

THE BUILDING OF JEFFORDS HALL 2005

- **May** – the Bishop was informed that we would possibly be building a Fellowship Hall and Canon Callaway forwarded the Building and Financial Guidelines Manual from the Diocese of Atlanta.
- **July** – the Building Committee of 22 Parishioners and Staff was formed to to complete the following:
 - Selection of the Architect
 - The Architectural Scope of Work
 - The Design Options presented to the Vestry
 - The Final Design
 - The Number of Phases to the Project
 - The Scope of Phase 1
 - The decision to build or not build
 - Selection of the Builder
 - Change Orders
- **September** – after presentations from 3 architectural firms, the Committee agreed to select Jova, Daniels, Busby.
 - Jova, Daniels, Busby had their first meeting with Staff on September 20, 2005 to have a brainstorming session on space needs.
 - The Building Committee agreed on the major objectives of the Project and the scope of Phase 1.
 - on September 25th, the Architects met with Parishioners during the Rectors Forum to answer questions. Father Paul also discussed the responsibilities of the Building Committee.
- **October** – Architects discuss the feasibility of building on current site, buying the Chamber Building or acquiring new land with Building Committee.
 - list was compiled by Staff and Committee members of problems/solutions with the current building.
 - on October 25 Jova, Daniels, Busby presented the program/site analysis to the Building Committee.
- **November** – Building Committee met to discuss feedback from presentation to the Parish. The Architects presented space needs documentation. The Building Committee created sub-committees to research all areas to make sure that we have met the space needs of all concerned.
- **December** – the Building Committee spent the month of December working on space needs for the new Project.

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- **January** – the Building Committee reviewed with the Architects (hereafter referred to as JDB) modifications to the space needs program and also presented JDB with our program priorities and phasing requirements.
 - the Building Committee studied possible site locations for the Project presented by JDB.
 - The Building Committee co-chairs, Rick Wilson and Allen Pearson, went before the Vestry to explain where the Building Committee was in regards to the process and how the land acquisition topic was still being reviewed. They also discussed the site survey from JDB and the options they had presented, the possible disruption during construction and anticipated problems. The Vestry formed a sub-committee to make recommendations.
- **February** – the Vestry voted to accept the recommendation of the sub-committee not to require land acquisition as part of the proposed expansion of St. David's. JDB will be advised to proceed with plans for the existing property based on our space planning documents.
- **March**- based on the recommendation of the Construction Committee, the Rector and Vestry of St. David's authorization was made to move forward with JDB to proceed with work as our architect.
 - JDB met with the Building Committee on March 20th to discuss scheduling of the Project, Schematic Design, Cost Estimate, length of Project, and zoning. Guidelines were discussed by the Building Committee for selections of a Capital Campaign firm and a Builder.
- **April** – On April 18th, 2006, the Building Committee met with JDB. JDB presented a project schedule, with selection of a civil engineer as a priority. JDB is awaiting results of our land survey. The Committee received the contract from JDB and will review. JDB presented 3 Masterplan options to the Committee, after deliberation, Scheme A was selected and JDB was verbally authorized to proceed with the schematic design. Revisions and preferences were to be incorporated in the Master Plan as suggested by the Committee.
- **May** – the Building Committee selected Kirby-Smith Associates to assist in pre-construction planning and fund raising consultation. The capital campaign committee was led by Mike Tompros. Additional members included Janice Kloess, Tricia Quidley, Grayson Falcon, Maggie DeCan, Thomas Nolf, Roger Mathis, Susan Lickfold and Father Paul.
 - JDB solicited the services of Southern Civil Engineering for their initial input into the site design and their assistance in dealing with the City of Roswell. The Building Committee approved the engagement of Southern Civil with the ongoing effort. The Committee also gave approval to JDB to solicit proposals from Costing Analysis, Kitchen Designers, Soils Testing and Sound System firms. JDB presented a series of Masterplan images, outlining Phases 1A, 1B and 1C. Also presented were plans for the two levels of the Parish Hall addition, as well as a diagrammatic section through the new and old building. JDB was authorized to

proceed with the development of Phase 1A of the design, to be presented at the June meeting of the Building Committee.

Four contracting firms are to make site visits during the remainder of May so that a selection can be made in June.

- **July** – JDB hosted presentations from 3 building contractors on July 13th. The contractors that presented were New South, Van Winkle and R. J. Griffin. This meeting was attended by Rick Wilson, Bruce Thomas, Steve Romeyn, Madeline Nix, Jan Georges and Father Paul.
 - a kitchen design team was formed to work with the kitchen consultant on our needs when designing the kitchen. Lloyd Bowen, Laura Dover, Allen Pearson, Leonard Ferrand, Peggy Fallon and Mike Dougherty agreed to work on this team.
 - on July 18th, the Building Committee selected R. J. Griffin as our builder on the Project. The decision was based on recommendations from the team that attended the presentations for the Builders. RJG seemed to understand our project and vision. RJG also made a secondary visit to our campus and made adjustments in their pricing and construction schedule. We also contacted four references of previous Church projects by RJG and got favorable results.
 - on July 24th it was concluded that the Building Committee would need to expand. The Committee would not include a Construction Committee, a Capital Campaign Committee, a Finance Committee and a Communication Committee.
- **August** – the Building Committee had a short meeting to review the upcoming design presentations and regulatory issues. The designs from JDB are expected with the next few weeks.
- **September** – the Building Committee consulted with the Kitchen Designer, Omega Hospitality Group to work with the Architect to design our kitchen.
 - our Parish Chancellor advised that all contracts could be signed by 2 officers of the Vestry and Father Paul with Vestry approval. This has been the procedure of the Building Committee and it will continue in accordance with our Bylaws.
 - the Capital Campaign Committee scheduled sessions with Kirby Smith with a cross section of Parishioners to get feedback and determine what the magnitude of support there is within the Parish, both spiritual and financial.
 - JDB met with the Building Committee on September 5th and presented the final schematic design and pricing. The design was approved and to allow the builder and architectural firm to move to the next phase. JDB is working with the City of Roswell on regulatory issues. The Capital Campaign and Financial teams will need final pricing in place to launch their campaign. The Building Committee will review plan and make revisions based on cost at their next meeting.
 - A team of Parishioners were selected to review the design for feedback to the Building Committee. The team submitted several pages of items for review and it will be discussed at the next Building Committee meeting.
 - the Building Committee met on September 19th. JDB took the feedback from the Parishioners that reviewed the design and asked the Building Committee for their feedback as to what could be included in the final design. The regulatory update suggested that we conduct a traffic study to determine our impact on Old Roswell Road. We will also need to get easements from the Cam Head Law Firm and Mimosa Elementary to build the detention pond necessary for our Project.

- we are now in a position to start discussion for a construction loan. We are asking the Finance Committee for guidance on how to proceed.
- a sub-Committee will be formed to look at the soft costs associated with the Project. Donna Nolfa will lead this team.
- the Sr. Warden and Jr. Warden will head up a study on the operational impact of the new space on our budget.
- **October** – proposals were submitted by JDB for a utility survey to be conducted and for a sound system vendor. Geo Hydro Engineers were selected for the utility survey and Baker Audio will conduct a presentation for their services.
 - Father Paul asked that the Building Committee to take two weeks away from the Project to pray about this Project and how we should reorganize now that initial designs are in place and the work of the Committee would be changing.
 - Parishioner, Charles McMillan, volunteered his services to complete the Landscape Design for Jeffords Hall.
 - a contract was signed with Omega Hospitality to complete design for the kitchen in Jeffords Hall.
 - on October 26th we met with the City of Roswell Transportation Dept. to review their concerns with our Project.
 - on October 30th the Building Committee was reorganized. Under the leadership of the Building Committee a Master Plan was developed, a detailed Space Program, Architect and Builder chosen and a design for the Project. Everyone on the Building Committee is being asked to serve in the new structure.
 - the Vestry voted to name our new building Jeffords Hall.
 - on October 26th, the Building Committee approved a traffic study to be conducted and returned to the City of Roswell Transportation Department.
 - the Building Committee was restructured into several groups: The Project Chair, Project Stewardship, Prayer Support, Gospel (Communication), Covenant Management, Holy Space and Ministry Impact Management. Jan Georges will be the Project Chair, Lance Patterson will lead Project Stewardship, Father Todd and Rev. Anne Elizabeth will lead Prayer Support, Mike Tompros will lead the Gospel group, Covenant Management will be supported by the Project Chair, Holy Space will be lead by Donna Nolfa, and Ministry Impact Management will be lead by Jere Stokely.
- **November** – on November 9th, Pat McBurnette, Jan Georges, Mike Tompros and Father Paul conducted a conference call with Dale Bateman with Kirby Smith to review the results of our parish surveys. The survey was very supportive of the Project with 98% of those interviewed in favor of building Jeffords Hall. Being able to raise the money was of most concern.
 - on November 16th, the Gospel team met to strategize how to best communicate to the Parish. It was decided to educate this team as much as possible on the Project so they would be able to answer questions and speak to the Project with a greater understanding.
 - the City of Roswell informs our Civil Engineer that the square footage we are building is too large for the amount of property. They are going to try to resolve with the City.

- we held several meetings during the week of the 21st to invite all of our neighbors to let them know about our building project. We invited all of the neighbors in the subdivision that borders our Church property, owners of the commercial property bordering us on Warsaw Road and the principal of Mimosa Elementary School. The meeting was successful and we received positive feedback from all who attended.
- Lance Patterson begins the process of finding banks that will finance our construction. Lance is working with 6 banks. The first objective will be to set up a line of credit for project costs that begin before building.
- on November 21st, we contracted with Baker Audio for the sound system for the new building.
- on November 27th, it was decided by the City of Roswell that we would have to go before the Design and Review Board for a variance due to the size of building versus acreage of our Project.
- **December** – the Gospel Team completes their strategy for communicating with the Parish. They will have several team members in the main hallways on Sundays to answer questions. They will also communicate to all of our Ministry leads on the Project.
 - we held two more neighborhood meetings the first week of December to be sure that everyone had a chance to attend.
 - the Jeffords Hall team met on December 8th with the Architects and Builders to review pricing to include the reductions requested by the team at our last meeting. The results of the pricing was 10.5 million to 11 million.
 - Lance Patterson secured a line of credit for construction with Regions Bank, approval will need to be made by the Vestry and we will have to present our financials to the Diocese after the first of the year.
 - a variance was filed with the City of Roswell. It will come before the Design Review Board on January 9th.
 - the Jeffords Hall team made the decision to put all design development on hold until we secure our variance from the City of Roswell.
 - the Kitchen Committee met with the kitchen designer on December 21st to continue work on the final design.

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- **January**- we held a meeting to review our strategy before we have our hearing with the DRB regarding our variance. We have personally reached out to all members on the DRB to discuss our project.
 - our Green Committee is working with our Architects to implement environmental friendly elements in our new building.
 - January 8th was designated as a day to pray that if it is meant to be, that we secure our variance from the City of Roswell.
 - most of the month of January all progress for the Project was on hold due to the variance needed from the City of Roswell. Neighbors were canvassed for approval, presentations prepared, designs placed on poster boards, Board members contacted, and prayers conducted for preparation for the hearing with the DRB for our variance. With 150 Parishioners in attendance, we won our variance and the project will move forward.
 - on January 11th, the original Building Committee met to approve the reductions and how this will affect the original design.
 - on January 12th, the Architects met with the Jeffords Hall Building Team to review a Value Engineering log to further reduce the cost of the Project.
 - on January 13th, the Architects reduced the cost of the Project to 8.5 million and submitted to R.J. Griffin for their final pricing.
 - on January 19th the Vestry approved a resolution to secure a construction loan from Regions Bank.
 - the Holy Space – Interiors team will meet on the 23rd with the Architects and their designers to choose interior design elements for Jeffords Hall.
 - on January 19th, Bill Sleeper accepted the position of Capital Campaign Chair.
 - on January 25th, Jan Georges and our civil engineers met with the Fulton County School Board to discuss the easement we need to secure from Mimosa Elementary School.
- **February** – the Jeffords Hall Building Team met on February 5th to discuss the capital campaign and to bring all members up to date with what is happening on their team.
 - a cocktail reception is being planned as our first fundraiser for Jeffords Hall. It is to be held on February 16th.
 - a large worship service is being planned for March 11th. This service will be followed by lunch and will be the kick off for our capital campaign. Commitment Sunday will be March 18th.
 - on February 20th, the Jeffords Hall Building Team met to confirm a plan to submit to the Vestry regarding the building project. A recommendation was made to the Vestry as to why we should move forward with the project or why we should not move forward. Dale Bateman from Kirby Smith was in attendance and urged us to move forward with the project.
 - our cocktail reception held on February 16th raised 1.4M. It was a wonderful event and many people worked long hours to ensure that all went well.

- a capital campaign team is formed and Dale Bateman from Kirby Smith will train the team on April 10th.
- there will be a strategy meeting on March 1st for our hearing before the Design Review Board from the City of Roswell on March 6th. The DRB will have to give final approval for our design. The Architects will be in attendance.
- **March** – the Capital Campaign Committee will begin their pledge drive now and will continue for 60 days. They will make personal calls to all who have not pledged. Letters will also be sent as a reminder.
 - the Jeffords Hall Building Team and our Architects presented our plan to the Design Review Board on March 6th. The Board approved our plan and did not think that the Project would impact traffic.
 - due to the amount raised in our initial capital campaigns, the Jeffords Hall Building Committee have asked the Architects to make the narthex part of Phase II and to revise plans with Jeffords Hall as a stand alone building.
 - on March 11th we had one service in the cafeteria of Mimosa Elementary to kick off our capital campaign. Lunch was served afterward. The service was filled to capacity.
 - March 18, was Commitment Sunday. We collected 1M+ in funding for Jeffords Hall.
 - a meeting was held on March 26th to make recommendations to the Vestry as to shelf our design for building at a later date when more funding is available or to build a stand alone Fellowship Hall at a cost of 6-7M.
 - on March 27th, JDB met with the Jeffords Hall Building Team and presented two plan options for a Fellowship Hall. One of the options was chosen and the Vestry approved the option. The option chosen was for a stand alone structure.
- **April** – a communication was sent by letter to Parishioners regarding the change of the scope of the building project for Jeffords Hall.
 - Father Paul wrote an article in the Illumination to explain to Parishioners how the scope of the Jeffords Hall Project had changed.
 - We had a meeting with JDB and RJG on April 18th. The objective of this meeting was for the architects/builders to come back to us with new pricing after the nave renovations and the narthex had been taken out of this phase of the project. The Parish Hall design will remain the same with the basement unfinished with the exception of four classrooms and a bathroom that will replace the removal of the cottages.
 - on April 9th we delivered our First Submittal document to the Diocese. This is the first step in getting financial approval.
 - on April 19th we released JDB and RJG to move forward on the Project with the new plan of a stand alone building. The lower level will not be built out with the exception of 4 classrooms, restroom and a laundry room
 - on April 21st a meeting was held with the Jeffords Hall Team to bring everyone up to date on construction and financing.
 - we accepted a proposal from Construction Matters, a project management firm. This proposal will allow them to review our project and present to us their plan on how they can assist going forward.

- on April 24th Lance Patterson and Jan Georges met with Canon Callaway at the Diocese to discuss schedule and process for getting Diocese approval on the financing aspect of the project.
- **May** – a task force was formed to raise funds for the soft goods for Jeffords Hall – kitchen equipment, stage, chairs, tables, etc. This will be a fund raising group not part of the capital campaign. It will have an ongoing schedule of fund raisers over the next 3 years.
 - on May 22nd a meeting was held with the Jeffords Hall Team to discuss financing and update on construction.
 - Construction Matters has met with JDB and RJG to assess our Project.
 - our Capital Campaign Team continues to contact Parishioners who have not pledged. They hope to complete calling by the end of May.
- **June** – Father Paul and Jan Georges met with Construction Matters to review their findings on our Project. We will review and determine if we will contract with Construction Matters for the rest of the Project.
 - a question and answer article written by Father Paul was in the Illumination.
 - on June 21st, JDB and RJG met to review our Project and to develop the target cost model for the Project based on the change of the design.
- **July** – the City of Roswell DRB will not require us to amend our approval with them based on the revisions of the original design.
 - we met with JBD and RJG to finalize several design changes; as soon as the changes are implemented we will have a final budget. We told both groups that we had to maintain a budget 7.5M.
 - the week of July 10th, a letter was mailed to all contributors with an update on the Jeffords Hall Project.
 - the Vestry approved the decision to contract with Construction Matters as our Project Managers.
 - we met with JDB, RJG and Construction Matters to finalize a construction budget and schedule. Groundbreaking will be November 18th.
 - the Jeffords Hall Building Team met on July 26th to discuss the future plans for the capital campaign. We agreed to have a Parish wide event to increase funding.
- **August** – we met with Charles McMillan and Scott Hall to discuss our submittal to the DRB.
 - the Staff will be managing the September 29th fund raising event. Those that are involved, other than Staff, will need to attend Staff meetings every Thursday morning.
 - on August 15th, JDB and Omega Hospitality met with the Kitchen Team to discuss final plans for the kitchen and serving area.
 - Sanford Shew is introduced by RJG as the Project Superintendent.
 - the Jeffords Hall Building Team met on August 21st to review the capital campaign results.
 - on August 29th, the Kitchen Team, JDB, Father Paul and Jan Georges took a field trip to the Temple on Peachtree Street to look as the layout of their kitchen.
 - on August 31st our Civil Engineers applied for our Land Disturbance Permit with the City of Roswell.

- **September** – on September 6th, Jere Stokely, Jan Georges, JDB, RJG and Construction Matters met with Staff to discuss logistics of the building project and the impact to the Church and Preschool.

 - on September 10th, Lance Patterson and Jan Georges met with Construction Matters to confirm the budget and prepare for our meeting with the Diocese.
 - on September 10th, the final design plans were delivered to St. David's by JDB.
 - Lloyd Bowen accepted the call from Father Paul to be the Treasurer for the Jeffords Hall Project.
 - on September 20th, we met with JDB and the Holy Space Interiors Team to discuss the interior finishes for Jeffords Hall
 - on September 21st, Father Paul, Lance Patterson and Jan Georges met with the Diocesan Finance Team on September 21st to review our finances for the Jeffords Hall Project. This meeting is in preparation for our final approval with the entire Diocesan Finance Team.
 - Lance Patterson is beginning to work with several Banks to secure our construction loan.
 - on September 29th, a Parish wide fundraising event was held at St. David's. The event was attended by 350 Parishioners and we raised \$215,000.
 - JDB gave us boards with the interior selections. The Boards will be posted in the main hallway and parish hall.
- **October** – on October 2nd we were told that our Land Disturbance Permit will not be released due to concerns with the Transportation Department. We contacted 3 councilmen to plead our case. Two traffic studies have been conducted and neither concluded that St. David's has an impact on Old Roswell Road.

 - on October 7th, Father Paul, Lance Patterson and Jan Georges met to strategize for our approval meeting with the Diocesan Finance Committee.
 - Mike Tompros Gospel Team will once again be scheduled to man the Jeffords Hall Project table and to answer questions.
 - on October 10th, Father Paul, Jan Georges, JDB, and our Civil Engineers met with the City of Roswell Transportation Department to discuss concerns in obtaining our Land Disturbance Project. The City worked through all concerns with the exception of a turn lane on our neighbor's property. We agreed to contact our neighbor to discuss.
 - on October 15th, Father Paul, Jan Georges and Lance Patterson met to confirm final documentation for meeting with Diocesan Finance Committee.
 - October 16th, Lance Patterson confirms that we will be working with American Trust Bank to secure our construction loan.
 - Father Paul, Lance Patterson, Jan Georges and Judy Beecham met with the Diocesan Financial Committee to gain approval for our construction financing. The Committee approved the financing and was very supportive of the project.
 - on October 17th, we met with JDB and RJG to review RJG pricing of the Jeffords Hall Project and review the designs.

- flow tests were conducted to determine if we have enough water pressure for the new building, the good news is that we do.
- on October 24th, Father Paul met with JDB. JDB will move forward on construction documents.
- on October 29th, we secured our Land Disturbance Permit with the City of Roswell. The Permit will not be issued until we have cleared erosion control measures and built the detention pond. The City will have to sign off after the completion of both items.
- on October 31st, Father Paul sent RJG a letter with contract to proceed with the necessary planning for site work for Jeffords Hall.
- **November** – updates are now being posted to the St. David’s web site for information on Jeffords Hall. The Builders will post updates during the building of Jeffords Hall.
 - Jere Stokely will begin logistics for the preschool carpool traffic plan, removal of the cottages, displacement of the garden, and moving of the gazebo and benches, an Eagle project.
 - on November 7th, a Commitment letter is sent to American Trust Bank for the construction loan. We were given approval by the Diocese to send.
 - the week of the 15th was spent working with Lance Patterson to get all necessary paperwork to the Bank for the loan closing.
 - on November 18th, groundbreaking ceremonies were held for Jeffords Hall. The 11:15 service and groundbreaking ceremony was attended by Canon Callaway, Mayor Jere Wood, our Architects and Builders. A lunch was held after the ceremony.
 - on November 19th, we received a letter from Bishop Alexander and the Standing Committee approving our building loan.
 - on November 19th we sent the Builder a Commitment letter, a statement showing the Project Sources and Proposed Uses of funds and in particular the specific portion of available funds are that are earmarked for the estimated full Construction.
 - on November 27th, Father Paul and Jan Georges had a walk through the construction site to discuss with Sanford Shew, our building Superintendent, where storage would be for several items located near the cottages. (picnic tables, benches, gazebo, garden)
 - on November 27th, Lance Patterson and Jan Georges met with the Vestry to gain approval for the closing of our loan. Lance presented an operational budget and the impact of the mortgage for Jeffords Hall. He also presented the terms of the loan and the plan for repayment. The Vestry had a unanimous vote for approval of the closing.
 - the closing of the loan for Jeffords Hall was completed on November 28th at 9:00am. The loan took place at the office of the Bank’s attorney, Gary Goldsmith.
 - On November 30th, we approved our first change order for temporary power supply, total \$15,000.
 - as of December 4th, the cottages have been removed. All parts that could be sold have been removed and an article placed in the Bulletin that they are

available for sale by December 22nd. The portion of the cottages that remained was salvaged by the company that conducted demolition and will be recycled. The wood supports in the garden are being stored and the soil removed for future use. The gazebo and benches will be dismantled, removed and stored in the hope there will be a place for them once building is completed.

A tall, solid fence will be placed around the playground. Digging for the retention pond has begun; this is at the end of our parking lot.

- **December** – on December 10th, Jan Georges and Cathy Cheatwood met with the representatives from American Trust Bank to discuss their services and to change over our existing accounts to ATB.
 - On December 12th Father Todd and Jan Georges met with Construction Matters, Architects and Builders to review change orders and discuss the progress of the project. We have approved one change order that included removal of rock for the detention pond.
 - On December 13th, Jan Georges met with the Staff to discuss upcoming building projects. On December 20th, the Church will be without power due to the change over to temporary electricity.
 - RJ Griffin will begin sending weekly updates that will be uploaded to the St. David's website along with previous updates.
 - it has been agreed upon that all Change Orders (those which require additional funding outside of our contracts) will be reviewed by Rick Wilson and Lance Patterson. After review, they will be forwarded to the Vestry for approval.
 - On December 13th, we approved our third change order – removal of rock so that the detention pond could be built. Amount \$3500.
 - On December 17th, bi weekly meeting with JDB and RJG.
 - On December 18th the final kitchen plans were emailed to all members of the kitchen team for their approval.
 - we continue working this month on necessary papers to process our loan from the Diocese of Atlanta. This loan will be for \$200,000.
 - we are beginning the process of having the bridge from the current administrative offices evaluated. When we changed design plans and excluded the building of the Narthex, the bridge became the only connection to Jeffords Hall from the upstairs of the current building.

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- **January** – on January 2nd, we returned the papers to the Diocese for our loan and await approval.
 - on January 8th, our loan from the Diocese was approved and check mailed to St. David's.
 - on January 10th, we received our first billing from our builder, RJ Griffin.
 - on January 10th, we contracted with Nova Engineering and Environmental to do soil testing and evaluation.
 - on January 14th, we approved drawings for ordering our structural steel.
 - the completion of the detention pond has been delayed due to rain. Completion date is now targeting the first to second week of February. A fence will be erected around the pond and landscaping put in place to disguise wall.
 - Lance Patterson will be creating a monthly forecast for Jeffords Hall which will be reviewed by the Building Team. This forecast will include expenses and receipt of pledges for Jeffords Hall. It is extremely important that as much money as possible be collected in this first year of building.
 - a new sewer line will be built from Jeffords Hall along the back of the preschool wing of the building. The new sewer line will tie in with the lateral lines we have coming out of the current building and then routed to a connection on the east side of St. David's property. This project will disrupt the playground activities for approximately one month. Provisions are being discussed with the preschool and Sunday School for activities while the playground is out of use.
 - a new sidewalk will be built after the new sewer line is installed that will run from the back of the preschool wing to the playground and down to the parking lot. The sidewalk will have a loading space on the parking lot end to provide for any unloading of supplies and playground sand/mulch.
 - we have received the GMP pricing plans from JDB for Jeffords Hall. Also received are the suggestions for lighting.
 - we continue to keep our neighbors updated if there will be any disturbance in their area. RJG will be working on the Mimosa side of the detention pond and we have informed the Principal of Mimosa.
 - the detention pond is nearly completed and RJG is in the process of clearing the trees for the building and driveway. The trees will be hauled away by the clearing company and will be recycled. The trees that have been cleared are pine trees and will be replaced with hard woods.
- **February** – we have made a determination that we will not have an Easter sunrise service as usual in the Memorial Garden. The Memorial Garden is sacred ground and will not be disturbed during construction but getting to the Memorial Garden could be hazardous.
 - we have paid our fee and received approval from Fulton County to install our sewer/water lines for JFH. By use of a camera to view the lines, we discovered that the line running from our building to the main sewer has deteriorated and will have to be replaced. Replacing the line now should improve any sewer issues we have had in the past with the present building.

- we have met with our neighbor, Donna Sloan, to inform her that we will be working on her property to connect to the main sewer line. She gave her approval and forwarded a letter that we will send to the County confirming that she has given us the go ahead.
- work has begun to dig the hole for the basement of JFH. It has been a slow process due to the rain. Once this is completed the forms for the walls will be built. Structural steel has been ordered for the upper level.
- we are working with the City of Roswell on getting our Land Disturbance Permit. JDB has resubmitted answers to minor questions and we expect to get clearance within the next few weeks.
- Donna Nolf, the Building Team representative for interior design, has chosen the color of quarry tile that will be used in the JFH kitchen. The quarry tile a desert sand color. The color palette for JFH will be in gold and brown earth tones.
- **March** – we are working to get our pledging information updated so that Lance Patterson will have a more accurate way to forecast our expenses. Letters will be sent to Parishioners who have pledged to so that we can determine the timeliness of payments. We had various events with pledging beginning at different times throughout the year and the responses will assist in updating our information.
 - we met with RJG/JDB to make a final determination as to the route for the new sewer line. All are in agreement that the line will run behind JFH and across the back of our present building to connect with the new sewer line that will run under the parking lot to connect with the County main. The sewer line project will begin during spring break and will take approximately 3 weeks. Sewer and water will be off for two to three days during the start of the week.
 - on March 5th, we met with RJG and JDB to determine the GMP price of JFH. RJG presented pricing of \$5,518,886 for the building.
 - the Roswell Design and Review Board approved our modifications to the original design.
 - Georgia Power has submitted a proposal for lighting for the parking lot and courtyard. At present we own our lighting and are responsible for maintenance. If we approve Ga. Power, they will own lighting but are responsible for maintenance and we would pay a monthly fee.
 - the week of March 3rd began digging for the basement of JFH. Digging was hampered by a severe storm and trees down on the work site.
 - letters were sent to those who have pledged to JFH to ensure that our record of pledging is accurate and to determine the timeliness of each pledge.
 - on March 19th we met with JDB and RJG. We were presented with a proposal to have dedicated pavers on the floor of the Steeple. We are researching and if viable will conduct a fundraiser to promote pavers with personal inscriptions.
 - a meeting was held to discuss waterproofing for the basement. Williamson and Asso. are responsible for waterproofing and explained the process to us. We were impressed with their presentation and feel they have done an outstanding job to secure waterproofing for the basement.
 - JDB is working with a member of the Parish who is giving bathroom and kitchen accessories.

- we have received our final plans for audio/visual equipment for JFH. We will not be able to equip JFH immediately with all necessary equipment but all outlets, etc. will be put in place for future installation.
- we have ordered the walk in refrigeration/freezer for the kitchen, they have to be installed during the building of the kitchen.
- the basement has been poured and walls are in place.
- the bridge outside the Church office is not safe to be on at this time, especially children.
- Father Paul and Jan Georges reviewed the new pricing submitted from RJG and went back with a list of questions for verification.
- **April-** we met on April 2nd with Lance Patterson and Lloyd Bowen to review forecasting and budgeting for Jeffords Hall. Payments for JFH are coming in timely and we have been able to pay our last construction payment out of funds received rather than the construction loan.
 - The sewer has been completed that runs from JFH through the playground and under the parking lot to our neighbor's yard to tie into the main sewer line. We have also installed the fire hydrant in the front of the Church. A new sidewalk has been poured from the playground to the parking lot. We added 3 new parking spaces by adding more curb near the playground. The playground will have new fencing and the swings will be put back in place during the week of April 28th. RJG planned this work to coordinate with Spring Break to have as little disruption to St. David's school as possible.
 - we met with JDB and RJG on April 2nd. We reviewed pricing for the sewer line bridge foundation remediation and cooler freezer.
 - we met with JDB and RJG on April 14th. We asked for additional parking as soon as possible, it will probably be several months before work around the detention pond will be completed, opening up more space or parking.