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Sent: Wednesday, February 06, 2019 12:02 PM EST

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CC: Andrew Vanhorn <avanhorn@jbgsmith.com>

Subject: Arlington County Courtesy Design Kickoff Meeting - 1800 S. Bell & 241 18th Street

Hello All,

Looking forward to our Kickoff Meeting on Monday. Below is a reminder of our agenda. Interior Architects will bring copy of Progress Drawings for review and discussion.

AGENDA (Proposed)

1. Introductions/Roles & Responsibilities
2. Discussion of Schedule & Occupancy Goals
 - a. Phased Occupancy Potential and Requirements
 - i. TCO & CO Conditions
3. Permit Package Preparation & Submission Preferred Approach
4. Arlington County Escrow Accounts for Permits
5. Courtesy Review of Drawings & Comment
6. Discuss drawing completeness and inclusion of MEPFP design at time of intake
7. Amazon teams desire to meet with Arlington County again with a smaller group to discuss security and door / hardware implications, etc.

Meeting Attendees will include (In addition to Arlington County Team):

- JBGS – Suzie Sabatier, Brian Robinson
- Seneca (AMZN Rep) – Marks Brewbaker & Gina
- Interior Architects – Marian Danowski
- Hargis (MEP Engineer) – Jon Horn
- Ramco – Betsy Stagg
- Clune (GC) – Jake Backover, Mike Mackey and Ronnie Clinton

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