

# LUMA NEWS

## March 2023

WWW.LUMAPM.COM



## Happy Anniversary

**JIM MATTINGLY**

*03-01-84*

**JENNIFER GRABHAM**

*03-22-21*

**BLAINE MARTINEZ**

*03-12-87*

**CARLOS CASTILLO**

*03-30-21*

**SHERRY JORDAN**

*03-24-03*

**DIAMOND DOUGLAS**

*03-07-22*

**ERIC MENSING**

*03-13-09*

**ANTONIO POZOS**

*03-07-22*

**RODOLFO OLIVA**

*03-14-12*

**KATARINA VANDERPLOEG**

*03-07-22*

**JULIEANN JUNGE**

*03-22-13*

**JOHN HOQUIST**

*03-14-22*

**WILSON MALDONADO OSTOLAZA**

*03-01-18*

**ERIK WESTBROOK**

*03-21-22*

## Happy Birthday!

**MELISA AYCOCK**

*March 2nd*

**DARELLE WARE**

*March 15th*

**KATARINA VANDERPLOEG**

*March 18th*

**STACI CAMARILLO**

*March 2nd*

**CHARLES HOWARD**

*March 17th*

**MATTHEW SCOGGINS**

*March 22nd*

**ADALBERTO  
ALVAREZ-VELEZ**

*March 3rd*

**MEGAN JOHNSON**

*March 17th*

**KIAN MCGLOTHERN**

*March 26th*

**SANDRA RAY**

*March 11th*

**JOSE LOPEZ**

*March 18th*

**CHRISTIAN  
AVILA MEZA**

*March 29th*

**NYRE PHILLIPS**

*March 13th*

**ASHLEY ROACH**

*March 18th*

**ESTHER TORRES**

*March 31st*

## WHAT'S HAPPENING IN MARCH:

*Happy Saint Patrick's Day!*

**MARCH 1** – OME Due

**MARCH 4** – Assistant Manager  
Weekend / Friendly Reminders

**MARCH 6** – 3 day/30 day Notices

**MARCH 7** – Update Employee  
Address Changes in Paycom

**MARCH 9** – Market Survey Due /  
Payroll Due / Update Yardi Comp  
Survey

**MARCH 10** – Delq. Report Due /  
File Evictions

**MARCH 12** – Daylight Savings  
Time – Spring Forward ☀️

**MARCH 13** – Personal Contact for  
March Expirations

**MARCH 14** – Supplemental Supply  
Order / 45-day Notice for April  
Expirations

**MARCH 15** – Monthly Management Plan /  
Submit RCF Changes / 75-day Notice for  
May Expirations

**MARCH 16** – Leasing Breakfast Club

**MARCH 17** – Assistant Mgr. Breakfast Club

**MARCH 21** – Update Delq. Report /  
Service Manager Breakfast Club

**MARCH 22** – AME Done

**MARCH 23** – Close A/P / Payroll Due /  
Update Yardi Comp Survey

**MARCH 25** – **LUMA ANNUAL AWARDS  
BANQUET – BRING THE FAMILY!**

**MARCH 28** – Update Delq. Report /  
Primary Supply Order

**MARCH 30** – Personal Contact for April  
Expirations / Manager Breakfast Club

**MARCH 31** – Send Collection Files to  
Collection Agency

**N  
E  
W  
F  
A  
C  
E  
S**



**BRZ**

**Bryanna Gibson**  
*Maintenance Tech*

**Nickname** – Bree

**Children/Ages** – 3-year-old son

**Hobbies & Interests** – Drawing

**Place of birth** – Oregon

**Favorite Song** – “Lost Me” By: GIVEON

**Favorite Restaurant** – Texas Roadhouse

**What did you do on your last vacation?**  
I went to Houston.

**What would you do if you won the  
lottery?** Buy a whole bunch of businesses.

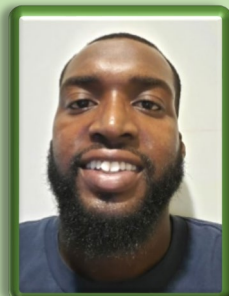
N  
E  
W  
  
F  
  
A  
C  
E  
S

WELCOME  
BACK!



**KXS**  
**Sergio De La Pena Zuniga**  
*Rehab Technician*

**Nickname** – Checo  
**Significant Other** – Alicia  
**Children** – Sergio Jr. (28 yrs.)  
**Hobbies & Interests** – Music & Walking  
**Place of birth** – Monterrey, Mexico  
**Favorite Song** – “Titanium”  
**Favorite Restaurant** – Cheesecake Factory  
**What did you do on your last vacation?**  
Relaxed.  
**What would you do if you won the lottery?**  
Supply for my family and bless others with that money.



**HLF**  
**Andrew Green**  
*Rehab Technician*

**Significant Other** – Jasmine  
**Children/Ages** – 2 Girls  
**Hobbies & Interests** – Basketball and hanging out with the kids  
**Place of birth** – California  
**Favorite Song** – “Tadow” By: Masego  
**Favorite Restaurant** – Pappadeaux  
**What did you do on your last vacation?**  
Went to Las Vegas, Nevada.  
**What would you do if you won the lottery?** Continue working part time.



**LUC/AUX Crew**  
**Nathan Ulbrich**  
*Construction Laborer*

**Significant Other** – Engaged October 2022 to Zoe  
**Hobbies & Interests** – Listening to music, Gambling, Cars/Trucks  
**Place of birth** – Montgomery, AL  
**Favorite Song** – “No Role Modelz” By: J Cole  
**Favorite Food** – Pizza  
**What did you do on your last vacation?**  
Went to Fredericksburg.  
**What would you do if you won the lottery?**  
Donate half to charity and invest in property.



**LMR**  
**Shatovia Bryant**  
*Assistant Manager*

**Nickname** – Tovia  
**Children** – Alicia  
**Hobbies & Interests** – Reading & Restaurant/Wine Tours  
**Place of birth** – Dallas, TX  
**Favorite Musician** – Beyonce  
**Favorite Food** – Seafood  
**What did you do on your last vacation?**  
Relaxed on the beach.  
**What would you do if you won the lottery?** Not tell anybody!



N  
E  
W  
  
F  
A  
C  
E  
S



WLH

**Anastacia Camarillo**

*Property Manager*

**Nickname** – Staci

**Significant Other** – MJ

**Children** – 2 boys, Isaiah (16) & Jonathan (12). Both very different in their own ways but are the loves of my life!

**Hobbies & Interests** – Anything outside! I love sports of all kinds and am a HUGE Dallas Cowboys fan!!

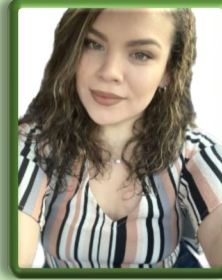
**Place of birth** – Born & raised in Dallas, TX

**Favorite Music** – I am a huge music lover of all kinds!

**Favorite Food** – Mexican food

**What did you do on your last vacation?**  
Relaxed.

**What would you do if you won the lottery?**  
Buy a big, beautiful house in the country with lots of horses!



WLH

**Yvette Reyes**

*Assistant Manager*

**Children** – Emma Rose (6)

**Hobbies & Interests** – Dancing, Hiking, and Movies

**Place of birth** – Dallas, TX

**Favorite Music** – Love all kinds of music!

**Favorite Food** – Mexican Food

**What did you do on your last vacation?**  
Celebrated my dad's 50<sup>th</sup> birthday.

**What would you do if you won the lottery?**  
Keep working while arriving in a corvette and travel!

WELCOME  
BACK!



MHT

**Monica Rowlett**

*Property Manager*

**Nickname** – Neka

**Children** – Montrell, Breyton, Daylon, Dane Jr. & Aubree

**Spouse** – Dane Rowlett

**Hobbies & Interests** – Football, Bingo, and all things gambling.

**Place of birth** – Dallas, TX

**Favorite Music** – Anything good!

**Favorite Food** – Shellfish

**What did you do on your last vacation?**  
Went to Panama City, Panama.

**What would you do if you won the lottery?**  
Become a professional gambler.



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

# Some of LUMA's Good Luck Charms



## Way to Go Jesse!

Guadalupe "Jesse" Ortiz at The Brazos has been promoted from Maintenance Tech to Service Tech. Jesse joined us in July 2021 with several years doing make readies. He has grown in his role assisting the BRZ team with anything asked of him and a true team player.



"Chelsea continues to use her excellent critical skills, professional experience, and personal qualities to deliver spectacular results in her various roles with LUMA. The apartment business has been an ever changing and evolving landscape; Chelsea has been able to adjust to the changes and has continued to grow with it. Congratulations Chelsea, there is no doubt you will be a great asset to Bardin Oaks!"

- Georgina Juarez  
Operations Manager



Georgina joined LUMA in 2015 and has been on an uphill journey since. From Leasing to Assistant Manager, to Property Manager, to Senior Property Manager, and then to LUMA's first ever EXECUTIVE Property Manager, she has done it all! She is detail oriented, determined, and eager to learn. We are excited to see you open this new chapter.

Congratulations Georgina!

Operations  
Support Manager

## Kieran Vinal



"I started as Kieran's P2P when she joined LUMA in June 2021. Just a few months later, I had the privilege of becoming her property manager and I truly could not ask for a better teammate. Kieran is quick to learn and does everything asked of her with no hesitation. Kieran is always so full of light and life and brings so much joy to our entire team here at Copper Hill. She is one of the most kind and genuine humans I have had the pleasure of knowing. She is more than deserving of this promotion."

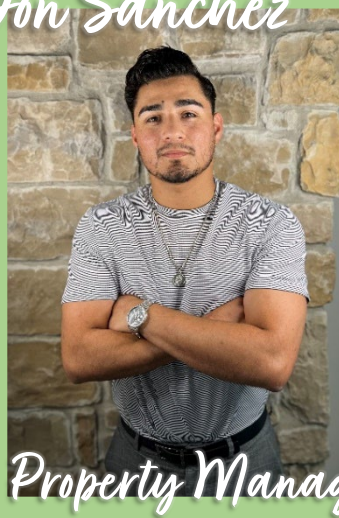
- Megan Johnson, CAM  
CPH Property Manager



# Some of LUMA's Good Luck Charms

Jon began his career with LUMA in April 2020, at the height of the pandemic as a Leasing Consultant at Somerset in Lewisville (which we later sold in 2021). After eight months with LUMA he was promoted to Assistant Manager at Pace's Crossing in December 2020. Jon later transferred to The Brazos in June 2021 as the AM. Jon came to us with experience from the El Paso market, where he had worked 2 years prior in the industry.

*Jon Sanchez*



*Property Manager*

Jon's TikTok videos made an impression. They were so creative, and he won several contests we were running at the time. Jon obtained his CAM not too long ago and serves on the AAGD Education Committee. Jon was also nominated last year as Assistant Manager of the Year for the AAGD Sapphire Awards.

Way to go Jon!!



*Kim Moncibais*

*Accounting Manager*

"Kim has been promoted to Accounting Manager! Kim is also celebrating her 30<sup>th</sup> anniversary this year! She is always eager to help and teach others and will be a wonderful Manager. I am excited to see how she has grown in the time I've been here and I'm so thankful to have her on our team! She is an asset to the accounting team and LUMA! Congratulations Kim on your promotion!!"

- Jennifer Grabham  
*Vice President of Accounting*



The Dallas Morning News revealed the Top Workplaces USA Awards and we are so excited to share that for the first time ever, LUMA Residential was named a **Top Workplace for 2023**, being selected based on our employee reviews from the thousands of employers who achieved local recognition from across the country!

# 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 VANSCHEPEN.

## FIDELITY 401K

TO MAKE CHANGES OR LEARN MORE:  
FIDELITY NETBENEFITS AT  
[www.401k.com](http://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](mailto: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](http://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

JOE BONHAM - YOUR HEALTH PRO  
[JOE.BONHAM@ALIGHT.COM](mailto:JOE.BONHAM@ALIGHT.COM)  
800-513-1667

PS ¡SÍ, HABLAMOS ESPAÑOL TAMBIÉN!  
[HEALTHPRO.ESPAÑOL@ALIGHT.COM](mailto:HEALTHPRO.ESPAÑOL@ALIGHT.COM)

YOUR HEALTH PRO CAN HELP YOU FIND IN-NETWORK DOCTORS TO FIT YOUR BUDGET AND NEEDS.

I can help you locate doctors in your area and in your network, just reply to this email. Remember to include your zip code, the type of specialist you're looking for and/or the physicians you're interested in.

CONNECT WITH YOUR HEALTH PRO!

## 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](http://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](http://RELIANT.COM/PAPERLESS).

## Vacation Calendar March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>01</b> ARMSTRONG, ADRIANE C Status - Active 8.00 - VACATION HARRELL, EDWARD Status - Active 8.00 - VACATION COREAS, JOEL Status - Active 8.00 - VACATION NIETO, BRYAN CHRISTOPHER Status - Active 8.00 - VACATION	<b>02</b> HARRELL, EDWARD Status - Active 8.00 - VACATION GODEK, JAMIE Status - Active 8.00 - VACATION	<b>03</b> MARTINEZ, BLAINE Status - Active 8.00 - VACATION WENGERT, CHRISTOPHER Status - Active 8.00 - VACATION OWEN, CHRIS LE Status - Active 8.00 - VACATION HARRELL, EDWARD Status - Active 8.00 - VACATION GODEK, JAMIE Status - Active 8.00 - VACATION KASSISSE, VIVIAN Status - Active 8.00 - VACATION	<b>04</b>
<b>05</b>	<b>06</b> WENGERT, CHRISTOPHER Status - Active 8.00 - VACATION ARMSTRONG, ADRIANE C Status - Active 8.00 - VACATION FARIAS, ANDREW Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION GODEK, JAMIE Status - Active 8.00 - VACATION	<b>07</b> WENGERT, CHRISTOPHER Status - Active 8.00 - VACATION ARMSTRONG, ADRIANE C Status - Active 8.00 - VACATION FARIAS, ANDREW Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION	<b>08</b> ARMSTRONG, ADRIANE C Status - Active 8.00 - VACATION FARIAS, ANDREW Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION	<b>09</b> FARIAS, ANDREW Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION MANUEL, OSCAR Status - Active 8.00 - VACATION	<b>10</b> RAY, SANDRA LYNN Status - Active 4.00 - BIRTHDAY HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION HAMRICK, ALLISON D Status - Active 8.00 - VACATION MARTINEZ, BLAINE Status - Active 8.00 - VACATION FARIAS, ANDREW Status - Active 8.00 - VACATION FARIAS, VICENTE Status - Active 8.00 - VACATION MANUEL, OSCAR Status - Active 8.00 - VACATION	<b>11</b>



## Vacation Calendar March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	<p>13</p> <p>DECARLO, KRISTI Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION</p> <p>HAMRICK, ALLISON D Status - Active 8.00 - VACATION</p> <p>JOHNSON, CHELSEY M Status - Active 8.00 - VACATION</p> <p>MARTINEZ, BLAINE Status - Active 8.00 - VACATION</p> <p>RIVERA, SHELBI Status - Active 8.00 - VACATION</p> <p>JOHNSON, KORBEN Status - Active 8.00 - VACATION</p> <p>MCCLUNG, JIMMY E Status - Active 8.00 - VACATION</p> <p>MANUEL, OSCAR Status - Active 8.00 - VACATION</p> <p>ECHEVARRIA, RAUL Status - Active 8.00 - VACATION</p>	<p>14</p> <p>DECARLO, KRISTI Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p> <p>HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION</p> <p>HAMRICK, ALLISON D Status - Active 8.00 - VACATION</p> <p>RIVERA, SHELBI Status - Active 8.00 - VACATION</p> <p>JOHNSON, KORBEN Status - Active 8.00 - VACATION</p> <p>MCCLUNG, JIMMY E Status - Active 8.00 - VACATION</p> <p>ORTEGA, BRANDON Status - Active 8.00 - VACATION</p> <p>ECHEVARRIA, RAUL Status - Active 8.00 - VACATION</p> <p>MANUEL, OSCAR Status - Active 8.00 - VACATION</p>	<p>15</p> <p>DECARLO, KRISTI Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p> <p>HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION</p> <p>HAMRICK, ALLISON D Status - Active 8.00 - VACATION</p> <p>LOPEZ, JOSE L Status - Active 8.00 - VACATION</p> <p>RIVERA, SHELBI Status - Active 8.00 - VACATION</p> <p>JOHNSON, KORBEN Status - Active 8.00 - VACATION</p> <p>MCCLUNG, JIMMY E Status - Active 8.00 - VACATION</p> <p>ORTEGA, BRANDON Status - Active 8.00 - VACATION</p> <p>ECHEVARRIA, RAUL Status - Active 8.00 - VACATION</p> <p>YOUNG, KELLY L Status - Active 8.00 - VACATION</p>	<p>16</p> <p>DECARLO, KRISTI Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p> <p>HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION</p> <p>HAMRICK, ALLISON D Status - Active 8.00 - VACATION</p> <p>LOPEZ, JOSE L Status - Active 8.00 - VACATION</p> <p>RIVERA, SHELBI Status - Active 8.00 - VACATION</p> <p>JOHNSON, KORBEN Status - Active 8.00 - VACATION</p> <p>BREESE, DANDI Status - Active 8.00 - VACATION</p> <p>ISIBOR, KASUNDRA Status - Active 8.00 - VACATION</p> <p>ORTEGA, BRANDON Status - Active 8.00 - VACATION</p> <p>ECHEVARRIA, RAUL Status - Active 8.00 - VACATION</p> <p>YOUNG, KELLY L Status - Active 8.00 - VACATION</p>	<p>17</p> <p>LOPEZ, JOSE L Status - Active 4.00 - BIRTHDAY</p> <p>DECARLO, KRISTI Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p> <p>HAMRICK, CHRISTOPHER Status - Active 8.00 - VACATION</p> <p>LOPEZ, JOSE L Status - Active 4.00 - VACATION</p> <p>RIVERA, SHELBI Status - Active 8.00 - VACATION</p> <p>JOHNSON, KORBEN Status - Active 8.00 - VACATION</p> <p>BREESE, DANDI Status - Active 8.00 - VACATION</p> <p>ISIBOR, KASUNDRA Status - Active 8.00 - VACATION</p> <p>ORTEGA, BRANDON Status - Active 8.00 - VACATION</p> <p>ECHEVARRIA, RAUL Status - Active 8.00 - VACATION</p> <p>SANCHEZ, JONATHAN ISAAC Status - Active 8.00 - VACATION</p>	18

**Vacation Calendar  
March 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<b>19</b>	<p><b>20</b></p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p> <p>LOPEZ, JOSE L Status - Active 8.00 - VACATION</p> <p>BREESE, DANDI Status - Active 8.00 - VACATION</p> <p>ORTEGA, BRANDON Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p>	<p><b>21</b></p> <p>VANDERPLOEG, KATARINA MICHELLE Status - Active 4.00 - BIRTHDAY</p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p>	<b>22</b>	<p><b>23</b></p> <p>ACOSTA JR, JOSE Status - Active 8.00 - VACATION</p>	<p>TIJERINA JR., GUADALUPE Status - Active 8.00 - VACATION</p> <p>HOQUIST, JOHN Status - Active 8.00 - VACATION</p>	<p><b>24</b></p> <p>KOOP, LYLE Status - Active 8.00 - VACATION</p> <p>TIJERINA JR., GUADALUPE Status - Active 8.00 - VACATION</p> <p>HOQUIST, JOHN Status - Active 8.00 - VACATION</p>	<b>25</b>
<b>26</b>	<p><b>27</b></p> <p>KOOP, LYLE Status - Active 8.00 - VACATION</p>	<b>28</b>	<b>29</b>	<p><b>30</b></p> <p>SANCHEZ, JONATHAN ISAAC Status - Active 8.00 - VACATION</p> <p>BABINEAUX, EBONY Status - Active 8.00 - VACATION</p> <p>BABINEAUX-JOHNSON, MAHAGONI MICHELLE Status - Active 8.00 - VACATION</p>	<p><b>31</b></p> <p>SANCHEZ, JONATHAN ISAAC Status - Active 8.00 - VACATION</p> <p>TORRES, ENOE Status - Active 8.00 - VACATION</p> <p>BABINEAUX, EBONY Status - Active 8.00 - VACATION</p> <p>ALLEN, MELANIE Status - Active 8.00 - VACATION</p> <p>BABINEAUX-JOHNSON, MAHAGONI MICHELLE Status - Active 8.00 - VACATION</p>		

# LUMA Residential Calendar

## March 2023

March 2023							April 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 26	27	28	Mar 1 OME due 5:30pm Close leasing week	2	3	4 Asst Mgr weekend Friendly reminders
5	6 3 day/30 day notices 10:00am Staff meeting	7 8:00am Update Emp Address Changes in Paycom	8 5:30pm Close leasing week	9 Market Survey due 8:30am Payroll due 10:00am Update Yardi comp survey	10 Delinquency Report due File evictions	11
12 Daylight Savings Time - Spring Forward	13 8:00am Personal contact for March expirations	14 8:00am 45-day notice for April expirations 9:30am Supplemental Supply order	15 Monthly Mgmt Plan 8:00am 75-day notice for May expirations 5:30pm Close leasing week	16 9:00am Leasing Brkfst club	17 9:00am Asst Mgr Breakfast Club	18
19	20 10:00am Staff meeting	21 Update Delq Report 9:00am SM Bkfst Club	22 3:00pm AME Done 5:30pm Close leasing week	23 8:30am Payroll due & Close A/P 10:00am Update Yardi comp survey	24	25 2:00pm LUMA Residential Awards banquet - Family year (The Empire Room (1225 N Riverfront Blvd, Dallas,
26	27	28 Update Delq Report 9:30am Primary supply order	29 5:30pm Close leasing week	30 8:00am Personal contact for April expirations 9:00am Mgr Brkfst club	31 10:00am Send collection files to collection agency	Apr 1