

ESTATE PROGRESS REPORT – November 28, 2003
71st STREET

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Schedule	Changes to Pinto's schedule: Mirrors are expected early Jan, not early Dec.			
5th Floor	1. Front Room a. Front room to remain GM's office. b. Metal table style & 2 arm chairs for GM office. c. Carpets to be changed. d. Current furniture to remain. e. Pinto to specify paint color for trim & interior wall finish. 2. Back Room a. Back room to eventually become children / nanny room. Pinto has been informed. b. Lynn & Jojo are to move into the basement as soon as construction is complete. c. Bathroom to stay as is for the time being.	Pinto - Jean Pinto Pinto		
6th Floor	Round table: is in the process of being restored. Expected completion by Nov 28 – delay due to miscalculation of time frame.	J Burdine	11/28	
Ceiling Speakers	No speaker in MBR. Speaker wire in cornices.			
Dining Room	1. Table-top: Brian Kelly is storing new rectangular table-top in his shop until after construction phase. 2. Lighting: JE approved three chandeliers instead of spotlights. 3. Carpet: JE approved green-striped carpet. 4. Speakers: on dining room ceiling.	Pinto - Jean		

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Entry Hall	1. Entry hall door: not to be moved. 2. Entry hall marble floor: to remain. 3. Original chandelier to remain but be painted white. 4. JE wants silk banners to hang in front entry hall in front of Japanese paintings. Pinto to source. 5. JE has samples to select exact shade of pink for the entry hall walls.	Pinto JE		
Main Stair	1. To be re-carpeted – JE saw sample in Paris & did not approve. Pinto's office said they fedex'd JE a sample to NY & have not heard back whether it was approved or not. JE to advise. 2. Sconces to ship from Paris week of Nov 10 – delayed to Dec 8. 3. JE agreed to spotlights for tapestry. 4. Alberto to make shelves to place sculptures or china pot on by tapestry.	JE Alberto		
Kitchen Service Corridor	Kitchen & corridor painted white. Clark to provide prices on limestone floor. Doug has samples for JE to choose from. Pinto to send more samples.	Clark / Doug / Pinto		
Speakers	Speakers from Zorro mended & are in basement of 71 st .			
Gym	1. To be painted by painters that are at 71 st St now not French painters. Pinto to advise paint scheme. 2. Sample carpet expected by Nov 26. 3. Yoga Room is to remain the same. 4. Gym Bath is to remain the same.	Pinto		

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MBath	1. MBath carpet: border of original carpet to be left & Jean to provide new insert. JE chose blue & white carpet. Pinto has selected carpet & is due to arrive in Feb 2004. 2. Ceiling: complete; scaffold to be removed week of Dec 1. 3. Bed & little table: Pinto to purchase. Pinto has been informed to ensure that the bed is delivered prior to completion of the MBR walls so as to make sure the bed fits. 4. Skylight bars - JE advised to dispose of bars. Skylight is being mended. 5. Telephone unit has been changed in dressing room. JE to advise if it is working properly.	Pinto – Jean Pinto JE		
MBR	1. Windows: approved to be further sound-proofed. Installation to begin after painting & hoisting of scaffold & carpet through windows. 2. Sconces are at 71st Street. 3. Wall paper is due end of Feb. 4. Painting & passageway to be painted to match Bedroom. Pinto to confirm paint color. 5. Decorative painting in progress – completion in Dec. 6. Fax sent to Pinto Nov 24 inquiring when the MBR is to be installed – no response yet.	Doug Pinto Pinto – Jean Pinto		
Mirrors	Second floor landing: Mirrors to be delivered to house Dec 8 – delayed to Jan 8. Awaiting response from Pinto re: installation.	Pinto		
Oriental Rug	Expected completion by Dec.	Costikyan		

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Technology	1. Security: Surveillance Cameras (3rd Floor): wiring complete. Cameras to be installed once construction near completion. PTV camera outside building installed. Night vision camera installed & tested. Installation is in progress. 2. Computer: Upgrade for Landis BMS – complete. Software has been loaded on new computer, new graphics installed & complete. Static IP address for offsite connection installed. 3. Computer Networking – WIFI entire house. Complete except in areas under construction. 4. MBR A/C Upgrade: JE approved MBR fan & cooling tower upgrade - revised total of \$87,022.66 includes electrical, ABB Drive, & engineering fees (with design plans for chiller). Awaiting cost for adding a separate control panel for Landis to hook system up to BMS – proposal expected by Nov 18 – delayed.			Complete
Terrace	Jean to come up with new suggestion.	Pinto - Jean		
Bio Gear	2 medium, 1 large biosuits ordered. 1L at 65 th St, to be sent to 71 st St. The 2M are backordered until Jan 21. Steve Joslin, who ordered the suits, not able as of Nov 21 to source other suppliers for earlier delivery.	Dupont	delay	
Blackout Update	Since the Black Out the following Emergency Systems have been checked or tested to assure proper operation in the event of a power failure. The following list contains the results of these tests.			

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	1. Emergency Generator: cooling radiator to be cleaned & flushed. To be done on next maintenance check – not urgent. 2. Battery Lighting Inverter - battery racks & all 48 batteries are still on order. 3. Otis: Inspection of the elevator is complete. FYI: In an emergency / electrical problem, the lift automatically goes to the ground floor & the doors stay open. A regular phone line needs to be installed in the lift – Rich to organize.	Cummings Metro Power Rich		
Massage Room Ceiling	Ceiling to be painted with clouds by the same painters being used for the MBR woodwork. To be scheduled with painters when Jean on site Dec 5.			
Living Room	Fire Screen: Jean was told to order one.	Pinto - Jean		
Nextel phones	The problem when JE was trying to ring Lynn was that Lynn had forgotten her phone in the bathroom. JE to advise if any further problems with this system exist.	JE		

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457 MADISON

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Office Dividers	Estimate & floor plan without new desks is in. Estimate & plan with new desks expected by Nov 12 – delayed due to H Miller accommodating changes & awaiting window tint selection. JE to advise on window samples which were taken to LSJ on Nov 21 trip.	H Miller / JE		
Office Computers	1. Upgrade / change computers, new programs. Approved: 20 computers to be re-vamped. a. LSJ & Z computers ordered & expected by Nov 21 – not arrived yet. b. 6 new computers – not ordered yet because these are not needed to run Project. To be ordered when the server is up & running. c. 10 computers remaining to be upgraded as needed. JE to advise fate of replaced computers: Should they go to 301? 2. Approved Microsoft Project & hardware upgrades. Solomon accounting system was rejected. a. Marc is assembling an on-line training book to familiarize project managers with the new system by Dec 5. Training will take 2 days & Marc suggests for trainer to go to NY & LSJ. JE to advise if Sally & Michael are to be trained & if Brice & Karen are to go to NY or to LSJ. b. New servers are being installed on Dec 1.	JE Marc / Eric JE		
Conference Room	Jeff Schantz's room to be turned into a conference room. 1. 8 Lucite chairs have been ordered – expected by Dec 12. 2. Rich to order collapsible table Nov 26. GM to have table covered with cloth.	Kartell Rich / GM	12/12	

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	3. Cabinets to be removed from room by Dec 12.	Lauren		
Blackberry's	GM recommends that all key personnel, [REDACTED], Larry V, Larry M, Dave Rodgers have Blackberry's – email, phone, sms paging system that operates worldwide. JE to advise.	JE		
Reminder	JE to decide on office closures for the Holidays.	JE		

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PALM BEACH

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Renovations	1. Doug, Pascal, & Marsh met in PB. Doug to interview 4 construction company candidates on Dec 1 in PB. Construction to commence in Feb 2004 as planned. 2. Doug has received the plans for enlarging the breakfast room from Pascal. Pascal told Project Solutions to contact Boffi kitchens to design kitchen in PB. 3. JE is considering putting up wooden shutters with in the house. 4. FYI: No proposals have been put forth for the Cabana. Pascal says he did not know JE wanted to renovate the Cabana. JE to advise how to proceed. 5. JE to advise if a house is to be rented in PB. If so, JE to advise how to proceed.	Doug JE JE		
Air Conditioning	Approved - Cassidy proposal to remove pink room from main house unit & put on a separate unit so that each guest room has their own unit. To be done during construction phase. Cassidy has replaced the air ventilator grills in MBR to reduce excess noise.	Cassidy		Complete
Painting Dock	Approved - Dock has been sanded & varnished on Nov 21, dry by Nov 23.			Complete JE to view

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1999 Merc S600	S600 mechanical work is complete. Currently being worked on cosmetically (dent removal & repainting) - expected completion by Nov 24 – delayed to Nov 26.		11/24	11/26
1997 Merc	Stereo was malfunctioning & was replaced Nov 25. C.D. unit to be replaced as well since this unit is not compatible with the new stereo – to be done week of Dec 1.			
Red Jeep	Jeep is in shop for repairs – expected completion by Dec 5.		12/5	
Landscaping	Approved - Stopek has planted aromatic flowers (hedychium) by the pink gate.			Complete JE to view
Outside Table	Section of frosted table top is eroded – replacement panel has been ordered from Italy & is due in PB by Dec 12.		12/12	

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PARIS

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
JE office	Horseshoe table /Ash tray is still expected in December.	Pinto - Jean		
Kitchen	A/C to be fixed in conjunction with construction. Work has commenced - 3 weeks to completion.	Pinto	12/16	
Living Room	Separation to be added to round end of living room & new section to be converted into MBR sitting room. Jean met with cabinet maker & decided on custom made light Italian metal covered in fabric. FYI: it will take 6 months to make.	Pinto – Jean		
Shower Pump Pressure	3 valves & 3 shower heads have been installed & according to Valsdon, there is a “positive improvement.”			Complete

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PARIS - NEW APARTMENT

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Construction	Demolition has commenced. Expected completion in April 2004. Original plumber retained. Updated schedule expected by Dec 5 – Serge said there will be delay in construction due to JE's adjustments for the bathroom.	Pinto - Jean		
Gym Room	JE discussed with Pinto on site & decided on wall sconces & double doors.	Pinto - Jean		
Bath	JE agreed to new plan for Bath: more cabinets & drawers & a decorative paint scheme on screen.			

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PLANES

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
727 Boeing	1. Larry M awaiting fabric selection for office chair. JE to advise. 2. Shower water heater & control has removed & is being repaired To be reinstalled while stripe change is being made week on Dec 1. 3. JE requested painted stripe on the exterior to be modified – to be done (except for full length stripe) week of Dec 1 in PB in conjunction with shower reassembly & other minor maintenance tasks – approx 3 day down. a. The top 1/4" beige to become a 1/2" red touching the top blue stripe full length. b. The blue stripes to be lengthened at the leading edge by 1/2". c. The white stripes to become red. d. Changes to fuselage stripe will be duplicated on the tail.	JE		
Bell Helicopter	1. Larry V is confirmed for Bell maintenance course Dec 1-12. 2. Larry V needs Pilot training for helicopter no later than end of Jan. Larry to advise re: dates during his maint course training. 3. Recurrent training: Gary & Maria have completed course. Nicholas is scheduled for Dec 8-9. 4. a. Nicholas will be off island Dec 5-9 & Dec 26 – Jan 3. b. Maria will be available Dec 1 – 26. c. Gary will be available Dec 1 – 30.	Larry		

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Gulfstream	No. 2 GIB engine has been installed. JE advised for Gulfstream to be picked up after Thanksgiving.			

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STAFF

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Rick Harrington	JE to advise if there is any further action to be taken?	JE		
Personal Requests	Nicholas would like to use the Dive Boat that is for sale from Dec 26 – Jan 3 to take his family to Anagada for New Year's. GM recommends no. JE to advise.	JE		
Vacation Requests	██████ requests holiday Dec 23 – Dec 29. FYI: On Oct 21 Jeff Schantz had approved ██████ request for holiday Dec 22 – Jan 2. JE to advise.	JE		

ESTATE PROGRESS REPORT – November 28, 2003
MISCELLANEOUS

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Directories	Personalized directories for the houses have been completed. JE has revised sample metal binder. JE to confirm approval. 4 weeks to completion.	JE		
NetJets / Flight Options	As of Nov 24, Kocher & other parties are still working on this matter.	Kocher		
Suburban	2004 Suburban for NY has been ordered. Expected by Dec 1.		12/1	