

**From:** Lesley Groff <[REDACTED]>

**To:** Mom and Randy Wright <[REDACTED]>

**Subject:** Fwd: JOBS AND HOUSES

**Date:** Tue, 14 May 2013 01:54:41 +0000

**Inline-Images:** image001.png

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Thank you so much randy! This is all super advice. Appreciate you time

Sent from my iPhone

Begin forwarded message:

**From:** Ike Groff <[REDACTED]>

**Date:** May 13, 2013, 7:55:29 AM EDT

**To:** "Lesley Groff ([REDACTED])" <[REDACTED]>

**Subject:** FW: JOBS AND HOUSES

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**From:** Randy Wright [[mailto:\[REDACTED\]](mailto:[REDACTED])]

**Sent:** Sunday, May 12, 2013 8:23 PM

**To:** [REDACTED]

**Cc:** [REDACTED]; Ike Groff

**Subject:** JOBS AND HOUSES

My reaction to Lesley briefing Diana:

AMINISTRATIVE TEAM LEADER:

Write the details on no more than one page for review with Jeffrey:

1. Administrative team leader duties:
2. Ensure effective support of Jeffrey and his activities regardless of his location.
3. Provide a single point of contact for Jeffrey for all administrative activities when that is most efficient for him.
4. Coordinate the activities of all administrative support personnel to include.. names and duties....
5. Review status twice daily with each team member progress on support activities, to include expected daily activities and progress. 9 AM and 3 PM. Review on regular bases regardless of team member location.
6. Review by interview all support staff and ensure outline of job description for each.
7. Define preferred communication channels for all.
8. Designate "alternate (back up)" team leader to review activities and serve as primary focal point for communications when Lesley is not available.
9. ...

HOME CONSTRUCTION ALTERNATIVES:

1. These actions depend on how far along you are on various options.
2. Retain a trusted REALTOR® with experience in your local market and knowledge of property values based upon currently working with buyers and sellers in your new homes price range plus ability to access and evaluate recent sales information from your MLS.

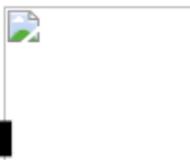
3. Pay a fee, hourly or fixed for consultation. This person will represent you, just like an attorney does.
4. Brief on overall property concept.
5. With no discussion of what you paid or actual cost...
6. Get estimate of value of completed home, new, before move in.
7. List options available at this point. Two types:
  - a. One time decision necessary, like Fancy stone fireplace in MBR.
  - b. Deferred improvements, like pea gravel vs cut stone for front patio. (For example, in this case you can add the cut stone later.)
8. Get REALTOR<sup>®</sup> estimate of increased value of home at completion for each item. i.e., fireplace increases value of home \$20,000.
9. Get builder cost to complete each item on option list 7.
10. Compare current cost with value change of completed home.
11. Quantify value to you vs. positive increase in value REALTOR<sup>®</sup> opinion.
12. Consider value to you as well as investment value from above as basis for decision.
13. If there are ~\$.3M or more in variation changes due to options, I would be happy to come there for 10-15 days to work through the details with the REALTOR<sup>®</sup>, builder and other parties.
14. Good luck and let me know how I can help.

:-)

Randy

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The Wright Solution  
Randy Wright, PE,



FAX & Phone: [REDACTED]  
Mobile/Messa [REDACTED]

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