



Email Report Schedule

Current live recurring email schedule, plus current-day send-status exceptions that affect morning distribution.

04/26/2026 | Produced: 08:22 AM CDT

Prepared for Bill | Time Zone: America/Chicago

Active Recurring Email Reports

WHEN	REPORT	RECIPIENTS	NOTES
Daily 6:50 AM	Daily Joe Eagle Weather Video Brief Daily Weather + Crypto Brief – YYYY-MM-DD	Bill CC: Jeremy	Active morning weather and crypto email.
Daily 7:50 AM	Daily Individual Reports Daily Individual Reports – MM/DD/YYYY	Bill CC: Brittney	4 Cloudbeds PDFs + 1 Security PDF.
Daily 7:50 AM	Morning Leadership Brief Morning Leadership Brief – YYYY- MM-DD	Bill, Aaron, Brittney	Runs inside the 7:50 AM morning workflow, not as a separate active cron job.
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 → alicia@eagle- suites.com Louisiana → dawn@eagle-suites.com	Separate emails by region.

WHEN	REPORT	RECIPIENTS	NOTES
Daily 7:50 AM	Morning Hotel Briefs Morning Hotel Brief – <Hotel> – MM/DD/YYYY	Each identified hotel email from the Eagle Suites Hotel Contact List	Separate emails by property.
Daily 7:50 AM	Regional Maintenance Aging Reports <Region> Maintenance Aging Report – MM/DD/YYYY	Regional Manager + Regional Maintenance CC: jeremy@titanpropertymanagement.com	Regional 14+ day packet.
Tuesday 7:50 AM	Executive Maintenance Aging Report Executive Maintenance Aging Report – MM/DD/YYYY	Bill, Aaron, Brittney	Tuesday only. Not sent on other days.

Scheduled Jobs That Are Not Recurring 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 Status Note

Confirmed sent this morning: the 6:50 AM weather email went out on 04/26/2026.

Observed exception on 04/26/2026: the 7:50 AM combined morning workflow started, but it failed before send completion. As of 08:13 AM CDT, there is no recorded send for Daily Individual Reports, Morning Leadership Brief, Morning Regional Briefs,

Morning Hotel Briefs, or Regional Maintenance Aging Reports. The live failure captured in the log is a maintenance parser exception triggered by a malformed work-order row.

Current Operating Notes

- The legacy standalone Daily Weather and Crypto Brief cron is disabled. The active morning weather email is Daily Joe Eagle Weather Video Brief at 6:50 AM.
- 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. Morning Leadership now sends from inside the 7:50 AM workflow.
- Arkansas - North routing uses ArkRegMgr2@eagle-suites.com.
- Executive Maintenance Aging now sends only on Tuesday mornings at 7:50 AM.
- Morning Hotel Briefs remain part of the approved daily 7:50 AM workflow.
- Daily Executive Activity Summary Email is disabled and no longer sends at 8:00 PM.

Verification Basis

- Live cron state checked in OpenClaw on 04/26/2026.
- Gmail send log checked through 08:13 AM CDT on 04/26/2026.
- Morning workflow and leadership logs checked for current-day send evidence and failure status.