline	Birthday	9/29/2017	4
Salado - MAINTENANCE	Grice Jacqueline	Vacation	9/29/2017	4
Southern Oaks - MAINTENANCE	Dodson Alan	Vacation	9/25/2017	8
Southern Oaks - MAINTENANCE	Dodson Alan	Vacation	9/26/2017	8
Southern Oaks - MAINTENANCE	Dodson Alan	Vacation	9/27/2017	8
Southern Oaks - MAINTENANCE	Dodson Alan	Vacation	9/28/2017	8
Southern Oaks - MAINTENANCE	Dodson Alan	Vacation	9/29/2017	8
Towne Centre Village - ADMINISTRATIVE ONSITE	Beene Benjamin	Vacation	9/1/2017	8
Towne Centre Village - ADMINISTRATIVE ONSITE	Beene Benjamin	Vacation	9/5/2017	8
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/13/2017	8
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/14/2017	8
Towne Centre Village - LEASING	Payette Michelle	Birthday	9/15/2017	4
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/15/2017	4
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/18/2017	8
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/19/2017	8
Towne Centre Village - LEASING	Payette Michelle	Vacation	9/20/2017	8
Wilson Crossing - ADMINISTRATIVE ONSITE	Harbour Laura	Vacation	9/21/2017	4
Wilson Crossing - ADMINISTRATIVE ONSITE	Harbour Laura	Vacation	9/22/2017	8
Woodland Hills - ADMINISTRATIVE ONSITE	Gross Jacqueline	Vacation	9/11/2017	8