

December 20, 1989

Mr. Larry Chalfin
IPF International, Inc.
P.O. Box 768
11-13 Maryland Avenue
Paterson, N.J. 07533

Dear Mr. Chalfin:

Thanks for getting the furniture to me on schedule. It arrives today, I can't wait!

All news for DCA in Trenton is good. We have verbal approval to proceed with Hobart as originally scheduled. The College will award bids mid-January with a completion date of April 1. So, it is time to pull out those dusty purchase orders and start carving!

The items we will need in house by mid-February include:

1. Paint and stain colors and specifications for wall and floors of Dining Room and Billiards Room.
2. All wall and ceiling mounted electrical fixtures. In the rush to choose these items for the architects, we did not discuss table and floor lamps. I assume these items are included in the plan.
3. Fabric & design for the draperies in the Dining Room and Billiards Room, also the Work Room prices Ruth assembled. At our last meeting, we discussed changing the window treatments in the Billiards Room. Carter should get back to me on his new concept as soon as possible.

The items for April 1 delivery

All furniture ordered for the Dining Room and Billiards Room. I assume fabrics for upholstered pieces will go directly to you as needed.

I am in the process of planning the Mark Russell Fund-Raiser for June 16, 1990. The Hobart Committee is meeting on **January 29 at 8:30 a.m.** I hope you and Carter will attend and present the Boards for both Phase I and II.

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I will try to reach you before leaving on vacation December 28.

Have a wonderful Holiday!

Sincerely,

Mary Ellen Kramer
Director of Community Affairs

MEK/mc

cc: Tim Fanning
Carter Blackman
Dennis Santillo