To: Patricia Harty/EMPL/MA/Bell-Atl@VZNotes, James C. Hunter Jr/EMPL/VA/Verizon@VZNotes, "Trotter, Bill (CBS-Hampton Roads)" <Bill.Trotter@cox.com>, "Barnes, Randy (CBS-Hampton Roads)" <Randy.Barnes@cox.com>, Lawrence Chapman Jr/EMPL/DC/Verizon@VZNotes, "Jaggard, Debbie (CCI-Hampton Roads)" <Debbie.Jaggard@cox.com>

cc: "Cozens, George (CBS-Hampton Roads)" <George.Cozens@cox.com>, "King, Don (CBS-Hampton Roads)" <Don.King@cox.com>

Subject: Collocation Process

2/13/02

Minutes from today's Conference call:

*   Verizon and Cox will review Collocation requests prior to Cox processing application. This will assist in addressing any questions or issues; and will help to verify accuracy of information.

*   Point of Contacts for Verizon -
*   Larry Chapman (301 982-1375) email address
Lawrence.Chapman.Jr@Verizon.com
*   James Hunter (301 982-6555) email address James.C.Hunter.Jr@Verizon.com
*   Mike Gentry (703 204-5972)

*   Cox may choose to use their own vendors - they must be Verizon authorized vendors and meet certain requirements. At a minimum, they must meet IP72201 standards. James will distribute the website information to Cox in reference to Vendor requirements.

*   Cox requested information in reference to a Vendor quality control process. For example - If Verizon receives multiple complaints in reference to a particular vendor, what would be the process to "disqualify" a vendor and remove them from the authorization list. James will do further research and get back to Mary.

*   Cox is experiencing billing issues associated with returned inventory for NOVA. Mary has processed billing claims with the Verizon billing department, but will cc James Hunter on associated correspondence.

If I've missed any information we discussed, or confused any details, please feel free to advise. Thank-you to everyone for their support and participation. I think we had a very successful call today, and look forward to continued communications.

Mary E. Clarke
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