

To: Hupp, Millan[hupp.millan@epa.gov]; Davis, Gail[Davis.Gail@epa.gov]
Cc: Caldwell, James[Caldwell.James@epa.gov]; Perrotta, Pasquale[Perrotta.Pasquale@epa.gov];
Renee Zentz[renee@cshba.com]
From: Rhonda Scurek
Sent: Thur 9/21/2017 3:13:36 PM
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....
[HBA Golf - OCT 5 2017.pdf](#)
[Broadmoor Meeting Room Specifications.pdf](#)

Hi Millan & Gail,

It was great speaking with both of you as well as Juanita and checking off several items.

The Director of Security at the Broadmoor is Mr. Wayne Hoskins whoskins@broadmoor.com or 719-577-5703 direct. I will also reach out him and let him that you will be contacting him.

Attached is the layout of times and rooms at the Broadmoor as well as a meeting space layout PDF. All of the events that morning will be in Broadmoor West.

Once I have the confirmation numbers I will forward to your attention.

My cell number is 719-660-1380. Please call if you need anything. As I mentioned earlier, my plan on the 5th is to be at the Broadmoor by 7:30am but I am available earlier if we need to change that.

Take care,

Rhonda Scurek

Manager of Member Development

Housing & Building Association of Colorado Springs
4585 Hilton Pkwy, Suite 100, COS, CO 80907

P: 719-592-1800 x119 | F: 719-260-8398 | cshba.com

Representing local businesses.



Investing in local economy.

Supporting local leadership.

[Contractor's Health Trust](#) - Affordable health insurance.

[Member Discounts with NAHB](#) - Pocket the savings!

From: Hupp, Millan [mailto:hupp.millan@epa.gov]
Sent: Thursday, September 21, 2017 4:54 AM
To: Davis, Gail <Davis.Gail@epa.gov>
Cc: Rhonda Scurek <rhonda@cshba.com>; Caldwell, James <Caldwell.James@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Renee Zentz <renee@cshba.com>
Subject: Re: The Administrator speaking at the forum in Colorado Springs, CO....

Rhonda,

Good morning to you. We are very much looking forward to this visit in a couple weeks and truly appreciate your kind hospitality.

I will be managing the logistics and details for the Administrator's visit. I'll also be able assist in initiating the conversations on security.

I will join Gail on her call to you so we may work through some of these items.

Thank you so much,

Millan Hupp

Director of Scheduling and Advance

C. 202.380.7561

Sent from my iPhone

On Sep 20, 2017, at 5:51 PM, Davis, Gail <Davis.Gail@epa.gov> wrote:

Hi Rhonda, thanks for the rates and availability for each hotel. I can provide you with names and gov. credit card numbers by tomorrow and thank you for the cancellation policies! I will give you the names of the security detail as well for this trip. You can email the contact information for the individual in charge at the Broadmoor to Caldwell.james@epa.gov and Perrotta.pasquale@epa.gov. You can also email Hupp.millan@epa.gov for any personal logistics regarding the Administrator. I will call you in the morning or when the time difference allows unless you would like to call me instead, I can be reached on 202 564 1444.

Thank you for all of your help and I look forward to speaking with you tomorrow!

From: Rhonda Scurek [<mailto:rhonda@cshba.com>]

Sent: Wednesday, September 20, 2017 4:27 PM

To: Davis, Gail <Davis.Gail@epa.gov>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hi Gail,

I am finally able to get back with you with more concrete answers.

Regarding the Broadmoor: The rate is \$330.00 per night. I would be able to allocate 5 rooms to you at the Broadmoor. Would you be booking with them directly to set up names and payment?

I have 4 rooms available at the Cheyenne Mountain Resort. They are extremely tight on the 3rd and the rate would be \$199.00 with first night's deposit at the time of reservation. Seven day cancellation applies here.

Do I handle the security details with you or do you need the name of the individual in charge at the Broadmoor? Last question. Do you handle his personal logistics i.e. dinner on the 4th or is that someone else? My CEO, Renee Zentz, is inquiring.

Thank you!

Rhonda Scurek

Manager of Member Development

Housing & Building Association of Colorado Springs
4585 Hilton Pkwy, Suite 100, COS, CO 80907

P: 719-592-1800 x119 | F: 719-260-8398 | cshba.com

Representing local businesses.

 *Investing in local economy.*

Supporting local leadership.

Contractor's Health Trust - Affordable health insurance.

Member Discounts with NAHB - Pocket the savings!

From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

Sent: Wednesday, September 20, 2017 8:19 AM

To: Rhonda Scurek <rhonda@cshba.com>

Cc: Renee Zentz <renee@cshba.com>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Hello Rhonda, it was great speaking with you yesterday! I was wondering did you find out

anything from the other property if they had any rooms available and what the rate would be there and if you confirmed that the rate at the Broadmoor was \$330.00? Please let me know as soon as possible as I know that it is already late to make these accommodations and thank you for your prompt attention to this matter. Have a great day and looking forward to speaking with you!

From: Renee Zentz [<mailto:renee@cshba.com>]

Sent: Tuesday, September 19, 2017 1:03 PM

To: Davis, Gail <Davis.Gail@epa.gov>; Tobin, James <JTobin@nahb.org>; Rhonda Scurek <rhonda@cshba.com>

Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Importance: High

Gail, Great to meet you! We are so excited about this opportunity. The staff person that will handle all logistics for the Broadmoor on my staff is Rhonda Scurek – her email is Rhonda@cshba.com and her direct line is 719-592-1800 X 119.

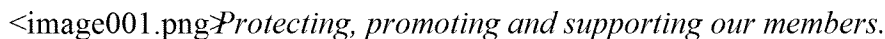
Please contact her directly as we need to firm up rooms, times etc. asap The Broadmoor is sold out except for a few rooms assigned to us.

Sincerely,

Renee Zentz

Chief Executive Officer
Housing & Building Association of Colorado Springs
4585 Hilton Pkwy, Suite 100, COS, CO 80907

P: 719-592-1800 | F: 719.260.8398 | cshba.com

Protecting, promoting and supporting our members.

[Contractor's Health Trust](#): Affordable health insurance.

[Member Discounts with NAHB](#) - Pocket the savings!

From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]
Sent: Tuesday, September 19, 2017 9:41 AM
To: Tobin, James <JTobin@nahb.org>
Cc: Renee Zentz <renee@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Ok thank you! Ms. Zentz per the message below I was wondering what the rate would be for the block of rooms and how would I go about making those reservations? Would I call you or is there a number to call, please advise. Thank you and have a wonderful day!

From: Tobin, James [<mailto:JTobin@nahb.org>]
Sent: Tuesday, September 19, 2017 11:19 AM
To: Davis, Gail <Davis.Gail@epa.gov>
Cc: Renee Zentz (renee@cshba.com) <renee@cshba.com>
Subject: RE: The Administrator speaking at the forum in Colorado Springs, CO....

Gail,

Good morning. We are very excited to have the Administrator with us. There is a room block at the Broadmoor, although I do not know the rate. I am copying Renee Zentz, who is the CEO of the Housing & Building Association of Colorado Springs and host of the event. Renee is the main contact for the Broadmoor and can help to answer your questions.

JAMES TOBIN EVP, Government Affairs & Chief Lobbyist

National Association of Home Builders
1201 15th Street, NW | Washington, DC 20005
d: 202.266.8258 m: 202.744.3520 e: JTobin@nahb.org w: nahb.org

From: Davis, Gail [<mailto:Davis.Gail@epa.gov>]

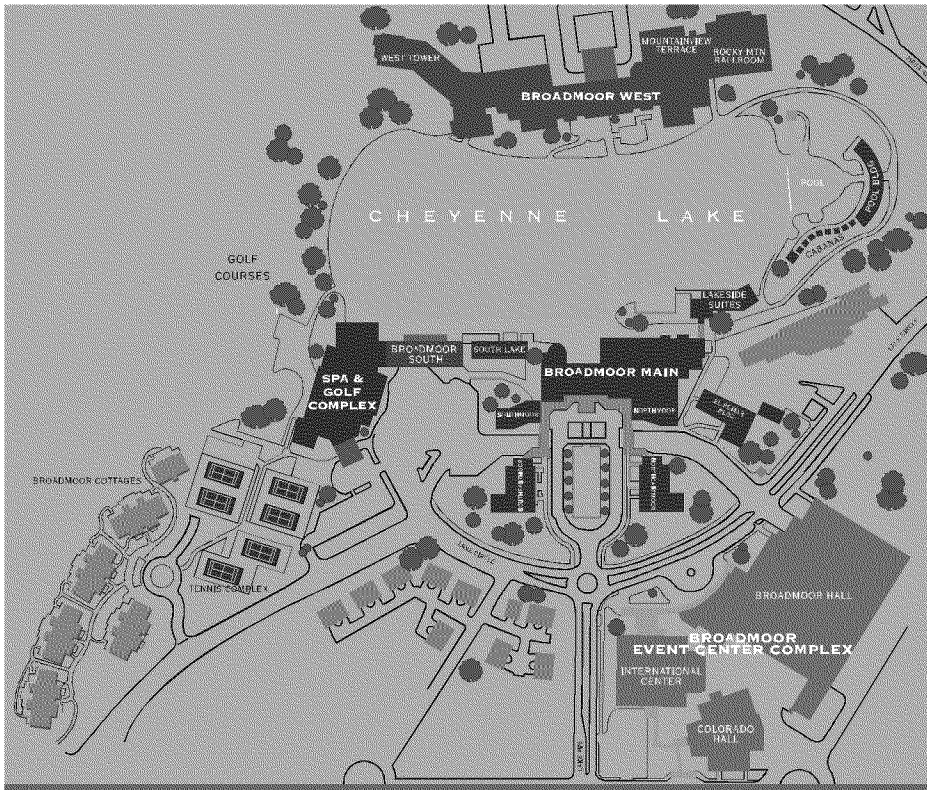
Sent: Tuesday, September 19, 2017 10:53 AM

To: Tobin, James <JTobin@nahb.org>

Subject: The Administrator speaking at the forum in Colorado Springs, CO....

Hello Mr. Tobin, my name is Gail Davis and I am the Administrator's Travel Coordinator and I work with Millan Hupp on his travel. I wanted to reach out to you to ask if there is a block or rooms being held at the Broodmoor and what is the cost per night? I will need several rooms for the special agents, traveling staff with the Administrator and his advance staff who will arrive a day or so before the Administrator. Please let me know how I should go about making those arrangements.

If you have any questions please feel free to reach out to me on 202 564 1444 or davis.gail@epa.gov.



THE BROADMOOR MEETING ROOM SPECIFICATIONS

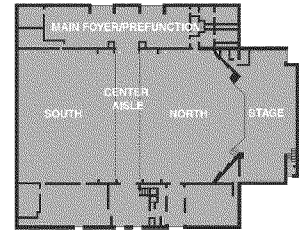
THE
BROADMOOR
COLORADO SPRINGS



IF YOU'VE BEEN HERE, YOU KNOW!

INTERNATIONAL CENTER

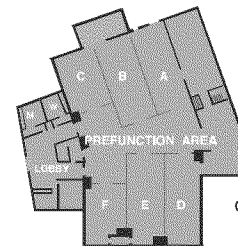
| INTERNATIONAL CENTER | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | EXHIBITS 10'X10' | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|----------------------|------------------|----------------|---------------------|---------------------|-----------|---------|------------|-----|---------|------------------|
| | | | | | | | -L- | -W- | -H- | |
| I.C. | 1,818 | 885 | | 76 | 1,600 | 1,110 | 163' | 92' | 35' | 14,996 |
| I.C. NORTH | 751 | 348 | 96 | 40 | 600 | 460 | 68' | 92' | 35' | 6,256 |
| I.C. SOUTH | 782 | 336 | 96 | 36 | 600 | 480 | 73' | 92' | 35' | 6,716 |
| I.C. CENTER AISLE | | | | | | | 21' | 92' | 25' | 1,932 |
| I.C. FOYER | | | | 9 | 350 | | 94' | 35' | 25' | 3,290 |
| I.C. PATIO | | | | | 350 | 200 | 53' | 64' | OUTDOOR | 3,392 |
| SHOW OFFICE | | | | | | | 38' | 33' | 15' | 1,254 |



INTERNATIONAL CENTER

COLORADO HALL

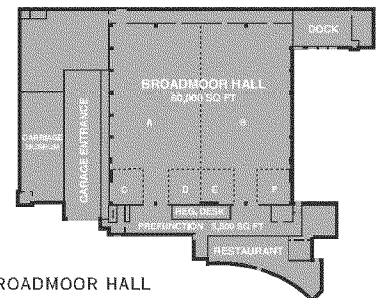
| COLORADO HALL | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | EXHIBITS 10'X10' | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|----------------------------|------------------|----------------|---------------------|---------------------|-----------|---------|------------|-----|-----|------------------|
| | | | | | | | -L- | -W- | -H- | |
| COLORADO HALL | 1,877 | 900 | | 76 | 1,500 | 1,010 | 150' | 99' | 15' | 14,850 |
| COLORADO HALL A,B,D OR E | 266 | 120 | 60 | | 200 | 120 | 76' | 32' | 15' | 2,432 |
| COLORADO HALL C OR F | 204 | 92 | 48 | | 100 | 120 | 56' | 35' | 15' | 1,960 |
| COLORADO HALL AB OR DE | 377 | 186 | 78 | | 450 | 270 | 76' | 64' | 15' | 4,864 |
| COLORADO HALL CENTER AISLE | | | | | 400 | | 39' | 99' | 15' | 3,861 |
| PREFUNCTION AREA | | | | | 400 | | | | | 3,934 |
| SHOW OFFICE | | | | | | | 16' | 22' | 15' | 352 |
| PRESS ROOM | | | | | | | 20' | 23' | 15' | 460 |



COLORADO HALL

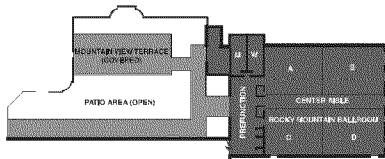
BROADMOOR HALL

| BROADMOOR HALL | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | EXHIBITS 10'X10' | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|-------------------------|------------------|----------------|---------------------|---------------------|-----------|---------|------------|------|---------|------------------|
| | | | | | | | -L- | -W- | -H- | |
| BROADMOOR HALL | 6,472 | 3,996 | | 331 | 5,000 | 3,800 | 250' | 240' | 25' | 60,000 |
| BALLROOM ACD OR BEF | 3,596 | 1,890 | | 160 | 2,500 | 1,710 | 250' | 120' | 25' | 30,000 |
| BALLROOM A OR B | 2,666 | 1,653 | | 128 | 2,000 | 2,000 | 200' | 120' | 25' | 24,000 |
| SECTIONS C,D,E OR F | 264 | 132 | 58 | 16 | 300 | | 53' | 62' | 25' | 3,286 |
| SECTION DE | 600 | 324 | 102 | | 600 | | 53' | 105' | 25' | 5,565 |
| PREFUNCTION AREA | | | | 27 | 600 | | 34' | 162' | 14' | 5,508 |
| BROADMOOR HALL PATIO | | | | | 250 | 200 | 68' | 36' | OUTDOOR | 2,448 |
| SHOW OFFICE A | | | 14 | | 40 | | 19' | 15' | 8' | 285 |
| SHOW OFFICE B | | | 16 | | 40 | | 22' | 18' | 8' | 396 |
| REGISTRATION 1 OFFICE A | | | | | | | 24' | 21' | 15' | 504 |
| REGISTRATION 1 OFFICE B | | | | | | | 15' | 18' | 15' | 270 |
| REGISTRATION 2 OFFICE A | | | | | | | 24' | 21' | 15' | 504 |
| REGISTRATION 2 OFFICE B | | | | | | | 15' | 18' | 15' | 270 |

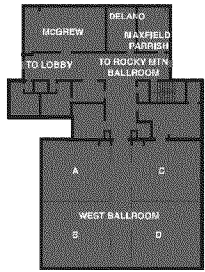
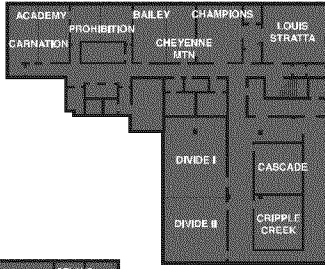


BROADMOOR HALL

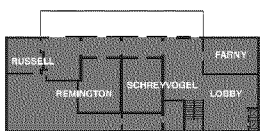
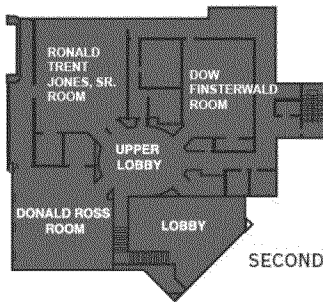
THE BROADMOOR MEETING ROOM SPECIFICATIONS



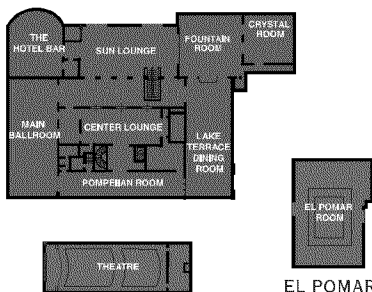
WEST LOWER LEVEL



GAYLORD BOARDROOM



MEZZANINE LEVEL



BROADMOOR WEST

| BROADMOOR WEST | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|------------------------------|---------------|-------------|------------------|-----------|---------|------------|-----|---------|---------------|
| | | | | | | -L- | -W- | -H- | |
| WEST BALLROOM | 638 | 246 | 90 | 500 | 350 | 80' | 63' | 9'6" | 5,040 |
| SECTION AB OR CD | 224 | 111 | 60 | 175 | 140 | 63' | 32' | 9'6" | 2,016 |
| SECTION A, B, C OR D | 104 | 48 | 30 | 75 | 50 | 31' | 32' | 9'6" | 992 |
| ROCKY MTN. BALLROOM | 1236 | 594 | 96 | 1,000 | 720 | 109' | 98' | 16' | 10,682 |
| SECTION AB AISLE OR CD AISLE | 650 | 300 | 96 | 500 | 430 | 109' | 54' | 16' | 5,886 |
| SECTION AB OR CD | 548 | 192 | 78 | 330 | 330 | 109' | 44' | 16' | 4,796 |
| A, B, C OR D | 262 | 102 | 54 | 200 | 150 | 54' | 44' | 16' | 2,376 |
| ROCKY MTN. FOYER | | | | 295 | | 29' | 98' | 16' | 2,842 |
| MCGREW | 70 | 24 | 24 | 50 | 30 | 31' | 23' | 10' | 713 |
| MAXFIELD PARRISH | 26 | 10 | 10 | | 10 | 15' | 22' | 10' | 330 |
| DELANO | 40 | | 10 | | 10 | 12' | 22' | 10' | 264 |
| DIVIDE I & II | 238 | 109 | 64 | 211 | 120 | 72' | 30' | 9.5' | 2,160 |
| DIVIDE I | 112 | 45 | 34 | 100 | 60 | 38' | 30' | 9.5' | 1,140 |
| DIVIDE II | 112 | 45 | 34 | 100 | 60 | 34' | 30' | 9.5' | 1,020 |
| CASCADE | 40 | 15 | 16 | | 20 | 27' | 22' | 9.5' | 594 |
| CRIPPLE CREEK | 67 | 24 | 18 | | 30 | 24' | 22' | 9.5' | 528 |
| LOUIS STRATTA | 70 | 27 | 24 | 50 | 40 | 30' | 26' | 10' | 780 |
| CHAMPIONS | 70 | 27 | 24 | 50 | 40 | 30' | 26' | 10' | 780 |
| CHEYENNE MOUNTAIN | 40 | 12 | 16 | | 20 | 15' | 26' | 10' | 390 |
| BAILEY | 40 | 12 | 16 | | 20 | 15' | 26' | 10' | 390 |
| CHEYENNE/BAILEY | 80 | 36 | 24 | | 40 | 30' | 26' | 10' | 780 |
| PROHIBITION | 35 | 9 | 16 | | 10 | 16' | 16' | 10' | 256 |
| ACADEMY | 35 | 12 | 16 | | 20 | 15' | 26' | 10' | 390 |
| CARNATION | 35 | 12 | 16 | | 20 | 15' | 26' | 10' | 390 |
| ACADEMY/CARNATION | 80 | 36 | 24 | | 40 | 30' | 26' | 10' | 780 |
| GAYLORD BOARDROOM | | | 22 | | | 40' | 14' | 10'6" | 560 |
| MOUNTAIN VIEW TERRACE | | | | 500 | 310 | 80' | 90' | OUTDOOR | 7,200 |
| WEST TERRACE | | | | 175 | 130 | 40' | 42' | OUTDOOR | 1,680 |
| WEST TOWER LAWN | | | | 750 | 400 | 80' | 80' | OUTDOOR | 12,000 |

BROADMOOR SPA AND GOLF CLUB

| BROADMOOR SPA AND GOLF CLUB | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|-----------------------------|---------------|-------------|------------------|-----------|---------|------------|-----|-----|---------------|
| | | | | | | -L- | -W- | -H- | |
| DONALD ROSS | 224 | 90 | 54 | 200 | 140 | 45' | 45' | 10' | 2,025 |
| ROBERT TRENT JONES, SR. | 244 | 111 | 54 | 200 | 140 | 48' | 42' | 10' | 2,016 |
| DOW FINSTERWALD | 147 | 72 | 36 | 150 | 90 | 43' | 32' | 10' | 1,376 |

CHEYENNE LODGE

| | | | | | | | | | |
|----------------------|--|--|--|-----|-----|-----|-----|---------|-------|
| CHEYENNE LODGE | | | | 450 | 500 | 77' | 82' | 24' | 6,314 |
| CHEYENNE LODGE PATIO | | | | 250 | 200 | 60' | 40' | OUTDOOR | 2,400 |

BROADMOOR SOUTH

| BROADMOOR SOUTH | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|-------------------|---------------|-------------|------------------|-----------|---------|------------|-----|---------|---------------|
| | | | | | | -L- | -W- | -H- | |
| FARNY | | | 14 | | | 27' | 17' | 11' | 459 |
| RUSSELL BOARDROOM | | | 12 | | | 21' | 26' | 11' | 546 |
| SCHREYVOGEL | 144 | 54 | 40 | 75 | 60 | 46' | 27' | 11' | 1,242 |
| REMINGTON | 108 | 45 | 30 | 75 | 60 | 35' | 27' | 11' | 945 |
| SOUTH TERRACE | | | | 350 | 210 | 53' | 90' | OUTDOOR | 4,770 |

BROADMOOR MAIN

| BROADMOOR MAIN | THEATER STYLE | SCHOOL ROOM | CONFERENCE STYLE | RECEPTION | BANQUET | DIMENSIONS | | | TOTAL SQ. FT. |
|--------------------------|---------------|-------------|------------------|-----------|---------|------------|------|---------|---------------|
| | | | | | | -L- | -W- | -H- | |
| MAIN BALLROOM | 294 | 168 | 84 | 300 | 240 | 89' | 35' | 14' | 3,115 |
| POURTALES | 20 | | 10 | 30 | 10 | 13' | 17' | 14' | 221 |
| POMPEIIAN | 294 | | | 250 | | 98' | 19' | 14' | 1,862 |
| LAKE TERRACE DINING ROOM | | | 84 | 300 | 240 | 88' | 35' | 14' | 3,080 |
| FOUNTAIN | | | | 150 | 130 | 40' | 40' | 14' | 1,600 |
| CRYSTAL | 100 | 75 | 36 | 125 | 80 | 40' | 30' | 12' | 1,200 |
| EL POMAR | | | 24 | | | 42' | 30' | 10' | 1,260 |
| THEATER | 280 | | | | | 77' | 34' | 14' | 2,618 |
| MAIN POOL | | | | 800 | 550 | 75' | 140' | OUTDOOR | 10,500 |
| LAKESIDE TERRACE | | | | 300 | 220 | 40' | 80' | OUTDOOR | 3,200 |

PROGRAM FOR HBA GOLF TOURNAMENT 2017
Thursday, October 5, 2017

| Date | Start Time | End Time | Function Description | Room | Setup | Agr |
|-----------|------------|----------|-------------------------------|--------------------|------------------|-----|
| Thu 10/05 | 9:00 AM | 10:00 AM | Exclusive Coffee Get Together | Gaylord Boardroom | Conference Style | 15 |
| Thu 10/05 | 10:00 AM | 10:30 AM | Speaker Ready Room | McGrew Room | Informal | 6 |
| Thu 10/05 | 10:30 AM | 12:30 PM | Media Event | Rocky Mtn AB/Aisle | Rounds of 8 | 200 |
| Thu 10/05 | 12:00 PM | 12:45 PM | Lunch | Rocky Mtn AB/Aisle | Rounds of 8 | 200 |
| Thu 10/05 | 5:30 PM | 7:30 PM | Reception | Donald Ross Room | Informal | 100 |



Gaylord Boardroom - West Tower



McGrew Room – West Building



Rocky Mountain Ballroom - West Building



Ross Room & Patio – Golf Building