

**To:** JEE[jeevacation@gmail.com]  
**Cc:** [REDACTED]  
Royston [REDACTED]  
**From:** curtis R  
**Sent:** Tue 4/21/2009 1:38:55 PM  
**Subject:** Administrative help

Title: Administrative help Jeffrey,  
We need administrative help for the Island Grounds work.  
You mentioned last month that [REDACTED] might be a possibility around now.  
[REDACTED] is spending several hours per day on administrative work and cannot spend the required hours on design and construction.

She has full knowledge of the position, so she could oversee and assist. This position is full time.

- \* IG Crew
  - > 1. Time clock and payroll
  - > 2. Vacation, sick days and personal days tracking
  - > 3. Write ups
  - > 4. Immigration status
- \* Bill paying
  - > 1. Review and coding of bills.
  - > 2. Confirm work is done
- \* Weekly reports and photo documentation
- \* Handling and coordinating
  - > 1. Drivers
  - > 2. Boat Captains
  - > 3. Airlines
  - > 4. Visitors

More importantly, Silvina is occupied full time with.

- \* OFFICE PAVILION Construction Administration
- \* GENSLER Questions, updates, photos, coordination
- \* DE JONGH Coordination for MASTER BEDROOM
- \* NEW KITCHEN DESIGN-BUILD
- \* ROAD DESIGN
- \* POP'S GARDEN, NURSURY and FIRE PIT DESIGN
- \* OCCASIONAL HAMMAM QUESTIONS – WHICH MAY INCREASE.

- HELPING MANAGE ISLAND GROUNDS PROJECTS AND DESIGN

Curtis