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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Wednesday, October 8, 2014 11:00 PM  
**To:** Melanie Spinella

From: Ada Clapp  
Sent: Wednesday, October 08, 2014 4:30 PM  
To: Eileen Alexanderson; Lawrence Delson [REDACTED]  
Cc: Heather Gray; Richard D'Agostino  
Subject: RE: new collateral items on 2014 BAC - Narrows Pledge Agree=ent

Eileen and Larr=,

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Below is a typi=al example of how some of us spin our wheels due to a general lack of information flow in the office. I just happen to learn (because=I was in the right place at the right time) that the BAC loan agreement, Pledge agreement and Note were amended in April of this year and that the four items Heather has been trying to chase down since August (noted in her emails below) were in fact added to the collateral list last April. Neither of us was even aware of the new draw-down--even though it bears on what we do (and we are asked questions about the BAC financing and collateral all the time).

</=> I wanted to raise this issue to emphasize the extreme importance of frequent office meetings. =A0 There is simply no other way to ensure that we all are privy to essential information or transactions that affect our ability to do our jobs effectively. None of us has the time to=20 daily scour the O drive for new documents (which in this case were entitled "Document", "Document 1", =9CDocument 5") that might alert us to this information and folks don't seem to want to notify others when they post things. I don't just speak for =yself in this regard. A few of us would really appreciate a short weekly meeting--where we each just go around the=20 table and discuss the 5 or 6 immediate things we are working on so everyone is in the loop as to what is generally happening. We d=n't need to go into the timing of completion or the details of what everyone is do

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