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Subject: Zorro Ranch Existing Manual

Date: Fri, 25 Oct 2013 18:26:18 +0000

Importance: Normal

Attachments: fLOYDS_DUTIES.doc; GREENHOUSE1.doc; GREENHOUSE2.doc;
GUEST_ROOMS_CHECKLIST.doc; MANOLIT_manual.doc; MANOLITO.doc; MIKE.doc

Sir,

Attached is the existing Zorro Ranch manual that is being updated in accordance to the table of contents I will be using uniformly for all (emailed earlier). It will also reflect the duties of the current personnel.

Please note again a proposed 2014 budget with capital improvements identified has been created and submitted for this property.

Best regards,

Mark

Mark Tollison

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