

May 17, 2024

Dear Residents, Families & Staff:

With the recent police incident on our campus, it is extremely important that we are able to contact you in the event of an emergency. Residential residents and staff, **PLEASE** update emails and phone numbers for the Alert Media System. We have made this request a few times and haven't had much feedback. For residents, the contact information in Touchtown is what is uploaded to Alert Media. If your information is wrong in Touchtown, it is wrong in Alert Media. Residential residents can call Kayla at 610-723-4601 or email her at [kmcfadden@dunwoody.org](mailto:kmcfadden@dunwoody.org) to confirm their contact information or change it. Staff should call Curt Sayers, Director of Human Resources, at 610-359-4492 or email [csayers@dunwoody.org](mailto:csayers@dunwoody.org).

### **Care Center**

Tree Tops dining room was re-opened today for Woodlea and Leeland. Woodlea bathroom renovations will be starting in the next few weeks.

### **Free Wall Art & Lamps – Furniture Hall**

Beginning the week of Monday, May 20, through Friday, May 24, all lamps and wall art is free for staff or residents. The lamps will be placed at the end of Furniture Hall, and you may take the art off the wall. The wall art or lamp must be removed from Dunwoody the same day that you accept the item. Items cannot be stored at Dunwoody or held for future pick-up.

### **Facilities Update**

- Putting Green -- We have finalized the plans and identified three contractors to reach out to for bids. In order to expedite this as much as possible, we are starting the bidding process and well as the permitting process around the same time to keep things moving forward.
- Pond -- The permit waiver has been submitted to DEP for review. This could take a few weeks.
- J-Building/Admin/Marketing/Club Room/Gift Shop/Board Room -- Obtained three bids and selected a contractor based on General Conditions and Fees. Working through the RFI (request for information) process now to determine last minute details and final GMP (guaranteed maximum price) pricing. Working through final FF&E (furniture, fixtures & equipment) with resident involvement.
- Phone System Replacement -- Selected new vendor and working through final details and planning project roll out/implementation.
- Comcast -- Received new contract from Comcast for cable service including new boxes for everyone on the bulk agreement. Final details and roll out being reviewed.
- Organic Lawn Care -- Finalized Organic Lawn treatment program and working on getting the first application scheduled.

### **COVID**

There are no Residential nor any Care Center residents who have tested positive at this time. No staff members are positive at this time.

Best regards,  
Maureen Casey