

**To:** Jennifer Andia [REDACTED]  
**From:** Lesley Groff  
**Sent:** Thur 5/9/2019 8:26:41 PM  
**Subject:** Re: phone call coordination

◆◆

Sent from my iPhone

On May 9, 2019, at 4:25 PM, Jennifer Andia [REDACTED] wrote:

Thank you!

JENNIFER ANDIA  
EXECUTIVE ASSISTANT  
OPPENHEIM  
ARCHITECTURE  
[REDACTED]  
OPPEN.COM  
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**From:** Lesley Groff [REDACTED]  
**Sent:** Thursday, May 9, 2019 4:19 PM  
**To:** Jennifer Andia <[REDACTED]>  
**Subject:** Re: phone call coordination

Hi Jennifer. Jeffrey needs to move Chad tomorrow. Can he either go see him at 12 or at 3pm? Please let me know. Thanks and sorry for any inconvenience. Lesley

Sent from my iPhone

On May 7, 2019, at 1:14 PM, Jennifer Andia <[REDACTED]> wrote:

Do you need for me to send you a calendar invite? Thanks

JENNIFER ANDIA  
EXECUTIVE ASSISTANT  
OPPENHEIM  
ARCHITECTURE  
[REDACTED]

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**From:** Lesley Groff <[REDACTED]>  
**Sent:** Tuesday, May 7, 2019 1:10 PM  
**To:** Jennifer Andia [REDACTED]  
**Subject:** Re: phone call coordination

yes! will do. thanks

On May 7, 2019, at 12:51 PM, Jennifer Andia

[REDACTED] wrote:

Wonderful, the call is confirmed for this afternoon at 3pm EDT. Is it possible for Jeffrey to please dial our office for the call: [REDACTED]

Thank you

JENNIFER ANDIA  
EXECUTIVE ASSISTANT  
OPPENHEIM

ARCHITECTURE

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**From:** Lesley Groff [REDACTED]

**Sent:** Tuesday, May 7, 2019 12:48 PM

**To:** Jennifer Andia [REDACTED]

**Subject:** Re: phone call coordination

Great...how about today at 3pm!? Could you provide a number we should call Chad on?

On May 7, 2019, at 12:43 PM, Jennifer Andia

[REDACTED] wrote:

Hi Lesley,

Thank you so much for getting back to me.

Chad could be available this afternoon after 3pm or sometime tomorrow. Please let me know when works best for Jeffrey.

Thanks!

JENNIFER ANDIA  
EXECUTIVE ASSISTANT  
OPPENHEIM

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**From:** Lesley Groff [REDACTED]

**Sent:** Tuesday, May 7, 2019 10:13 AM

**To:** Jennifer Andia [REDACTED]

**Subject:** Re: phone call coordination

...if tomorrow is better, just let me know!

On May 6, 2019, at 5:25 PM,  
Jennifer Andia

[REDACTED]  
wrote:

Dear Lesley,

I hope this email finds you well.

Chad would like to catch up with  
Jeffrey via the phone. If possible,  
could you please let me know if he  
has availability in his calendar, and  
when is convenient?

Kind regards

JENNIFER ANDIA  
EXECUTIVE ASSISTANT  
OPPENHEIM

ARCHITECTURE

[REDACTED]  
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