

May 27, 2022

Dear Residents, Staff and Families:

Happy Memorial Day weekend! Memorial Day is to honor all military who died during service to our nation. Memorial Day, originally called Decoration Day, began with the placing of flowers on neglected gravesites of soldiers who died in battle. Memorial Day was declared a national holiday through an act of Congress in 1971. It is thought to be celebrated on the last Monday in May because flowers are in full bloom across the country. As we go into Memorial Day Weekend, we remember our family, our friends, our neighbors, and all those who have courageously served our country to preserve our freedom. We honor those heroes who gave their lives for us and for the United States of America. We enjoy our freedom because of their sacrifice. Let us honor them not only in our thoughts, but by our actions. We truly are the “home of the free, because of the brave.”

Covid Update

We are glad to report that there are no active cases of Covid-19 for Care Center residents. There are currently 4 employees isolating at home.

Resident Town Meeting

Please join us for the 2nd quarter Resident Town Meeting to be held in the Auditorium at 3:30 P.M. on Thursday, June 2nd. The meeting will be followed with wine & cheese!

Employee Team Meetings

All employees are asked to attend our employee Team Meetings on Wednesday 06/01/2022. Come and learn more about news from each of our departments. The meetings will be held in our new auditorium at 7:30AM, 10AM, and 3PM.

HVAC Addition to WCH Hallway

As part of the dining expansion project, the West Country House Hallway will receive an addition to the hallway HVAC unit called a DOAS (dedicated outdoor air system). This system will be placed outside along the building by door 15 behind the carport. In addition to the unit being placed outside and ductwork running into the building, there will be 2 exhaust fans placed in the ceiling of the hallway to help circulate conditioned air. This work will start next week with installing a concrete pad outside the building for the unit to sit, followed by the installation of the ductwork and exhaust fans in the ceiling.

DOAS is an HVAC system specifically designed to precondition the outside air brought into a building. A DOAS system can be installed as an addition to your existing HVAC equipment; however, it is more commonly designed as part of an overall HVAC strategy for a new building or space. It has many benefits, including cost savings, increased occupant comfort, and reduced energy consumption.

Resident Directory/Touchtown

Residents will receive an updated directory in their mailboxes by Friday, May 27. For the residents on Touchtown – the application on your device includes a resident directory right at your fingertips. Therefore, we do not need to print a directory as often as we normally do. Following this version, Kayla will provide an updated paper directory twice a year. When it is complete, copies will be provided at the front desk for those who want it. If you have not attended a training session for Touchtown yet – Kayla will be holding open sessions every Friday at 3:00 pm in the auditorium.

Dining

- Our new Executive Chef has been hired and is scheduled to start in 3 weeks, a separate memo will be sent out with details.
- When our new chef comes on board, our current lunch menu will be revised.
- Dining is hosting a Hearthside Mini Grand opening for our Care Center Residents on June 1st. We are expecting to be busy and have limited open seating available. However, we will still provide to-go orders for our Residential residents and employees.
- Dinner menus are posted on our Marketing Board, outside of our auditorium, and on 1970 daily.

Summer Picnic

- June 15th is our Employee yearly summer picnic 11:30a.m – 1:30 pm.
- June 15th is our Resident Outdoor Community Picnic Event 4:30pm-6:30pm with live entertainment.

Employee meals going “cashless” beginning Wednesday 06/01/2022

- **Employees** are reminded that Dunwoody Village is adopting a “cashless” meal purchasing program beginning Wednesday 06/01/2022. Employees will be able to use the following cashless options to purchase meals:
- Pay for meals via payroll deduction or with credit and debit cards.
 - “Payroll Deduction Authorization Forms” were provided two weeks ago but can still be completed and returned to Human Resources. Forms can be picked up at either reception desk, outside of the HR office, or from your department director. You will not be able to use payroll deduction until you have completed a form.
 - Employees will also be able to use a personal credit card, a personal debit card, or our brand-new Dunwoody Village gift cards. These cards can be purchased in any amount. Simply speak with a member of the Dining Services management team or the cashier to purchase a gift card.
 - Gift cards must also be purchased by credit or debit card. Cashiers cannot accept cash.
- Employees should also be aware that – as our construction project winds down later in the summer – a designated employee dining space will be provided. After Phase 2 completion, there will be a new, separate break room for our employees dining needs, equipped with seating and a beverage station. Stay tuned for more details!

Construction Update

Demolition continues! Many walls and ceilings have been removed and continue to be removed in the former lobby, auditorium, fitness room and game room. Flooring is being removed and floors prepped for the future install of new flooring. Layout of new rooftop equipment is being done, so that new support steel can be welded into the existing structure to hold the new equipment. There is some new HVAC equipment that will serve the West Country Houses, and the install of that equipment will start next week as well.

Have a wonderful Memorial Day weekend,
Maureen