

PROGRESS REPORT

██████████, Estate Manager

5/8/01 through 5/21/01

GENERAL

Spent 5 work days in NY and 4 in PB

SEARCHES Activity with the agencies has nearly stopped as we have exhausted the available pool of candidates.

- Continued to screen the over 100 applicants received from our ads in the NYT and PB Post.
- Phone interviewed 25 plus applicants and personally interviewed 12 in PB. Ms. Maxwell is scheduled to second interview 3 of the 12 applicants I screened.
- Interviewed a Gardener applicant who did not have the experience in Japanese gardening however he gave us several leads which resulted in the portfolio from Kirusu.
- I am beginning to screen the last of the resumes for household couples/managers that are in the NY area.

ESTATE COMPUTER NETWORK Many obstacles remain in the Internet task list which make it impractical to use at this time however Marc is working through them one by one. Additionally we are encountering huge time commitments to complete relatively simple computer tasks such as sending pictures. I am working with Marc to standardize the programs and methods so we can help each other when Marc has other commitments.

We are investigating the feasibility of color fax machines to use as a back up for sending task lists and color pictures when we have equipment or Internet complications.

AUCTION ITEMS Continue to coordinate with Tepper and Christies to justify the inventories of items to be sold.

TRAINING Continue to work with Victoria International to facilitate a training program for the estate staffs.

ASSISTANT I continue to work closely with Jill to train and familiarize her with her responsibilities.

PALM BEACH

While in PB interviewing, I visited the estate. Little time was available to work with John due to computer complications that took him nearly a half day to resolve. We did gather some additional information for the manual but it is far from completion.

Met with Alan regarding the PB landscape issues. It is his opinion that there is no realistic location for an editible garden due to the sun exposure required. He also stated that there is no realistic location for the flowering tree you desire due to its size and sun exposure requirements.

Continue to remain in communication with Frank Steele to coordinate the status reports and provide any information or coordination required.

ZORRO RANCH

Continue to work closely with Shannon and Shanna to improve the format and content of the project list and get the Internet version up and running.

71st STREET AND 65TH STREET

Working to improve staff to staff relations and minimize conflict.

LITTLE ST JEFF

Continue to stay in close communication with Miles to stay in the loop regarding projects and coordinate information/updates back to Mr. Epstein/Ms. Maxwell.

301 EAST 66TH

Facilitating the renovation of 8C to attempt to minimize the effects of the exterior pollution. Recreating and relocating 7J to 8C. Facilitating the renovation of 7J.