

## Hays, Tim

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**From:** Hays, Tim  
**Sent:** Thursday, March 25, 2004 10:28 AM  
**To:** Bartletti, Michael; Willoughby, Shane  
**Subject:** outstanding projects for May meeting

Mike and Shane,

I just wanted to give you a quick snapshot at what I have outstanding. Things seem to be piling up and I wanted to make sure nothing falls through the cracks. Here is what I have listed as outstanding projects I'm working on for the May Board meeting:

- **Jer Partnership** (\$50 million Vintage Fund; TBD POB) - Shane, I may need your input on this since you met with them
  - Review
  - Due Diligence Questionnaire
  - Short Form
  - Recommendation Memo
  - Board Blurb - For Tammy's book
- **Clarion/ING Industrial Fund** (amounts for Vintage and/or POB TBD)
  - Review
  - Due Diligence Questionnaire
  - Short Form
  - Recommendation Memo
  - Board Blurb - For Tammy's book
- **CNL Restaurant Properties Fund or Institutional Income Fund** (amounts for Vintage and/or POB TBD)
  - Review
  - Due Diligence Questionnaire
  - Short Form
  - Recommendation Memo
  - Board Blurb - For Tammy's book
- **Capri/Capital** (pending ?)
  - Rebalance Allocations - per February presentations
  - POB allocations - per February presentations
  - Board Blurb - For Tammy's book
- **IMA Exhibit C fee review** (May or August meeting?)
  - TRS memo
  - Callan/Staff memo - recommendation
  - Board Blurb - For Tammy's book
- **Policy Changes** (Shane is taking the last three - stacking plan, argus file, registration memo change)
  - Board write-up/recommendations
  - Board Blurb - For Tammy's book

Have I missed anything? Anything for insurance? Have we talked to our guys about delaying the tactical plan until October meeting which will give them more time on their budgeting and year-end valuations? Is Jon okay with this?

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