



Welcome

We would like to take this opportunity to welcome the following new employees:
Welcome to Darrell Grayson, Destiny Everett, Erin Shepherd, Kelcie Pultz, Kevin Scott, Maili Super, and Michael Sanders.
Welcome back to Jason Norris.

Jason
Norris
Pro
Care
Management

What's Happening in November

- Nov 3** – Manager weekend
- Nov 4** – Daylight Savings Time Ends
- Nov 5** – Friendly Reminders
- Nov 6** – 3 Day Notices
- Nov 8** – Market Survey Due / Update Yardi Comp Survey / Payroll due
- Nov 10** – Assistant Manager weekend
- Nov 12** – File Evictions
- Nov 13** – Supplemental Supply Order
- Nov 15** – Monthly Mgmt Plan Due / Submit Rent Change Form Changes /Asst Mgr Breakfast Club
- Nov 20** – Leasing Breakfast Club/ AME done by 3 pm
- Nov 21** –Close A/P / Payroll Due /Update Yardi Comp Survey
- Nov 22** – Happy Thanksgiving – Offices closed
- Nov 23** – Corporate Office closed
- Nov 27** – Primary Supply Order/ Service Mgr Breakfast Club
- Nov 29** –Manager Breakfast Club

Happy Anniversary

Dandi Breese	11/21/11
Chanon Fisher	11/30/11
Melisa Aycock	11/30/11
Joe Acosta	11/30/11
Timothy Thomas	11/03/14
Victor Valdez	11/03/14
Christopher Hester	11/11/14
Sara McClendon	11/24/14
Elizabeth Nerren	11/30/16
Robert Sutcliffe	11/06/17

Happy Birthday

Ernesto Pienado	Nov 2
Adiel Canizalez	Nov 3
Christopher Hester	Nov 3
Steve Ballinger	Nov 5
Johnny Hodge	Nov 8
Enoe Torres	Nov 10
Karli Wise	Nov 12
Larry Orth	Nov 13
John Hodge	Nov 16
Javier Torres	Nov 19
Jennifer Guthrie	Nov 23
Vicente Farias	Nov 25
Christopher Hamrick	Nov 26
Raymundo Lopez-Gil	Nov 29



NEW FACES



CPH

Kelcie Pultz
Rehab Technician

Nickname – KP

Spouse– Brittany Pultz (wife)

Hobbies/Interests – Golf, Guitar, Netflix, and all of my fur babies

Place of birth – North Richland Hills, TX

Favorite Song – Way too many

Favorite Restaurant/Food – Mexican / Mi Cocina

What did you do on your last vacation?
Went to Florida to enjoy the beach

What would you do if you won the lottery? Pay off my parent’s house and debt



HOK

Michael Sanders
Maintenance Technician

Nickname – Sanders

Significant Other– Alyssa Jessup (fiancé)

Hobbies/Interests – Football, Fishing, Xbox

Place of birth – Arlington, TX

Favorite Song – “Soundtrack 2 My Life” by Kid Cudi

Favorite Restaurant/Food – Outback Steakhouse

What did you do on your last vacation?
Hung out and relaxed

What would you do if you won the lottery?
Get in to real estate



HUN

Jason Norris
Service Manager

Nickname – J or Marine

Significant Other/Children – Jenn Sherman (fiancé), Joel (15), Josiah (13), Jacob (13)

Hobbies/Interests – Lifting weights

Place of birth – Fort Worth, TX

Favorite Song – “Heaven” by Kane Brown

Favorite Food – Mexican food

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

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



ICR

Destiny Everett
Property Manager

Children – Courtney, daughter (21)

Hobbies/Interests – Volunteer work, Travel, Live sporting events

Place of birth – Amarillo, Texas

Favorite Song – “More Than Anything” by Natalie Grant

Favorite Restaurant/Food – Olive Garden, Seafood and Steak

What did you do on your last vacation?
Went on a cruise

What would you do if you won the lottery? Help Military Vets with housing, life after war time

NEW FACES



ELD/PIP

Kevin Scott
Rehab Technician

Spouse/Significant Other– Jessica (wife), Gabriel (11), Azalea (8)

Hobbies/Interests – Watching sports, Cars, Watching Animal Planet

Place of birth – Galveston, TX

Favorite Song – “So Far Away” by Staind

Favorite Restaurant – Cheddars

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

What would you do if you won the lottery? Buy a house and invest in real estate



WLH

Connie Shepherd
Leasing Consultant

Significant Other– Zachery (boyfriend)

Nickname– Erin

Hobbies/Interests – Movies, Hiking, Friends and Family

Place of birth – Dallas, TX

Favorite Song – “Holding On” by Citizen Cope

Favorite Food – Mexican

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

What would you do if you won the lottery? Go to Australia



TIM

Darrell Grayson
Maintenance Tech

Nickname– Bull

Children– Ages 14, 12, 11, and 5

Hobbies/Interests – Cowboys, Fishing, Eating, Camping, Riding horses

Place of birth – Centerville, TX

Favorite Restaurant – Texas de Brazil

What did you do on your last vacation?
Went to Las Vegas

What would you do if you won the lottery?
Buy the Cowboys



HOK

Maili Super
Property Manager

Nickname– Smiley

Spouse/Children– Christopher (spouse), Cheyenne (21), Cierra (20), Austin (16)

Hobbies/Interests – Playing with our new puppies, Being with family, Helping others

Place of birth – Honolulu, HI

Favorite Song – “Light Your World” by Hillsong

Favorite Food – Mexican food

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

What would you do if you won the lottery?
I would open a women’s & children’s shelter

CONGRATULATIONS!

Congratulations to Terri Ortega (left) of Bardin Oaks on her advancement to a Leasing Specialist and to Brenda Lopez-Carrasco (right) on her promotion to Assistant Manager at Wind Dance.



Employee of the Month

We receive many Pat on the Back cards each month from our residents. Following are last month's recipients:

- ❖ Sanneh Quiah– for being very patient going over information about HUN with prospects
- ❖ Ebony Babineaux– for going above and beyond to help a prospect become a new resident
- ❖ Devin Carden– for going above and beyond to help and being so great at customer service
- ❖ Blaine Martinez – for making sure all Somerset residents had hot water by repairing the boiler quickly and efficiently

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.

PP5048 401(k) Plan – Updated fund performance through 9/30/18

P-F2212 Property Owner List –updated list due for WND and WSC

PP-F5251 Performance Bonus –deleted Salado and added Wind Dance

PP-F5253 Service Bonus –deleted Salado and added Wind Dance

Has your PC gone from blazing fast to the speed of a snail? Well, time to get your computer back in shape so that it runs like new. Look at these steps to get things back up to speed.

<https://www.howtogeek.com/228570/10-quick-ways-to-speed-up-a-slow-windows-pc/>



Computer Learning Zone

G & A Employee Website

You can now access your personal employment information including viewing your vacation time balance and even reprint your paystub through G & A's website.

Go to <https://worksight.gnapartners.com/login> The login area is in the top left corner of the screen

Your "user name" is the first initial of your first name + your full last name + the last 4 digits of your social security number

Your "password" is the last 4 digits of your SS#, unless you changed it upon initial setup.

If you are unable to login with the instructions above, contact Ashley Leyva, aleyva@lumacorp.com

Fidelity 401(k)

To make changes or learn more:
Fidelity NetBenefits at www.401k.com
Retirement Benefits Line at 1-800-835-5097



Don't forget! If you refer someone for one of our open positions, you will receive \$1000 for each referral that is hired (\$500 for part time employees)! Visit workatlumacorp.com to view the openings and then give your friends a call!

Employee Assistance Program

For access to EAP services, such as a referral to counseling, legal, credit and debt consulting services, and much more, please use the contact information below:

Work-life Balance Employee Assistance Program

Toll-free, 24-hour access

- 1-800-854-1446: English
- 1-877-858-2147: Spanish
- 1-800-999-3004: TTY/TDD



Online access

www.lifebalance.net; *user ID and password: lifebalance*

- **Recognition for service: to honor those who have given extra time & performed duties beyond their job descriptions for the benefit of the community and/or the company.**

'NOMINATE SOMEONE'

I nominate _____ for special recognition because _____

Attn: Kathi Tuttle (Property) _____ Signature _____



Turkey Chili (With Leftover Thanksgiving Turkey)



INGREDIENTS

- 2 Tbsp olive oil
 - 2 cups chopped onion
 - 1 cup chopped green bell pepper
 - 4 garlic cloves, chopped fine
 - 2 Tbsp chili powder (or up to 4 Tbsp if you like it spicier)
 - 1 Tbsp ground cumin
 - 3 15-ounce cans crushed tomatoes (fire roasted if you can get it)
 - 1 Tbsp tomato paste
 - 1 cup of turkey stock or chicken stock
 - Two 15 oz cans kidney beans, drained
 - 1 teaspoon dried oregano
 - 1 Tbsp sea salt, plus more if desired to taste
 - 1/2 teaspoon black pepper
 - 3 to 4 cups of shredded, cooked turkey meat
 - 1 to 3 teaspoons sugar (optional)
- Shredded cheddar cheese, chopped green or red onion, sour cream for optional garnish.

- 1) Sauté the onions, peppers, garlic, and spices. In a large, 8-quart pot, heat the olive oil on medium high heat. Add the onions and peppers and cook until golden, about 5 minutes. Add the spices and cook for a minute or two more.
- 2) Add tomatoes, beans, stock, and the cooked turkey. Bring mixture to a simmer and reduce heat to low. Simmer, partially covered, for an hour.
- 3) Add salt to taste. Add sugar, if needed, to balance the acidity of the tomatoes. May be made in advance and chilled for 2 days or frozen for 2 months.

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

HOW COMPASS TAKES CARE OF YOU:

UNDERSTAND YOUR BENEFITS	FIND HIGHLY RATED DOCTORS	SAVE MONEY ON MEDICAL CARE	SPEND LESS ON PRESCRIPTIONS	GET HELP WITH MEDICAL BILLS

LumaCorp Calendar

November 2018

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

Vacation Calendar
November 2018

SUN	MON	TUE	WED	THU	FRI	SAT	
	28 Acosta Jr, Jose 8.00 Hodge, John 8.00 Norris, Jason 2.00 Ortega, Brandon 8.00 Wilson, Allison 8.00	29 Acosta Jr, Jose 8.00 Hodge, John 8.00 Norris, Jason 8.00 Wilson, Allison 8.00	30 Acosta Jr, Jose 8.00 Carter, Krystal 8.00 Hodge, John 4.00 Jordan, Sherry 8.00	31 Acosta Jr, Jose 8.00 Hester, Christopher 3.00 Hodge, John 8.00 Jordan, Sherry 4.00		1 Acosta Jr, Jose 8.00 Harrell, Edward 4.00 Hester, Christopher 8.00 Hester, Kimberly 8.00 Lapsley, Amanda 8.00	2 Acosta Jr, Jose 8.00 Harrell, Edward 8.00 Hester, Christopher 8.00 Hester, Kimberly 8.00 Lapsley, Amanda 8.00
	4 Harrell, Edward 8.00 Hester, Christopher 8.00 Matzen, Robbie 8.00 Moncibais, Kimberly 8.00	5 Harrell, Edward 8.00 Matzen, Robbie 8.00	6 Harrell, Edward 8.00 Matzen, Robbie 8.00	7 Charles, Jaylan 8.00 Harrell, Edward 8.00 Koop, Lyle 4.00 Matzen, Robbie 8.00 Vidot-Hernandez, Henr, 8.00	8 Charles, Jaylan 8.00 Harrell, Edward 8.00 Hodge, Johnny 4.00 Koop, Lyle 8.00 Matzen, Robbie 8.00 Vidot-Hernandez, Henr, 8.00	9 Carter, Krystal 8.00 Charles, Jaylan 8.00 Harrell, Edward 8.00 Hodge, Johnny 4.00 Koop, Lyle 8.00 Matzen, Robbie 8.00 Vidot-Hernandez, Henr, 8.00	
	11 Charles, Jaylan 8.00 Matzen, Robbie 8.00 McClung, Jimmy 8.00 Moncibais, Kimberly 8.00 Torres, Esther 8.00 Vidot-Hernandez, Henr, 8.00 Wise, Karli 4.00	12 Matzen, Robbie 8.00 Moncibais, Kimberly 8.00 Torres, Esther 8.00	13 Charles, Jaylan 8.00 Torres, Esther 8.00	14 Charles, Jaylan 8.00 Torres, Esther 8.00	15 Farias, Vicente 8.00 Farias, Vicente 8.00 Offutt, Michayla 8.00 Torres, Esther 8.00 Wright-Johns, Virgie 8.00	16 Farias, Vicente 4.00 Farias, Vicente 4.00 Offutt, Michayla 8.00 Torres, Esther 8.00 Wright-Johns, Virgie 8.00	17

Time Off Calendar

Sunday, November 18 (2018) - Saturday, November 24 (2018)

SUN	MON	TUE	WED	THU	FRI	SAT
18	19	20	21	22	23	24
	Aranda, Cesar 8.00	Aranda, Cesar 8.00	Aranda, Cesar 8.00	Aranda, Cesar 8.00	Thanksgiving Day	Acosta Jr, Jose 8.00
	Aycock, Melisa 8.00	Aycock, Melisa 8.00	Armstrong, Adriane 8.00	Armstrong, Adriane 8.00		Aranda, Cesar 8.00
	Ballinger, Steven 8.00	Ballinger, Steven 8.00	Babineaux, Ebony 8.00	Babineaux, Ebony 8.00		Armstrong, Adriane 8.00
	Davis jr., Robert 8.00	Davis jr., Robert 8.00	Ballinger, Steven 8.00	Ballinger, Steven 8.00		Babineaux, Ebony 8.00
	Gowans Jr, Lonnie 8.00	Gowans Jr, Lonnie 8.00	Breese, Dandi 8.00	Breese, Dandi 8.00		Ballinger, Steven 8.00
	Guthrie, Jennifer 8.00	Guthrie, Jennifer 8.00	Carter, Krystal 8.00	Carter, Krystal 8.00		Davis jr., Robert 8.00
	McClung, Jimmy 8.00	Martinez, Blaine 8.00	Davis jr., Robert 8.00	Davis jr., Robert 8.00		Garza, Christopher 8.00
	Offutt, Michayla 8.00	McCalment, Angela 8.00	DeCarlo, Kristi 4.00	DeCarlo, Kristi 4.00		Gowans Jr, Lonnie 8.00
	Pottinger, Tessa 8.00	McClung, Jimmy 8.00	Gowans Jr, Lonnie 8.00	Gowans Jr, Lonnie 8.00		Grammer, Daniel 8.00
	Torres-Ortega, Patricia 8.00	Offutt, Michayla 8.00	Grammer, Daniel 8.00	Grammer, Daniel 8.00		Gross, Jacqueline 8.00
	Wright-Johns, Virgie 8.00	Pottinger, Tessa 8.00	Gross, Jacqueline 8.00	Gross, Jacqueline 8.00		Guthrie, Jennifer 4.00
		Torres, Enoe 16.00	Guthrie, Jennifer 8.00	Guthrie, Jennifer 8.00		Hester, Christopher 8.00
		Torres-Ortega, Patricia 8.00	Hodge, Johnny 8.00	Hodge, Johnny 8.00		Hester, Kimberly 8.00
		Wanga, Orlando 8.00	Jordan, Sherry 8.00	Jordan, Sherry 8.00		Hodge, Johnny 8.00
		Wright-Johns, Virgie 8.00	Martinez, Blaine 8.00	Martinez, Blaine 8.00		Hoquist, Jessica 8.00
			McCalment, Angela 8.00	McCalment, Angela 8.00		Koop, Lyle 8.00
			McClung, Jimmy 8.00	McClung, Jimmy 8.00		McCalment, Angela 8.00
			Minucci, Malissa 8.00	Minucci, Malissa 8.00		Moore, Ashley 8.00
			Pottinger, Tessa 8.00	Pottinger, Tessa 8.00		Pottinger, Tessa 8.00
			Rowlett, Monica 8.00	Rowlett, Monica 8.00		Ray, Sandra 8.00
			Soria, Nerissa 8.00	Soria, Nerissa 8.00		Rivera, Shelbi 8.00
			Torres, Enoe 16.00	Torres, Enoe 16.00		Rowlett, Monica 8.00
			Torres-Ortega, Patricia 8.00	Torres-Ortega, Patricia 8.00		Soria, Nerissa 8.00
			Trevino, Alexa 8.00	Trevino, Alexa 8.00		Torres, Enoe 8.00
			Vidot-Hernandez, Henr, 8.00	Vidot-Hernandez, Henr, 8.00		Torres-Ortega, Patricia 8.00
			Wanga, Orlando 8.00	Wanga, Orlando 8.00		Trevino, Alexa 8.00
			Wiser, Robert 8.00	Wiser, Robert 8.00		Trusty, Christopher 8.00
			Wright-Johns, Virgie 8.00	Wright-Johns, Virgie 8.00		Tullos, Sue 8.00
			York, James 8.00	York, James 8.00		Valdez, Victor 8.00
			Zurita, Jacqueline 8.00	Zurita, Jacqueline 8.00		Vickers, Clint 8.00
						Vidot-Hernandez, Henr, 8.00
						Wanga, Orlando 8.00
						Wiser, Robert 8.00
						York, James 8.00
						Zurita, Jacqueline 8.00

LUMACORP, INC. (2396)
 5151 Beltline Road
 Suite 1150
 Dallas, TX 75254
 United States

Time Off Calendar

Sunday, November 25 (2018) - Saturday, December 1 (2018)

SUN	MON	TUE	WED	THU	FRI	SAT	
	25	26	27	28	29	30	1
	Acosta Jr, Jose 8.00	Alvarez, Alejandro 8.00	Alvarez, Alejandro 8.00	Alvarez, Alejandro 8.00	Alvarez, Alejandro 8.00	Alvarez, Alejandro 8.00	
	Alvarez, Alejandro 8.00	Vidot-Hernandez, Henr, 8.00	Wallace, Shaun 8.00	Wallace, Shaun 8.00	Fisher, Chanon 8.00	Fisher, Chanon 8.00	
	Aranda, Cesar 8.00	Wallace, Shaun 8.00			Fisher, Steven 8.00	Fisher, Steven 8.00	
	Breese, Dandi 8.00				Koop, Lyle 8.00	Koop, Lyle 8.00	
	Gowans Jr, Lonnie 8.00						
	Koop, Lyle 8.00						
	McCalment, Angela 8.00						
	McClung, Jimmy 8.00						
	Minucci, Malissa 8.00						
	Ortega, Terri ann 8.00						
	Vidot-Hernandez, Henr, 8.00						
	Wallace, Shaun 8.00						