

Email Report Schedule

Date: 04/24/2026 Prepared for: Bill Time Zone: America/Chicago

Active Recurring Email Reports

Daily, 6:50 AM

Daily Joe Eagle Weather Video Brief - Subject format: `Daily Weather + Crypto Brief - YYYY-MM-DD` - Sent to: Bill - CC: Jeremy - Notes: this is the active morning weather/crypto email. When the approved asset is available, it includes the Joe Eagle weather video link.

Daily, 7:50 AM

Daily Individual Reports - Subject format: `Daily Individual Reports - MM/DD/YYYY` - Sent to: Bill - CC: Brittney - Attachments: 4 Cloudbeds PDFs + 1 Security PDF

Daily, 7:50 AM

Morning Leadership Brief - Subject format: `Morning Leadership Brief - YYYY-MM-DD` - Sent to: Bill, Aaron, Brittney - Attachment: Morning Leadership Brief PDF

Daily, 7:50 AM

Morning Regional Briefs - Subject format: `Morning Regional Brief - <Region> - MM/DD/YYYY` - Sent as separate emails by region to the assigned Regional Manager: - Arkansas - South → `shannon@eagle-suites.com` - Arkansas - North → `ArkRegMgr2@eagle-suites.com` - Oklahoma - Tulsa → `alicia@eagle-suites.com` - Oklahoma - OKC → `alicia@eagle-suites.com` - Louisiana → `dawn@eagle-suites.com`

Daily, 7:50 AM

Morning Hotel Briefs - Subject format: `Morning Hotel Brief - <Hotel> - MM/DD/YYYY` - Sent as separate emails to each identified hotel email in the Eagle Suites Hotel Contact List

Daily, 7:50 AM

Regional Maintenance Aging Reports - Subject format: `<Region> Maintenance Aging Report - MM/DD/YYYY` - Sent as separate emails by region to: Regional Manager + Regional Maintenance - CC: `jeremy@titanpropertymanagement.com` - Regions: - Arkansas - South - Arkansas - North - Oklahoma - Tulsa - Oklahoma - OKC - Louisiana

Tuesday, 7:50 AM

Executive Maintenance Aging Report - Subject format: `Executive Maintenance Aging Report - MM/DD/YYYY` - Sent to: Bill - CC: Aaron, Brittney

Scheduled Report Jobs That Are Not Email Sends

Friday, 8:00 AM

Weekly Owner Scorecard - Current delivery: review-only scheduled build - Not currently sent by email from the cron job - Delivery mode: Telegram review notification to Jeremy

Current Operating Notes

- The old standalone Daily Cloudbeds Occupancy Report email is disabled.
- The old standalone Daily Maintenance Aging Report email is disabled.
- The old standalone Morning Leadership Brief cron is disabled; it now goes out inside the 7:50 AM morning workflow.
- Arkansas - North Regional Manager routing now uses `ArkRegMgr2@eagle-suites.com`.
- Executive Maintenance Aging now sends only on Tuesday mornings at 7:50 AM; it no longer sends on other days.
- Morning Hotel Briefs now send daily at 7:50 AM to the identified hotel email for each property.
- Daily Executive Activity Summary Email has been disabled and no longer sends at 8:00 PM.
- The legacy standalone `Daily Weather` and `Crypto Brief` cron is disabled; the active morning weather email is the `Daily Joe Eagle Weather Video Brief` at 6:50 AM.