

**FORTNIGHTLY REPORT
FRIDAY 13 DECEMBER**

PARIS

STATUS	ITEM	COMMENT
→ Update	1. Change fat lady painting frame	i) 13/12 – Complete. See attached picture.
→ Update	2. AC in master bedroom – JE says AC is broken – a/c cuts off after 30 mins.	ii) 13/12 – Diffusers need to be changed. The diffusers need to be specifically made and Serge will be contacting GM wk of 16 Dec to discuss this.
→ Update	3. Safe	iii) 13/12 – Further delayed from 18 Nov – expecting to install by mid-Dec – scheduled for 16 Dec at 15h00.
→ Update	4. Raise globe desk	iv) 13/12 – Complete.
→ Update	5. First aid	v) 13/12 – Trauma / oxygen kit – Valdson has tried various places to have oxygen tank filled and has been advised that this is not possible in France. GM advised that she will speak with her aunt at the hospital and have Valdson take her the tank to be filled.
→ NC	6. Door Codes Changed	vi) 13/12 – Complete
→ Update	7. Computers	vii) 13/12 – Valdson installed second card reader on GM computer and is now working.
→ Update	8. Photos for Apt	viii) 13/12 - Nine 8¾ x 13 JE brain picture for dining room to replace African heads – Valdson has pictures and will

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STATUS	ITEM	COMMENT
→ JE to advise		<p>hang these by 20 Dec.</p> <p>ix) 13/12 - Three 7¼ x 10¼ JE brain picture – Valdson has pictures and will hang these by 20 Dec.</p> <p>x) 12/12 - No pictures chosen for the Indian heads round end of the living room – ██████ advised that JE still needs to choose pictures.</p>
→ Update	9. Paint Boudoir walls and loo + change carpet	xi) 13/12 – Fax sent to Jean on 3 rd Dec advising that the paint should be more pastel and the shapes should be more subtle. Carpet will be changed after painting complete. Valdson advises painter had a look at the boudoir and will put forward a proposal. Pinto’s office have not yet received the new samples. Expect proposal 16 th / 17 th Dec.
→ NC	10.AC in Kitchen	xii) 13/12 - To be reviewed at the time as the AC in the new apt.
→ Update	11.New Lampshade for lamp on JE desk.	xiii) 13/12 - Jean purchasing a new lampshade. Jean advised GM that this will be complete by 20 Dec.
→ Update	12. Bull Painting	xiv) 13/12 – Valdson has removed painting and placed in storage.

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STATUS	ITEM	COMMENT
→ Update →	13. Pictures to Replace Bull Painting	xv) 13/12 – Valdson has hung the 5 frames where the bull painting was and sent GM a picture. See attached picture
→ Update	14. Pictures in guest corridor to be reframes w/pics on site	xvi) 13/12 – This is complete minus 2 that broke. Valdson has hung the pictures.
→ NC → JE plse advise	15. Dining Collection	xvii) 13/12 – JE previously advised that we were to utilize own collection – plse advise what you would like us to use.
→ Update	16. LSJ Model	xviii) 13/12 – Has been shipped and expect to arrive at LSJ end-Jan 2003.

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NEW PARIS APT

STATUS	ITEM	COMMENT
→ NC	20. JE wants schedule for work – inc layout, construction and decoration	i) 13/12 – JE received renderings and plans from Pinto’s office 7 Dec. Jean advised that the apt will be ready in 1 year as agreed with JE. Updated plans have been received by JE today 13 Dec.
→ Update	21. Change Windows before Winter	ii) 13/12 - Quote has been approved and expected completion is beginning Jan 2003 – this now will change due to additional papers required. iii) 13/12 – Last night, Darren received from Marie-Joseph Experton a form of letter to be sent by the architect to the building manager of 22 Avenue Foch. According to Marie-Joseph, it is necessary for the manager of the condominium to confirm in writing the condominium’s consent to the proposed windows change; the letter, to be signed by Serge Boquet on behalf of SCIJEP, the owner of Jeffrey’s apartments, simply requests the necessary consent from the building manager. Darren approved the form of the letter and sent it back to Serge Boquet today, along with two original powers of attorney from Jeffrey, as manager of SCIJEP, authorizing Pinto’s firm and Gerp Architects to act on behalf of SCIJEP in connection with obtaining any municipal approvals or building approvals required for the window changes.

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		<p>Pinto's office requested that Marie-Joseph contact the lawyer of the owner of the apartment on the 1st floor below Nassif's apartment. Apparently, Pinto and Marie-Joseph have been unable after repeated attempts, to reach the owner. Marie-Joseph advises that although she has made several telephone calls to the owner's lawyer, she has still received no response. Marie-Joseph promised to continue to follow up.</p>

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PALM BEACH

STATUS	ITEM	COMMENT
<p>→ Plse advise</p> <p>→ Update</p>	<p>1. Stone Dock Steps</p>	<p>i) 13/12 – JE advised he had drawn up a plan of how stone steps should be done. Nick has tried to obtain a copy but no-one can supply it. Can JE plse supply Nick with sketch. Same stone as surrounds pool to be utilized for this project as per JE.</p>
<p>→ Update</p> <p>→ JE plse advise</p>	<p>2. Repaint of House</p>	<p>ii) 13/12 – First quotation to repaint interior = \$24,250.00</p> <p>iii) 13/12 – NS spoke with Charles Miller, and he unfortunately does not know anyone. GM advised she would contact some of her friends to see what recommendations they have. GM has managed to come up with one number only.</p> <p>Nicole is also investigating some painters.</p>
<p>→ Update</p>	<p>3. Re-Carpet</p>	<p>iv) 13/12 – Blue carpet chosen by JE (9D200-27505 Silo Inasquette 28S). Carpet company has been to the house to measure and will supply quote by 18 Dec. This will replace all the yellow carpet with the blue spots (stairways, passages upstairs, guest rooms & passage outside master room).</p>
<p>→ Update</p>	<p>4. John Alessi</p>	<p>v) 13/12 – Complete - \$200.00 has been deducted.</p>

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STATUS	ITEM	COMMENT
→ Update	5. Landscape Lighting	vi) 13/12 – JE advised Patrick to install upright garden spotlights to make the garden appear more natural. Patrick has installed 12 and is presently repairing all the old lights & will be doing a master plan for all outside lighting and where their switches are located.
→ Update	6. Installation of DSL line on GM old computer	vii) 13/12 – Marc is setting up technician to install line – scheduled 16 Dec.
→ Update	7. Purchase of colour cartridges for GM’s printer	viii) 13/12 – Patrick has replaced the cartridges in GM’s computer and has purchased additional stock. Stored in stationery cupboard.
→ Update	8. Wax Treatment on Wooden Floors	i. 13/12 – Quote received of \$2,746.25 for one coat & to skim the floor, and for a second coat an additional \$2,198.00. This is for a clear gloss finish = \$4,944.25 . A semi-gloss and satin finish can also be done. See attached quote. This company was suggested through Nicole.
→ Update	9. Plumbing for Repair of Pink Room	i. 13/12 – the plumber has advised he is unable to repair as this is a building problem, and contractor has come around and will be quoting for the repair. Quote expected 16 Dec.

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STATUS	ITEM	COMMENT
<u>ON HOLD</u> vii) NC	10. Auto Hurricane Shutters for Remaining Sections of House	xiii) JE sd not to do anything at this time with the shutters.

REDECORATION OF HOUSE

→ NC	11. Schedule from Pinto	xiii) 13/12 – Pinto’s office has still not supplied an update despite calls and faxes sent.
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457 MADISON

STATUS	ITEM	COMMENT
→ NC	1. Decorator for JE office	i) Bastione supplied JE with info on proposed concept, and JE is considering proposal.
→ NC → NC → JE to advise how to proceed	2. Darren's Office to buy new furniture	ii) JE wanted new furniture. GM to purchase new desk & cabinets for Lauren's area & conference table & look at dividing unit for Lauren & Darren. iii) JE liked image of furniture - catalogue of the furniture and additional catalogues Edwina sourced given to JE.
→ Update	3. Directory Update	iv) 13/12 – All envelopes have been mailed that had complete addresses. We are already receiving responses and the records are being updated as received.

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301 EAST 66TH

STATUS	ITEM	COMMENT
→ Update	1. 10N	i) 13/12 – Carpet will only be installed week of 16 Dec as arrived late from manufacturer. ii) 13/12 – Edwina will personally work at the apartment 18 Dec to sort it out. iii) 13/12 – Living room furniture is being delivered 18 Dec. iv) 13/12 – Larry V is ordering TV and Hi-fi for delivery. v) 13/12 – 2 telephone lines will be installed. Management need to disconnect line as previous tenant has still not disconnected, before the lines can be installed. Edwina will Andrew attend to this week of 16 Dec.

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65TH STREET

STATUS	ITEM	COMMENT
→ Update	1. AC in downstairs office	i) 13/12 - Brian to polly fill edge of vent 16 Dec..
→ Update	2. Wireless in the basement for staff	ii) 13/12 – Pat Callaghan installing 17 Dec when attending to other work at 65 th .
→ Update	3. Canvass to replace Kline	iii) 13/12 – New canvas being ordered once GM chooses correct size. Edwina to send GM email showing masking tape of size on wall for GM to choose – attending to this on 16 Dec.
→ Update	4. Strip Lights – Gym	iv) 13/12 – Richard is ordering some parts needed for the electricity supply – expected completion 23 Dec.
→ Update	5. Credenza	v) 13/12 – The legs are being raised and will be returned 16 Dec.
→ NC	6. Carpet Cleaning	vi) 13/12 – Scheduled for 17 Dec – living room, dining, bedroom & GM office.
→ Update	7. Stick Hi-fi Wires	vii) 13/12 – Brian will attend to complete this 16 Dec. These need to be stuck down out of the way of the heat from the fireplace.
→ Update	8. Hang Frames in the Gym	viii) 13/12 – Brian will attend to this 16 Dec.

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→ Update	9. Extractor in the basement & the main kitchen	ix) 13/12 - Custom made extractor in the basement needed. Rich is obtaining a quote. Expert viewed basement 11 Dec and expect quote by 20 Dec.
→ NC		x) 13/12 - Extractor in the main kitchen – Rich looking how to boost system + change filters and clean system which should improve problem.
→ Update	10. Book shelves for photobooks in the office	xi) 13/12 – Brian will complete this 16 Dec
→ Update	11. Answer machine on the guest line	xii) 13/12 – Pat Callaghan installing in blue room & connecting to system 17 Dec when attending to other work at 65 th .
→ Update	12. Suburban	xiii) 13/12 – Car went in for full service as security system was malfunctioning. It was discovered that the system was perfect and working well, and that a third key had been cut which was not factory issue causing the security system to activate cutting the ignition so the car could not be started. The third key has now been destroyed and no further problems are being experienced.

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71ST STREET

STATUS	ITEM	COMMENT
→ Update	1. Safe Room Bolt	i) 13/12 - Bolts Arrived & installed – see attached pictures.
→ Update → JE plse advise	2. Security DSL Line	<p>ii) 27/11 - The DSL line to the security cameras in the office have been hooked up. The receiving end needs to be installed in Richard's house scheduled for 2 Dec. Marc Lundberg is able to install a hardware firewall to keep the line more secure - advised cost will be approx. \$1,000.00, a software firewall has already been installed and will keep the line secure until we install the hardware.</p> <p>13/12 Both DSL lines have been installed but the software for the security has not been loaded. JE to approve this prior to software being loaded.</p> <p>13/12 – Marc will need to configure the hardware firewall once the software has been installed.</p>
→ Update → Plse advise	3. Lighting	<p>iii) 13/12 – JE met with Rockwell Group week of 4 Dec.</p> <p>Plse advise how you would like Nick to pursue this matter.</p>

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STATUS	ITEM	COMMENT
<p>→ NC</p> <p>→ Would JE like to proceed?</p>	<p>4. Surveillance Cameras 3rd Flr</p>	<p>iv) 13/12 - 2 quotes for surveillance of the 3rd flr which will be based in the safe room previously supplied. This will be an independent surveillance system from the remainder of the house. The cameras will only be accessible from the safe room.</p>
<p>→ NC</p>	<p>5. Hot Water System - Landes Siemens</p>	<p>v) 27/11 - Richard is obtaining a quotation and proposal to have a temperature sensor installed for a domestic hot water system which links back to the computer system. This would enable Richard to control and regulate the domestic hot water – expected 16 Dec.</p>
<p>→ Update</p> <p>→ JE plse advise</p>	<p>6. Grohe Master Shower Thermostatic Valve</p>	<p>vi) 27/11 — Richard disassembled valve & cleaned inlet screen thermo element cartridge – this has increased the valve operation & water became hot a lot faster and is currently running at its optimum level. Parts have been ordered to see if helps with temperature.</p> <p>13/12 – Parts have now been installed. From switching on the tap it takes 2 minutes for the water to heat up to the correct temperature.</p>
<p>→ Update</p> <p>→ JE plse confirm</p>	<p>7. Flowers</p>	<p>viii) 13/12 – There are now three people we can use for the flowers – Dennis, Flower Shop & Susan Edgar Productions whom Nick met with.</p> <p>Please confirm if you would like flowers at 71st if you will be staying more than 2 days.</p>

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<p>→ Update</p> <p>→ JE plse confirm</p>	8. Antennae Company	ix) 13/12 – Darren has checked background of antennae company and everything seems to be in order. Can NS now arrange a meeting betw. them and Sawyers with regard to the communication system for 71 st .
<p>→ Update</p>	9. Panic Buttons	x) 13/12 – Panic buttons located in the following areas: a. Lower entrance handrail on left side b. Upper entrance handrail right side c. 1 st Floor service corridor right outside staff lift. d. Master bedroom stairs 2 nd floor landing. e. Old master bedroom now sitting room on wall by the front door. f. 1 st Floor security desk.

DECORATING

<p>→ NC</p>	8. Coloured Boards for entryway	vii) Complete
<p>→ Update</p>	9. Converting part of basement in to staff quarters	viii) 13/12 – Quotes received – Charles Miller is looking into these quotes as the quotes were higher than expected. Charles spoke to Doug & Brian and advised quotes received were ballpark estimates for conversion, and once JE decides which option he would like to pursue, a precise quotation will be drawn up. The quotes differ because some items were left out of the one quote.

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STATUS	ITEM	COMMENT
→ NC	7. Redecoration of living room and MBR	ix) 27/11 - Miller says that he is awaiting full electrical plan from Pinto office so that the can see the scope of work. 13/12 – The redecoration will commence in the new year. Still waiting for Pinto’s office to supply info. 13/12 – Charles advised he is still waiting for Pinto’s office to supply the info. The work cannot commence until the electrical plan has been received.
→ Update	8. Sarah and Picture of [REDACTED]	x) 13/12 – Complete.

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AEROPLANES

STATUS	ITEM	COMMENT
→ Update	1. GIIB Stage III	i) 13/12 – Ops 2 inspection completed. Ops. ii) 13/12 – Loaner APU installed due to high oil consumption & light cabin smoking on the ground. Our unit is due back from Dallas Airmotive in January. iii) 13/12 – Aircraft Lease offer declined. iv) 13/12 – Quiet Technology Aerospace still awaiting FAA approval – this is best option for performance, weight & least modification to the aircraft.
→ Update	2. Operational Manual	v) 27/11 – Inspector assured Larry M that RVSM / MNPS Letter of Authorization would be received by the end of the year.
→ Update	3. 727 Interior	vi) 27/11 - Florida Flight viewed 727 to bid on interior removal and re-installation including modifying aft lavatory for shower – one quote has arrived minus the shower component from FLA interiors – The shower section of the quote should arrive 1 st week Dec. The co. Lou Martin was due to see the plane Dec 2 to be able to quote on the job but this needs to be rescheduled as the plane will be in NY

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STATUS	ITEM	COMMENT
<p>→ JE plse advise</p>		<p>vii) 13/12 – Computer & monitor have been removed per JE to be replaced by CD stereo only. Please advise where computer & monitor are to be sent.</p> <p>viii) 13/12 – Replacement sink for aft lavatory ready to install – requires 8 man hours.</p> <p>ix) 5/12 – Larry is selecting towel racks for fore & aft lavs to be plated & installed, he also has plastic samples for JE to view for office desk cover. Sample “T” cushions and seat back wedges being cut and ready for JE to try for office chair 11 Dec.</p> <p>JE sampled various cushions – did not like, Larry is working on obtaining further cushions.</p> <p>x) 13/12 – January work scope with Jet Aviation to include:</p> <ul style="list-style-type: none"> a. Sealing all pocket door voids to quiet during taxi & flight. b. Making aft stateroom pocket door more insulated to noise. c. Concealing bookshelf speakers in office and forward salon – Larry M will discuss with JE. d. Hide the subwoofer in the office. e. Rework of office chair per test cushions.

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STATUS	ITEM	COMMENT
		<p>xi) 13/12 – Lou Martin to visit aircraft when next in PB for roman shades & aft lavatory shower modification.</p> <p>xii) 13/12 – Interior removal & re-installation of the “C” check is still out for bidding.</p> <p>xiii) 13/12 – August 2003 work: a. Pacific Gas Turbines selected to do work on the No. 2 engine high pressure compressor. b. “C” check will be compiled at Flightstar JAX.</p> <p>xiv) 13/12 – SFAR 88 (Fuel Tanks) – received relief from Dugan for the winglets and BFGoodrich for engine mods. Currently working on all other STC’s and modifications in compliance – no problems foreseen just time consuming. At FAA mtg in Nov.</p>
→ Update	4. Helicopter	xv) 13/12 - Now in Tennessee. Expected completion Jan 15 Inc a/c floats wire strike kit, High visibility crew doors and Bose headsets throughout + 2 scoop tail rotor modification. Training is scheduled Jan 27 th for 5 days.

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STAFF

STATUS	ITEM	COMMENT
→ Update	1. Patrick & Evelyn	i) 13/12 - Patrick & Evelyn will now be staying in Palm Beach as the management couple. JE has agreed to pay Patrick \$3,000.00 p/m.
→ NC → JE plse advise	2. Rick Harrington	ii) Currently earning \$125k. How would you like to proceed with Rick?
→ Update → JE plse advise	3. South African Candidates	iii) 13/12 - Video cassette of three final candidates given to [REDACTED] for JE to view at LSJ. Now that Evelyn & Patrick are staying in Palm Beach would JE like to decide about a couple for Zorro from the 3 South African candidates: We would be able to obtain tickets for approximately \$1,000.00 return p/p a) Andrew & Gidi b) Fred & Wilma Da Silva c) Brendan & Nicolene
→ NC	4. Bill Hammond	iv) 27/11 – JE said that he would contact directly
→ NC → JE plse advise	5. Helicopter Pilot – Nicholas	v) 27/11 - He is interested in the position. Nicolas sd that until the summer he would not be busy with the Navy contract, and so he could look after the helicopter and fly it. He has one assignment for the navy in Jan for a week. Nicolas also sd that he had lots of holiday due to him which he could apply for and use his holiday time to work

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		for JE. Plse advise how you want to proceed.
→ NC	6. Pilot – Peter Rathgeb	vi) 13/12 - Larry V still talking to him and he is thinking about quitting United Airlines.
→ NC	7. Pilot Search	vii) 13/12 - Larry has advised he will wait for a decision on Bill Hammond and/or Pete before contacting a pilot headhunter.
→ NC	8. Hugo's Agency in Italy	viii) 27/11 – GM obtained the number from Hugo for his staff agency. GM called the agency the person she spoke with advised that she needs to look for people who would be willing to move to the states – GM will follow up 1 st week Dec to see if she has any suitable couples. 13/12 – GM still not heard back.
→ NC	9. Flavio	ix) 13/12 - GM has still not heard back yet from Flavio.

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GENERAL

STATUS	ITEM	COMMENT
→ Update	1. Palace in Morocco	i) 27/11 – GM called Nina Stevens, and Nina said that she would call back with a number. She has not called back yet. 13/12 – GM has left a message for Ambassador Jaidi and has sent a letter with all the info.
→ Update → JE plse advise	2. Medical Training for all Houses	ii) 13/12 - Tom is happy to provide training for staff in NY but will need to take a course to qualify him as instructor. He will be unable to provide training before January. Would JE prefer sourcing someone else?
→ Update → JE plse advise	3. Mercedes Guard Car	iii) 13/12 – This has been approved for purchase by JE. Which property should receive the guard car? JE plse advise.
→ Update	4. Medical Equipment	iv) 13/12 – Additional purchases: a. 71 st Street – burn kit and eye, skin solution b. 65 th Street – complete first aid box c. Zorro – first aid box for stings, mosquitoes, snakes, wasps and bees, and a first aid blister box kit. d. Palm Beach – a cycling road rash kit and a new medical kit e. 727 – a suture and syringe medical kit as well as an emergency dental kit.

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KINNERTON STREET

STATUS	ITEM	COMMENT
→ Update	1. Range Rover	i) 13/12 – Siemens car phone is only available in Europe and works on GSM network. Range Rover USA is only installing ½ watt regular cellphones in the State side market.
→ Update	2. Defibrillator	ii) 13/12 – This has arrived in London and is being delivered by FedEx today (13/12) and will be kept with remainder of first aid kit in the “green” bathroom cabinet.

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ZORRO RANCH

STATUS	ITEM	COMMENT
→ NC	1. Pew	i) Arms of the pews have been constructed. Mike will then stain with color JE picked. Expected completion 18 Dec.
→ Update	2. Water Pump	ii) 13/12 – Water pump is in place.
→ Update	3. Security Gate	<p>iii) Professional Security (Frank) is working on a price to dig the trench for the security cameras. Mano could dig the trench but he is currently working digging the line for the new water pipe and he would only be able to start digging the security trench in 3 to 4 weeks. He will have finished digging around 15th Dec but he has cars to mend etc – expect the quotation by 8 Dec.</p> <p>iv) 13/12 - ██████████ can dig the line once the water line is in, approx. January 3rd Shannon talked to Automatic Access and they are sending a sketch of the proposed gate should have 13 Dec. As at 13h30, Shannon still did not have the sketch and is still chasing.</p> <p>v) 13/12 - All the equipment for the security camera system will be delivered 12/16 Mano will need to dig the trench then the camera company and come back and install. All equip. has been delivered. Mano will dig trench once water line trench is complete.</p>

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<p>→ NC</p> <p>→ Update</p>	<p>4. Entry Gate</p>	<p>vi) 27/11 - "Z". Should have by 15 Dec. Delayed until 20th Dec.</p> <p>vii) 13/12 - Lights have been rehung but Shannon's digital camera is not working. She is purchasing a new camera and will send the pictures as soon as she can.</p>
<p>→ NC</p> <p>→ JE plse advise how to proceed</p>	<p>5. Fountain</p>	<p>viii) 13/12 – Additional more complete dimensions sent to Pascal and a further fax sent 12 Dec.</p> <p>ix) Correct quantity of tiles = 1,631 tiles.</p>
<p>→ Update</p> <p>→ JE plse advise</p>	<p>6. Map</p>	<p>x) 27/11 – Patrick drew map. GM thinks it looks great. Patrick is back from Europe and Shannon will be working with him to improve and add more info to map.</p> <p>13/12 – As Patrick is in Palm Beach this is on hold. Would JE like Patrick to return to Zorro to complete or should Patrick attempt to complete from Palm Beach?</p>
<p>→ Update</p>	<p>9. Survey</p>	<p>xi) All easements have been signed. Once Land Use have inspected site and confirm in order to run cables overland, the easements can be filed and Utility Permit issued. Santa Fe's Land Use and Planning Department have completed site inspection in connection with permit and variance to run the power lines overhead for 4 miles to Zorro. He advised all looks okay and there should be</p>

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		<p>no problem, but that he had to consult with his boss. He advised he'll contact our New Mexico lawyer in a couple of days with the decision.</p> <p>xii) 27/11 - Permit for overland laying of cables issued and electricity company will now be attending to laying of pipes.</p> <p>13/12 – Expect to start digging to lay cables by early Jan as the ground is frozen.</p>
→ Update	10. Electricity Plumbing	<p>xiii) The equipment used to dig the trench has broken down due to the hardness of the rock that it is cutting through. Should not delay expected completion date of 15 Dec. There is only ½ mile left to go.</p> <p>xiv) 13/12 - They have hit some tough rock it will take more time to complete expect completion: 22 Dec</p>
→ Update	11. Building for RO	<p>xv) 13/12 – Doors have arrived and been installed. Shannon will send a picture as soon as her camera is working.</p> <p>xvi) 13/12 - Gormac Electric will supply quote for the electricity for the water building week of 23 Dec.</p>

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STATUS	ITEM	COMMENT
→ NC → JE to advise	12. Guest vehicle for ranch	xvii) 27/11 – Larry supplied JE with further info & brochures on Sprinter on 25 Nov. JE needs to advise how we are to proceed.
→ Update	13. MH Trees	xviii) JE approved 50 trees for \$15k. xix) Irrigation quotation estimation = \$2,245.75 but placement of last 20 trees has not been flagged so price could increase. Final bill will reflect actual length of line installed. xx) 13/12 - Quote for purchase and planting of 50 x 7-8 foot pinons including transport of trees - \$12,772.50 . These will come from a nursery in Santa Fe.
→ NC → JE plse advise	14. 40 Ft Digital Screen	xxi) JE still to advise on proposal received from Larry Jacobson for cinema and drive-in.
→ Update → JE plse advise	16. Main House lutron system not working properly.	xxii) 27/11 – It sounds like there is a short in the system. Gormac Electric is in touch with the Lutron Rep. & are reviewing the configuration of the system and check that all is working properly - will revert to Shannon by 8 Dec. – 13/12 - No short was found in the system, the system needs to be adjusted to JE's needs. Can Shannon and Rich attempt to set system according to JE's needs?

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		Would JE prefer to do this himself on next visit.
→ Update	17. Phone for the new ranch Vehicle (Hummer)	xxiii) 13/12 – Phone installed in the front seat – phone number is 505 670 9754 .
→ Update	18. Lights for the Pool room (over the pool) are falling out of the ceiling	xxiv) 13/12 - Replacement lights ordered – Arrival mid-Jan.

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LITTLE ST. JEFFS

STATUS	ITEM	COMMENT
→ Update	1. Fixed Roof Yoga Deck	i) 13/12 – JE has plans for consideration. As per letter from Charles Miller 13 Dec, this is to be placed on hold.
→ Update	2. Telephone system	ii) 13/12 – Technician sourced by Charles Miller has been on island and replaced cards & changed programs to reduce problems with the system. Technician is locally based & Miles is having him set up a monthly service visit.
→ NC	3. Bali Shipment	iii) 13/12 - Shipping company has apologized for delay due to customs not releasing cargo until they verify that the cargo is not stolen or historically significant artifacts - cargo is still due in St. Thomas 20 Dec.
→ Update	4. Bamboo Flagpoles – Feng Shui Flags	iv) 13/12 – 10 are in place. Lights have been installed.
→ NC → JE to advise	5. Flags from LA	v) 13/12 – Poles and flags have arrived and are on LSJ. JE to advise on placement.
→ Update	6. Sea Water Pump	vi) All ordered 13/12 – Partial order on LSJ, pump is in Miami and is scheduled to ship end-Dec.

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STATUS	ITEM	COMMENT
→ Update	7. Large Beach House Electricity	vii) Awaiting delivery of transformers + all other electrical stuff. Conduit has arrived. This project will not start as originally stated due to the shipping delay. Miles believes that it will start mid-Dec. 13/12 Material still not on island due to shipping delay
→ Update → JE plse advise	8. Maintenance & Storage Shed	viii) P Kelly original deadline too optimistic (middle Nov). The plans have still not arrived and Miles is still trying to speak to P. Kelly P Kelly has not returned Miles calls for 3 weeks. Perhaps with all the changes to the maintenance building that JE is planning w/Tuttle if the shed has not started manufacturing should it be cancelled? ix) 13/12 – Plans are now on island. JE to advise if order must be cancelled.
→ NC	9. Car Seat Covers	x) 27/11 – Material and seats delivered. Upholsterer cannot give time frame at present.
→ Update	10. Puppies	xi) 13/12 – Puppies are staying in Ohio until January.
→ Update	11. Shotgun	xii) Application submitted – was expected 10 Nov now delayed - authorities have not started the authorization process yet. The application is subject to first come first served basis - no date available.

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STATUS	ITEM	COMMENT
<p>→ JE plse advise</p> <p>→ Update</p>		<p>xiii) Do you want GM to get a permit?</p> <p>xiv) 13/12 - Police officer advises that permit is under consideration and should have an answer week of 16 Dec.</p>
<p>→ NC</p>	<p>12. Music Systems / Electrical Cars</p>	<p>xv) 13/12 – Sound system in place. One vehicle is out of operation as it has no seats.</p>
<p>→ Update</p>	<p>13. Mosquitoes / Sandflies</p>	<p>xvi) 13/12 – The small fogger is on LSJ and fogging agent will be dispatched. Should be at LSJ by 20 Dec. The large fogger has been ordered and is being manufactured. They expect to have this available to send to LSJ by end-Dec. A mutually agreeable date for training by Miles’ selected staff is to be carried out once JE leaves LSJ.</p> <p>The total approved was \$57,032.00 which included all equipment, chemicals and training. Thus far \$7,000.00 of equipment has been ordered and 20 gallons of pyrethrum at a value of \$2,780.00.</p> <p>It may not be necessary to purchase the sandfly injection system. A decision can be made at a later stage subject to prior vector controls being carried out. Please see attached breakdown of complete cost.</p>

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STATUS	ITEM	COMMENT
		<p>on-island until permits to grade are approved & in hand.</p> <p>xxii) 27/11 – Permits not submitted as yet. All permits grouped together & submitted at same time.</p> <p>xxiii) 13/12 – Springline is currently working on the permits and this is progressing.</p>
→ Update	18.Dock	<p>xxiv) 13/12 - Barge is off island. Deck wood work complete. Fenders & cleats on island.</p> <p>xxv) 13/12 - Hardware arrived.</p> <p>xxvi) Outstanding Items: → Electrical fittings & installation → Final design of the beach to dock approach and use of extra 3 pilings driven before contractors left site.</p>
→ NC	19. Plant Planters	xxvii) Supplier in Puerto Rico is awaiting stock of 42 inch high pots were due late-Oct but delayed. The items will be delivered as soon as they become available for JE approval – no date available.
→ Update	20. Poolhouse by Existing Pool	xxviii) 13/12 – JE has plans for consideration. As per Charles’ letter of 13 Dec, Tracy is to continue with this project.

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STATUS	ITEM	COMMENT
<p>→ Update</p> <p>→ JE plse advise</p>	<p>21. Main House Maintenance</p>	<p>xxix) 13/12 – Ongoing – Majority of outer doors/hurricane shutters now rotting and maintenance cannot maintain. To rebuild would cost almost as much as buying new doors. Miles is obtaining a quote for new doors.</p>
<p>→ Update</p>	<p>22. Stuart Fullbright</p>	<p>xxx) 13/12 – All plants are in the ground, mulched and area by plants cleaned up.</p>
<p>→ Update</p>	<p>23. New Gym</p>	<p>xxxii) 13/12 - Work has started on the roof trusses and roof bond beam. Floor is on order through C Miller delivery expected 5 January. Stonework, plasterwork continues. Gym report sent to JE 12 Dec by NS – see attached.</p> <p>Carpet sizes 27 x 28 feet main room 12 x 15 feet for storage/equipment room</p> <p>Lights: 7 exterior lights (need to be waterproof) 14 interior sconced lights</p>
<p>→ Update</p>	<p>24. Main House Outside Lights</p>	<p>xxxiii) 13/12 – Box of blue lightbulbs sent down with GM. Miles to install and JE to view (10 shades of blue, 10 of each bulb. Each bulb will be marked with a color number (R60, R385 etc)).</p>

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STATUS	ITEM	COMMENT
		<p>JE has advised he wishes the lightbulbs to be white and between 60 – 80 watts. The Lightbulb covers are to be misted.</p>
→ Update	25. Steam Room	<p>xxxiii) Stand alone electric generator = \$12,000.00 Miles says that he will not order the generator until the building has commenced so that he can then calculate accurately the power that is needed and order the correct unit</p> <p>xxxiv) Miller sd he saw Qualls' plans 15th Nov and asked him to show them to JE. As per Charles's letter of 13 Dec, Tracy is to continue with this project. Once permit in hand construction will take 1 month</p>
→ Update	26. Items to Purchase	<p>xxxv) 13/12 - First Aid/Ambulance – On island – Cathy has purchased some equipment and balance will arrive 18 Dec.</p> <p>xxxvi) 13/12 - Fire fighting equipment + suits for helipad – Partial delivery of order. Balance due in St. T 18 Dec.</p> <p>xxxvii) 13/12 - Roll On / Roll Off Truck for garbage removal etc. Miles supplied info on exact truck required and Larry is still investigating as he has been busy with the guard car negotiations.</p>

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STATUS	ITEM	COMMENT
→ Update	27. MBR Curtain Rod	xxxviii) 10/12 – Material sent to NY from LSJ to have made up in NY. 13/12 – Curtain should be ready on Tues 17 Dec for dispatch to LSJ by FedEx.
→ NC	28. Replace AC Units in Guest Rooms	xxxix) JE approved = \$6,585.00 xl) Project will start in the new year as the process involves removing roofs etc to gain access to the old units - cannot be done whilst visitors are on island.
→ Update	29. Irrigation	xli) 13/12 – Deposit cheque for \$29k sent by NY to LSJ 5 Dec. Once cheque received by Scott Graf all material will be shipped. Once received should take approximately two weeks to complete installation.
→ Update	30. Pond Pump	xlii) 13/12 – NS awaiting response from JE – see attached copy from message pad & facsimile.
→ Update	31. Dock Light	xlirii) 13/12 – Photo of light received by Charles and sent to several distributors to find manufacturer or a very close match. Charles cannot find a supplier and NS will attempt to locate info when in Palm Beach on Monday 16 Dec.

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STATUS	ITEM	COMMENT
→ JE plse advise		JE plse advise if the cast cement lights on LSJ are suitable?
→ Update	32. New Development	<p>xliv) Generator for new building – Paul Gandy sourcing correct generators & drawing up bubble diagram of site utilities & building – submitting to Ed Tuttle to design. Miller sd that he has stopped Gandy doing any site specific work and he is now designing only generic rooms – a generic generator/RO/fuel storage/water storage building that can fit in any building.</p> <p>xlv) Cable Installation Costs: 7/12 – Globaltech has/is about to issue required info to additional bidders. Globaltech been in contact with Global Marine & solicited request for proposal. Paul Gandy developed matrix for all installation costs & completing estimate. Draft of incomplete copies issued to Darren & Charles for comment. Estimate to be issued week of 16 Dec.</p> <p>xlvi) 13/12 – Permit sent to Governor to sign & once signed will be sent to legislature for enactment. Corp of engineers still to issue their 30 day advertisement of project – Amy is chasing the corp. Dep write-off per Amy Dempsey written and about to be issued.</p>

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STATUS	ITEM	COMMENT
→ NC	33. Tiles for Beach Hut	xlvi) These have been ordered from Pinto's office at the 20 x 20 size. Linda Pinto has advised order will be ready in Dec and will DHL direct to LSJ 15 Dec.
→ Update	34. Flickering Lights – Great Room	<p>xlvi) 27/11 – 2 samples of flickering lights sent to LSJ – standard and chandelier.</p> <p>13/12 – 10 x 60 watt bulbs sent to LSJ. Various bulb shops and lighting consultant have confirmed that there is only one type of flickering bulb made.</p>
→ Update → JE to advise	35. Build glass screens around the pool area – block wind & allow view	xlvi) 13/12 – These have been installed and completed.
→ Update	36. MBR Shelving	l) 13/12 - Complete
→ Update	37. Replace motors in Seamore and Nanna	<p>li) JE authorized the installation of a new motor in Seamore</p> <p>Seamore motor is still under discussion between various parties to determine the best fit for this boat. The entire project is not due to start until the new year therefore Miles is ensuring that the best fit and discussions are made. Miles will have a proposal 7th</p>

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STATUS	ITEM	COMMENT
		<p>Dec to show JE</p> <p>JE is looking for two 300 horsepower motors for Nana. Yamaha are scheduled to bring out these types of motors in New Year. Mercury do have 300 horsepower engines but Miles wants to wait for Yamaha which he says will be better.</p> <p>13/12 – Miles has proposals for JE’s consideration.</p>
→ Update	38. Extra pilings for dock.	<p>lii) 13/12 – Steel pilings are in place and Tracy Roberts ordered the moulds so the pilings can be encased in cement. Moulds to be made week of 16 Dec.</p>
→ Update	39. New Boats	<p>liii) 27/11 – Offer was made on the boat which was accepted pending JE undertaking successful sea trials this week.</p> <p>liv) 13/12 – JE has approved purchase of staff catamaran pending boat surveyor checking hull and approval thereof. Boscoe & surveyor pulling staff catamaran out of water and checking hull on Monday 16 Dec. \$5k deposit paid. Boat will be purchased for \$135k if okay received from surveyor.</p>
→ NC	40. Helicopter Training	<p>lv) January dates available in Dallas:</p>

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STATUS	ITEM	COMMENT
		3 slots January 20-24 2 slots January 27-31
→ Update	41. New Coconut Trees	lvi) 9/12 - Madison Cox sent 11 coconut trees (growing at different angles) to LSJ as per JE approval. These replace 11 trees on beach making beach line more natural. These have been planted and area made good. Trees removed to be planted around engineering – in progress.
→ NC	42. Wind Generator	lvii) Mr Epstein has placed positioning on hold.
→ NC	43. Floating Dock	lviii) Floats and hardware on island. Fabrication to commence once new dock complete – on hold woodshop concentrating on new gym & heli hut.
→ NC	44. Retaining Wall around Lookout House (Blue)	lix) On hold – woodshop concentrating on new gym & heli hut.
→ NC	45. Build Side screen MBR & Move Steps	lx) On hold – woodshop concentrating on new gym & heli hut
→ NC	46. Plexiglass Weave Experiment	lxi) On hold – woodshop concentrating on new gym & heli hut
→ NC	47. Glass Garage Type Doors	lxii) On hold – woodshop concentrating on new gym and heli hut

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STATUS	ITEM	COMMENT
→ NC	48. Parrot at Entrance	lxiii) On hold – woodshop concentrating on new gym & heli hut.
→ NC - Ongoing	49. Poly Pavement Dust Prevention	lxiv) Process on hold whilst gym is being erected. Miles continues to spray roads with water to ease dust levels.
