

LUMA NEWS

January 2023

www.lumapm.com

2023

LUMA
RESIDENTIAL

HAPPY ANNIVERSARY

Chelsey Johnson	01-03-2011
Lyle Koop	01-06-2014
Jose Gardea Canez	01-15-2014
Brandon Ortega	01-30-2015
Jose Lopez	01-02-2017
J Jesus Loreda-Ramirez	01-08-2018
Ebony Babineaux	01-24-2018
Donica Gracia	01-31-2018
Joshua Tovar	01-27-2020
Richie Coble	01-22-2021
Johnathan Brown	01-29-2021
Tabauchgrick Harrell	01-29-2021
Traci Marshall	01-29-2021

HAPPY BIRTHDAY

Maria Corona <i>Jan. 1st</i>	Jose Gardea Canez <i>Jan. 13th</i>
Devin Carden <i>Jan. 2nd</i>	Adriane Armstrong <i>Jan. 15th</i>
Mandi Sinnaeve <i>Jan. 2nd</i>	Princess Villegas <i>Jan. 15th</i>
Jessica Hoquist <i>Jan. 3rd</i>	Frank Heald <i>Jan. 21st</i>
Ronald Aycock <i>Jan. 6th</i>	Shetera Van Schepen <i>Jan. 23rd</i>
Raul Echevarria <i>Jan. 8th</i>	Allison Hamrick <i>Jan. 24th</i>
Ashley Leyva <i>Jan. 9th</i>	Carlos Castillo <i>Jan. 26th</i>
Patrick Askew <i>Jan. 10th</i>	Edward Harrell <i>Jan. 27th</i>
Juan Lopez <i>Jan. 10th</i>	Malissa Minucci <i>Jan. 30th</i>
Vikki Savage <i>Jan. 12th</i>	

WHAT'S HAPPENING IN JANUARY:

Happy New Year!

JAN. 2 – ALL OFFICES CLOSED

**JAN. 3 – OME Due / Update Emp Address
Changes in Paycom**

JAN. 4 – Friendly Reminders

JAN. 6 – 3 day/30 day Notices

JAN. 7 – Asst. Mgr. Weekend

**JAN. 10 – Delq. Report Due / File Evictions /
Service Mgr. Breakfast Club / Supplemental
Supply Order**

**JAN. 12 – Market Survey Due / Update Yardi
Comp Survey / Payroll Due**

JAN. 13 – Personal Contact for Jan. Expirations

JAN. 14 – 45-Day Notice for Feb. Expirations

**JAN. 16 – Monthly Mgmt. Plan / Submit RCF
Changes / 75-Day Notice for March Expirations**

JAN. 17 – Update Delq. Report

JAN. 19 – Leasing Breakfast Club

JAN. 20 – Assistant Mgr. Breakfast Club

JAN. 23 – AME Done

**JAN. 24 – Close A/P / Update Delq. Report /
Primary Supply Order**

**JAN. 26 – Payroll Due / Manager Breakfast
Club / Update Yardi Comp Survey**

JAN. 28 – Manager Weekend

**JAN. 30 – Personal Contact for Feb.
Expirations**

**JAN. 31 – Update Delq. Report / Send
Collection Files to Collection Agency**

NEW FACES



TIM

Bruce Robinson
Service Manager

Nickname – Red Boy

Spouse – Alexandra Robinson

Children/Ages – 2 Girls (20 & 21 years old)

Hobbies & Interests – Church, Sports, Family Fun.

Place of birth – Monroe, LA

Favorite Musician – Tyrone Davis

Favorite Food – Catfish & Pizza

What did you do on your last vacation?
Went to a family reunion.

What would you do if you won the lottery?
Give to the church.



PCR

Vikki Savage
Leasing Consultant

Spouse – Willie (been married for 23 years!)

Children – 2 Girls (32 & 33 years old) and 1 Grandson who I love to spoil!

Hobbies & Interests – Church & Hanging with Family

Place of birth – Dallas, TX

Favorite Song – “He Knows My Name”

Favorite Restaurant – Wing Stop

What did you do on your last vacation?
Went to Broken Bow.

What would you do if you won the lottery?
Help family and others that are in need.

WELCOME TO THE WORLD

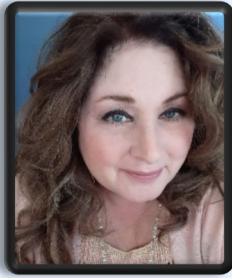
*Crystal Lynn
Westbrook!*



Erik Westbrook at Hunters Hill welcomed his beautiful daughter on December 10th! A wonderful start to the new year! We are so happy for you and your family ♥

N
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W

F
A
C
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S



TIM

Sherry Thompson
Leasing Consultant

Children – Mike (34), Kate (32), Julio (29)

Hobbies & Interests – Decorating, outdoors, family/friends, and my fur babies.

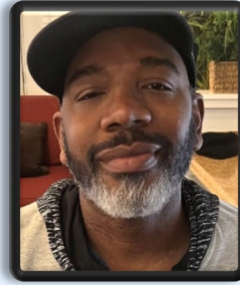
Place of birth – Vancouver, WA

Favorite Music – Love Music

Favorite Food – Mexican Food

What did you do on your last vacation?
Went to Guatemala.

What would you do if you won the lottery?
Create affordable housing and be a secret giver to those in need.



HUN

Dontraun Hollins
Groundskeeper

Nickname – Don

Hobbies & Interests – Motivational

Place of birth – Dallas, TX

Favorite Music – Love

Favorite Restaurant/Food – KB's Food

What would you do if you won the lottery?
Buy my mother a house.

**2022's Top Workplaces in the
Dallas/Fort Worth Metro Area**



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
[WorkAtLumaResidential.com](https://www.WorkAtLumaResidential.com)
to view the openings
and then give your friends a call!

\$ \$ \$





A Look Back At LUMA



Emily Short (left) back in 1992 as Leasing/Assistant Manager. She had worked with LUMA for about 6 months here.



Blaine Martinez and Kim Moncibais back in 1988 as Construction Crew and part-time Leasing Consultant.



Phyllis Metevier back in the 2000-2001. She originally started in 1993 as a Leasing Consultant!



Allison Hamrick back in 2009 as an Assistant Manager. She originally started in 2006 as a Leasing Consultant!



Ashley Palmer back in 2005 as Summer Help for Lumachek



Shelbi Rivera (left) and Devin Carden (right) back in 2017 as Leasing Consultant and Property Manager.

*Want to join in on next months?
Send your throwback pics to
Kristina from when you first started
with the company!*

INFO & RESOURCES

PAYCOM

YOU CAN ACCESS YOUR PERSONAL EMPLOYMENT INFO INCLUDING VIEWING YOUR VACATION TIME BALANCE AND EVEN PRINTING YOUR PAYSTUB THROUGH PAYCOM. IF YOU HAVE ANY QUESTIONS, PLEASE UTILIZE THE HELP SECTION IN THE PAYCOM SYSTEM OR CONTACT SHETERA VANSCHPEN.

FIDELITY 401K

TO MAKE CHANGES OR LEARN MORE:
FIDELITY NETBENEFITS AT
www.401k.com
RETIREMENT BENEFITS LINE AT
1-800-835-5097

TOTAL IT

TOTAL IT - YOUR FIRST STOP FOR NETWORK, HARDWARE, AND GENERAL SOFTWARE ISSUES
HELP FOR YOUR ISSUE IS JUST A PHONE CALL OR EMAIL AWAY AT
HELP@TOTALIT.COM
OR 972-383-7330
THEY CAN EVEN HELP IF YOU HAVE ISSUES WITH YOUR PERSONAL MOBILE DEVICE!

MEMBER ASSISTANCE PROGRAM

FOR ACCESS TO MAP SERVICES, SUCH AS A REFERRAL TO COUNSELING, LEGAL, CREDIT AND DEBT CONSULTING SERVICES, AND MUCH MORE, PLEASE USE THE CONTACT INFORMATION BELOW:

Access your MAP benefit today.
Call 1-877-660-3806, TTY 711, for personal and confidential assistance.
Translators are available for non-English speakers.

VISIT LIVEANDWORKWELL.COM

THERE ARE 2 WAYS TO ACCESS:

- Sign in using your HealthSafe ID to securely access your personal benefit information.
- Enter anonymously using access code FP3EAP.

alight

MARGARET SCHNEIDER

YOUR HEALTH PRO

PS ¡SÍ, HABLAMOS ESPAÑOL

TAMBIÉN!

MARGARET.SCHNEIDER@ALIGHT.COM

800-513-1667 x818

THE HOLIDAYS CAN BE A BUSY TIME - DON'T HESITATE TO CHECK IN ON YOURSELF

Take a moment for your mental health this holiday season with resources to support your emotional wellbeing

With work, family, friends, and the holidays, it can be tough to balance it all. Don't go at it alone. Here are some mental health providers I can connect you with:

- Psychologists
- Psychiatrists
- Therapists/Counselors

Psychiatrists are the only specialists from this list who can prescribe medication. The rest provide some sort of counseling and other non-prescription therapies.

FIND A MENTAL HEALTH PROVIDER

RELIANT DISCOUNT FOR LUMA

As an employee of Luma Residential, 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 Billings
- Enjoy the convenience of Paperless Billing

NEW CUSTOMERS

1. VISIT 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.

EXISTING CUSTOMERS

MAKE SURE TO HAVE A COPY OF YOUR CURRENT BILL TO PROVIDE REQUESTED INFORMATION REGARDING YOUR ACCOUNT.

1. VISIT [HTTPS://WWW.RELIANTCEP.COM/LOGIN/](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.

Vacation Calendar January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 MINUCCI, MALISSA T Status - Active 8.00 - VACATION KOOP, LYLE Status - Active 8.00 - VACATION JOHNSON, MARTHA Status - Active 8.00 - VACATION BABINEAUX, EBONY Status - Active 8.00 - VACATION	03 HOQUIST, JESSICA L Status - Active 4.00 - BIRTHDAY JORDAN, SHERRY Status - Active 8.00 - VACATION BREESE, DANDI Status - Active 8.00 - VACATION LOREDO-RAMIREZ, J JESUS Status - Active 8.00 - VACATION GARDEA CANEZ, JOSE Status - Active 8.00 - VACATION JOHNSON, CHELSEY M Status - Active 8.00 - VACATION MINUCCI, MALISSA T Status - Active 8.00 - VACATION YOUNG, KELLY L Status - Active 8.00 - VACATION WRIGHT-JOHNS, VIRGIE Status - Active 8.00 - VACATION PAYETTE, MECHELLE Status - Active 8.00 - VACATION SWINDOLL, DUSTIN A Status - Active 8.00 - VACATION KOOP, LYLE Status - Active 8.00 - VACATION RIPPENKROEGER, SYNTHIA ALLEN Status - Active 8.00 - VACATION JOHNSON, MARTHA Status - Active 8.00 - VACATION MCCLUNG, JIMMY E Status - Active 8.00 - VACATION	04 CARDEN, CHARLES D Status - Active 4.00 - BIRTHDAY JORDAN, SHERRY Status - Active 8.00 - VACATION GARDEA CANEZ, JOSE Status - Active 8.00 - VACATION YOUNG, KELLY L Status - Active 8.00 - VACATION WRIGHT-JOHNS, VIRGIE Status - Active 8.00 - VACATION PAYETTE, MECHELLE Status - Active 8.00 - VACATION SWINDOLL, DUSTIN A Status - Active 8.00 - VACATION KOOP, LYLE Status - Active 8.00 - VACATION MCCLUNG, JIMMY E Status - Active 8.00 - VACATION TORRES, ENOE Status - Active 8.00 - VACATION CARDEN, CHARLES D Status - Active 4.00 - VACATION SHAHAN JR, JIMMY Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION	05 JORDAN, SHERRY Status - Active 8.00 - VACATION GARDEA CANEZ, JOSE Status - Active 8.00 - VACATION YOUNG, KELLY L Status - Active 8.00 - VACATION WRIGHT-JOHNS, VIRGIE Status - Active 8.00 - VACATION PAYETTE, MECHELLE Status - Active 8.00 - VACATION SWINDOLL, DUSTIN A Status - Active 8.00 - VACATION MCCLUNG, JIMMY E Status - Active 8.00 - VACATION TORRES, ENOE Status - Active 8.00 - VACATION CARDEN, CHARLES D Status - Active 8.00 - VACATION SHAHAN JR, JIMMY Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION	06 CORONA, MARIA ISABEL Status - Active 4.00 - BIRTHDAY JORDAN, SHERRY Status - Active 8.00 - VACATION GARDEA CANEZ, JOSE Status - Active 8.00 - VACATION BABINEAUX, EBONY Status - Active 8.00 - VACATION YOUNG, KELLY L Status - Active 8.00 - VACATION WRIGHT-JOHNS, VIRGIE Status - Active 8.00 - VACATION PAYETTE, MECHELLE Status - Active 8.00 - VACATION SWINDOLL, DUSTIN A Status - Active 8.00 - VACATION MCCLUNG, JIMMY E Status - Active 8.00 - VACATION TORRES, ENOE Status - Active 8.00 - VACATION CARDEN, CHARLES D Status - Active 8.00 - VACATION SHAHAN JR, JIMMY Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION	07

Vacation Calendar January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
		WILSON, BILLY Status - Active 8.00 - VACATION TORRES, ENOE Status - Active 8.00 - VACATION SHAHAN JR, JIMMY Status - Active 8.00 - VACATION MOSLEY, JACOB Status - Active 8.00 - VACATION LOPEZ-CARRASCO, BRENDA MICHELLE Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION				
08	09	10	11	12	13	14
	BABINEAUX, EBONY Status - Active 8.00 - VACATION CARDEN, CHARLES D Status - Active 8.00 - VACATION DECARLO, KRISTI Status - Active 8.00 - VACATION LOPEZ, JOSE L Status - Active 8.00 - VACATION	DITTMAR, BRODIE Status - Active 4.00 - VACATION COUCH, SHELBY Status - Active 8.00 - VACATION	DITTMAR, BRODIE Status - Active 8.00 - VACATION COUCH, SHELBY Status - Active 8.00 - VACATION	DITTMAR, BRODIE Status - Active 8.00 - VACATION AYCOCK, RONALD Status - Active 8.00 - VACATION	ARMSTRONG, ADRIANE C Status - Active 4.00 - BIRTHDAY DITTMAR, BRODIE Status - Active 8.00 - VACATION AYCOCK, RONALD Status - Active 8.00 - VACATION JOHNSON, KORBEN Status - Active 8.00 - VACATION	

Vacation Calendar January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 DITTMAR, BRODIE Status - Active 7.00 - VACATION AYCOCK, RONALD Status - Active 8.00 - VACATION ARMSTRONG, ADRIANE C Status - Active 8.00 - VACATION JOHNSON, KORBEN Status - Active 8.00 - VACATION	17 DITTMAR, BRODIE Status - Active 7.00 - VACATION AYCOCK, RONALD Status - Active 8.00 - VACATION	18 DITTMAR, BRODIE Status - Active 7.00 - VACATION AYCOCK, RONALD Status - Active 8.00 - VACATION	19 AYCOCK, RONALD Status - Active 8.00 - VACATION LOPEZ-CARRASCO, BRENDA MICHELLE Status - Active 8.00 - VACATION	20 AYCOCK, RONALD Status - Active 8.00 - VACATION LOPEZ-CARRASCO, BRENDA MICHELLE Status - Active 8.00 - VACATION	21
22	23 AYCOCK, RONALD Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION	24 AYCOCK, RONALD Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION	25 AYCOCK, RONALD Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION	26 AYCOCK, RONALD Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION GRACIA, DONICA Status - Active 4.00 - VACATION	27 AYCOCK, RONALD Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION GRACIA, DONICA Status - Active 8.00 - VACATION	28
29	30 SHAHAN JR, JIMMY Status - Active 8.00 - VACATION	31 GRACIA, DONICA Status - Active 4.00 - BIRTHDAY SHAHAN JR, JIMMY Status - Active 8.00 - VACATION GRACIA, DONICA Status - Active 4.00 - VACATION				

LUMA Residential Calendar

January 2023

January 2023						
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				

February 2023						
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				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Jan 1, 23</p> <p>HAPPY NEW YEAR</p>	<p>2</p> <p>All offices closed</p>	<p>3</p> <p>OME due</p> <p>8:00am Update Emp Address Changes in Paycom</p>	<p>4</p> <p>Friendly reminders</p> <p>5:30pm Close leasing week</p>	<p>5</p>	<p>6</p> <p>3 day/30 day notices</p>	<p>7</p> <p>Asst Mgr weekend</p>
<p>8</p>	<p>9</p> <p>10:00am Staff meeting</p>	<p>10</p> <p>Delinquency Report due</p> <p>File evictions</p> <p>9:00am SM Bkfst Club</p> <p>9:30am Supplemental Supply order</p>	<p>11</p> <p>5:30pm Close leasing week</p>	<p>12</p> <p>Market Survey due</p> <p>8:30am Payroll due</p> <p>10:00am Update Yardi comp survey</p>	<p>13</p> <p>8:00am Personal contact for Jan expirations</p>	<p>14</p> <p>8:00am 45-day notice for Feb expirations</p>
<p>15</p>	<p>16</p> <p>Monthly Mgmt Plan</p> <p>Submit RCF changes</p> <p>8:00am 75-day notice for March expirations</p>	<p>17</p> <p>Update Delq Report</p>	<p>18</p> <p>5:30pm Close leasing week</p>	<p>19</p> <p>9:00am Leasing Breakfast club</p>	<p>20</p> <p>9:00am Asst Mgr Breakfast Club</p>	<p>21</p>
<p>22</p>	<p>23</p> <p>10:00am Staff meeting</p> <p>3:00pm AME Done</p>	<p>24</p> <p>Close A/P</p> <p>Update Delq Report</p> <p>9:30am Primary supply order</p>	<p>25</p> <p>5:30pm Close leasing week</p>	<p>26</p> <p>8:30am Payroll due</p> <p>9:00am Mgr Breakfast club</p> <p>10:00am Update Yardi comp survey</p>	<p>27</p>	<p>28</p> <p>Mgr weekend</p>
<p>29</p>	<p>30</p> <p>8:00am Personal contact for Feb expirations</p>	<p>31</p> <p>Update Delq Report</p> <p>10:00am Send collection files to collection agency</p>	<p>Feb 1</p>	<p>2</p>	<p>3</p>	<p>4</p>