
From: Richard Kahn <[REDACTED]>
Sent: Tuesday, August 4, 2015 4:38 PM
To: jeffrey E.
Subject: Fwd: All Construction projects going forward

Richard Kahn
HBRK Associates Inc.
[REDACTED]
New York, NY 10022
[REDACTED]
[REDACTED]
[REDACTED]

Begin forwarded message:

From: Leighton Allenby <[REDACTED]>
Subject: All Construction projects going forward
Date: August 4, 2015 at 11:56:07 AM =DT
To: LSJ - Danny Vicars <[REDACTED]>, Anna Rodriquez <[REDACTED]>
Cc: Leighton Allenby <[REDACTED]>

Hello Anna and =anny,

Going forward =u class="">all of Mr. Epsteins buildings, patio, pool and =utbuildings:

1. All floors, surfaces, lamps, =eds, etc will be covered and protected.
2. Dock surface to be covered with =aps when working or storing tools.
3. Use of wonder board, =oving blankets and clean tarps must be used to protect all =reas.

1. Please review this and inform all vendors, =taff and contractors that you will be holding them accountable as i =ill be holding you accountable.
2. Please let the house cleaners =now that they are to let Anna know if someone isn't complying =ith this request and that they can ask the vendors to stop work =nd rectify the problem.

4. The attached =ictures show what not to do, shovel against wall on tile, =ools on bathroom sink, etc. Please clean up areas and put down =rotection now. thank you!

5. No heavy equipment will be allowed on the paved roads without putting down plywood and assuring that no damage is going to take place.
6. Danny, Please set together a list of items needed to make this happen and review with Anna and I.
7. Anna, I also notice items not organized in Mr. Epstein bedroom from the demo - please have the house keepers organize the clothing and other items - the clothing should be hung up - not laid out.
8. The outside tub should be covered when Mr. Epstein isn't in residence. Do you have a cover? if not one should be fabricated.

Thank you for your understanding and cooperation.

Please reply back to me with your confirmation that you understand.

Best,
Leighton

Leighton Allenby
Director of Properties

[REDACTED] <mailto:[REDACTED]>
[REDACTED]