

LENNOX

Monthly Call: June 2019



New Hires

TH- Justin Duncan, MT
WO- Cynthia McCorkle, CM
RCT- Boris Owens, MT
SB- Brittany Robinson, LS

Work Anniversaries

6/1/18- Patsy Taylor, KT
6/20/18- Jeff Summerhill, RC

Happy Birthday

6/4- Tarra Allen, MH
6/4- Tasha Dillon, SC
6/9- Hope Williams, BC
6/15- Kelley Hamilton, BC
6/24- Islam Beyah, CT
6/28- Chris Hendrix, HD/PH
6/28- Ali Jones, TH
6/29- Marquis Brown, SB
6/30- Darin Foster, LP

THE LENNOX FAMILY

LENNOX

Pools

Updating Addresses

Pricing Feedback

Open Enrollment

Offer Letters

Grounds Keeping

Invoices Consolidation

Invoice vs. Statement

Training

May Review

Vacation Request

- Request and Obtain Written Approval – email
- Submit in Paylocity
- Send Calendar invite to Supervisor, Brittane, and Jon

Asset Protect

- Corporate with enter invoices
- Sites will continue to audit for accuracy and report inaccuracies to Supervisor and LeaseTerm Solutions

Building & Facility Fees

- Month-to-Month residents are not being automatically charged
- You must confirm that the \$13 is being added to the Recurring Charges

Housekeeping

Glankler Brown

- Invoices are called Statements
- Statements include Past Due Statements (Invoices)
- Audit before entering
- Email Ann if you don't receive your bills

Pricing Determinations – Vacant over 45

- Vacant over 45 Days
 - List reason below
- Turn cost over \$2,500
 - * the comment
 - List below
- Traffic Guage
 - 1-3: quantity
 - 1-3: week-over-week comparison

Housekeeping

Prospect Experience

- Self-Guided Tours – need a volunteer
- Tour route must include amenities
- Office Refreshments
- Community vs. Apartments

Resident Experience

- Resident of the Month
- Dinner with Your Neighbors
- Community vs. Apartments

June Focus

The logo features the word "LENNOX" in a bold, black, serif font. The letters are contained within a gold-colored rectangular border with rounded corners. The border has a slight gradient and a metallic sheen.

LENNOX

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