

**From:** Gwen Hancock <Ghancock@arlingtonva.us>

**Sent:** Tuesday, February 12, 2019 8:40 AM EST

**To:** Gina Grillo <Ginag@senecagroup.com>; Shahriar Amiri <samiri@arlingtonva.us>; Elizabeth Wells <ewells@arlingtonva.us>; Emad Elmagraby <eelmagraby@arlingtonva.us>; Arlova Vonhm <avonhm@arlingtonva.us>; Paula Eubank <peubank@arlingtonva.us>; Tod Connors <tconnors@arlingtonva.us>; Essie Corbin <ecorbin@arlingtonva.us>; Marks Brewbaker <marksb@senecagroup.com>; betsy@ramcova.com <betsy@ramcova.com>; Brian Robinson <brobinson@jbgsmith.com>; Jake Backover <jbackover@clunegc.com>; p.morgan@interiorarchitects.com <p.morgan@interiorarchitects.com>; Marian Danowski <m.danowski@interiorarchitects.com>; Jon.Horn@hargis.biz <Jon.Horn@hargis.biz>; Suzanne Sabatier <ssabatier@jbgsmith.com>

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

Gina,

Thank you for the meeting notes and project schedule. One of the items on the meeting notes should be modified:

**From:**

· Mechanical, Electrical, and Plumbing permit intake will all occur simultaneously with architectural intake.

**TO:**

· Mechanical, Electrical, and Plumbing review will all occur simultaneously with architectural intake. Permits can be obtained after building permit approval and issuance/no drawings required.

**Systems Furniture:**

Note: The vendor will need to submit a furniture layout for the separate permit. No review is required if they submit a copy of the layout that was approved under the building permit and noting on the application ""Already Reviewed and Approved Under Building Permit #B-----".

**Gwen Hancock**

**Customer Care Manager**

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**From:** Gina Grillo [mailto:Ginag@senecagroup.com]

**Sent:** Monday, February 11, 2019 10:35 PM

**To:** Shahriar Amiri <Samiri@arlingtonva.us>; Elizabeth Wells <Ewells@arlingtonva.us>; Emad Elmagraby <Eelmagraby@arlingtonva.us>; Arlova Vonhm <Avonhm@arlingtonva.us>; Gwen Hancock <Ghancock@arlingtonva.us>; Paula Eubank <Peubank@arlingtonva.us>; Tod Connors <Tconnors@arlingtonva.us>; Essie Corbin <Ecorbin@arlingtonva.us>; Marks Brewbaker <marksb@senecagroup.com>; betsy@ramcova.com; Brian Robinson <brobinson@jbgsmith.com>; Jake Backover <jbackover@clunegc.com>; p.morgan@interiorarchitects.com; Marian Danowski <m.danowski@interiorarchitects.com>; Jon.Horn@hargis.biz; Suzanne Sabatier <ssabatier@jbgsmith.com>

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

Hello All,

Thank you for taking the time to meet with us this afternoon. We are beyond excited to forge a new relationship with Arlington County and commence the beginning of both 1800 S. Bell and 241 18<sup>th</sup> Street Projects.

Attached you will find the Meeting Notes, the Project Schedule, and Marks Brewbaker's (Seneca Group) E-Card.

Please reach out if there is any additional information we can provide at this time. We look forward to working with all of you.

Best,

Gina

Gina Grillo

Development Manager

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