

MEMORANDUM

**TO: RESIDENTS' COUNCIL MEMBERS**

**FROM: PETER DYS**

**DATE: NOVEMBER 4, 2009**

**SUBJECT: DIRECTORY OF MANAGEMENT STAFF AT SHELL POINT**

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At the recent Residents' Council meeting, two items were requested by Council members that would assist them in their function as court representatives of their building. The first is an updated organization chart to reflect the changes that are now in place due to the absence of Mr. Tim Ficker. I will be making those modifications and distributing a revised organization chart at the next Residents' Council meeting.

The second request was for an updated telephone directory of all management staff that would ease Council member access to individuals to address appropriate issues. Upon return to my office, I realized that after some internal review and discussion of this item in the past, that information has been provided to all residents at Shell Point in the back of the Resident Roster that was distributed most recently in July 2009. An update of that directory is anticipated again in early 2010. This directory provides telephone numbers and e-mail addresses as appropriate for the key department contacts throughout the organization that we hope aids residents in their contact and communication regarding pertinent issues. We continue to make the information available with a request that it be used as necessary.

I believe that finding this document in the existing Resident Roster meets the intent of the Residents' Council and, therefore, I direct your attention to its location. Should this information not meet the needs of the Council's request, I urge you to feel free to raise the issue again at our December 2 meeting.