






### Shift Notes 10K | 1/8/24 | 3-11

Brown, Charlene <chabrown@related.com>

Mon 1/8/2024 11:12 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:10k <10k@Related.com>;10kLeasing <10kLeasing@Related.com>;Petty, Scott <spetty@related.com>

<b>Immediate Issues:</b>	N/A
<b>Vendors:</b>	<ul style="list-style-type: none"> <li>• Amazon</li> <li>• DHL</li> <li>• Guided Fitness</li> <li>• USPS</li> <li>• Falcon (Package Delivery)</li> </ul>
<b>Resident/Service Requests:</b>	
<b>Leasing/Management Info:</b>	<ul style="list-style-type: none"> <li>•  Trayon locked out had to use hard key to let him in. (key was in unit) (No form was completed for lock out)</li> </ul>
<b>Packages/ Package Audit:</b>	

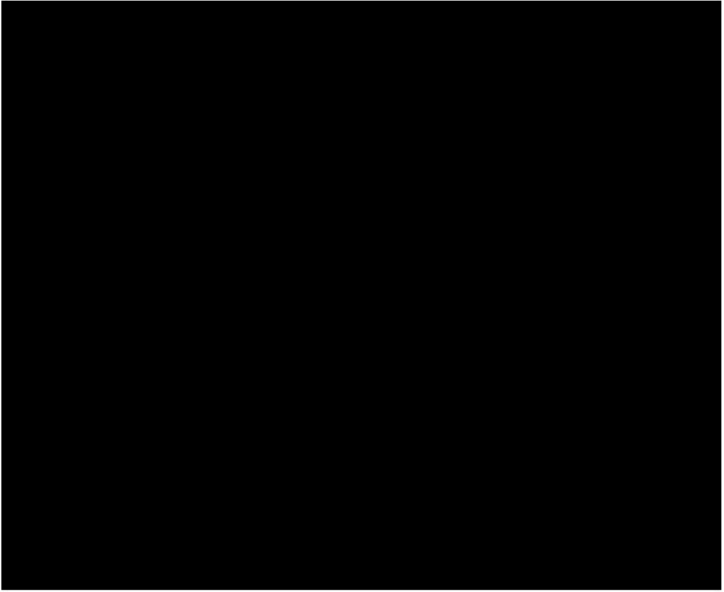

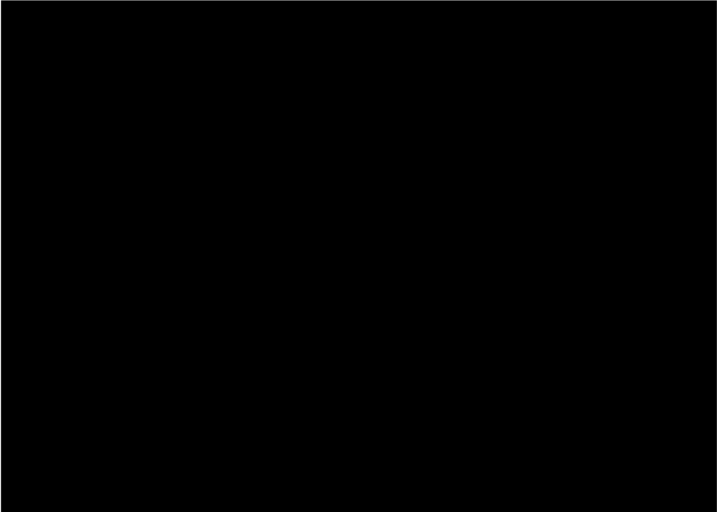
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Brown, Charlene <chabrown@related.com>

Mon 1/8/2024 11:12 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:10k <10k@Related.com>;10kLeasing <10kLeasing@Related.com>;Petty, Scott <spetty@related.com>

<b>Immediate Issues:</b>	N/A
<b>Vendors:</b>	<ul style="list-style-type: none"><li>• Amazon</li><li>• DHL</li><li>• Guided Fitness</li><li>• USPS</li><li>• Falcon (Package Delivery)</li></ul>
<b>Resident/Service Requests:</b>	
<b>Leasing/Management Info:</b>	<ul style="list-style-type: none"><li>•  Trayon locked out had to use hard key to let him in. (key was in unit) (No form was completed for lock out)</li></ul>
<b>Packages/ Package Audit:</b>	



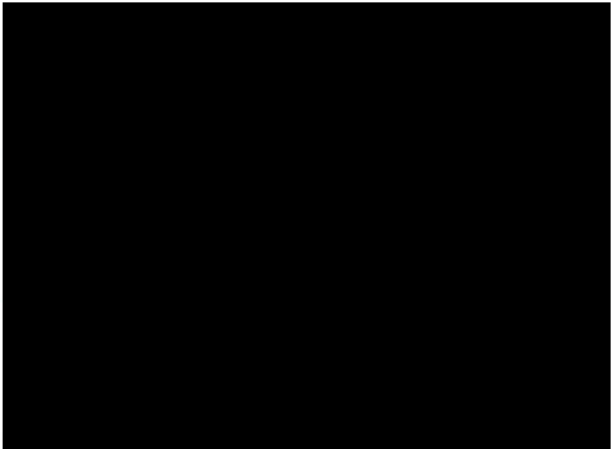
### Shift Notes 10K | 5/9/24 | 3-11p

Brown, Charlene <chabrown@related.com>

Thu 5/9/2024 11:09 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:Newman, Jerome <jnewman@related.com>;Richardson, Ronald <RoRichardson@Related.com>;Joyce, Remington <RJoyce@Related.com>;Bussie, Kelvin <kbussie@related.com>

<b>Immediate Issues:</b>	N/A
<b>Vendors:</b>	<ul style="list-style-type: none"> <li>• Amazon, Monument Pools, Guided Fitness</li> </ul>
<b>Resident/Service Requests:</b>	N/A
<b>Leasing/Management Info:</b>	
<b>Packages/ Package Audit:</b>	
<b>Print Outs:</b>	NA
<b>Keys:</b>	

	[REDACTED]
<b>Parking/Loading Dock</b>	N/A
<b>Amenities:</b>	<ul style="list-style-type: none"><li>Residents are utilizing the bowling lounge (No reservations required)*gone</li></ul>
<b>Lost &amp; Found:</b>	N/A
<b>MISC   Pass Ons</b>	<p>[REDACTED]</p> <p>[REDACTED]</p> <ul style="list-style-type: none"><li>[REDACTED] Trayon White called to request that we allow [REDACTED] us to unit when she arrives.</li></ul> <p>[REDACTED]</p>

*Sincerely at your service,*

**Charlene Brown**

Concierge

**ONE HILL SOUTH**

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