

To:

fontanilla[redacted];

Jojo Fontanilla[redacted] Lyn

From: Lesley Groff

Sent: Fri 11/21/2014 4:28:24 PM

Subject: Important Dates for Me

Jeffrey will be in town evening of Dec. 1 through Dec. 6...wanted to give you all the heads up that I will have to leave the house on Tues. Dec. 2nd at 4pm...Sue, please plan on being here to take over the phones...

On Thurs. Dec. 4 I will not be able to arrive the house until around 11:30am...Sue, can you please plan to be here in the morning at 9am to cover the phones...

Thanks, Lesley