

ESTATE PROGRESS REPORT – September 26, 2003
71st STREET

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Jean	Jean to be at 71 st St Oct 1 at 2PM & spend remainder of day there.			
5th Floor	<p>1. GM study to be redecorated. GM would like a very simple white room – GM asked Jean to come up with a simple scheme.</p> <p>2. JE wants 5th floor staff room to be repainted. Doug has been informed.</p> <p>3. Lynn & Jojo are to move into the basement – JE to advise if 5th floor is to become guest rooms, if it is to be decorated by Pinto & if the old carpets (bathroom etc) are to be used for that area? JE to see room & advise on return to NY.</p>	Pinto - Jean JE		
6th Floor	Round table: is in the process of being restored. Expected completion by Oct 10.	J Burdine	10/10	
Ceiling Speakers	Speakers to be installed in MBR & MBR Sitting Room. Doug has organized to have speaker wire installed.	Doug		
Dining Room	<p>1. Table-top: Brian Kelly is storing new rectangular table-top in his shop until after construction phase.</p> <p>2. Lighting: JE approved two chandeliers instead of spotlights.</p> <p>3. Carpet: JE approved green-striped carpet.</p>	Pinto - Jean		
Entry Hall	<p>1. Entry hall door: door location to be changed. (Doug has been reminded of electric and security.)</p> <p>2. Entry hall marble floor: JE advised to keep marble floor. Doug to meet with 3 floor contractors for pricing.</p>	Doug		

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Kitchen Service Corridor	The floor should be changed as it is peeling & the walls repainted. Jean to advise color on next visit to NY.	Pinto - Jean		
MBath	<p>1. MBath carpet: border of original carpet to be left & Jean to provide new insert. JE chose blue & white carpet.</p> <p>2. Ceiling: men minus their parts approved. Scheduled to begin beginning of Oct.</p> <p>3. JE approved a bed, & little table: Pinto to purchase.</p>	<p>Pinto – Jean</p> <p>Pinto - Jean</p> <p>Pinto</p>		
MBR	Windows: to be further sound-proofed. Acoustical co. selected.	Doug		
Mirrors	Second floor landing: The tapestry is being kept in storage as it could not be kept under the mirrors because the mirrors would not stick to it.			
Oriental Rug	Doug met with Costikyan & they have settled how & where to cut rug. Expected completion by Dec.	Costikyan		
Schedule	Finalized schedule to be available after Jean's next visit to NY.			
Technology	<p>1. Security: Surveillance Cameras (3rd Floor): wiring complete. Cameras to be installed once construction near completion.</p> <p>2. Computer: Upgrade for Landis BMS to be scheduled to coincide with upgrade of 3rd floor a/c system. Installation to start Oct 6.</p> <p>3. Antenna: 7 Nextel phones purchased & are charging at the house. Sawyers checked - house signal ok.</p>			

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	<p>4. Computer Networking – WIFI entire house. Complete except in areas under construction.</p> <p>5. MBR A/C Upgrade: Sequence of investigation determined in Sept 4 meeting. To start with New Air Balancing Report. Awaiting confirmation. 71st St is currently on 9- zone fan – it will have a separate MBR fan. Quote for pricing of fan, possible chiller & cooling tower upgrade expected by Oct 3.</p>	Sawyers		
Terrace	Jean to make recommendations re: terrace on next visit to NY Oct 1.	Pinto - Jean		
Bio Gear	Dupont to ship the 3 bio suits on Sept 23 – delay due to co. running out of materials.	Dupont		
Blackout Update	<p>Since 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.</p> <p>1. The Emergency generator has been tested and serviced by cummings metro power, they found & repaired an oil leak & suggest that the cooling radiator be cleaned & flushed. To be done week of Sept 29.</p> <p>2. Battery lighting inverter - battery racks & all 48 batteries have been ordered.</p> <p>3. Otis to complete tests on elevator emergency control system & wiring week of Sept 29. Exhaust fan has been changed.</p>	Otis		

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457 MADISON

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Office Dividers	GM viewed sample dividers at H Miller showroom. GM selected free-standing units that require no structural work to the office in two woods, dark brown cherry (standard) & mahogany dark (special-order, more expensive). If JE approves, a rep to visit office to measure & price. Color samples at 457 for JE to view.	JE		
Office Computers	<p>1. Upgrade / change computers, new programs.</p> <p>a. Approved: 21 computers to be re-vamped - 10 new computers have been ordered; 11 remaining to be upgraded as needed.</p> <p>b. 13 monitors to be replaced with LCD's. 18" black LCD's have been installed. All are replaced.</p> <p>2. New system: Consultants' report fed ex'd to JE in LSJ.</p>			

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PALM BEACH

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Renovations	<p>1. Pascal due in PB end of Oct to review work that needs to be done. Pascal thinks construction will be ready to start in early Dec. JE advised constr to commence in Feb 2004 as planned.</p> <p>2. Pascal has provided a modified plan for enlarging the breakfast room. Construction co. needed plans to apply for permit. JE advised Pascal to have constr co. choose the architect.</p>	Pinto - Pascal		
Air Conditioning	Cassidy has completed project.			Complete
Computer Networking / Wireless Network Upgrade	<p>1. SL Powers has completed re-wiring.</p> <p>2. PC Paramedics have ordered 8 access points, expected week of Sept 22 – delayed. To be installed once received.</p>	PC Paramed		Complete
Curtains	Falling curtains in several rooms to be re-hung temporarily so that they will last until renovations start. Ray Dicrosta to re-hang week of Sept 29	Ray Dicrosta		
Mercedes	Guard car is complete. Car in NY.			Complete
Painting	Small areas within house have been re-touched. Additional areas to be added (MRB corridor – Part of Pink corridor, Kitchen ceiling			

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PARIS

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Boudoir	Carpet has been installed.			Complete JE to view
Gym Room	JE discussed with Pinto on site & decided on wall sconces & double doors.	Pinto - Jean		
JE office	Horseshoe table /Ash tray is expected in December.	Pinto - Jean		
Kitchen	A/C to be fixed in conjunction with construction. New A/C co to be sourced & scheduled. No update form Pinto office	Pinto		

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LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Living Room	Separation to be added to round end of living room & new section to be converted into MBR sitting room. Jean to buy 2 screens.	Pinto – Jean		
Shower Pump Pressure	Pressure to be re-adjusted. New plumber to be sourced & scheduled. No update Pinto office	Pinto		

PARIS - NEW APARTMENT

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Change Windows before Winter	Double window to be changed to single window.			

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Construction	Demolition has commenced. Expected completion in April 2004. New A/C & plumbing co's to be contracted will delay the schedule and the receipt of the schedule, as nothing can be confirmed until the new co's are on board.	Pinto - Jean		
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PLANES

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
727 Boeing	<ol style="list-style-type: none"> 1. Larry M awaiting fabric selection for office chair. JE to advise. 2. "C" Check / MSG3 heavy maintenance - expected completion by Oct 25 provided there are no problems or glitches. 	JE	10/25	

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	<p>3. Pacific Gas Turbines of San Diego contracted for No. 2 engine heavy maintenance at "C" Check. Engine to be shipped & returned before completion of "C" Check, no rental engine required.</p> <p>4. JE working directly with designer for scheme. JE advised to keep titanium, add red stripes, & maybe extend stripes. More renderings expected.</p> <p>5. Shower Installation – in progress. (Cabinets in Savannah, Engineering in Dallas, Mechanicals in Waco.) JE selected beige UltraLeather for headliner & toilet seat/lid to match the beige in the carpet. Larry M has ordered material.</p> <p>6. Eric has notified insurance co that 727 will be down for “C” check. They will refund 30% of the premium once the plane exceeds 45 days down.</p>			
Bell Helicopter	<p>1. Larry V is confirmed for Bell maintenance course Dec 1-12.</p> <p>2. Helicopter is operational.</p> <p>3. When should the helicopter be flown to St T?.</p>	JE		
Gulfstream	No. 2 engine is disassembled and awaiting inspection at Dallas Airmotive, Millville. Expected re-installation by Oct 31.		10/24	10/31
Pilots	Dave completed GS recurrent training Sept 19. Dave is in Flight Engineering Sept 24-26.			

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STAFF

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Construction Manager and Estate Manager	Still looking for candidate.			
Zorro Maint.	GM / [REDACTED] & Brice working with agencies & looking locally to	GM / [REDACTED]		

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LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Person	source new staff.	& Brice		
Rick Harrington	Is there any further action to be taken?	JE		
██████ & Brice	██████ & Brice sent reminder to GM to discuss their contract. They would like to clear their contract issues. JE sd he would think about it and let me know – reminder they are anxious to make their plans and book flights	JE		
Vacation Requests	<ol style="list-style-type: none"> Larry M requests holiday from Jan 1 through Jan 7 – he has family arriving in FL. JE to advise. Floyd & Deidre request vacation Nov 5 through Nov 11. JE to advise. FYI: 5 vaca days taken year to date. 	JE JE		

MISCELLANEOUS

LOCATION	COMMENT	NEXT ACTION BY	DATE BY	REVISED DATE
Directories	40 directories sent to the binder Sept 23 – they will take 3 weeks to bind. Samples of each of the 3 covers ready by Oct 1. Metal binders have been ordered, expected by Oct 24.		10/17	

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Tea Pots	Hand-blown / hand-painted tea pots & French tea pots from Monaco have been ordered. All expected by Oct 3.		10/3	
Christmas Gifts	JE to advise who to send gifts to this Christmas. Please see attached list of last year's recipients. *A-1	JE		