

**To:** Rich Kahn [REDACTED]  
**Cc:** Karyna Shuliak [REDACTED]; Bella Klein [REDACTED]  
**From:** [REDACTED]  
**Sent:** Mon 10/16/2017 9:37:41 PM  
**Subject:** Re: NES and days off

I don't know what he does when JE is not around...from time to time he might drive someone to the airport...but I have not coordinated a ride to the airport for him in a while...or he may run an errand when JE is away

On Oct 16, 2017, at 5:31 PM, Richard Kahn <[REDACTED]> wrote:

jojo just called me and said am i responsible for housekeeping or just driving and serving?  
i said i do not know your day to day role however if no driving and jee not in residence  
you help the team  
i asked if he drove today and he said no and i asked if you worked by helping and he said  
no - this is crazy!!

karyna are you aware of this?

Richard Kahn  
HBRK Associates Inc.  
575 Lexington Avenue 4th Floor  
New York, NY 10022  
[REDACTED]

On Oct 16, 2017, at 5:08 PM, [REDACTED]  
wrote:

My Thoughts:

- Agree it is best for Merwin to keep track of when Merwin, Leo, Jojo, Sonam, Carluz, Arlene and Marilyn work weekends/schedules.
- Merwin should keep track of days owed and when they are taken.
- The employees should clear their request for vacation days from Merwin first
  - ...once Merwin OK's the request (as I do not know exactly what is happening at the house on a daily basis when it comes to deep cleaning, maintenance, renovations, etc. i.e.: who is needed when/where) then Merwin can communicate the request to me...I will

then ask Jeffrey for his approval of the vacation days. Once JE approves I will keep in his monthly itinerary. If Jeffrey wants to know when employees take their days owed I can keep this in his itinerary too. Merwin should keep track of the days owed and vacation days for each employee.

-(I will of course keep track as well on all so we have back up)

On Oct 16, 2017, at 4:28 PM, Karyna Shuliak  
[REDACTED] wrote:

Sorry, I meant our crew at 71st: Merwin, Leo, Jojo, Sonam, Carluz, Arlene,  
[REDACTED]

On Oct 16, 2017, at 4:23 PM, Richard Kahn [REDACTED] wrote:

Ok. Shall I communicate this to Merwin.  
Regarding tracking of vacation are you  
thinking nes or all employees? Not sure if  
this is overkill for jee but I will discuss on his  
next visit. Thanks.

Richard Kahn  
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575 Lexington Avenue, 4th Floor  
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[REDACTED]

On Oct 16, 2017, at 3:56 PM, [REDACTED] wrote:

Sounds good. I do know jeffrey  
requested merwin always be at  
the house when JE is in town  
also. So merwin will also be  
expected to work weekends  
some.

Sent from my iPhone

On Oct 16, 2017, at 3:50 PM, Richard Kahn

[REDACTED] >  
wrote:

I spoke with  
Merwin and JoJo  
and told Merwin he  
must track  
everyone's days  
when they work  
weekends from  
when jee is in  
residence. JoJo told  
me he is not  
currently owed any  
days. I asked  
Merwin to send an  
excel schedule to all  
of us each week so  
we can monitor and  
communicate with  
jee If and when  
necessary. Let's see  
how this works and  
I am open to any  
suggestions. Thank  
you.

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