

To: Lesley Groff [REDACTED]
From: Bebe Avdiu
Sent: Wed 9/23/2015 8:22:32 PM
Subject: Re: Your Upcoming Stay at the Ritz-Carlton Club, St. Thomas

OK.

I just emailed Bella. Do you need this to be sent over to him today? Or would tomorrow be ok - in case Bella's not checking her emails? (She will be in tomorrow)

Bebe Avdiu

Legal Assistant
DARREN K. INDYKE, PLLC
575 Lexington Avenue, 4th Floor
New York, New York 10022
Telephone: [REDACTED]

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On Sep 23, 2015, at 4:15 PM, Lesley Groff [REDACTED] wrote:

My name and say biz associate. Also ask Darren/Bella if they prefer to use Darrens CC. Sometimes Bella likes more charges to go through his card.

Sent from my iPhone

On Sep 23, 2015, at 4:07 PM, Bebe Avdiu [REDACTED] wrote:

No problem =)
For the guest info .. I'm putting "Lesley Groff" ... should i check "friend", "Business associate" or "other"?

Bebe Avdiu

Legal Assistant
DARREN K. INDYKE, PLLC
575 Lexington Avenue, 4th Floor
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Telephone: [REDACTED]

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On Sep 23, 2015, at 4:01 PM, Lesley Groff [REDACTED] wrote:

Yes. And thanks

Sent from my iPhone

On Sep 23, 2015, at 4:00 PM, Bebe Avdiu [REDACTED] wrote:

on it =)
also, will “all charges” be under JE credit card?

Bebe Avdiu

Legal Assistant
DARREN K. INDYKE, PLLC
575 Lexington Avenue, 4th Floor
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Telephone: [REDACTED]

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On Sep 23, 2015, at 3:56 PM, Lesley Groff <[REDACTED]>
wrote:

Bebe, can you print, fill out and have Darren sign..then scan and email back to Sean David? I have answered his email already and let him know the form will arrive shortly! thanks, Lesley

Begin forwarded message:

From: "David, Sean"

[REDACTED]

Subject: Your Upcoming Stay at the Ritz-Carlton Club, St. Thomas

Date: September 23, 2015 at 2:50:38 PM EDT

To:
[REDACTED]

Good Afternoon Mrs. Groff,

I am delighted to welcome you to the beautiful island of St. Thomas. My name is Sean David and I will be your Personal Concierge during your stay with us. I look forward to

meeting you and working to ensure that your vacation is nothing short of perfect. The weather has been absolutely gorgeous and the Caribbean waters are clearer than ever. Your little slice of heaven surely awaits you in a couple days.

According to your reservation, you are scheduled for arrival on Thursday, September 25th and departing on Friday, October 26th, staying in a beautiful two-bedroom residence. For planning arrangements, check-in time is 4:00 p.m., and check-out time is 11:00 a.m.

The Grand Palazzo Club, is our on-site restaurant located on the 5th floor of Gardenia and serves breakfast and dinner daily. They also host happy hour specials on a daily basis. Might I offer my assistance in creating any reservations?

I highly recommend making arrangements in advance to ensure your preferred activity times are available. It would be my pleasure to assist you with any dining reservations, spa appointments, transportation needs, Ambassador of the

Environment reservations or anything additional that you may require during your stay.

Please visit our [Concierge Interactive Guide](#) for more details about the various leisure activities we have to offer at our Club.

In order to prepare for your upcoming arrival, allow me to ask you the following questions:

- What time should we expect you on Thursday, September 25th?
- What are the names of your guests who will be joining you? Will they be providing their own credit card for their incidentals?
- Would you care to have your residence pre-stocked with any groceries? If so, please utilize our web-interactive, online grocery program: [Fresh Foods VI](#)
- Will you need any transportation pre-arranged

from the airport? If so, you can certainly reserve a private taxi through [Kelly's Taxi's](#) services.

- Are we celebrating a special occasion during your stay in St. Thomas?
- In preparing your residence for your arrival, is there anything I should note for the Housekeeping team?
- Would you require any beds split or joined together?
- Would you be needing a crib, high chair, rollaway or sofa bed made up?

Mrs. Groff, we very much look forward to welcoming you in the coming days. Should I be of any further assistance, please do not hesitate to contact me. I look forward to meeting you upon your arrival.

Warm Regards,

Sean J. David
Member Experience
Concierge

The Ritz-Carlton Club, St. Thomas
6910 Great Bay
St. Thomas, USVI, 00802
PH: [REDACTED]
Fax: [REDACTED]
E-mail: [REDACTED]

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<RCC St. Thomas - Credit Card
Authorization Form.pdf>