



Welcome

We would like to take this opportunity to welcome the following new employees:
Aaron Candate, Dustin Swindoll, Karli Wise, Peter Wallace and Victor Trevizo.
We're glad you're here!

Work
at
Lumacorp
News

What's Happening in October

- Oct 4 – Friendly Reminders
- Oct 6 – 3 Day Notices
- Oct 7 – Assistant Manager Weekend & Manager Weekend w/no Asst Manager
- Oct 10 – File Evictions /Service Mgr Meeting
- Oct 11 – Supplemental Supply Order/ Service Mgr Meeting
- Oct 12 – Market Survey Due / Update Yardi Comp Survey / Payroll due
- Oct 16 – Submit RCF changes / Monthly Mgmt Plan Due
- Oct 18 – Leasing Breakfast Club
- Oct 20 – Asst Mgr Breakfast Club
- Oct 23 – AME done by 3 pm
- Oct 24 – Close A/P
- Oct 25 – Primary Supply Order
- Oct 26 – Update Yardi Comp Survey / Manager Breakfast Club / Payroll Due

Happy Anniversary

Kathi Tuttle	10/05/01
Suzie Reyes	10/09/09
Orlando Wanga	10/29/12
Cesar Aranda	10/31/13
Robert Slaughter	10/24/14
DeMarcus Robertson	10/21/15
Carlos Castillo	10/17/16
Manuel Cavazos Jr.	10/25/16
Clint Vickers	10/25/16
Kimberly Avery	10/31/16
Alan Dodson	10/31/16

Happy Birthday

Lyle Wilson	Oct 5
Dustin Swindoll	Oct 12
Wes King	Oct 12
Leticia Valdez	Oct 13
Manuel Gardea	Oct 14
Nana Asmah	Oct 14
Sara McClendon	Oct 14
Elizabeth Nerren	Oct 22
Synthia Rippenkroeger	Oct 23
Jose Acosta	Oct 26
Jason Norris	Oct 30
Guy Bass	Oct 31



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

NEW FACES



HUN

Aaron Candate
Leasing Consultant

Nickname – AJ

Place of birth – Wichita, KS

Favorite Restaurant – Texas Road House

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

What would you do if you won the lottery? Invest in Real Estate



DRW

Karli Wise
Leasing Consultant

Nickname – Fue Fue ☺

Significant Other – Justin Shaw

Hobbies/Interests – Eating Mexican food!
Laying at home watching Netflix

Place of birth – Lufkin, TX

Favorite Song – “Losing Sleep” by Chris Young

Favorite Restaurant – Del Rio

What did you do on your last vacation? Went to float the river and went to see Nickelback

What would you do if you won the lottery?
New car, then savings!



FRW

Peter Wallace
Part Time Porter

Hobbies/Interests – Cars, Brazilian jiu-jitsu

Place of birth – Dallas, TX

Favorite Song – “No Good” by Kaleo

Favorite Food – Hamburgers

What did you do on your last vacation? –
Went to Israel

What would you do if you won the lottery?
Buy a Bugatti and a mansion



HUN

Dustin Swindoll
Maintenance Technician

Hobbies/Interests – Music and Video Games

Place of birth – Pasadena, TX

Favorite Song – “Best of You” by The Foo-Fighters

Favorite Restaurant– Mexican Food

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

What would you do if you won the lottery?
Buy my mom that beach house she always talks about!

NEW FACES



HOK

Victor Trevizo
Service Technician

Spouse/Children – Chrissy (wife), Dominic (son-4)

Hobbies/Interests – Fishing, Music, Concerts

Place of birth –Chihuahua, Chihuahua Mexico

Favorite Song – “Paint It Black” by The Rolling Stones

Favorite Restaurant/Food – Mexican Food

What did you do on your last vacation?
Went to Surfside, TX for the St. Patrick’s Day Parade

What would you do if you won the lottery?
Buy property in the country and build a house

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.

PP-F1200 LumaCorp Organizational Chart – added Esther Torres to the chart

RM-F1158 Employee Lease Addendum – changes in management company and misc.

PP-F4401 Release of Liability and Indemnification – added form for use when apartments are damaged and possibly unsafe to enter

CONGRATULATIONS!

Congratulations to Jacqueline Gross (DRC/DRW), Jordin Escobar (PCR), and Mayra Hernandez (NPT), on earning their ARM last month!



Congratulations to Jacqueline Gross on her promotion to Property Manager at Deer Cross & Deer Wood and to Dora Grimaldo at Salado for her promotion to Senior Housekeeper!



Dora



Jacqueline

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 Kim Moncibais, kmoncibais@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

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

Employee of the Month

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

- ❖ Adriane Armstrong – for being helpful, respectful and efficient
- ❖ Steve Ballinger – for being efficient, knowledgeable and helpful
- ❖ Jose Canez – for being efficient when responding to a work order
- ❖ Brooke Fontenot – for being kind and helpful
- ❖ Hendry Vidot-Hernandez – for being professional in every way
- ❖ Kimberly Hester – for being professional and helpful
- ❖ Brenda Lopez – for giving great customer service
- ❖ Marshall Miller – for being kind, helpful and efficient
- ❖ Jason Norris – for being professional when responding to a work order

- **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 _____



Halloween Party Mix

INGREDIENTS

1 package (11 ounces) pretzels

1 package (10-1/2 ounces)
miniature peanut butter filled
butter-flavored crackers

1 cup dry roasted peanuts

1 cup sugar

1/2 cup butter, cubed

1/2 cup light corn syrup

2 tablespoons vanilla extract

1 teaspoon baking soda

1 package (10 ounces) M&M's

1 package (18-1/2 ounces) candy
corn



DIRECTIONS

- 1 In a large bowl, combine the pretzels, crackers and peanuts. In a large saucepan, combine the sugar, butter and corn syrup. Bring to a boil over medium heat; boil for 5 minutes. Remove from the heat; stir in vanilla and baking soda (mixture will foam). Pour over pretzel mixture and stir until coated.
- 2 Transfer to a greased 15x10x1-in. baking pan. Bake at 250° for 45 minutes, stirring every 10-15 minutes. Break apart while warm. Toss with M&M's and candy corn. Cool completely. Store in airtight containers. **Yield:** 4 quarts.

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?



COMPASS

Healthcare Redefined.

SKIP THE WAIT FOR A PRIMARY CARE DOCTOR.



There's a simple secret to getting quicker appointments – establish care. If you're seeing a new doctor for each visit or relying on urgent care centers for routine care, you're probably waiting too long for appointments. Let your Compass Health Pro® consultant help by finding you a highly rated Primary Care Doctor who can see you quickly and track your care over time. (Not in the market for something new? No problem. Let Compass screen your current doctor).

GET STARTED: Contact Compass with your preferred zip code and any preferences you have for the doctor, like language or gender.



UNDERSTAND
YOUR BENEFITS



FIND HIGHLY
RATED
DOCTORS



SAVE MONEY
ON MEDICAL
CARE



SPEND LESS ON
PRESCRIPTIONS



GET HELP WITH
MEDICAL BILLS

Contact Your Health Pro

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

Day Off Report Results

LOC/DEPT	PERSONNEL	TYPE	DAYS OFF	HOURS
				TOTAL REQ
Prepared - 09/28/17 06:30 am				
Arbors of Corsicana - MAINTENANCE	GARDEA CANEZ MANUEL	Birthday	10/3/2017	4
Arbors of Corsicana - MAINTENANCE	GARDEA CANEZ MANUEL	Vacation	10/3/2017	4
Bardin Oaks - ADMINISTRATIVE ONSITE	Zurita Jacqueline	Vacation	10/9/2017	8
Bardin Oaks - LEASING	Ortega Terri ann	Vacation	10/13/2017	8
Cleburne Terrace - MAINTENANCE	Robinson Jr Hubert	Vacation	10/6/2017	8
Cleburne Terrace - MAINTENANCE	Robinson Jr Hubert	Vacation	10/9/2017	8
Copper Hill - LEASING	Trevino Alexa	Vacation	10/2/2017	8
Copper Hill - LEASING	Trevino Alexa	Vacation	10/3/2017	8
El Dorado View - ADMINISTRATIVE ONSITE	Torres-Ortega Patricia	Vacation	10/6/2017	8
El Dorado View - ADMINISTRATIVE ONSITE	Torres-Ortega Patricia	Vacation	10/7/2017	0
El Dorado View - ADMINISTRATIVE ONSITE	Torres-Ortega Patricia	Vacation	10/8/2017	0
El Dorado View - ADMINISTRATIVE ONSITE	Torres-Ortega Patricia	Vacation	10/9/2017	8
Hunters Hill - ADMINISTRATIVE ONSITE	Asmah Nana	Birthday	10/12/2017	4
Hunters Hill - ADMINISTRATIVE ONSITE	Asmah Nana	Vacation	10/13/2017	8
Hunters Hill - ADMINISTRATIVE ONSITE	Asmah Nana	Vacation	10/14/2017	8
Hunters Hill - ADMINISTRATIVE ONSITE	Asmah Nana	Vacation	10/16/2017	8
Hunters Hill - ADMINISTRATIVE ONSITE	Asmah Nana	Vacation	10/17/2017	8
Hunters Hill - GROUNDSKEEPER/HOUSEKEEPER	Morales Griselda	Vacation	10/16/2017	8
Hunters Hill - GROUNDSKEEPER/HOUSEKEEPER	Morales Griselda	Vacation	10/17/2017	8
Hunters Hill - GROUNDSKEEPER/HOUSEKEEPER	Morales Griselda	Vacation	10/18/2017	8
Hunters Hill - GROUNDSKEEPER/HOUSEKEEPER	Morales Griselda	Vacation	10/19/2017	8
Hunters Hill - GROUNDSKEEPER/HOUSEKEEPER	Morales Griselda	Vacation	10/21/2017	8
Indian Creek - LEASING	Lopez-Carrasco Brenda	Vacation	10/16/2017	8
LumaCorp Corporate Office - ACCOUNTING	Arceneaux Mary	Vacation	10/16/2017	8
LumaCorp Corporate Office - ACCOUNTING	Moncibais Kimberly	Vacation	10/9/2017	8
LumaCorp Corporate Office - ACCOUNTING	Moncibais Kimberly	Vacation	10/18/2017	8
LumaCorp Corporate Office - ACCOUNTING	Moncibais Kimberly	Vacation	10/19/2017	8
LumaCorp Corporate Office - AUXILLARY CREW	Gowans Jr Lonnie	Vacation	10/24/2017	8
LumaCorp Corporate Office - AUXILLARY CREW	Gowans Jr Lonnie	Vacation	10/25/2017	8
LumaCorp Corporate Office - AUXILLARY CREW	Gowans Jr Lonnie	Vacation	10/26/2017	8
LumaCorp Corporate Office - AUXILLARY CREW	Gowans Jr Lonnie	Vacation	10/27/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Breese Dandi	Vacation	10/2/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Minucci Malissa	Vacation	10/30/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Minucci Malissa	Vacation	10/31/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Wright-Johns Virgie	Vacation	10/2/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Wright-Johns Virgie	Vacation	10/3/2017	8
LumaCorp Corporate Office - CORPORATE OFFICE	Wright-Johns Virgie	Vacation	10/4/2017	8
LumaCorp Corporate Office - EXECUTIVE OFFICERS	Jordan Sherry	Vacation	10/6/2017	8
LumaCorp Corporate Office - EXECUTIVE OFFICERS	Jordan Sherry	Vacation	10/9/2017	8
Newport - ADMINISTRATIVE ONSITE	Rowlett Monica	Vacation	10/23/2017	8
Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/17/2017	8
Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/18/2017	8
Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/19/2017	8
Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/20/2017	8

Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/23/2017	8
Paces Crossing - MAINTENANCE	Smart Collin	Vacation	10/24/2017	8
Pine Knoll - MAINTENANCE	Cavazos Jr Manuel	Vacation	10/13/2017	8
Pine Knoll - MAINTENANCE	Cavazos Jr Manuel	Vacation	10/16/2017	8
Pine Knoll - MAINTENANCE	Cavazos Jr Manuel	Vacation	10/17/2017	8
Salado - MAINTENANCE	Sanchez Charles	Vacation	10/27/2017	8
Salado - MAINTENANCE	Sanchez Charles	Vacation	10/30/2017	8
Salado - MAINTENANCE	Sanchez Charles	Vacation	10/31/2017	8
Shiloh Oaks - ADMINISTRATIVE ONSITE	Clay Chandra	Birthday	10/4/2017	4
Shiloh Oaks - ADMINISTRATIVE ONSITE	Clay Chandra	Vacation	10/5/2017	8
Shiloh Oaks - ADMINISTRATIVE ONSITE	Clay Chandra	Vacation	10/6/2017	8
Shiloh Oaks - ADMINISTRATIVE ONSITE	Clay Chandra	Vacation	10/9/2017	8
Shiloh Oaks - LEASING	Hester Kimberly	Vacation	10/25/2017	2
Southern Oaks - ADMINISTRATIVE ONSITE	Pulido Megan	Vacation	10/9/2017	8
The Manhattan - ADMINISTRATIVE ONSITE	Matzen Robbie	Vacation	10/9/2017	8
The Manhattan - ADMINISTRATIVE ONSITE	Matzen Robbie	Vacation	10/12/2017	8
The Manhattan - ADMINISTRATIVE ONSITE	Matzen Robbie	Vacation	10/13/2017	8
The Manhattan - MAINTENANCE	Charles Jaylan	Vacation	10/20/2017	8
Towne Centre Village - ADMINISTRATIVE ONSITE	Beene Benjamin	Vacation	10/2/2017	8
Towne Centre Village - MAINTENANCE	Robertson Demarcus	Vacation	10/20/2017	8
Towne Centre Village - MAINTENANCE	Robertson Demarcus	Vacation	10/23/2017	8
Wilson Crossing - MAINTENANCE	Oliva Rodolfo	Vacation	10/2/2017	8
Woodland Hills - ADMINISTRATIVE ONSITE	Carden Charles	Vacation	10/18/2017	8
Woodland Hills - ADMINISTRATIVE ONSITE	Carden Charles	Vacation	10/19/2017	8
Woodland Hills - ADMINISTRATIVE ONSITE	Carden Charles	Vacation	10/20/2017	8
Woodland Hills - ADMINISTRATIVE ONSITE	Gross Jacqueline	Vacation	10/9/2017	8
Woodland Hills - LEASING	Kidd Cachoia	Vacation	10/12/2017	8
Woodland Hills - LEASING	Kidd Cachoia	Vacation	10/13/2017	8
Woodland Hills - MAINTENANCE	Vickers Clint	Vacation	10/9/2017	8

LumaCorp Calendar

October 2017

October 2017

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				

November 2017

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		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 1	2 OME due 10:00am Staff Meeting	3 8:00am Notify Corp of Emp. Address Changes PP-F5200	4 Friendly reminders P.O. Day 5:30pm Close leasing week	5	6 3 day notices	7 Asst Mgr weekend Manager weekend (w/no Asst Mgr)
8	9	10 Service Manager Meeting File evictions	11 P.O. Day 9:00am Supplemental Supply order 5:30pm Close leasing week	12 Market Survey due 8:30am Payroll due 10:00am Update Yardi comp survey	13 8:00am Personal contact for Oct expirations	14 8:00am 45-day notice for Nov expirations
15	16 Monthly Management Submit RCF changes 8:00am 75-day notice for Dec 10:00am Staff Meeting	17	18 P.O. Day 9:00am Leasing Breakfast club 5:30pm Close leasing week	19	20 9:00am Asst Mgr Breakfast Club	21
22	23 3:00pm AME Done	24 Close A/P	25 P.O. Day 9:30am Primary supply order 5:30pm Close leasing week	26 8:30am Payroll due 9:00am Mgr Breakfast club 10:00am Update Yardi comp survey	27	28
29	30 8:00am Personal contact for Nov expirations 10:00am Staff Meeting	31 10:00am Send collection files to collection agency	Nov 1	2	3	4