

# *“For Your Information”*

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

**April 28, 2017**

## **Phone System Update**

The phone system cross-over will take place on May 9 and 10. Once the new system is in place, the off-the-hook feature will no longer be in use. New emergency pull cords that are independent of the phone system have been installed in all patio homes, personal care and community center areas. The new system allows residents to have the Caller ID feature. If you wish to use this feature, simply purchase a phone that has a Caller ID screen. Additional information will be provided next week.

## **Dining Services Updates**

We are “contento” (happy) to announce that our Cinco De Mayo Fiesta Dinner on Friday, May 5 is fully reserved and we are on a waiting list. Please contact Jesse Komara at ext. 8505 with any questions. Future celebrations planned for the summer include: a fresh off the grill dinner, a lobster bake and a Hawaiian luau.

Due to a server shortage over the next few weeks, we will be serving more buffet style meals at dinner. A weekly schedule will be posted outside the Main Dining Room stating which days will be full service and which days will be buffet style. This information will also be advertised on TV channel 900. We do apologize for this inconvenience and ask that you have patience with the new servers until the college staff returns for the summer.

## **New Patio Furniture Cushions**

We have ordered new cushions for the patio furniture that is located outside the Scooter Room/Gallery. The plan is to install by Mother’s Day.

## **Resident Get Together**

I will be holding my annual budget meeting on Tuesday, May 16 at 10:30 AM in the Auditorium and Card Room. Budget information will be distributed to you next week.

## **Power Washing**

Power washing of patio homes 101-360 will begin on Monday, May 1. Please be prepared to move scooters and any other items to another location to prevent any type of damage and also to help expedite the cleaning. If you have any questions, please call Greg Holt at ext. 8483.

### **Room Reservations for FY 2018**

As you may recall, in the fall of 2014, policies were created for reserving rooms on the campus for SORA meetings, functions, events, activities, etc. Accordingly, these rooms are reserved on a first come, first served basis for one fiscal year only (July 1-June 30). It also states that the chairperson or person in charge of the function should be the person reserving the room. This helps clear up confusion and prevents multiple people from reserving rooms for the same purpose. It also lets us know who to contact if we have questions concerning the reservation.

The receptionists may start taking your reservation slips on May 1 for fiscal year 2018. Please remember to circle yes or no on the reservation slip if your meeting, event, activity, etc. needs to be advertised on channel 900 or in the weekly bulletin. Please contact Tabby Alford at ext. 8460 with questions concerning reservations and Phyllis Franks at ext. 8462 with questions concerning channel 900 or the weekly bulletin.

We also ask that, if you have visitors/guests from outside Sherwood Oaks that are attending an event or speaking at a meeting, you contact security with their names at least 3 days prior to the event. If you have any questions about visitors entering the campus, please contact Mike Mills at 8482.

### **Ceramics Area**

The area next to the Woodshop, referred to as the Ceramics area, is cluttered and has many unclaimed pottery items/unfinished projects. There is resident interest in using that space for stained glass and wood carving. If you have items in that area, please retrieve them by May 19. Unclaimed items will be put on the "free table" in the Employee Break Room on the lower level. Our goal is to have this space cleared, cleaned and available for resident use by June 1.