

**From:** Richard Kahn <richardkahn12@gmail.com>  
**Sent:** Wednesday, October 4, 2017 9:54 PM  
**To:** jeffrey E.  
**Subject:** STC office carpet samples

STC office carpet samples which can be installed right =way

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

Begin forwarded message:

From: =/b>"Jeanne Brennnan Wiebracht"

Subject: =/b>RE: Office =pdate

Date: /b>October 4, 2017 at 2:26:02 PM =DT

To: =/b>""Richard Kahn"" [REDACTED] >

Cc: [REDACTED], "John G. [REDACTED]n", "Daphne Wallace" [REDACTED], [REDACTED]  
"Jermaine Ruan" [REDACTED] >

From: Richard Kahn [mailto: [REDACTED]]  
Sent: Tuesday, October 03, 2017 5:15 PM  
To: Jeanne Brennan [REDACTED] >  
Cc: [REDACTED] >; Daphne Wallace [REDACTED]  
[REDACTED] >; Jermaine Ruan [REDACTED] >  
Subject: Re: Office update

can someone take a picture of carpet color so we can show jee? or have sample for his visit =hursday?  
thank you

Richard Kahn  
HBRK =ssociates Inc.  
575 Lexington Avenue 4th =loor  
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[REDACTED]  
On Oct =, 2017, at 4:11 PM, Jeanne Brennnan Wiebracht [REDACTED]

Angela from Floor Factory just =alled and she has two rolls of a grey ( a little darker than what we =ad but same weight and quality of the prior to IRMA one) which would be =available to install right away and would not require doing two tones =throughout the office ( and that version was a lesser weight than the =rior to IRMA one) . We will have a sample tomorrow.

Any suggestions on who we should =all to come treat the mold on the floors in the back office ( Angela =id not have a suggestion)

From: Jeanne Brennnan Wiebrach [REDACTED]  
Sent: Tuesday, October 03, 2017 1:28 PM  
To: 'Richard Kahn' [REDACTED]  
Cc: ' [REDACTED]'; 'dlbwallace@gmail.com' = [REDACTED]  
[REDACTED]  
Subject: Office update

Office

\* Ras =ame to the office yesterday and is working on a quote for the ceiling =iles throughout the office. Jeanne will contact him tomorrow to =ee where he is on this

\* Our paint is one file at paint =epot. Daphne will work on getting a quote from Wally and =lso getting the quantities so we can purchase the =aint. Then we can determine who to use to repainting.

\* Carpeting: went to Floor Factory ( they did suffer =ubstantial damage). The samples were not ready =ut they will put together samples and quantities of what they have in =he warehouse and Fernando ( one of Mathias captains and Joy's =usband) will drop them out to my house this afternoon or in the =orning. Once we evaluate these = the decision can be made =hether to order from the states or not.

\* Beth from AYH =nspected the office today. She as advised ( and took pictures) =f:

cornor \* Crack in the floor through the office and the floor in Cecile'= office compromised in the

\* Warping of the =xterior shutters

\* Continual leaks in the Kitchen and =ecile's office

\* Mold issue.

\* Ceiling tiles that suffered damages due to the storm.

\* Ricoh has stopped working. Jermaine has indicated the black tank pump is gone. He is working on it now and will update this afternoon.

#### Insurance

\* Tunick advised to submit the claim through the St. Croix office, as this was the office used to write and email felt the claim would get buried in St. Thomas. Cecile submitted the claim online and has a call into St. Croix ( message left). It seems their phones are working. St. Thomas's are not. Cecile also called Janet who is forwarding the entire policy so we can determine if we have business interruption.

#### Payroll

\* The facility at first bank has been established to do direct deposit at the branch for both STC and LSJE, until internet is resumed.

\* Withholding deposits have been made at the VIBIR for the month of September.

\* I will work on doing the EFTPS at an alternate location if Jermaine is unable to get internet here in the next couple of days.

#### Server

\* Quick books files have been temporarily transferred to the STC server from the MAC server. As soon as all systems are restored we will transfer these back to the MAC

From: Richard Kahn [REDACTED]  
Sent: Monday, October 02, 2017 5:27 PM  
To: Jeanne Brennan Wiebracht <iabwcpa@gmail.com>  
Cc: [REDACTED]  
Subject: Re: Office pictures

Thank you. Spoke with jee and he also wants paint and ceiling tiles done asap. Please ask tunick about business interruption insurance or anything else that may apply on our policy. Thanks.

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

On Oct 2, 2017, at 4:53 PM, Jeanne Brennan Wiebracht [REDACTED] wrote:

I created a drop box and sent you both an invitation and loaded the pictures in there.

I will go to Tunick Office in the morning and set up a claim and schedule for the adjusters to come.

From: Richard Kahn [mailto:[REDACTED]]

Sent: Monday, October 02, 2017 4:39 PM

To: Jeanne Brennan [mailto:[REDACTED]]>

Cc: [REDACTED]

Subject: Re: Office pictures

when will we have insurance adjustor come by?

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

On Oct 2, 2017, at 4:29 PM, Jeanne Brennan Wiebracht [REDACTED] wrote:

<image001.jpg>  
Virus-free. www.avg.com

<IMG\_6979.JPG>

<IMG\_6978.JPG>

<IMG\_6975.JPG>

<IMG\_6974.JPG>

<IMG\_6973.JPG>

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