

To: J Epstein[jeevacation@gmail.com]

Cc: Darren Indyke [REDACTED]; [REDACTED]; [REDACTED]

From: Brice Gordon

Sent: Wed 6/17/2009 6:02:29 AM

Subject: LSJ

To: JEE

Would like the recommend the following:

1. Kitchen to be emptied of all equipment and supplies ASAP Gerry can start painting.

2. All outside sofa's (White) main compound go into storage and start prep for painting of ext doors and shutters on all buildings except master bedroom, next week.

3. Have contacted tile installer for bedroom 2, we just need to get material, will sort/source today.

4. Basic plan is to have bedroom 2 completed by the 6th July and concentrate and refurbishment of 3, i.e. paint etc, with completion by the 15th July .

5. Will be talking to paint contractor today, recommended by Tom M for refurbishment of main compound.

6. Employ more cleaning/laundry staff x2 by the 6th to assist in setting up compound.

7. Chef to be on island by the 15th to sort out kitchen and supplies.

8. Move Gym office on the 30th of June. Noting LSJ admin to Blue Beach Cottage, Are we to acquire new space for construction office space at Red hook or should we put office equipment into storage.?

9. All visitors from today onwards to be accommodated on STT.

For your consideration
Brice