

EDDS Project: Activities and Accounting

Total Costs \$42,526.38

Deposit \$43,847.33

Difference -\$1,320.95

<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
12/21/2016	Meeting with owner GM, PM, and client	3.5	\$ 195.00	\$682.50
12/28/2016	Communication with subcontractor on project	1.5	\$ 100.00	\$150.00
12/28/2016	Meeting with woner, gm, and subcontractor	1.75	\$ 200.00	\$350.00
12/29/2016	Meeting with GM, PM, and engineer to discuss client needs and designs.	2.75	\$ 100.00	\$275.00
1/4/2017	Review and meet over engineering prints with engineer, GM, PM.	3	\$ 100.00	\$300.00
1/5/2017	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
1/5/2017	Review design with CAPS designer.	0.75	\$ 125.00	\$93.75
1/6/2017	GM, PM, and two subcontractors to clients house for measurements and development of scope.	3	\$ 165.00	\$495.00
1/7/2017	GM meeting with PM to discuss scope of work and pricing.	2.5	\$ 100.00	\$250.00
1/8/2017	Material selection pricing and research	7.75	\$ 100.00	\$775.00
2/6/2017	GM drafting initital bid package	3.5	\$ 100.00	\$350.00
2/7/2017	GM communication with PM to request subcontractor bids licensing and SOW.	0.25	\$ 100.00	\$25.00
2/8/2017	Meeting with elevator company	1.25	\$ 100.00	\$125.00
2/9/2017	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
3/15/2017	GM and PM development of bid package	4.5	\$ 165.00	\$742.50
3/22/2017	GM preparing material list for PM review	2.25	\$ 100.00	\$225.00
4/17/2017	Call with client	0.1	\$ 35.00	\$3.50
4/21/2017	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
4/21/2017	Communication with subcontractor on project	0.6	\$ 100.00	\$60.00
4/21/2017	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
4/26/2017	Communication with subcontractor on project	0.3	\$ 100.00	\$30.00
5/2/2017	Communication with subcontractor on project on recent changes.	0.1	\$ 100.00	\$10.00

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<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
5/3/2017	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
5/15/2017	Meeting with client and GM	2	\$ 100.00	\$200.00
5/16/2017	Blueprint sketch costs	1	\$ 1,395.00	\$1,395.00
6/5/2017	Drawings received from engineer. Review and discuss with PM.	0.75	\$ 165.00	\$123.75
6/5/2017	Drawings submitted to VA	0.15	\$ 100.00	\$15.00
6/5/2017	Document scan and upload to client folder. 3 prints ordered	1	\$ 275.45	\$275.45
6/5/2017	Communication with GM, owner, and engineer	0.1	\$ 200.00	\$20.00
6/11/2017	GM and admin subcontractor bid packages and bidding system	3.5	\$ 145.00	\$507.50
	Order 4 copies of drawings for subcontractors review, discuss VA contractor packet with			
6/11/2017	PM and GM	1	\$ 525.00	\$525.00
6/12/2017	Communication with subcontractor on project	0.75	\$ 100.00	\$75.00
6/12/2017	Communication with subcontractor on project regarding design changes	0.15	\$ 100.00	\$15.00
	Communication with subcontractors including plumbing, flooring, excavation, elevator,			
6/12/2017	and tile. Scope of work and bids requested. Floor plans sent	3.5	\$ 100.00	\$350.00
7/17/2017	Blueprint sketch costs from firm	1	\$ 1,050.00	\$1,050.00
7/26/2017	GM and PM to meet and work on proposal	5.75	\$ 165.00	\$948.75
7/26/2017	GM and owner meeting regarding project updates	0.75	\$ 100.00	\$75.00
8/22/2017	Prepare contracts for signature	0.75	\$ 65.00	\$48.75
8/22/2017	Revise documents per GM request	0.3	\$ 65.00	\$19.50
	Meeting with client. Discussed the several projects, subcontractors, and proposed			
8/23/2017	timeline	2	\$ 100.00	\$200.00
8/28/2017	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
8/30/2017	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00

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9/6/2017	Communication with VA	0.15	\$ 100.00	\$15.00
9/6/2017	Communication with VA	0.1	\$ 100.00	\$10.00
9/7/2017	Communication with subcontractor on project	1.25	\$ 100.00	\$125.00
9/7/2017	Communication with subcontractor on project blueprints	2.25	\$ 100.00	\$225.00
9/7/2017	Communication with subcontractor on project materials and bid package	2.5	\$ 100.00	\$250.00
9/13/2017	Communication with subcontractor on project	0.9	\$ 100.00	\$90.00
9/21/2017	Communication with subcontractor on project scope of work	0.75	\$ 100.00	\$75.00
9/27/2017	Communication with VA	0.15	\$ 100.00	\$15.00
10/19/2017	Communication with subcontractor on project	0.75	\$ 100.00	\$75.00
10/20/2017	Communication with subcontractor	0.15	\$ 100.00	\$15.00
11/2/2017	Review 2018 ADA and city code standards	0.75	\$ 100.00	\$75.00
11/3/2017	Meeting with VA	1.5	\$ 100.00	\$150.00
11/28/2017	Meeting with GM, PM and subcontractors	2.25	\$ 165.00	\$371.25
12/7/2017	Communication with VA	0.1	\$ 100.00	\$10.00
12/12/2017	Communication with VA	0.1	\$ 100.00	\$10.00
12/12/2017	Communication with VA	0.1	\$ 100.00	\$10.00
1/1/2018	GM, owner, engineer communication on project drawings	0.1	\$ 200.00	\$20.00
1/1/2018	GM and owner meeting regarding project updates	0.25	\$ 200.00	\$50.00
1/11/2018	Review of city planning and development response to project submission communication with PM, subcontractor and engineer regarding city feedback and design changes	0.5	\$ 100.00	\$50.00
1/11/2018	changes	1.5	\$ 100.00	\$150.00
1/13/2018	GM review city request for revised drawings	0.5	\$ 100.00	\$50.00
1/14/2018	GM meeting with designer and engineer to discuss city changes to drawings	0.75	\$ 100.00	\$75.00

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1/15/2018	Project updates with GM, PM, RM, and owner.	0.75	\$ 330.00	\$247.50
1/16/2018	GM contact with engineer and sub regarding drawing status	0.15	\$ 100.00	\$15.00
1/26/2018	Owner meeting with subcontractor	1	\$ 100.00	\$100.00
3/2/2018	Meeting with owner and designer regarding prints and ADA	1.5	\$ 125.00	\$187.50
3/3/2018	Email exchange with VA	0.1	\$ 100.00	\$10.00
3/5/2018	Communication with subcontractor, GM, owner, and designer	0.15	\$ 200.00	\$30.00
3/5/2018	Communication with subcontractor, GM, owner, and designer	0.6	\$ 200.00	\$120.00
3/9/2018	GM onsite meeting with client	2.75	\$ 100.00	\$275.00
3/9/2018	Revise proposal and design per client requested changes	4.75	\$ 100.00	\$475.00
3/15/2018	Owner called client twice to discuss project design and grant info	0.1	\$ 100.00	\$10.00
3/16/2018	Client call with GM to discuss process and meeting	0.2	\$ 100.00	\$20.00
3/19/2018	Communication with subcontractor on project	0.25	\$ 100.00	\$25.00
3/19/2018	Communication with subcontractor on project bid package	0.75	\$ 100.00	\$75.00
3/19/2018	Communication with subcontractor on project scope of work	1.5	\$ 100.00	\$150.00
3/19/2018	Communication with subcontractor on project	2.5	\$ 100.00	\$250.00
3/19/2018	Discuss material selections and designs with client	1.4	\$ 100.00	\$140.00
4/3/2018	Communication with subcontractor and owner on project	0.1	\$ 100.00	\$10.00
4/4/2018	Communication with subcontractor and owner on project	0.1	\$ 100.00	\$10.00
4/4/2018	Communication with subcontractor and owner on project	0.1	\$ 100.00	\$10.00
4/4/2018	Email communication with client	0.1	\$ 100.00	\$10.00
4/17/2018	Phone call with client and owner	0.2	\$ 100.00	\$20.00
4/26/2018	Email with client regarding project	0.5	\$ 100.00	\$50.00
5/3/2018	Communication with subcontractor on project	0.25	\$ 100.00	\$25.00

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5/3/2018	Communication with subcontractor on project status and scope	0.25	\$ 100.00	\$25.00
5/3/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
5/3/2018	Phone call with VA and client regarding requested design changes	0.5	\$ 100.00	\$50.00
5/3/2018	Communication with subcontractor	0.1	\$ 100.00	\$10.00
5/3/2018	Client called and spoke with RM	0.1	\$ 65.00	\$6.50
5/10/2018	Email with client regarding project	0.75	\$ 100.00	\$75.00
5/10/2018	Email communication with client	0.1	\$ 100.00	\$10.00
5/11/2018	Called client	0.1	\$ 100.00	\$10.00
5/11/2018	Communication with subcontractor on project	0.3	\$ 100.00	\$30.00
5/11/2018	Communication with subcontractor on project scheduling	0.75	\$ 100.00	\$75.00
5/11/2018	Communication with subcontractor on project	0.75	\$ 100.00	\$75.00
5/14/2018	Email communication with VA. Changes to design requested	0.1	\$ 100.00	\$10.00
5/14/2018	Email communication with VA	0.1	\$ 100.00	\$10.00
5/14/2018	Email communication with VA	0.1	\$ 100.00	\$10.00
5/15/2018	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
5/17/2018	Communication with subcontractor on project re: elevator	0.1	\$ 100.00	\$10.00
5/17/2018	Communication with subcontractor on project	0.3	\$ 100.00	\$30.00
5/17/2018	Communication with subcontractor on project re: flooring, tile, hardwood	0.45	\$ 100.00	\$45.00
5/17/2018	Communication with subcontractor on project	0.3	\$ 100.00	\$30.00
5/17/2018	Communication with subcontractor on project re: water lines	0.5	\$ 100.00	\$50.00
5/17/2018	Communication with subcontractor on project	0.75	\$ 100.00	\$75.00
5/17/2018	Communication with subcontractor on project	0.5	\$ 100.00	\$50.00
5/17/2018	Communication with subcontractor on project meetings and updates	0.75	\$ 100.00	\$75.00

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5/17/2018	Meeting with RM, owner, Designer and PM. Engineer cancelled last minute.	1.5	\$ 230.00	\$345.00
5/17/2018	Email communication with designer. Review of attached pdfs with owner and PM.	0.5	\$ 165.00	\$82.50
5/18/2018	Owner called client twice to discuss project design and grant info	0.1	\$ 100.00	\$10.00
5/18/2018	Owner called client	0.1	\$ 100.00	\$10.00
5/18/2018	Talked to client to schedule a call in the morning	0.1	\$ 100.00	\$10.00
5/18/2018	RM called client. No answer left VM	0.1	\$ 100.00	\$10.00
5/19/2018	Conversation with client regarding scheduling and reassessment of elevations and SOW	0.25	\$ 100.00	\$25.00
5/21/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/21/2018	Meeting with owner, PM and client to take measurements of outside and master suite	2.5	\$ 165.00	\$412.50
5/21/2018	Communication with client requesting change to bathroom shower. Document and revise mat specs	0.3	\$ 100.00	\$30.00
5/22/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/22/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/22/2018	Communication with subcontractor on project re: deck	0.15	\$ 100.00	\$15.00
5/22/2018	Communication with subcontractor on project re: deck	0.5	\$ 100.00	\$50.00
5/22/2018	Communication with subcontractor on project blueprint changes and city code	0.75	\$ 100.00	\$75.00
5/22/2018	Meeting with client, owner, PM, APM, foreman, and subcontractor to redesign project per VA and client specifications.	4.5	\$ 305.00	\$1,372.50
5/23/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/23/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/23/2018	Owner meeting with PM and APM	1.45	\$ 230.00	\$333.50
5/25/2018	Spoke with client about Dig Right markings	0.5	\$ 100.00	\$50.00
5/25/2018	Uploaded photos/docs into client file. Admin.	0.5	\$ 45.00	\$22.50

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5/28/2018	Owner review of aerial maps and plot diagrams for dig safe markings	0.75	\$ 100.00	\$75.00
5/29/2018	Communication with subcontractor on project	0.45	\$ 100.00	\$45.00
5/29/2018	Dig safe ordered and marked by owner	0.2	\$ 100.00	\$20.00
5/29/2018	Dig safe communication with foreman and PM	0.1	\$ 240.00	\$24.00
5/31/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
5/31/2018	Communication with subcontractor on project	2.5	\$ 100.00	\$250.00
5/31/2018	Owner communication re: materials and accounting with subcontractor	0.5	\$ 100.00	\$50.00
6/5/2018	Meeting with owner and GM for pre-construction and budgeting	2	\$ 200.00	\$400.00
6/13/2018	Lengthy call KCMO and Matt from KCBP	1.75	\$ 100.00	\$175.00
6/26/2018	Meeting with PM, owner, and Foreman to revise scope of work and design per client request	1.3	\$ 240.00	\$312.00
6/27/2018	Communication with VA	0.1	\$ 100.00	\$10.00
6/27/2018	Communication with VA	0.1	\$ 100.00	\$10.00
6/27/2018	Communication with VA on requirements	0.75	\$ 100.00	\$75.00
6/27/2018	Communication with VA	0.3	\$ 100.00	\$30.00
6/28/2018	Communication with PM, owner and Engineer. Floor plan sent.	0.75	\$ 65.00	\$48.75
7/1/2018	Meeting with owner, PM, and Designer to revise scope and design	0.2	\$ 165.00	\$33.00
7/2/2018	Email communication with VA requesting meeting	0.1	\$ 100.00	\$10.00
7/2/2018	Revise proposal	4.7	\$ 100.00	\$470.00
7/3/2018	Follow up with plumber. Review plans and drawings.	0.75	\$ 100.00	\$75.00
7/5/2018	Communication with PM and owner	0.15	\$ 165.00	\$24.75
7/5/2018	Communication with PM and owner	0.1	\$ 165.00	\$16.50
7/5/2018	Communication with PM and owner	0.1	\$ 165.00	\$16.50

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<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
7/12/2018	Email communication with engineer and PM	0.15	\$ 165.00	\$24.75
7/13/2018	Called client	0.15	\$ 100.00	\$15.00
7/16/2018	Review CAPS design specs	0.75	\$ 100.00	\$75.00
7/17/2018	Meeting with Designer, Engineer, PM and owner to revise drawings per VA Order 4 sets of blueprints, prepare notes and documents for meeting with Designer,	3	\$ 165.00	\$495.00
7/17/2018	Engineer, PM and owner	1.75	\$ 100.00	\$175.00
7/20/2018	Communication with VA	0.1	\$ 100.00	\$10.00
7/20/2018	Communication with VA	0.1	\$ 100.00	\$10.00
7/20/2018	Communication with VA	0.1	\$ 100.00	\$10.00
7/27/2018	Owner called client	0.2	\$ 100.00	\$20.00
7/27/2018	Review of VA packet requirements with foreman and subcontractor	2.5	\$ 175.00	\$437.50
7/28/2018	PM review of MEC check compliance report	1.5	\$ 100.00	\$150.00
7/30/2018	Communication with ADA designer and engineer	0.15	\$ 100.00	\$15.00
7/30/2018	Communication with ADA designer and engineer	0.15	\$ 100.00	\$15.00
8/6/2018	Called client	0.15	\$ 100.00	\$15.00
8/6/2018	Communication with PM, Engineer, and designer.	0.15	\$ 100.00	\$15.00
8/6/2018	Meeting with PM and owner	0.5	\$ 165.00	\$82.50
8/7/2018	Meeting with owner and VA	1.15	\$ 100.00	\$115.00
8/7/2018	Doc review for meeting prep with VA	1	\$ 100.00	\$100.00
8/21/2018	Communication with ADA designer	0.1	\$ 100.00	\$10.00
8/21/2018	Communication with ADA designer	0.15	\$ 100.00	\$15.00
8/21/2018	Communication with ADA designer	0.15	\$ 100.00	\$15.00
8/21/2018	Communication with ADA designer and engineer	0.15	\$ 100.00	\$15.00

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<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
8/21/2018	Receive and review latest revised drawings from Engineer and ADA designer. Meeting with owner, PM, Foreman, and subcontractor to review latest revisions and	1.25	\$ 100.00	\$125.00
8/21/2018	develop scope and timeline	3.25	\$ 240.00	\$780.00
8/22/2018	Email with client regarding project	0.5	\$ 100.00	\$50.00
8/23/2018	Email with client regarding project. Client would like to start.	0.25	\$ 100.00	\$25.00
8/23/2018	Owner and PM meeting to discuss project updates			
8/29/2018	Procurement of double outswing french doors with internal blinds per client spec	1	\$ 1,975.65	\$1,975.65
8/30/2018	CCommuniation with client cancelling start of project			
9/12/2018	Communication with VA	0.1	\$ 100.00	\$10.00
9/13/2018	Meeting with owner, PM and subcontractor to review drawings and SOW	1.75	\$ 165.00	\$288.75
9/18/2018	Communication with VA	0.1	\$ 100.00	\$10.00
9/23/2018	Communication with subcontractor	0.1	\$ 100.00	\$10.00
9/23/2018	Communication with subcontractor	0.2	\$ 100.00	\$20.00
9/23/2018	Revise proposal per new mat specs with PM and foreman	6.5	\$ 240.00	\$1,560.00
9/27/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.15	\$ 100.00	\$15.00
9/28/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.15	\$ 100.00	\$15.00
9/28/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.75	\$ 100.00	\$75.00
9/28/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.15	\$ 100.00	\$15.00
9/28/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.15	\$ 100.00	\$15.00
9/28/2018	Communication with subcontractor. new drawings submitted, new bid request sent.	0.15	\$ 100.00	\$15.00
10/3/2018	Communication with VA	0.1	\$ 100.00	\$10.00
10/3/2018	Communication with VA	0.1	\$ 100.00	\$10.00
10/6/2018	Revision of engineers drawings.	1	\$ 2,250.00	\$2,250.00

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10/7/2018	Review of city and state code and ADA compliance changes	0.75	\$ 100.00	\$75.00
10/8/2018	PM and owner SOW review for permitting	1.75	\$ 100.00	\$175.00
10/10/2018	PM and subcontractor to prepare proposal	6.5	\$ 65.00	\$422.50
10/10/2018	Communication with owner and PM on scope of work and design changes. PM communicaiton for new subcontractors. Revised SOW with plumber and excavation	0.5	\$ 165.00	\$82.50
10/10/2018	company to move water lines. Bid package updated. Noted in client file and city permit.	3.25	\$ 65.00	\$211.25
10/10/2018	Review VA compliant elevator cab configurations and propose to client	0.3	\$ 100.00	\$30.00
10/11/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
10/11/2018	Communication with subcontractor on project to schedule meeting	0.1	\$ 100.00	\$10.00
10/11/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
10/11/2018	Communication with subcontractor on project for bid package	0.1	\$ 100.00	\$10.00
10/11/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
10/11/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
10/11/2018	Communication with subcontractor on project	0.15	\$ 100.00	\$15.00
10/11/2018	Communication with subcontractor on project on scope of work	0.25	\$ 100.00	\$25.00
10/13/2018	Discuss and finalize elevator design with client. Log into file and check with subcontractor	0.1	\$ 100.00	\$10.00
10/16/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
10/16/2018	Owner and foreman review of architectural drawings	1.5	\$ 175.00	\$262.50
10/16/2018	Meeting with subcontractor, new drawings submitted.	0.75	\$ 100.00	\$75.00
10/17/2018	Administrator doc upload and accounting	2.5	\$ 45.00	\$112.50
10/22/2018	Communication and doc review with subcontractor	0.5	\$ 100.00	\$50.00
10/24/2018	Communication and updates with subcontractor	0.1	\$ 100.00	\$10.00
10/24/2018	Communication and updates with subcontractor	0.1	\$ 100.00	\$10.00

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10/24/2018	Communication and updates with subcontractor	0.1	\$ 100.00	\$10.00
10/31/2018	Doc submittal to subcontractor	0.25	\$ 100.00	\$25.00
10/31/2018	Owner and PM meeting to discuss project updates	0.75	\$ 100.00	\$75.00
11/8/2018	Communication with subcontractor	0.1	\$ 100.00	\$10.00
11/8/2018	Communication with subcontractor	0.1	\$ 100.00	\$10.00
11/9/2018	Permit issued. PM meeting at city to gather and submit	1	\$ 397.65	\$397.65
11/9/2018	PM meet with city regarding permit issuance	3.75	\$ 100.00	\$375.00
11/14/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
11/14/2018	Communication with subcontractor on project	0.1	\$ 100.00	\$10.00
11/14/2018	Communication with subcontractor on project re: scheduling and scope	0.15	\$ 100.00	\$15.00
11/14/2018	Communication with subcontractor on project revised bid package	0.15	\$ 100.00	\$15.00
11/15/2018	Communication with client, flooring chosen	0.15	\$ 100.00	\$15.00
11/29/2018	Email communication with VA	0.15	\$ 100.00	\$15.00
11/29/2018	Email communication with VA	0.5	\$ 100.00	\$50.00
11/30/2018	Scan and VA submittal	1.75	\$ 100.00	\$175.00
12/1/2018	Admin and owner prepare mat specs for VA	3.5	\$ 145.00	\$507.50
12/3/2018	Owner call with concrete subcontractor. Aerial drawings sent. New bid package sent.	0.5	\$ 100.00	\$50.00
12/3/2018	Communication with subcontractor	0.1	\$ 100.00	\$10.00
12/4/2018	Email communication with VA	0.25	\$ 45.00	\$11.25
12/6/2018	Email communication with the VA	0.1	\$ 100.00	\$10.00
12/6/2018	Email communication with VA	0.1	\$ 100.00	\$10.00
12/6/2018	Communication with client to review changes to scope and change orders	0.15	\$ 100.00	\$15.00
12/7/2018	Review subcontractor bid packages	3.5	\$ 100.00	\$350.00

EDDS Project: Activities and Accounting

Total Costs \$42,526.38

Deposit \$43,847.33

Difference -\$1,320.95

<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
12/8/2018	Revise proposal	7.5	\$ 100.00	\$750.00
12/13/2018	Email exchange with VA	0.15	\$ 100.00	\$15.00
12/14/2018	Email communication with the VA	0.15	\$ 100.00	\$15.00
12/14/2018	Prepare bid	6.5	\$ 100.00	\$650.00
12/14/2018	Email communication with the VA	0.15	\$ 100.00	\$15.00
12/14/2018	Email communication with the VA	0.25	\$ 100.00	\$25.00
12/14/2018	Email communication with the VA	0.15	\$ 100.00	\$15.00
12/14/2018	Email communication with the VA	0.15	\$ 100.00	\$15.00
12/20/2018	Permits issued, fees paid	1	\$ 648.95	\$648.95
12/23/2018	Order 4 copies of full size blueprints. Print, prepare and review three sets of contracts and documents for signature. Submitted to owner for approval.	1	\$ 495.83	\$495.83
12/26/2018	Meeting with client to review and sign documents	2.75	\$ 100.00	\$275.00
12/27/2018	Email communication with VA	0.1	\$ 100.00	\$10.00
12/28/2018	Email communication with VA	0.15	\$ 100.00	\$15.00
12/28/2018	Email communication with VA to schedule meeting	0.15	\$ 100.00	\$15.00
12/28/2018	Email communication with VA re: VA packet submittal	0.15	\$ 100.00	\$15.00
12/28/2018	Email communication with VA	0.25	\$ 100.00	\$25.00
12/28/2018	Meeting with PC at VA in LS regarding project and review of documents.	1.5	\$ 100.00	\$150.00
1/3/2019	Email communication with VA	0.1	\$ 100.00	\$10.00
1/3/2019	Email communication with VA	0.1	\$ 100.00	\$10.00
1/3/2019	Email communication with VA re: submittal	0.1	\$ 100.00	\$10.00
1/3/2019	Email communication with VA	0.15	\$ 100.00	\$15.00
1/3/2019	Went to VA to deliver contract and prints	1	\$ 100.00	\$100.00

EDDS Project: Activities and Accounting

Total Costs \$42,526.38

Deposit \$43,847.33

Difference -\$1,320.95

<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
1/3/2019	Permits received from city. Photo sent to client		\$ 100.00	\$0.00
1/4/2019	Email communication with VA requesting meeting	0.15	\$ 100.00	\$15.00
1/4/2019	Redevelop mat specs per client and VA request	1.5	\$ 100.00	\$150.00
1/7/2019	Admin scan and upload of drawings into system and copy to VA	0.25	\$ 35.00	\$8.75
1/7/2019	Review 2019 ADA complaint code changes and city codes	0.75	\$ 35.00	\$26.25
1/20/2019	Email with client and sent additional copy of documents	0.15	\$ 100.00	\$15.00
1/22/2019	Review HISA bathroom requirements sent via doc by client	0.3	\$ 100.00	\$30.00
	Prepare HISA bid of itemized costs. Revise SAH grant proposal to exclude items contained.			
1/23/2019	Communicate with engineer.	5.25	\$ 100.00	\$525.00
1/30/2019	Scan and send digital prints of itemized proposal and blueprints to client	0.5	\$ 100.00	\$50.00
2/1/2019	Email exchanges with VA	0.5	\$ 100.00	\$50.00
2/5/2019	Called VA to receive updates	0.1	\$ 100.00	\$10.00
	On-site reassessment of elevations and site conditions for concrete walkway and deck			
2/16/2019	build.	1.5	\$ 100.00	\$150.00
2/19/2019	Client request to begin bathroom per HISA modification	0.1	\$ 100.00	\$10.00
2/19/2019	Partial material procurement	1	\$ 1,685.27	\$1,685.27
2/20/2019	Meeting with subcontractor to review drawings and SOW	0.75	\$ 100.00	\$75.00
2/21/2019	Communication and review of design with VA		\$ 100.00	\$0.00
2/21/2019	Meeting with subcontractor to review bid package and payments	1.5	\$ 100.00	\$150.00
2/21/2019	Revise proposal	2.25	\$ 100.00	\$225.00
2/21/2019	Scan and send docs to client. Create invoice	0.25	\$ 100.00	\$25.00
2/21/2019	Review of city codes and permit status	0.3	\$ 100.00	\$30.00
2/21/2019	Communication with VA	0.1	\$ 100.00	\$10.00

EDDS Project: Activities and Accounting

Total Costs \$42,526.38

Deposit \$43,847.33

Difference -\$1,320.95

<u>Date</u>	<u>Activity</u>	<u>Units</u>	<u>Billable</u>	<u>Total</u>
2/22/2019	Project updates with client regarding VA delays in communication and waiver of the HISA	0.15	\$ 100.00	\$15.00
2/23/2019	Communication with client cancelling HISA project	0.1	\$ 100.00	\$10.00
2/26/2019	Email communication with engineer	0.15	\$ 100.00	\$15.00
2/26/2019	Review of VA changes and document preparation	1.75	\$ 100.00	\$175.00
2/27/2019	Finalize change orders not included in previous proposal. Update accounting.	1.3	\$ 100.00	\$130.00
3/1/2019	Conversation with engineering firm regarding status of VA changes to blueprints	0.5	\$ 100.00	\$50.00
3/1/2019	Meeting with owner foreman regarding scheduling and project status	1.5	\$ 165.00	\$247.50
3/20/2019	Email with initial Engineering Firm	0.15	\$ 100.00	\$15.00
3/20/2019	Conversation with second engineering firm	2.5	\$ 100.00	\$250.00
3/20/2019	Communication with client to begin project	0.1	\$ 100.00	\$10.00
3/21/2019	Revise proposal to include previous HISA modifications	2.6	\$ 100.00	\$260.00
3/21/2019	Partial material procurement	1	\$ 697.58	\$697.58
3/26/2019	Email exchange with VA	0.15	\$ 45.00	\$6.75
3/27/2019	Communication with client cancelling project	0.1	\$ 100.00	\$10.00
4/2/2019	Email exchange with VA	0.15	\$ 100.00	\$15.00
4/2/2019	Communication with client status update	0.15	\$ 100.00	\$15.00