

**From:** [REDACTED] <[REDACTED]>  
**To:** Mark Tollison <[REDACTED]>  
**Cc:** "[REDACTED]" <[REDACTED]>, Richard Kahn <[REDACTED]>  
**Subject:** Re: 9E Items  
**Date:** Tue, 01 Oct 2013 16:19:26 +0000

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Thank you Mark

I do have a good relationship with the cleaning service - Slate - and I only use 2 girls.

Blanca and Teresa

Blanca is by far the best lady I have ever had from a cleaning service. She is a great worker, great attitude, always positive and smiling and I trust her completely. The only slight drawback is her english is not good. For my apartment I will only use her and the english is not a problem as I am around and can communicate with her (I cant leave her written messages).

Teresa I use her for guest apartments as she can text with me and speaks and reads English well. She is very responsible but not quite as meticulous as Blanca.

I will only use these 2 girls as I have had some bad experiences with other ladies.

Thank you for organizing the living room waxing.

On Tue, Oct 1, 2013 at 10:05 AM, Mark Tollison <[REDACTED]> wrote:

Thanks for letting me know [REDACTED],

Is the relationship with the cleaning service already in place for you? If so what is the company and contact info may I ask? Would you like me to assist with managing them?

If it is not, do you require any assistance in forming one?

And, If you require any assistance on any other items please just let me know.

By the way, I am began contacting vendors yesterday afternoon for quotes on waxing the fine wood in the living room for JE. One has already responded and I will be setting up an appointment for him to provide a quote next week. If the others do not respond to enable me to collect three quotes, I will continue contacting other appropriate vendors until they do.

As always, thank you for your assistance.

Best regards,

Mark

Mark Tollison

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CC: [REDACTED]; [REDACTED]  
From: [REDACTED]  
Subject: Re: 9E Items  
Date: Mon, 30 Sep 2013 21:59:09 -0400  
To: [REDACTED]

Yes mark we are going to use the cleaning service.

Sent from my iPhone

On Sep 30, 2013, at 1:16 PM, Mark Tollison <[REDACTED]> wrote:

[REDACTED],

Hope all finds you well today.

Please keep me updated on the following projects for 9 E we discussed last week:

1. Selection of sheers for the dining room windows until the glass is decoratively painted.
2. Not discussed but needed - a portrait lamp attached to the portrait over the large table to the left of the dining room table where the floor lamp is being used to light it. Do we have a lamp we can attach or does a new one need to be purchased?
3. Not discussed but needed and JE said ok - a closed cabinet piece of furniture of the required quality for where his telephone and other items sit so everything is not out for all guests to see.
4. The selection of a 10' long asian bench to be placed in the dining room I believe in place of the red bench that sits behind JE's chair.
5. The waxing (beeswax?) of the wood panels in the living room.
6. Since Tess is on leave, I know you will need to have the 301 rooms needing cleaning cleaned by someone. Are you using a cleaning service to assist you?

I appreciate your lending your fine eye and due diligence to insure these items are taken care of for JE at 9E!

Best regards,

Mark

Mark Tollison

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