

ALPHA OMICRON PI

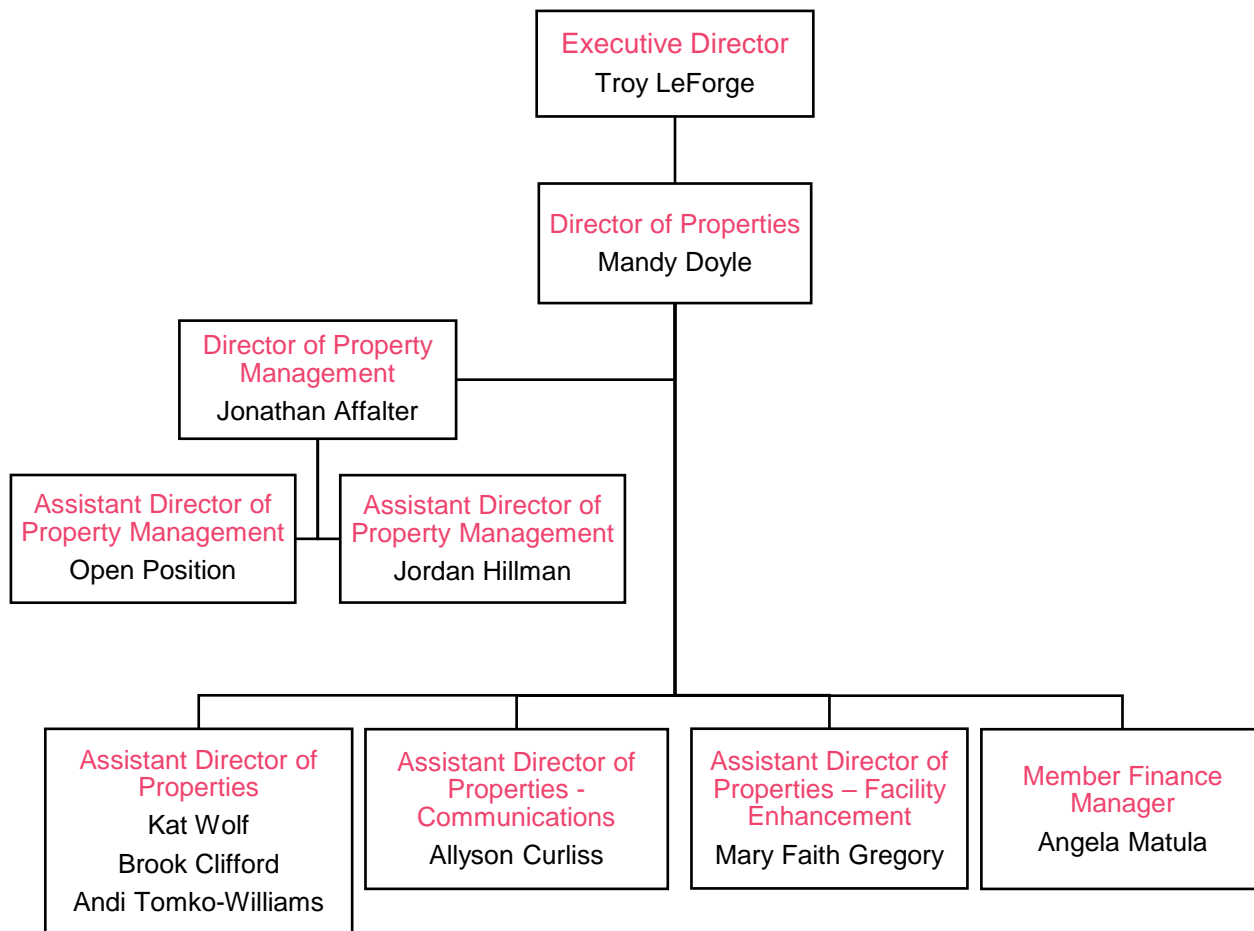
Properties

Alpha Omicron Pi
International Headquarters

5390 Virginia Way
Brentwood, TN 37027

615.370.0920

AOII PROPERTIES STRUCTURE



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Director of Properties

Mandy Doyle

mdoyle@alphaomicronpi.org

- Oversees and supervises all operations of the AOII Properties team
- Works directly with the Properties Board to develop business plans, strategic plans, and policies
- Implements operational tasks for Properties staff designed to fulfill goals set by the Properties Board
- Manages the relationship with FinLogic, architects, and other vendors
- Leads land acquisition efforts for new builds and oversees renovations and expansions

Director of Property Management

Jonathan Affalter

jaffalter@alphaomicronpi.org

- Tracks and ensures compliance of life and safety inspections
- Oversees preventative maintenance and repairs
- Supervises Property Management team
- Assesses needs for future CapEx projects
- Conducts on site property assessments
- Assist with land acquisition efforts for new builds, renovations, and expansions
- Engages programming for renovation/expansion opportunities

Member Finance Manager

Angela Matula

amatula@alphaomicronpi.org

- Oversees Corporation billings for all AOII chapters
- Creates the billings for Room and Board, Development Fees, Damage Deposits, and Building and Furnishing Fees
- Works with Billhighway on collection efforts and other financial matters
- Reimburses damage deposits at the end of each fiscal year
- Collaborates with Assistant Director of Properties on fee removals, reimbursements, and accurate invoicing

Assistant Director of Property Management

Jordan Hillman

jhillman@alphaomicronpi.org

- Assists with day-to-day operations and management of assigned AOII facilities
- Responsible for oversight of all facility repairs and maintenance
- Conducts on-site property assessments
- Gathers initial vendor quotes
- Reviews maintenance tickets
- On call for emergency emails and/or phone calls related to house operations
- Communicates with vendors
- Reviews monthly reporting from House Directors

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Assistant Director of Properties – Facility Enhancement

Mary Faith Gregory

mfgregory@alphaomicronpi.org

- Works with interior designers hired by AOII to decorate and update facilities
- Oversees CapEx projects ensuring they are completed on time and within budget
- Facilitates discussion with university officials, chapters, and Corporation Relations Advisers regarding current and future projects

Assistant Director of Properties – Communications

Allyson Curliss

acurliss@alphaomicronpi.org

- Creates communication to the network volunteers and chapter leadership
- Creates various educational documents and trainings for roles that work directly with AOII Properties (House Directors, Corporation Relations Advisers, Property Managers, Vice Presidents of Finance, etc.).
- Creates social media posts for AOII Properties

Assistant Directors of Properties

Brook Clifford

bclifford@alphaomicronpi.org

Networks 1, 2, 8, 9

Andi Tomko-Williams

atomkowilliams@alphaomicronpi.org

Networks 3, 7

Kat Wolf

kwolf@alphaomicronpi.org

Networks 4, 5, 6

- Oversight of general day to day operations of each Corporation
- Partners with Corporation Relations Advisers, Property Managers, Chapter Advisers, Chapter Presidents, Vice President of Finance, Networks Directors, Network Specialist – Finance, Network Specialist – Development and House Directors
- Manages the member agreement process, and oversees changes of Billhighway billings as they relate to suspension and special status
- Works with other AOII headquarters professional staff to gauge the overall health of chapters
- Partners with the accounting team on fee levels and Corporation budgets
- Serves as the House Directors primary contact and direct supervisor
- Point of contact for purchase requests for chapters using Corporation funds

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MAINTENANCE TICKET SYSTEM

AOII Properties has enlisted, Maintenance Care, a maintenance ticket system which will be used to submit maintenance requests. House Directors are able to handle small issues in the facility but must always submit a work ticket. House Directors were informed of their new responsibilities during House Director and Corporation Relations Adviser training. If your chapter does not have a House Director but has a facility, the Corporation Relations Adviser and Property Manager will have access to this ticket system. The site is now live and there will be ongoing training from the Director and/or Assistant Director of Property Management.


The new ticket system allows AOII's professional staff the ability to monitor and review all expenses and issues that arise within the facility. Below is an image of what the online ticket system looks like:


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
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MAINTENANCE REQUEST


Issue  [Please Select One]


Chapter  [Please Select One]

Where is issue located? 

Details of Issue

Your Name 

Phone# 

Your Email Address 

File Upload

The system allows the individual to provide plenty of detail, including photos, and any necessary documents. It retains a record of all submitted items, which allows us to build a detailed history of the facility.