



EAGLE SUITES®

Eagle Suites Scheduled Report Distribution List

Verified Eagle Suites report and text distribution list based on current standing workflows, current contact routing, and same-day send evidence where available.

Date: 06/12/2026 | Produced: 1:17 PM CDT

Prepared for Bill | Time Zone: America/Chicago

BILL-FACING SCHEDULED EMAIL REPORTS

5

Routine Eagle Suites email reports addressed to Bill

OTHER ACTIVE EMAIL FLOWS

9

Regional, hotel, maintenance, and security-side distributions

SCHEDULED TEXT REPORT FLOWS

2

1 active Cloudbeds text schedule and 1 AppFolio schedule now disabled

MORNING HOTEL DESTINATIONS

21

Current hotel email routing entries in the contact workbook

Bill-Facing Scheduled Email Reports

WHEN	REPORT	TO	CC	CURRENT STATUS	NOTES
Daily, 7:50 AM	Daily Individual Reports Daily Individual Reports - MM/DD/YYYY	bill@titangeneralcontractors.com	brittney@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:51 AM CDT.	6 attachments today: 5 Cloudbeds PDFs plus the Security Report PDF.
Daily, 7:50 AM	Morning Leadership Brief Morning Leadership Brief — YYYY-MM-DD	bill@titangeneralcontractors.com, aaron@titanpropertymanagement.com, brittney@titanpropertymanagement.com	None	Live send confirmed 06/12/2026 07:53 AM CDT.	Separate PDF email to Bill, Aaron, and Brittney.
Daily, 7:50 AM	HOT SHEET HOT SHEET - MM/DD/YYYY	bill@titangeneralcontractors.com	aaron@titanpropertymanagement.com, brittney@titanpropertymanagement.com	No 06/12/2026 send record found yet in the current Gmail log.	Standing daily workflow target remains Bill with Aaron and Brittney copied.
Tuesday, 7:50 AM	Executive Maintenance Aging Report Executive Maintenance Aging Report - MM/DD/YYYY	bill@titangeneralcontractors.com	aaron@titanpropertymanagement.com, brittney@titanpropertymanagement.com	Not due today. Today is Friday, 06/12/2026.	Sends only on Tuesday mornings.

WHEN	REPORT	TO	CC	CURRENT STATUS	NOTES
Daily, 7:58 AM	Potential Maintenance Item Report Potential Maintenance Item Report - MM/DD/YYYY	bill@titangeneralcontractors.com	security@eagle-suites.com	No 06/12/2026 send record found yet in the current Gmail log.	Bill copy of the QRIDit-derived maintenance watchlist.

Other Active Eagle Suites Scheduled Email Reports

WHEN	REPORT	RECIPIENTS	CURRENT STATUS	NOTES
Daily, 7:50 AM	Arkansas - South Maintenance Aging Report Arkansas - South Maintenance Aging Report - MM/DD/YYYY	shannon@eagle-suites.com, benny@titanpropertymanagement.com CC: jeremy@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:52 AM CDT.	14+ day regional maintenance packet.
Daily, 7:50 AM	Arkansas - North Maintenance Aging Report Arkansas - North Maintenance Aging Report - MM/DD/YYYY	ArkRegMgr2@eagle-suites.com, benny@titanpropertymanagement.com CC: jeremy@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:52 AM CDT.	14+ day regional maintenance packet.
Daily, 7:50 AM	Oklahoma - Tulsa Maintenance Aging Report Oklahoma - Tulsa Maintenance Aging Report - MM/DD/YYYY	alicia@eagle-suites.com, steven@eagle-suites.com CC: jeremy@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:52 AM CDT.	14+ day regional maintenance packet.
Daily, 7:50 AM	Oklahoma - OKC Maintenance Aging Report Oklahoma - OKC Maintenance Aging Report - MM/DD/YYYY	okcregmgr1@eaglesuites.com, — CC: jeremy@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:52 AM CDT.	14+ day regional maintenance packet.
Daily, 7:50 AM	Louisiana Maintenance Aging Report Louisiana Maintenance Aging Report - MM/DD/YYYY	dawn@eagle-suites.com, — CC: jeremy@titanpropertymanagement.com	Live send confirmed 06/12/2026 07:52 AM CDT.	14+ day regional maintenance packet.
Daily, 7:50 AM	Morning Regional Briefs Morning Regional Brief - <Region> - MM/DD/YYYY	Arkansas - South → shannon@eagle-suites.com Arkansas - North → ArkRegMgr2@eagle-suites.com Oklahoma - Tulsa → alicia@eagle-suites.com Oklahoma - OKC → okcregmgr1@eaglesuites.com Louisiana → dawn@eagle-suites.com	Live sends confirmed for all 5 regional Morning Regional Brief emails on 06/12/2026 between 07:52 AM and 07:53 AM CDT.	Separate PDF email by region to the assigned Regional Manager.
Daily, 7:50 AM	Morning Hotel Briefs Morning Hotel Brief - <Hotel> - MM/DD/YYYY	21 separate property emails. Full appendix below.	Live sends confirmed for all 21 Morning Hotel Brief emails on 06/12/2026 between 07:52 AM and 07:53 AM CDT.	Separate PDF email by hotel using the Eagle Suites Hotel Contact List.

WHEN	REPORT	RECIPIENTS	CURRENT STATUS	NOTES
Daily, 7:50 AM	Morning Security Report Security Report — MM/DD/YYYY	security@eagle-suites.com	No 06/12/2026 standalone send record found yet in the current Gmail log.	The same Security Report PDF did reach Bill inside Daily Individual Reports at 07:51 AM CDT.
Daily, 7:51 AM	Potential Maintenance Item Report (Jeremy Copy) Potential Maintenance Item Report — MM/DD/YYYY	jeremy@titanpropertymanagement.com	No 06/12/2026 Jeremy send record found yet in the current Gmail log.	Standing rule is a Jeremy copy at 07:51 AM before Bill's 07:58 AM copy.

Scheduled Text Reports

WHEN	REPORT	RECIPIENTS	CURRENT STATUS	NOTES
Daily, top of each hour from 7:00 AM through 7:00 PM	Hourly Cloudbeds Snapshot Text Cloudbeds Snapshot MM/DD/YYYY h:mm AM/PM CDT	Bill (+1 501-860-0461), Brittney (+1 501-944-3334), Aaron (+1 501-830-7106)	Live text send confirmed at 01:00 PM CDT on 06/12/2026; the 07:00 AM slot failed earlier and triggered a failure alert.	Messages.app / iMessage text delivery. Includes Total In House, Check In's Today, and hotel-level check-in detail.
Daily, top of each hour from 7:00 AM through 7:00 PM	AppFolio Hourly Status Text AppFolio Maintenance Scan MM/DD/YYYY h:mm AM/PM CDT	Bill (+1 501-860-0461), Brittney (+1 501-944-3334), Aaron (+1 501-830-7106)	Disabled at 01:14 PM CDT on 06/12/2026; last automatic run completed at 01:00 PM CDT.	This schedule is no longer active as of 06/12/2026 01:14 PM CDT.

Current Verification Notes

- Confirmed in today's 06/12/2026 send logs: Daily Individual Reports, 5 regional maintenance emails, 5 regional Morning Regional Brief emails, 21 Morning Hotel Brief emails, and Morning Leadership Brief.
- No 06/12/2026 Gmail send record was found yet for HOT SHEET, the standalone Morning Security Report to security@eagle-suites.com, Bill's 07:58 AM Potential Maintenance Item Report, or the 07:51 AM Jeremy copy of that same report.
- Cloudbeds hourly text delivery is active and a 01:00 PM CDT send is confirmed today. AppFolio hourly text delivery was disabled at 01:14 PM CDT today.

Arkansas - South Morning Hotel Brief Recipients

CODE	HOTEL	EMAIL	PHONE
AR - BS	Benton - South	south@eagle-suites.com	501-672-8517
AR - BM	Benton - Military	military@eagle-suites.com	501-776-1753
AR - BT	Benton - Thirty	thirty@eagle-suites.com	501-776-3200
AR - LRO	Little Rock - Otter	ottercreek@eagle-suites.com	—
AR - LRU	Little Rock - University	university@eagle-suites.com	501-565-2055

CODE	HOTEL	EMAIL	PHONE
AR - LRB	Little Rock - Breckenridge	breckenridge@eagle-suites.com	501-707-4555
AR - LRC	Little Rock - Chenal	chenal@eagle-suites.com	501-274-7771

Arkansas - North Morning Hotel Brief Recipients

CODE	HOTEL	EMAIL	PHONE
AR - CS	Conway - Skyline	skyline@eagle-suites.com	501-329-2961
AR - JS	Jacksonville - Shamrock	shamrock@eagle-suites.com	501-985-0266
AR - JC	Jacksonville - Crestview	crestview@eagle-suites.com	501-983-2491
AR - NLRG	North Little Rock - Gray	gray@eagle-suites.com	501-954-0984
AR - LRH	Little Rock - Hillcrest	hillcrest@bridgewoodextendedstay.com	501-666-0161

Oklahoma - Tulsa Morning Hotel Brief Recipients

CODE	HOTEL	EMAIL	PHONE
OK - OTY	Tulsa - Yale	yale@eagle-suites.com	918-622-6776
OK - OTH	Tulsa - Hilti	hilti@eagle-suites.com	818-237-6803
OK - OTM	Tulsa - Memorial	memorial@eagle-suites.com	918-200-8781

Oklahoma - OKC Morning Hotel Brief Recipients

CODE	HOTEL	EMAIL	PHONE
OK - OOF	OKC - Frontier	frontier@eagle-suites.com	405-317-1972
OK - OOA	OKC - Airport	airline@eagle-suites.com	405-947-7000
OK - OON	OKC - Northwest	nwexpressway@eagle-suites.com	405-630-9003

Louisiana Morning Hotel Brief Recipients

CODE	HOTEL	EMAIL	PHONE
LA - BRA	Baton Rouge - Airline	airline@eagle-suites.com	225-924-3613
LA - BRG	Baton Rouge - Gwenadele	gwenadele@eagle-suites.com	225-360-9003
LA - BRB	Baton Rouge - Boardwalk	boardwalk@eagle-suites.com	225-469-7999

Verification Basis

- Current standing distribution rules from workspace operating instructions.
- Same-day outbound send evidence from `logs/gmail-send.log`, `logs/daily-cloudbeds-source-review-pack.log`, and `logs/daily-leadership-brief.log`.
- Current hotel, regional manager, and regional maintenance routing from the live Eagle Suites contact workbook.
- Current hourly text-report state from the Cloudbeds LaunchAgent log and the AppFolio cron job state.