

To: [REDACTED]
Cc: Joyce Beymer Allenby [REDACTED]
From: LAllenby
Sent: Fri 7/31/2015 9:04:30 PM
Subject: Re: Cleaning of Apt

Thank you ◆◆◆

Leighton Allenby
Director of Properties
[REDACTED]

On Jul 31, 2015, at 4:57 PM, [REDACTED] > wrote:

Hi Leighton and Joyce Tess will clean for you every wed at 9am starting aug 12. She has family in town next week and taking a few days to be with them. She will do her best to be there every wed pending any other apt cleaning that might take precedence. If she can't make it one week we will try to reschedule another day for you! Thx

Sent from my iPhone

On Jul 31, 2015, at 10:41 AM, Leighton Allenby <[REDACTED]> wrote:

Hello [REDACTED],
Any day of the week is good for Tess to clean. Most likely makes sense to have her clean Apt 11B when she is here cleaning the other apartments and if she could stick to a weekly schedule that would be great. Please let me know what day and time - Thanks! I believe she has the apartment code for 11B. If not let me know.
I will be going back to LSJ on Sunday, PBI on the 5th and 6th and then back to LSJ. Joyce should be here and if not it will be okay for her to come in and clean. Hope to see you soon.

Best,
Leighton

Leighton Allenby
Director of Properties
[REDACTED]

----- Forwarded message -----

From: **Richard Kahn** <[REDACTED]>
Date: Thu, Jul 30, 2015 at 1:53 PM
Subject: Cleaning of Apt
To: Leighton Allenby <[REDACTED]>
Cc: [REDACTED]

leighton once you figure out what day is best for you to have Tes clean your apt
please let Lesley know and she will arrange
may be best to give us two days in case Tes schedule will not allow her to be their
on your preferred day
thanks

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue 4th Floor
New York, NY 10022
tel [REDACTED]
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cel [REDACTED]