**From:** Tina Zhang
**To:** Allen Coleman
**Subject:** Re: Congratulations - You"ve been appointed to the Planning Board!
**Date:** Monday, November 2, 2026 9:00:10 AM
**Attachments:** image001.png
image002.png
image003.png
image004.png
image005.png
image006.png

---

Caution! This message was sent from outside your organization.

Good morning Allen,
I am kindly ask if my starting date of my appointment can be moved to January instead of immediately. As mentioned in during my interview, I am a college faculty and my teaching scheduled can be flexible but they got to be set ahead of time. In early October, my winter semester schedule is already set. I am already assigned a task of taking a group of students to China in early December which will be in conflict with the schedule. My spring schedule is still in the making, so I will coordinate accordingly. I can accommodate a January start of the appointment.
Best,
Tianduo

On Mon, Oct 19, 2026 at 3:23 PM Allen Coleman <Allen.Coleman@apexnc.org> wrote:

> Dear Tianduo Zhang,
>
> Congratulations on your recent appointment to the **Planning Board (PB)** with the Town of Apex. Please see the attached letter for additional details regarding your appointment, including important information and required next steps. A hard copy of the letter and a copy of the Resident Advisory Board Administrative Policy are being mailed to you.
>
> As outlined in the letter, you will be asked to **confirm your acceptance of this appointment** and indicate your preferred orientation session.
>
> If you have any questions, please do not hesitate to contact the Office of the Town Clerk.
>
> We look forward to working with you!
>
> Allen
>
> *Allen Coleman,* **CMC**
>
> Town Clerk

**Town of Apex, NC**

Town Clerk's Office

(919) 249-1260 (O) | (336) 583-6223 (M)

www.apexnc.org



---

Please note that email(s) sent to and from this address are subject to the North Carolina Public Records Law and may be disclosed to third parties