

From: [REDACTED] <[REDACTED]>

To: [REDACTED]

Subject: progress report/general update

Date: Wed, 07 Mar 2001 22:14:17 +0000

Hello Ms. Maxwell:

I spoke to [REDACTED] regarding J&M Painting. She will confirm the scope of work with Rich so he can get a final quotation. She was 100% cooperative. She also mentioned that the current painters (John) are fully cooperating. I have two voice mails into Rich and will update him as soon as I receive a call back.

[REDACTED] will have John focus on the 5th floor rather than the railing as you requested. She did mention that the specs require two base coats for wallpaper which is the same amount of work required for painting. This is done so the wallpaper will be stripable in the future.

I would describe John as being a bit down today based on the other time I've spent with him however he is fully cooperating. He seems to work at a steady pace however he isn't focused on the priorities. It's my opinion that his repair abilities aren't high level. He was taken back by my task list but agreed that everything on the list needed to be addressed.

If you're not going to use the 3rd bay in the garage, it would be GOOD for John to have a work bench. You would be surprised what is happening on the island in the kitchen. Next time you gross me out, I can gross you out... Hum, you better watch your graphic descriptions of the mystery marks on the walls Ms. Maxwell...haha.

Francis (cleaning lady) seems to work at a steady pace but needs some guidance on our expectations. I asked her to work two days a week (instead of 1) for several weeks to "get caught up". Then we can gage if we need any additional hours to maintain the standard.

John left at 4:30 yesterday because they work 8 hour days when you're not in town. I was pleased that he actually mentioned that when they receive 3 day weekends that we should adjust the work schedule.

I met with Mike Johnson today regarding the PB staff housing. Apparently we're "fast tracking" this project and he expects to break ground in 4 weeks... Yikes, I'll move quickly on the landscape.

1) He has made some revisions to the kitchen and dropped off a new set of plans for your approval. Shall we Fedex them or hold them for your next visit to PB?

2) He needs to know if you want to reconfigure the trash area and bicycle area walls at the driveway. (Mr. Epstein mentioned to Mike that he may revise this area.)

I don't understand my role in construction projects and the PB project will be a good project to use as a model. I don't want to overstep my bounds and duplicate anyone else's efforts but at the same time don't want to leave you with voids. There is a lot of coordination on these projects in addition to simply "scheduling" the work. I'll send you an outline and ask that you give me some guidance on your expectations.

I am sending you attachments my progress report and a copy of the PB exterior task list on my aol account. (Apparently this email won't accept attachments.) I'll implement the tracking system at PB when I return from Zorro and have an opportunity to fine tune it. I think it will also be a good method to track items we need decisions on from you and Mr. Epstein.

I'll phone you in the morning as you requested.

Regards,

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