



GLEN OAKS VILLAGE SENIOR MANAGEMENT STAFF



Mildred Marshburn (10/94)

General Manager

Assistant Corporate Secretary of GOVO, Inc.

Licensed Real Estate Broker

Editor of Glen Oaks Newsletter

Member of Real Estate Committee

Member of Green Thumb Committee

Member of Maintenance Committee

Member of Personnel Committee

Mildred Marshburn began her career with Glen Oaks Village as Property Manager in October of 1994. Now, as General Manager she is a member of the Real Estate Committee, Maintenance committee, Green thumb Committee, Website Committee and Editor of the Glen Oaks Newsletter. She works closely with each member of the Board of Directors to ensure that their policies and procedures are implemented. You can often find her driving through and inspecting the property. She is innovative, hard working and a “hands-on” manager. Managing approximately 80 staff members has been challenging; meeting or exceeding the expectations of the residents has been her greatest contribution. Of her many projects, directing the renovations of Glen Oaks Villages’ unoccupied units is perhaps her most gratifying. Moving property values upwards has been a testament to the success of this program.



Randy Gunther (8/93)

Controller

Assistant Corporate Secretary of GOVO, Inc.

Member of Finance/Budget Committee

Member Maintenance Committee

Member Real Estate Committee

Randy joined our company in 1993. He was very instrumental in our transition to becoming a self-managed Co-op. In his position as Controller of Glen Oaks Village, he has saved the company millions of dollars of expenses and has instituted various tax credit programs. Randy oversees the daily functions of the Finance Department and supervises a staff of six employees. He often takes the initiative in presenting solutions to financial matters and acts as the safeguard of company assets. His oversight includes the operational and the reserve accounts, the Purchasing Department, equipment, vehicles, and stockroom inventory. He also supervises the outside auditors. Randy and his staff works annually on our J51 Capital Improvement Tax Credit Applications which saves Glen Oaks Village thousands of dollars in real estate taxes.



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Andrew Englot (7/78)

Manager: Property and Equipment

Landscaper Supervisor

Member of Maintenance Committee

Andrew Englot, better known to most of us as “Drew”, was born and raised in Glen Oaks Village. He has worked for the company over twenty five years. You cannot find a more dedicated employee. Drew first started as a member of the Landscaping crew while still in college. Since that time, he has held many positions: Porter, Handyman, Supervisor, Assistant Director of Maintenance, Director of Maintenance, and his current position as Property, Plant and Equipment Manager. Recently, his responsibilities have been expanded to include supervisor of the Groundskeeping Department whose twenty Porters increase in number to over thirty during the summer months. Drew is also responsible for Capital Improvement Projects which include working with outside contractors and monitoring their work. Drew’s ability to adapt to changing environments has made him one of our most valued employees.



Frank Portella (6/78)

Supervisor: Carpentry, Electrical, Paint & Plaster Departments

Member of Maintenance Committee

NYC License Asbestos Inspector

Frank Portella has worked in the Glen Oaks Village Maintenance Department for more than twenty seven years. He is known amongst his peers as the “I can Man”. Frank often initiates major projects that save the company thousands of dollars by not having to outsource the work, while meeting specific schedules and quality control objectives. If you walk through the property, you will see Frank’s handiwork beginning with the brass building lights, newly replaced shutters, glass block windows, painted crawl space doors and foundation wall repairs and painting. He is a hardworking individual who looks for novel ways to accomplish old and new tasks.



GLEN OAKS VILLAGE SENIOR MANAGEMENT STAFF



Jeff Postman (6/80)
Supervisor: Boiler & Plumbing
Department

Member of Maintenance Committee
NYC License Asbestos Inspector

Jeff Postman is our newest Maintenance Supervisor. He has worked for Glen Oaks Village for more than twenty five years in various positions. Although, most of Jeff's work experience has been in the Boiler & Plumbing Department, he has first hand knowledge in the use of specialized tools and equipment. Jeff has been chiefly responsible for the progress of our Boiler Improvement Program. This program was implemented to extend the life of our 47 boilers through an aggressive preventative maintenance program.



Jennifer Rickenbaugh (10/94)
Manager: Maintenance Services Department
& Shareholder Reps

Member of Maintenance Committee
Member of Admissions Committee
Member of Mediation Services Committee

Jennifer has been with Glen Oaks Village almost eleven years. She started as a part time receptionist and is now manager of Maintenance Services Department and the Shareholder Representatives. In her current position, Jennifer works closely with the General Manager and individual residents of Glen Oaks Village to solve problems that may arise. You can see her about the property inspecting apartments, vestibules or responding to the needs and requests of our residents.



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Dorothy Hegmann (8/01)
Senior Administrative Assistant
Associate Editor of Glen Oaks Village Newsletter
New York State Notary

Dorothy Hegmann joined our administrative staff in 2001. Although initially hired to assist in the Maintenance Department, her previous maintenance and construction experience proved to be an asset in working with Management in the development of our Alteration Agreement procedures. Dorothy no longer handles interior renovations, but is happy to assist you with your Level III construction projects, involving decks, terraces, lofts, private entrances, dormers and basement additions. As an Associate Editor of our Newsletter, she also enjoys writing and works closely with our General Manager on the many Maintenance reports and projects needed to run our complex. Please also contact Dorothy to schedule the Painter—whether to complete a repair or for a lease renewal painting.



Victor Soliven (11/96)
Purchasing Coordinator

Victor Soliven the Purchasing Coordinator started his career at GLEN OAKS VILLAGE in November, 1996 as an Accounts Payable Coordinator. He was promoted to his current position one year later. Victor's primary job is to coordinate the company's procurement of supplies and services. This can vary from ordering hardware or office supplies for the Maintenance Department, obtaining contractor bids, processing purchase orders, coordinating deliveries and assist with the computerized in-house inventory tracking system for the Maintenance stockroom. Overall, his main objective is to get the best quality goods and services for our money.



Maria Fundus (2/04)
Administrative Assistant

Maria was welcomed to our staff as an Administrative Assistant in the Management Office, where she handles garage and storage unit rentals for Residents living in GLEN OAKS VILLAGE Sections A through I. Maria, who came to us with a background in construction, also keeps very busy

assisting Residents with their “interior makeovers”, and other work that requires an Alteration Agreement to be filed.



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Jean Lucatorto
Assistant Supervisor,
Maintenance Services Department

Jean joined the GLEN OAKS VILLAGE Maintenance Department as a Dispatcher in January 1998, but soon became a Shareholder Representative. Due to her outstanding work, Jean was promoted to Assistant Supervisor of the Maintenance Services Department. In her current position, she is responsible for overseeing the delegation of over 20,000 work orders per year, through her staff of three (3) Dispatchers, to the Mechanics, Landscapers and Porters that make up our Maintenance team. Her excellent follow-up skills, ability to make split-second decisions and attention to details combined, is what it takes to keep our Residents happy, safe and warm.



Arlene Bourne (9/97)
Resale/Sublet Coordinator
Member of the Admissions Committee

Arlene joined the Company in 1997 as a Shareholder Representative and a few years later, was promoted to her present position. As the Resale/Sublet Coordinator, her responsibilities involve reviewing all resale and sublet packages, scheduling weekly interviews for prospective residents, approving fair market Tenants' lease renewals, handling all matters pertaining to fair market managed units and preparing refunds of deposits for prospectuses and Community Room rentals. Arlene also supervises three (3) Shareholder Representatives, along with the morning and afternoon Receptionists.