

PROGRESS REPORT

██████████, Estate Manager

2/23/01 through 3/6/01

GENERAL

Spent 2+ days at Zorro, NY office and PB receiving an overview of the operation and meeting with staff.

Toured 71st Street with Ms. M receiving an overview of the operation and met with staff. Toured 65th receiving an overview of construction and future facility use.

Visited the Morikami Japanese Gardens and met with Randy Keshock (██████████) the horticulturist and supervisor of maintenance. He has worked for the parks department 5 years and has been responsible for the Morikami Gardens for the past two years. He and his staff (of 4) are self taught and did not have experience in Japanese gardens prior to receiving these positions. He does part time design work on the side but doesn't know anyone with expertise in this area who is looking for a full time position.

PALM BEACH

Coordinated with 7 agencies to receive resumes for potential couples/single for PB estate. I will also meet with several agencies at the Denver Conference later this week.

Met with Ms. M regarding areas of concern and tasks that were not completed or not acceptable. She requested I focus on upgrading standards and initiate additional task lists. I received and logged tasks from both Ms. M and Mr. Epstein. I completed an exterior and cabana inspection and logged approximately 100 tasks needing attention. I'll focus on the interior tomorrow when ██████████ are on site. I'll have the opportunity to assess their skill level.

Met with Frank Steele regarding staff housing project. Gained an understanding of scope of work and landscape needing relocation. John and I will meet with landscapers to coordinate work and receive quotations. Frank is to provide a list no later than 3/7/01 of interior finishes which need to be selected.

Spoke to Mike Johnson regarding the staff housing. He will provide a planning/construction schedule showing now through the completion of the project no later than 3/8/01.

Zorro

Developed a tracking system for tasks and initiated at Zorro to fine tune before initiating at other locations. Will be visiting Zorro next week to develop this system and then initiate it at PB and LSJ.

LSJ

Coordinated the schedule of the bedroom roof/AC project with Frank Steele...memorandum attached.