

30, Sept. 2010

JE,

I have been going through the staffing plans for the properties and have a few things to propose:

71st street: I would like to add a PM housekeeper position. This position would be from Noon-10:00 pm. Given the size of the house, the work needed to keep it to standard and Lynn's deteriorating health, I feel this would be beneficial. Alternately, if you did not want to add an additional staff member, we could offer the position to Lalassa. Also would like to know what your thoughts are about hiring a chef and if you would like me to start a search.

Zorro Ranch: I am in the process of reviewing resumes for the couple to manage the ranch and am working with Brice and Karen on some of the specifics for that position. Once we have identified candidates, I will be asking to bring them to NY for interviews. In addition to the house couple, a second housekeeper is needed particularly when you are in residence. This could be either a part time or on call position if you did not want to add another full time employee, eliminating the need to offer benefits.

Some additional items for your consideration:

- Plaster and paint ceiling in 2nd floor kitchen (due to water damage).
- Replace Oriental Rug in entry foyer
- Replace Dining Room Carpet
- Re-oil woodwork in second floor Living Room
- Polish all black marble in Master bath
- Replace carpet in Elephant bedroom on 4th floor
- Fix wall coverings in Plaid bedroom on 4th floor (peeling away from walls)
- Refinish woodwork in 3rd floor entry hall (several deep scratches in wood)

Next week, I would like to head out to Zorro for a few days with Rich, he needs to switch the heating/cooling systems over and I would like to get a better sense of the property before hiring a couple out there. Let me know if this is ok to book.

Thank you,
Ryan