

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Sun 8/25/2013 5:40:36 PM  
**Subject:** Re: need Apt 11J cleaned Monday/Tues

Perfect. Thx

Sent from my iPhone

On Aug 25, 2013, at 1:38 PM, [REDACTED] <[REDACTED]> wrote:

Hi Lesley! Be there tomorrow to clean 11J I'll make sure it will be ready for the guest on Tuesday. Thanks!

On Sunday, August 25, 2013, Lesley Groff wrote:

Hi [REDACTED]! We have a new guest arriving Tuesday Aug. 27th late in the evening to stay in apt 11J. Can you please make sure the apt. is clean and ready to go for her arrival?

[REDACTED], Can you please print the Welcome Letter and leave for [REDACTED]. I sent JE an email asking if he wanted us to purchase the food items for [REDACTED] that she requested, but he has not answered as of yet. (crazy list!)