

**From:** "jeffrey E." <jeevacation@gmail.com>

**To:** [REDACTED] <[REDACTED]>

**Subject:**

**Date:** Tue, 14 Apr 2015 16:12:56 +0000

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[4/13/15, 4:29:36 PM] Leighton Allenby: I will send some suggestions for the day later today. Going into last meeting for the day.

[4/13/15, 6:35:10 PM] Leighton Allenby: Jeffrey,

Please let me know your thoughts and length of time you can allot to meeting with me on Tuesday the 21st of April.

1. Meet with you/your representative at \_\_\_\_\_AM. Walk through house and utility/boiler room(s).
2. Meet with staff/heads of departments individually or as a group and they can ask me questions. They should come prepared to ask questions. I can explain my past and present roles as an Estate manager. Owners usually are not present for these meetings but your welcome to attend.
3. You can then meet with your staff to receive feedback.
4. Meet with me to discuss day and observations.
5. Discuss terms?
6. Meet with my wife [REDACTED] and then we can go view apartment. Time \_\_\_\_\_?
7. Meet with [REDACTED]?
8. Other?

Do you have a house manual for each property that I can review? Do you have an employee/team manual I can review? Are there any other concerns you may have that we can address? Did your last EM do a long-term budget plan for all properties that we could review? 5-year projections are a good idea.

Best,  
Leighton

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please note

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