

Front Desk/Security

The Front Desk of Liberty Tower is a dual function amenity. It serves as both a security station and a resident services station. It serves as the "front line" for guest entry. Kathleen Loether (Monday-Friday 7:00 AM-2:00 PM) serves on the LTOA TeamManagement as the Front Desk Manager. During her hours at the desk, her duties have not changed. From 2:00-3:00 PM, she will supervise Front Desk and Housekeeping Services personnel. She is responsible for quality control and oversight. She will meet weekly with the LTOA TeamManagement *team*.

SECURITY

Security in any building is a "work in progress." We have made, and will make additional improvements in security monitoring. Our new security firm, Securitas is a national company responsible for security at many of Tulsa's larger private, municipal and federal facilities. Their staff is well trained and ready in the event of a security concern. They are professionals. Securitas will be taking the Monday-Friday 2:00 PM – 11:00 PM shift. Linda Scott will be on duty 11:00 PM to 7:00 AM. Securitas will also work the weekend day shift, while Gus Schmeling takes the weekend evening shift.

WORKORDERS

Kathy is your first contact for work orders, and housekeeping concerns. If a work order needs to be placed, please contact her at the front desk, or by phone (583-3730) from 7- 2. Emergency work orders can be taken at the front desk anytime.

Maintenance

The LTOA Board of Directors will seek to hire an individual that has dual management and maintenance background. This person will serve the needs of our infrastructure and coordinate with other maintenance personnel. This position provides 24 hour maintenance assistance. The Building Operations Committee will have both consulting and oversight responsibilities. This individual will be a part of LTOA TeamManagement and meet weekly with the *team*.

Policies/Procedures/Oversight

Each Liberty Tower resident (lease holder/resident owner) and off-site owner are responsible for knowing and following the Declarant Rules and Regulations of Liberty Tower. These are available in the LTOA Office. The Articles of Incorporation, Bylaws and their written policies are the key to effective condominium living. It is the responsibility of LTOA TeamManagement through its Officers to insure that no party infringes on the rights of another Liberty Tower resident. The Policy/Procedure/Oversight Committee will review LTOA TeamManagement to provide continuity and insure that all actions are followed.

Standing Committees

The LTOA Board of Directors are assisted by eight standing committees. Executive, Social, House and Grounds, Policy/Procedure/Oversight, Energy/Resources, Security, Finance/Budget, and Building Operations. Adhoc committees are formed for special projects. Each committee reports to the Board of Directors.

TeamManagement

The President, and Vice President represent the Board of Directors. The Front Desk Manager and Manager/Maintenance represent the Liberty Tower Staff.