

Michelle White

From: Jackie Roundtree
Sent: Tuesday, June 17, 2025 11:56 AM
To: Michelle White
Subject: RE: Recap for Tuesday
Attachments: Patti Arthur pics 20251.jpg; Patti Arthur pics 20252.jpg; Patti Arthur pics 20253.jpg

Your welcome!

Hello Ms. Ma'am,

How is the course going so far?

Quick recap from this morning's maintenance briefing:

- **Work Orders:** All work orders from Friday closed. Only opens ones now are from yesterday and today.
- **Benji Apt 134D-** Rashan/Jeff stripping/waxing floors today
- **Mainiero Apt D6-** Rashan working on painting today
- **Hanley/Stewart-** Pictures attached to this email . They just need to replace light fixture because it's not working. New exhaust fan was installed.
- **Robin Kelly Apt B3-** John waxed floors yesterday
- **Chelsea:** Have her working on updating parking paperwork. When she is done with that I can give her pet paperwork to do same thing.
- **Extermination Inspection:** Tomorrow and I already have Jeff on call in case exterminator gets here before John gets here.

That's all – talk to you soon!

Jackie Roundtree

Summit Housing Authority
Certification Manager
512 Springfield Avenue
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From: Michelle White <mwhite@summitnjha.org>
Sent: Tuesday, June 17, 2025 7:45 AM
To: Jackie Roundtree <jroundtree@summitnjha.org>
Subject: Re: Recap for Monday

Thank you, Jackie!

On Jun 16, 2025, at 12:56 PM, Jackie Roundtree <jroundtree@summitnjha.org> wrote:

<image001.gif>

Hello Miss Ma'am,

Hope you are doing well with the course and you have your iced coffee handy. LOL

Quick Recap to keep you in the loop with maintenance briefing from this morning:

- **Work orders:** I closed all work orders that were done since May . The only ones left open are the ones that came in Friday, Today and Inspection ones.
- **Benji Apt 134D-** Jeff/Rashan stripping/waxing floors tomorrow.
- **Mainiero Apt D6-** Rashan is working on trimming to get ready for painting tomorrow
- **Hanley/Stewart Apt** – Stanley is going to take pics of bathroom that was repaired and check the work contractor did.
- **Apt B3-** John will be waxing floors and should be all done and ready for leasing
- We also spent some time trying to get parking straight and find out what empty spaces we have at all sites. Rashan is going to check today when he rides through later on.

That's all for now.. I'll keep you updated.

Jackie Roundtree

Summit Housing Authority

Certification Manager

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<image002.jpg>