

To: Daphne Wallace [REDACTED]
Cc: Lesley Groff [REDACTED] Bebe Avdiu [REDACTED]
From: Ann Rodriquez
Sent: Mon 9/28/2015 7:08:17 PM
Subject: Re: Anything we can help with?

Yes. That is correct.

Our main focus is the Mandatory List for this week 9/28-10/2.

Daphne will send photos tonight from the list.

Ann R.

On Sep 28, 2015, at 2:18 PM, Daphne Wallace [REDACTED] wrote:

Greetings Ladies,
Anna clarified that the Mandatory is the ONLY thing we are focusing on from today until 10/2, and JE requested updating line by line on 10/1 and 10/6.

Today's photos will be for the Mandatory list only, so we all have a visual for each item on that list. DW

On Mon, Sep 28, 2015 at 12:58 PM, Ann Rodriquez [REDACTED] wrote:

I will update and forward the Mandatory weekly list every Tuesday and Thursday.

Ann R.

On Sep 28, 2015, at 1:27 PM, Lesley Groff [REDACTED] wrote:

Ok..can you label and date them too? I guess one photo per an email with a label in the subject line works (?)

On Sep 28, 2015, at 1:19 PM, Daphne Wallace [REDACTED] wrote:

Greetings Lesley,
I will take photos this afternoon and email them to you both, DW

On Mon, Sep 28, 2015 at 12:12 PM, Lesley Groff [REDACTED] wrote:

HI Ann and Daphne...I was looking over the Punch List for this week...Is there anything Bebe or I can follow up on for you? I see that you are missing a start/completion date for "Electrician-Back yard-Danny V. & E.-Man hole cover by scar should be fixed properly until Asphalt project begin...I'm thinking there should be dates input...

I know you all just rec'd the shared Google Calendar ...its very helpful for "reminders" You just go in and type in on the day/time you want to be reminded of something and you will receive an email with the reminder and it will pop up on your computer and phone as well...Ann, **Jermaine may need to help you since you have a yahoo email address...**

Ann, I see many things have a completion date for today or tomorrow...is your plan to to come back at the end of each night and confirm the line item was completed in the 'signed off' column?...then email the updated list each night to us?

I do like the punch list with the dates...it will be much easier to keep track of when something was initially started and help keep the finish date in sight!