



Lily Vong &lt;lily.vong@jlahome.com&gt;

**Fwd: Zagam Water Damage**

3 messages

Ninh Chau &lt;ninh.chau@jlahome.com&gt;

Tue, Apr 9, 2024 at 8:55 AM

To: James Burford &lt;James.Burford@ship8.com&gt;, Lily Vong &lt;lily.vong@jlahome.com&gt;

Cc: Ap Dept &lt;ap.dept@jlahome.com&gt;, Chris Mai &lt;chris.mai@jlahome.com&gt;, Ron Capranos &lt;ron.capranos@ship8.com&gt;

Hi James: For E&E PO request, pls email Lily and cc AP and Chris  
Hi Lily: Pls help create PO

Thank you  
Ninh Chau

----- Forwarded message -----

From: **James Burford** <james.burford@ship8.com>

Date: Mon, Apr 8, 2024 at 6:37 PM

Subject: Re: Zagam Water Damage

To: Jessica Jeng &lt;jessica.jeng@jlahome.com&gt;

Cc: Ron Capranos &lt;ron.capranos@ship8.com&gt;, Nancy Hattersley &lt;nancy.hattersley@jlahome.com&gt;, Flora Chu &lt;flora.chu@jlahome.com&gt;, &lt;ap.dept@jlahome.com&gt;

AP, Can I get a PO for this please.

**SHIP8 INC.**

James Burford  
Regional Facilities Director  
311 International Trade Pkwy  
Port Wentworth, GA 31407

C:912.507.7881

On Thu, Apr 4, 2024 at 7:32 PM Jessica Jeng &lt;jessica.jeng@jlahome.com&gt; wrote:

Approved for fire panel replacement

Regards,

**Jessica Jeng**

Corporate Controller

E &amp; E Co. LTD dba JLA Home

(510) 490-9788 x 458

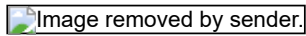
(510) 403-7240 (direct)

jessica.jeng@jlahome.com

**From:** James Burford [mailto:james.burford@ship8.com]**Sent:** Thursday, April 4, 2024 4:28 PM**To:** Jessica Jeng**Cc:** Ron Capranos; Nancy Hattersley; Flora Chu**Subject:** Re: Zagam Water Damage

Jessica,

Per your other email. Would you like to approve this repair of the fire panel so that we can get the fire system back fully functional?



James Burford

Regional Facilities Director

[311 International Trade Pkwy](#)

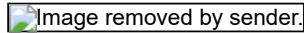
[Port Wentworth, GA 31407](#)

C:912.507.7881

On Thu, Mar 28, 2024 at 2:55 PM James Burford <[james.burford@ship8.com](mailto:james.burford@ship8.com)> wrote:

Jessica,

I have reached out to Jolly Roofing for them to add the two additional leaks when they come out to look at the other two leaks that John reported to me on 3/19/24. To make a total of 4 leaks right now. When they respond to me on what the leaks were caused from I will see what I can do with the fire panel.



James Burford

Regional Facilities Director

[311 International Trade Pkwy](#)

[Port Wentworth, GA 31407](#)

C:912.507.7881

On Thu, Mar 28, 2024 at 1:34 PM Jessica Jeng <[jessica.jeng@jlahome.com](mailto:jessica.jeng@jlahome.com)> wrote:

Hi James:

Ron is correct. We should not automatically assume all of repairs are landlord's responsibility. We have 20 year roof warranty. Please see attached and please contact the roofer for the damage of fire alarm panel and roof leak

Regards,

**Jessica Jeng**

Corporate Controller

E & E Co. LTD dba JLA Home

(510) 490-9788 x 458

(510) 403-7240 (direct)

[jessica.jeng@jlahome.com](mailto:jessica.jeng@jlahome.com)

**From:** Ron Capranos [mailto:[ron.capranos@ship8.com](mailto:ron.capranos@ship8.com)]  
**Sent:** Thursday, March 28, 2024 8:54 AM  
**To:** James Burford; Jessica Jeng; Nancy Hattersley  
**Subject:** RE: Zagam Water Damage

James,

We need to check the lease agreement. SHIP8 is responsible for all of our building repairs and maintenance. We need to confirm if NFI has the same in their lease agreement.

I do not want us to automatically assume we are responsible.

I get that it was a new building they moved into with the expectation that things would be under warranty or not need R&M for some time. But they have been there for a while now so let's confirm with Nancy/Jessica what the lease agreement states.

Ron

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Ron Capranos  
President  
[550 Northport Pkwy](#)  
[Port Wentworth GA 31407](#)

C:561.789.5217

**From:** James Burford [mailto:[james.burford@ship8.com](mailto:james.burford@ship8.com)]  
**Sent:** Thursday, March 28, 2024 11:50 AM  
**To:** Jessica Jeng; Nancy Hattersley  
**Cc:** Ron Capranos  
**Subject:** Fwd: Zagam Water Damage

Jessica/Nancy,

Please approve the replacement of a Fire Alarm panel that was damaged recently from a roof leak. In an effort to not have this problem again in the near future I have asked Summit to install the new box with a spacer to bring it off the wall incase of a future leak. Total cost: \$ 3,709.00

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James Burford  
Regional Facilities Director

311 International Trade Pkwy  
Port Wentworth, GA 31407

C:912.507.7881

----- Forwarded message -----

From: **Chris Walter via Conga Sign** <[sign@na1.conga-sign.com](mailto:sign@na1.conga-sign.com)>  
Date: Thu, Mar 28, 2024 at 9:58 AM  
Subject: Zagam Water Damage  
To: <[james.burford@ship8.com](mailto:james.burford@ship8.com)>

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## Please Sign Documents

Chris Walter has sent Summit Opportunity Proposal - Zagam LLC\_E&E-Quote-3\_27\_2024.pdf for your signature.

James,  
Here is a proposal to replace the panel that was water damaged, and add unistrut standoffs to both the new panel and the conduit. This should reduce the chances of future water damages. We will have a lift delivered and this should take about 1 day to complete. This is a bit of an oddball panel, and none are available locally. We have located one out of state, and can have it transferred here at no cost, but it may take a couple of days to come in. If you find this agreeable, Tim will order the panel and initiate the transfer as soon as this is signed.

Please click on the button below to start the signing process.

[View Document](#)

To reassign the signer, [click here](#)

To view the audit trail, [click here](#)

Conga Sign Transaction ID: 3goaf3qrr7qoie9cx6qj0x8fb81d00  
ttebkk4powc1ja9tkhnf