

Zorro Ranch Projects / Tasks List

SORT	ASSIGN. TO	DATE & DESCRIPTION	STATUS	PROJ. COMP. DATE
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JE	██████	3/13 Zorro Ranch water status	Memo 3/12/01	
HM	██████	Advise Tamera that there needs to be water and food for Max at all times. Add details to house hold manual		3/15 complete
	██████	3/21 Quote to repaint garage doors in shop area	3/23 Will cost \$875.00 will show GM JE when they arrive 3/30	
	██████	2/28 Fix the crumbling column in the estancia	Alice arranged for Les Files to come out in April – it needs to warm up. Adrian is repairing 3/28	3/29 complete
	██████	2/27 Give Jeff note book for JE walk throughs		3/15 complete
	██████	2/27 Frame the island pictures	Pictures taken to Absolute Framing on 3/8 Expect completion 3/29	3/29
	██████	2/27 Have someone repair green fountain tiles	Vernon tiles will come out in April to repair tiles. It needs to warm up	
	██████	Have Western Systems come out to install sound system when it arrives for Breakfast rm	Sound system arrived 3/22 3/23 Western Systems will be out Friday 3/30 to install Has been installed but the remote is not working so Western Systems is trying to	3/28 complete

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			troubleshoot 3/28 3/28 New Remote has arrived Mike is programming	
	█	Loggia spot lights not the correct size they need to be replaced with lower profile lights	█ called Service Electric on 3/12 and 3/15 Purchased new lights 3/24 Called Service Electric 3/26 waiting for return call Service Electric is coming out 3/28 Service Electric is here 3/30	
	█	2/27 Purchase alarm clocks for guest bedrooms MH and guest lodge Total of 6	4 have been purchased still need 2 more (Blue rm and 1 for guest lodge)	3/22 Complete
	█	Blue Mobile home to be moved to gravel pit	Electric disconnected 3/13 Phone disconnected 3/13	3/14 Complete
	█	2/27 Have the courtyard tree lights repaired	Fixed 3/10 – Transformer was out	3/10 complete
	█	2/26 Get a price on the butternut carpet sample for the bunkhouse	Sue will be out to measure bunkhouse to give an estimate 2/26 Will have prices 3/27 for GM approval	
	█	2/25 Get estimate to repair roads	Estimate sent to GM and Eric 3/13 E-mail from █ 3/21 not doing the roads per JE GM has asked us to explore other options. Call Larry to investigate road equipment options to maintain roads in usable	

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			condition.	
	█	3/15 Repair stone diamonds in front motor court at MH	Masons are working on the repairs 3/15	3/22 complete
	█	Repair transmitting station for wells. (controls the water level in the tank)	3/20 Val Comm to give a proposal to repair or replace transmitters	
	█	3/23 Desert Scene painting from Leah's	3/26 Mike to Hang	3/20 complete
	█	Hook up voice mail to GM line 832 1746	3/23 Val Comm is going to hook up the voice mail because it is on a microwave line 3/28 should be on by Monday 4/1 3/28 █ to purchase answering machine for GM to use until voice mail is hooked up	
DI	Pinto	Replacement plate for estancia wall		
DI	Pinto	Light fixture to replace 2 in JE and GM master bdrm hall		
DI	Pinto	Sheer curtains for the arches in the hallway in front of the living room	Dimensions sent to Pinto 3/21	
JE	Mike Jeff	3/8 Hang the cross in the upper library	3/22 Mike is going to look for the studs to see if the cross can be centered. E-Mail with hanging options will be sent	

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JE	Mike	2/27 sketch shelves for the massage room and send to JE		
	Mike	Mike to make bases for library vestibule tables		
	Mike	2/27 make 2 10 ft benches out of the timbers for the loggia		
	Mike	2/27 Change cords on the light in the library vestibule to a black one	3/5 Service Electric changed one cord Mike to change the second	
	Mike	Order steam room door sweeps	Mike has installed the sweeps but the still are not the correct size. Alice is working on locating sweeps 3/19 3/21 Piece being shipped from Denver 3/28 Digital pictures sent to Alice	
	Mike	Build Motor court gates at MH	Gates have been built will be hung 3/20 Mike is working on the pole barn – weather is good so gates on hold	3/20 complete
	Mike	Red doors into tables		
	Mike	Sand and seal tables and benches for the main house		

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	Mike	Guest lodge – repair crawl space enclosure		
	Mike	Chicken coop to be moved to area near stabels		
	Mike	Screen doors to be repaired at bunkhouse, Shannons house and office		
	Mike	Ventilation at pump pit for ranch central		
	Mike	Repair French doors at Bunkhouse		
	Mike	2/27 Cover hole in wall under the yellow bedroom sink at MH		3/20 complete
	Mike	Estancia pews	Mike received JE instructions 3/14	
	Mike	Close in Sterilizer		
	Mike	Pole barn enclosure	We can only work on the pole barn in the mornings because the wind picks up in the afternoon. Mike has ½ the siding on 3/21 3/30 Mike has ¾ of the siding up	

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	Mike	The guest lodge sliding glass door does not lock		
	Manolito	3/14 Take down the TV screen in the bunkhouse living rm and put into storage		
	Manolito	3/14 Hang ranch blueprints in garage		
	Manolito	Clutch on the water truck is broken	Truck taken to be repaired should return 3/23	3/17 complete
	Larry	Larry is ordering TV for breakfast room	TV arrived 3/7	3/8 complete
JE	Jeff Mike	2/27 The screw that is on the exercise room door knobs should be filed down	Jeff to replace door handle 3/15 3/22 Jeff has put the handle on the door for JE approval	3/23 complete
JE	Jeff	2/27 The lights on the LR mantel are too tall find low profile lights	Purchased 3/9. The new lights are not strong enough to light up the painting. Need more instructions.	
JE	Jeff	2/27 The LR gallery painting should have two lights mounted on the table that will shine on the painting. The lights should be similar to the ones on the LR mantel. Send pictures for approval	Jeff said that he could not find lights that would mount on the table. Please advise if a cord across the floor is acceptable.	
JE	Jeff	Landscape lights for Main House	All lights have been ordered. They will take approximately 20 days from order date to arrive. Expected April 4. [REDACTED] left	

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			message for electrician to call 3/19 Message left 3/26 3/28 Scheduled for April 5 th	
JE	Jeff	2/27 When the painting of the Spanish nude with black hair arrives it is to be hung in front of the telescope. Send picture to JE first	Picture sent to JE 3/21 per his request	3/22 Complete
JE	Jeff	3/28 Jeff to give proposal on hanging cross	3/28 Proposal sent to GM and [REDACTED] on 3/28. 3/29 we would like to wait for JE instructions before we hang cross, it is more involved then expected	
GM	Jeff	2/27 Research auto pool vac	Requesting your approval to purchase pool vac for \$549.00	
GM	Jeff	2/27 Purchase brown utility shed for MH	3/12 [REDACTED] has brochures, Jeff to stake out proposed area. 3/22 has been staked for approval	
	Jeff	2/27 Purchase light fixture in UL ceiling to tilt and shine on easel	Jeff purchased 3/10. Jeff is going to see if he can install himself 3/15 3/29 Jeff is going to purchase 3 fixtures for JE approval	
	Jeff	2/27 When the painting of the dessert scene arrives it is to be hung opposite the telescope in the UL		3/22 complete
	Jeff	Jeff to measure the pool doors at the main house for Gary	Measured and [REDACTED] faxed to Gary 3/13	3/13 Complete

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	Jeff	CD player is being repaired	Picked up 3/13	3/13 complete
	Jeff	The stakes for the MH drive should be 24 inches and have flat tops. Around the curves they should get closer together. They should have whiter square reflectors		
	Jeff	2/27 Purchase flood lights over terrace, MB balcony, back wall at library	Purchased 3/9. Will be installed with landscape lights 3/26 Shan. Called Service Electric to get installation date –waiting for call back Service Electric will be out 3/28 Service Electric is here 3/29	
	Jeff	3/28 Jeff to power wash the diamonds in the front motor court		
	Jeff	3/28The stack of wood near the microwave dish needs to be relocated for the visit	Advised Jeff 3/27	3/28 3/29 complete
GM	████	3/12 Train Wolfhounds and Duke????	3/28 The cost is 63.50 for each dog. The classes are for 8 weeks, once a week. Waiting for GM approval. Does Duke need to go?	
	████	3/15 Purchase emergency kits for each vehicle	Manolito ordering 3/28	

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	David	3/15 Remove remainder of the cactus on the ranch	3/30 David will begin mid April	6/1
JE		Where should the telescope be located?	JE to decide location.	
JE		Lean too and water troft should be painted Token brown	Sample on lean too for JE approval	
JE		2/27 Mechanical room door is warped	3/23 Mike is repairing the door front	3/20 3/23 complete
JE		Construct North Terrace at Main House	Monarch is taking out the walls 3/14 Memo from Alice sent to JE 3/19 re: paving 3/22 waiting for instructions 2/23 JE approved the \$5,183.00 quote for concrete. We are waiting for the 200 pieces of stone to arrive before they can lay the concrete. Stone should arrive in 2 weeks April 7?	
JE		3/24 Paint the balustrade the same color as the main house	3/26 Painters are on site Painting on a time and materials basis.	
HM		3/12 Advised Jeff not to take dogs during a visit Add to household manual		3/15/ complete
GM		2/27 Ask Pinto about the painting design for the balustrade	█ has sent a memo to Pinto 2/27 Memo 3/5	

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			<p>████ left message 3/7 for GM to talk to Pinto in Europe Memo to GM 3/19 Memo sent from GM 3/21 3/23 JE has approved same color as the house. 3/28 Requested quote from Bobs.</p>	
GM		2/27 There should be something that sits on the top of the heads in the hall near GM office	GM to buy candles or something appropriate	
GM		2/27 Purchase two more carpets for the main hall downstairs they should duplicate the one that is existing but with brighter colors	<p>3/17 We have placed 3 rugs in this area. 3/17 Pictures have been sent for GM approval. Approved and in place 3/20</p>	3/20 complete
GM		2/27 The guest hall needs more photographs		
GM		2/27Talk to Ricardo about the roof tile designs for landscape beds	<p>Gm sent Ricardo fax. JE discontinued the services of Ricardo JE meeting with new designer</p>	
GM		2/27 Purchase 70 inch picture light is needed for the painting of the girl in the main stair hall. Order 4 30 inch lights per GM	<p>3/23 Mike and Jeff hanging lights 4-30 inch lights. Spoke to █████ 3/23 and will send pictures. 3/20 Installed one set of 30 inch lights. Waiting for GM/JE approval</p>	

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GM		2/27 Purchase 52 inch picture light of the girl in the princess staircase		
GM		2/27 Purchase light for the painting in the LR gallery should be 80 inches	3/23 Mike and Jeff hanging lights 2-40inch. Spoke to [REDACTED] 3/23 and wills send pictures	
GM		2/27 Purchase rug for library bathroom 7ft 45inches	Arrived and placed 3/15 pictures sent 3/15	3/15 complete
GM		2/27 Purchase rug for basement (end of the main stair hall)		
GM		2/27 Purchase 15x15 rug for exercise room	Arrived and placed 3/15	3/15 complete
GM		2/27 Purchase rugs for the east corridor 4 ½ ft wide x ? The rugs should follow down the hallway upstairs		
GM		2/27 Purchase new rug for pool gym hallway 41 x 6	3/22 Ordered Zebra Rug 3 weeks ago from ABC 3/23 should arrive 3/30 per [REDACTED]	
GM		2/27 Purchase Estancia furniture		
GM		Zorro pottery		
GM		GM to send black and white pictures for frames in upper library	Photo dimensions 22 x 15 ¾ inches	

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GM		2/27 Larger photos are need for the garage		
GM		2/27 Replace all globe light fixtures		
GM		2/27 Take digital photos of the furniture shipment that arrives from Leah's	Shipment arrived 3/7 Digital photos sent to GM 3/7 to ask for placement instructions Photos send 3/17	
GM		Need extra sheets for the guest bedrooms at the main house (yellow and blue rooms)		
GM		3/21 Three rugs have arrived for the main house Need to know location	3/21 pictures sent to [REDACTED] 3/21 3/22 Have been placed in basement near elevator	3/22 complete
GM		Make new easel crank that is larger	GM to try to locate original crank	
GM		3/23 Mangel ironer training at the MH	3/23 The company does not give training because it is meant for table linens not sheets. The girls will practice. Does GM want us to pursue further?	
		Build 3 17x 20 frames and 3 17x22 inch frames made out of dark wood	3/30 [REDACTED] advised that GM wants [REDACTED] to locate a photo shop to make frames	
		2/27 When the large chess set arrives it belongs in the north garden	Arrived 3/8 will be placed 3/16	3/16 complete

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		2/27 Check telephone in exercise room	The house is not wired for a telephone in the massage room - plate to be installed over circuit and Bobs paint to touch up	3/9 complete
		Find snow melt that contains OJ	3/30 [REDACTED] advised high priority [REDACTED] will begin April 1	
		Stone urns to be sent back to NY when delivered to the ranch	Shipped 3/6 to 71 st street	3/6 complete
		Assemble balustrade at main house	They are caulking the balustrade 3/14 will take 2 weeks to finish weather permitting	3/27 complete
		Paint large ranch house	3/15 the house is half painted weather permitting should be complete 3/20	3/20 complete
		Ranch Central - the stables should be painted the same color as the inside	As soon as it warms up Bobs paint can begin 3/22 Samples on barn	
		2/27 Paint he shelves in the garage the same color as the walls	Bobs paint will be out the week of the 19 th of March.	3/26/ Complete
		Main House phone lines have interference and poor reception	Val Comm and Sawyers are trouble shooting problems. 3/28 Sawyers is Fed Exing a new CPU card. 3/28 Val-com and Sawyers are reprogramming the system	

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