



## MEMORANDUM

TO: Mrs. Jamie Kern Lima  
Mr. Paulo Lima

CC: Elizabeth Martin  
Beth Cowan

FROM: Danielle LaPointe

DATE: February 25, 2019

RE: **East Valley Road  
Invoices for Remittance**

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Dear Jamie and Paulo:

The following invoices are approved for payment:

**Rios Clementi Hale Studios: Invoice 26828 / \$40,500.00**  
Progress Payment for Schematic Design (charged to line item 3.1.2)  
*Email: Amyb@rchstudios.com*

**Suzanne Elledge Inc.: Inv. 18040-9 / \$3,895.54**  
Expediting Services for the Month of January (charged to line item 3.2.14)  
*Email: Steve@sepps.com*

**Van Sande Structural Consultants, Inc.: Invoice 3016580 / \$1,742.50**  
Structural Engineering (charged to line item 3.2.1)  
*Email: admin@vssc.biz*

**BCPM: Inv. 010 / \$8,000.00**  
Project Management Services for the Month of January (charged to line item 3.7)  
*Email: bcowan@bcprojectmanagement.com*

**For Record Only**  
Tai Yeh Architect      \$2,500.00 (Retainer Payment for Main House As Builts)

For your convenience, we have enclosed a copy of our Invoice Tracking Log dated January 31, 2019. **We have italicized and marked with an asterisk new invoices to be paid.** "For Record Only" invoices have been marked "fro". We have reviewed the services and expenses for all invoices noted above and recommend payment at this time.

Please do not hesitate to call should you have any questions regarding the invoices transmitted here.

Thank you,  
Danielle LaPointe