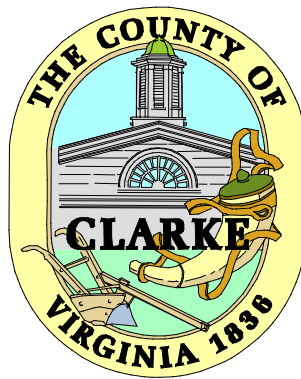
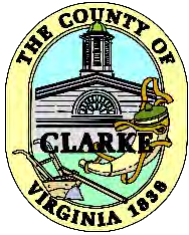


# Industrial Development Authority of the Clarke County, Virginia Board of Directors



## Quarterly Meeting Packet October 22, 2020



## Industrial Development Authority of the County of Clarke Virginia

*Ben Cochran, Brian Ferrell, Felicia Hart, English Koontz, Rodney Pierce, Isreal Preston,  
William Waite, David Weiss, William Wolfe*

### Agenda

Thursday, October 22, 2020, 1:00 pm

Meeting Room AB, Berryville Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, VA 22611

	Page
1. Call to Order	3
2. Adoption of Agenda	4
3. Approval of Minutes	5
– July 23, 2020, Regular Meeting Minutes	6-11
4. Secretary/Treasurer Quarterly Report	12
– FY2021 YTD Check Log	15
○ Action: Treasurer recommends acceptance	
– Investments YTD Summary, YTD Budget, Bond Log	16
○ Action: Information Only	
5. Old Business	17
– Review IDA Bylaws, Rules, & Procedures – by Staff	18-40
– Conflict of Interest & Freedom of Information Training Reminder – by Tiffany Kemp	41
6. New Business	42
– Clarke County CARES Small Business Assistance Grants – by Felicia Hart	
– Clarke County CARES Non-Profit Grant Program – by Chris Boies	
– CARES Funds for Internet Connectivity – by Chris Boies	
7. Next Meeting	43
– January 28, 2020 – 2021 Organizational Meeting	
8. Adjourn	44
9. Reports Distributed in Packet	45
– IDA Follow-up Items	46
– Building Department Reports	
○ New Single Family Dwellings	47
○ Building Inspection Report	48-56
○ Project Application Report	57-62
– EDAC Minutes	63-69
○ September 16, 2020, Regular Meeting Minutes	

# Call to Order

# Adoption of Agenda

Proposed Motion: Move to adopt agenda as [presented] or [amended – title of agenda item[s] not listed on the published agenda provided to the public.]

# Approval of Minutes

## ➤ July 23, 2020, Quarterly Meeting

I move to approve the minutes of July 23, 2020 as [presented] or [as amended citing specific amendment].

Industrial Development Authority of the Clarke County Virginia  
Board of Directors  
July 23, 2020, Minutes

A meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, July 23, 2020, at 1:00 pm.

Directors Present: Brian Ferrell, Rodney Pierce, Isreal Preston, William Wolfe, William Waite

Directors Absent: Ben Cochran, English Koontz

Board of Supervisors Liason Present: David Weiss, Chair

County Staff Present: Chris Boies, County Administrator  
Felicia Hart, Director Economic Development and Tourism  
Cathy Kuehner, Public Information Officer  
Tiffany Kemp, Clerk

Others Present: Mary Ivie

1. Call to Order

At 1:02 pm, Director Ferrell called the meeting to order.

2. Adoption of Agenda

**By consensus, the agenda was adopted as presented.**

3. Approval of Minutes

**By consensus, the January 23, 2020, and June 17, 2020, minutes were approved as presented.**

4. Secretary / Treasurer’s Report

Highlights by Director Waite:

a) FY2021 Budget Review and Adoption

- There are no changes to the core part of the budget. We’ve added a \$15,000 place holder for the unknown.
- This money will not be spent without board chair approval.

Industrial Development Authority of the Clarke County, Virginia  
FY2021 Budget Proposed

FY2021 Proposed 04-23-2020				
Expenditures Category	FY2020 Budget	FY2021 Budget	Description	Change
Advertising	\$ 400	\$ 400	Public Hearings	\$ -
Audit	\$ 1,675	\$ 1,680	RFC	\$ 5
Civic Contributions	\$ 6,000	\$ 6,000	*SBDC LFCC	\$ -
Director Fees	\$ 1,400	\$ 1,400	Meeting Attendance	\$ -
Insurance	\$ 1,340	\$ 1,345	VACorp	\$ 5
Postage	\$ 25	\$ 25		\$ -
Professional Services	\$ 1,250	\$ 1,250	Legal	\$ -
Professional Services	\$ -	\$ 15,000	Engineering	\$ 15,000
<b>Total Expenditures:</b>	<b>\$ 12,090</b>	<b>\$ 27,100</b>		<b>\$ 15,010</b>

Actual Revenues	FY2020 Actual Bond	FY2021 Estimated	Actual Revenue
<b>Bonds:</b>			
Grafton School, Inc. Bond	\$ 563	\$ 382	\$ (182)
LFCC Bond	\$ 2,989	\$ 1,989	\$ (1,000)
Shenandoah University Bond	\$ 3,908	\$ 2,908	\$ (1,000)
	\$ 7,460	\$ 5,279	
Interest Income:	\$ 3,200	\$ 3,200	
<b>Total Revenue:</b>	<b>\$ 10,660</b>	<b>\$ 8,479</b>	
<b>Difference:</b>		\$ (18,622)	

Following review, Director Preston, seconded by Director Pierce, moved to accept the FY2021 as presented. The motion carried as follows:

- |                |   |        |
|----------------|---|--------|
| Ben Cochran    | - | Absent |
| Brian Ferrell  | - | Aye    |
| English Koontz | - | Absent |
| Rodney Pierce  | - | Aye    |
| Isreal Preston | - | Aye    |

William Waite - Aye  
 William Wolfe - Aye

b) FY2020 Year-to-Date Check Log

- The majority of the spending is for meeting dues to the directors, insurance dues, and the audit fees.
- 

FY	Status	Check No.	Date	Description	Category	Credit	Debit	Balance	Additional Information
2020	C	588	6/28/2019	VA Coop	Insurance	\$ -	\$ 1,340.00	\$ 45,805.55	FY 2020 07/01/2019 thru 06/30/2020
2020	C	Dep	7/1/2019	Shenandoah University	Bond Fees	\$ 1,000.00	\$ -	\$ 46,805.55	Bond Modification 08/18/2019, 0179551
2020	C	584	7/25/2019	Mark Cochran	Director Fees	\$ -	\$ 50.00	\$ 46,005.55	Meeting 7/25/2019
2020	C	585	7/25/2019	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 45,455.55	Meeting 7/25/2019
2020	C	589	7/25/2019	Bill Waite	Director Fees	\$ -	\$ 50.00	\$ 44,905.55	Meeting 7/25/2019
2020	C	587	7/25/2019	Bill Waite	Director Fees	\$ -	\$ 50.00	\$ 44,355.55	Meeting 7/25/2019
2020	C	588	10/24/2019	William Waite Richmond Meeting	Director Fees	\$ -	\$ 4.35	\$ 43,930.55	Conference, Richmond, VA
2020	C	599	7/25/2019	Brimley Main Street	Civic Contributions	\$ -	\$ 4,700.00	\$ 39,230.55	Huber Feasibility Study
2020	C	600	7/25/2019	English Kiontz	Director Fees	\$ -	\$ 50.00	\$ 38,680.55	Meeting 7/25/2019
2020	C	601	8/6/2019	Lord Fairfax Community College	Civic Contributions	\$ -	\$ 0.00	\$ 38,680.55	SBCC FY 2020
2020	C	602	10/24/2019	William Waite	Director Fees	\$ -	\$ 50.00	\$ 37,630.55	Meeting 10/24/2019
2020	C	603	10/24/2019	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 36,580.55	Meeting 10/24/2019
2020	C	604	10/24/2019	English Kiontz	Director Fees	\$ -	\$ 50.00	\$ 35,480.55	Meeting 10/24/2019
2020	C	605	10/24/2019	Isabel Prastob	Director Fees	\$ -	\$ 50.00	\$ 34,330.55	Meeting 10/24/2019
2020	C	Dap	7/8/2020	Grafton School	Bond Fees	\$ -	\$ 582.50	\$ 33,748.05	2019 Bond Fee
2020	C	Dep	10/30/2020	Lord Fairfax Community College	Bond Fees	\$ 2,988.80	\$ -	\$ 36,736.85	2019 Bond Fee
2020	C	806	1/29/2020	Brian Ferrell	Director Fees	\$ -	\$ 50.00	\$ 36,186.85	Meeting 01/29/2020
2020	C	807	1/29/2020	English Kiontz	Director Fees	\$ -	\$ 50.00	\$ 35,636.85	Meeting 01/29/2020
2020	C	808	1/29/2020	Rodney Pierce	Director Fees	\$ -	\$ 50.00	\$ 35,086.85	Meeting 01/29/2020
2020	C	809	1/29/2020	Isabel Prastob	Director Fees	\$ -	\$ 50.00	\$ 34,536.85	Meeting 01/29/2020
2020	C	810	1/29/2020	Bill Waite	Director Fees	\$ -	\$ 50.00	\$ 33,986.85	Meeting 01/29/2020
2020	C	811	1/29/2020	William Waite	Director Fees	\$ -	\$ 50.00	\$ 33,436.85	Meeting 01/29/2020
2020	C	812	1/30/2020	Ben Cochran	Director Fees	\$ -	\$ 50.00	\$ 32,886.85	Meeting 01/29/2020
2020	C	Dep	3/9/2020	Shenandoah University	Bond Fees	\$ 3,907.50	\$ -	\$ 36,794.35	2019 Bond Fee
2020	C	815	3/4/2020	Robinson Farmer Cox	Audit	\$ -	\$ 1,615.00	\$ 35,179.35	FY 2019 Audit
2020	C	818	3/8/2020	VA Coop	Insurance	\$ -	\$ 1,340.00	\$ 33,839.35	FY 2021 Insurance 07/01/2020 thru 06/30/2021

c) Investments Year-to-Date Summary, Year-to-Date Budget, Bond Log

- As of June 2020, there is right around \$102,000. A year ago, the balance was around \$108,000; despite the market decline, we're only down five percent (5%). It's not being cashed out, as the market returns, so should this. These are monies that have been in place for a year or so.

FY2020 Financial Reports for the Industrial Development Authority of the Clarke County, Virginia

Expenses/Category	Annual	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Expended YTD	Remaining Balance
Advertising	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400
Audit	\$ 1,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,615
Civic Contributions	\$ 9,000	\$ 4,760.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,760.00	\$ 4,750
Director Fees	\$ 1,400	\$ 250.00	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	\$ 500
Insurance	\$ 1,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340.00	\$ -
Postage	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
Professional Services	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250
<b>Total Expenditures</b>	<b>\$ 12,060</b>	<b>\$ 5,010.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ 650.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,615.00</b>	<b>\$ 1,340.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,640.00</b>	<b>\$ 2,560</b>

Estimated Revenue:	Estimated Amount	Actual Revenue	±\$ Difference
<b>Bonds:</b>			
Grafton School, Inc. Bond	\$ 655	\$ 563	\$ 509
IFDC Bond	\$ 2,750	\$ 2,869	\$ 238
Shenandoah University Bond	\$ 2,500	\$ 3,308	\$ 168
	\$ 7,205	\$ 7,452	\$ 254
<b>Interest Income:</b>	<b>\$ 3,200</b>	<b>\$ 4,152</b>	<b>\$ 952</b>
<b>Total Revenue:</b>	<b>\$ 10,405</b>	<b>\$ 11,610</b>	<b>\$ 1,205</b>

FY2020 Investment Summary	Actual Summary	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	June-20	FY2020 YTD
Beginning Balance		\$ 107,888.82	\$ 108,179.85	\$ 107,623.55	\$ 108,495.19	\$ 107,091.51	\$ 108,059.35	\$ 111,100.63	\$ 111,163.84	\$ 108,929.30	\$ 104,269.55	\$ 88,999.82	\$ 102,234.19	
Dividends, Interest & Other Income		\$ 311.74	\$ 303.24	\$ 292.07	\$ 312.65	\$ 292.55	\$ 308.65	\$ 221.85	\$ 291.52	\$ 279.89	\$ 290.07	\$ 279.47	\$ 243.89	\$ 1,917.55
Net Change in Portfolio		\$ 22.99	\$ 189.51	\$ 473.97	\$ 625.50	\$ 372.25	\$ 342.65	\$ 1,056.11	\$ 1,420.29	\$ 1,227.50	\$ 1,140.20	\$ 2,654.90	\$ 1,117.38	\$ 10,988.30
Ending Balance		\$ 108,179.82	\$ 108,429.56	\$ 108,495.19	\$ 107,881.51	\$ 108,059.35	\$ 111,109.62	\$ 111,143.54	\$ 109,853.93	\$ 104,569.50	\$ 89,899.82	\$ 102,234.19	\$ 102,996.00	



Following review, Director Preston, seconded by Director Pierce, moved to accept the Treasurer's Report as presented. The motion carried as follows:

Ben Cochran	-	Absent
Brian Ferrell	-	Aye
English Koontz	-	Absent
Rodney Pierce	-	Aye
Isreal Preston	-	Aye
William Waite	-	Aye
William Wolfe	-	Aye

5. Old Business

A. Local EDA/IDA Bond Term Review

- After review, Director Waite suggested leaving the bond terms as is right now. The fees currently set seem to be in line with our surrounding jurisdictions.

B. Review and Adoption of Bylaws, Rules, and Procedures

- Staff suggested edits include removing the bond fees from the Bylaws, so if changes want to be made, the Bylaws don't have to be changed.
- Staff proposed a closer review and will recommend any edits at the next meeting in October 2020.

6. New Business

A. Discussion on CARES Funding for Small Business Assistance

Highlights Include:

- Director Hart provided a handout; see Attachment 1. The Board of Supervisors is looking at using some of the funds from the CARES Act to help small businesses. The document provided is a comparison sheet to help understand what others are doing, the requirements they are putting into their applications. The amount of funds in each locality is different; Clarke has set aside, to start, \$100,000 to give away. If the need is more significant than that, that number could change.
- Mr. Boies stated the idea is the Industrial Development Authority would be the body that issues the checks to the small businesses that receive the funds. The criteria are essential; what are the objectives and what is trying to be accomplished. Will the company receiving funds still be in business a few months

for now, or will these funds be a “Band-Aid” of sorts. A review committee needs to be established to review applications and decide who receives funds.

- Mr. Boies indicated; ideally, this should be ready for the August 2020 Board of Supervisor meeting.
- Mr. Boies made clear that the money can only be spent on expenses related to Covid-19. If years down the road, it is found that funds are spent on items it shouldn't have; the money will have to be returned.

## B. Southeaster Collector Study

### Highlights by Chris Boies

- The long-term plan has been to expand the business park across the railroad tracks to Route 340.
- The purpose of the study was to understand the challenges, what could be overcome, and how it would all work.
- The initially proposed railroad crossing will no longer work due to sight distance and the curvature of the railroad.
- The consultants came back with variations:
  - Two options create cul-de-sacs at the end of Jack Enders to extend it to the Smallwood property and then cul-de-sac it.
  - Two options to take it across the railroad tracks at the existing Smallwood Lane crossing and then take it to Rt. 340 from there. This option would require an upgrade.
- The approximate cost of the crossing, in addition to improvements to Jack Enders on this side, was about \$10 Million.
- Director Hart felt it was important to note that the county does not currently own any of the properties where the road would need to be built.

## C. Conflict of Interest Filing Requirement Change

### Highlights by Tiffany Kemp

- New filing requirements effective July 1, 2020, stating all directors of the Industrial Development Authority are required to turn in a Statement of Economic Interest to County Administration no later than August 3, 2020.
- Online training must be complete by December 30, 2020. Please let Tiffany Kemp or Brianna Taylor in County Administration know the date of completion, so they can keep track and remind in two years when directors will need to do their training again.

#### Branding Meetings

- Director Hart stated there is useful information coming out of the branding meetings. There is another scheduled for today, July 23, 2020, at 3:30 pm, which can be seen live on YouTube.
- Cathy Kuehner stated it's been fantastic. The branding group has heard from focus groups, including teens, business owners, merchants, and residents, regarding a range of topics that include but are not limited to tourism, history, arts, and culture. It has been an excellent discussion so far.

#### Next Meeting

The next meeting is scheduled for Thursday, October 22, 2020, at 1:00 pm.

#### 7. Adjournment

At 1:52 pm, Director Ferrell adjourned the meeting.

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Minutes recorded and transcribed by Tiffany R. Kemp, IDA Clerk

# Secretary/Treasurer Report By Bill Waite

- FY2021 YTD Check Log
  - Action: Treasurer recommends acceptance

*Proposed Motion: I move to accept the Treasurer's report as [presented] or [as amended citing specific amendment].*

- Investments YTD Summary, YTD Budget, Bonds Log
  - Action: Information Only

**Zimbra****tkemp@clarkecounty.gov**

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**Re: September Check Log & Budget Summary Update**

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**From :** Bill Waite  
<wwaite@clarkecounty.gov>

Wed, Oct 14, 2020 11:22 AM

**Subject :** Re: September Check Log &  
Budget Summary Update

**To :** Tiffany Kemp  
<tkemp@clarkecounty.gov>,  
Brian Ferrell  
<bferrell@clarkecounty.gov>,  
Ben Cochran - IDA  
<ben.cochran@clarkecounty.gov  
>, David Weiss  
<Dweiss@clarkecounty.gov>

Brian and Ben, I have reviewed the attached financial records. Tiffany has done a great job ensuring the checking account is reconciled. I endorse the attachment and approve them for presentation at the October 22, 2020 IDA Board meeting. This ensures we maintain transparency with all members on the board.

Let me know if you have any questions.

Regards, Bill

Sent from my iPhone

> On Oct 14, 2020, at 9:08 AM, Tiffany Kemp  
<tkemp@clarkecounty.gov> wrote:

>

>

> <IDA Check Log.xlsx>

> <IDA\_BCC\_FY2021\_Statement\_09-30-2020.pdf>

> <IDA\_BCC\_FY2021\_Public\_Deposits\_10-06-2020.pdf>

> <IDA\_FY2021\_Eagle\_Investments\_09-30-2020.pdf>

> <10-08-2020 Budget Summary.pdf>

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Industrial Development Authority of the Clarke County Virginia - Check Log

Fiscal Year	Check Number	Date	Description	Category	Clear	Debit (-)	Credit (+)	Balance	Additional Information
2020		7/1/19	Shenandoah University	Bond Fees	C		\$1,000.00	\$46,555.55	Bond Modification 6/13/9; Check #0176551
2020	594	7/25/19	Mark Cochran	Director Fees	C	\$50.00		\$46,505.55	Meeting 7/25/19
2020	595	7/25/19	Brian Ferrell	Director Fees	C	\$50.00		\$46,455.55	Meeting 7/25/19
2020	596	7/25/19	Bill Waite	Director Fees	C	\$50.00		\$46,405.55	Meeting 7/25/19
2020	597	7/25/19	Bill Wolfe	Director Fees	Void	\$50.00	\$50.00	\$46,405.55	Meeting 7/25/19
2020	598	10/24/19	William Waite, Richmon Meeting	Director Fees	C	\$425.00		\$45,980.55	Conference - Richmond, VA
2020	599	7/25/19	Berryville Main Street	Civic Contribution	C	\$4,750.00		\$41,230.55	Hotel Feasibility Study
2020	600	7/25/19	English Koontz	Director Fees	C	\$50.00		\$41,180.55	Meeting 7/25/19
2020	601	8/6/19	Lord Fairfax Small Business Development Center	Civic Contribution	C	\$6,000.00		\$35,180.55	Annual Civic Contribution
2020	602	10/24/19	William Waite	Director Fees	C	\$50.00		\$35,130.55	Meeting 10/24/19
2020	603	10/24/19	Brian Ferrell	Director Fees	C	\$50.00		\$35,080.55	Meeting 10/24/19
2020	604	10/24/19	English Koontz	Director Fees	C	\$50.00		\$35,030.55	Meeting 10/24/19
2020	605	10/24/19	Isreal Preston	Director Fees	C	\$50.00		\$34,980.55	Meeting 10/24/19
2020		1/6/20	Grafton School	Bond Fees	C		\$562.50	\$35,543.05	2019 Bond Fees
2020		1/30/20	Lord Fairfax Community College	Bond Fees	C		\$2,988.90	\$38,531.95	2019 Bond Fees
2020	606	1/26/20	Brian Ferrell	Director Fees	C	\$50.00		\$38,481.95	Meeting 1/23/20
2020	607	1/26/20	English Koontz	Director Fees	C	\$50.00		\$38,431.95	Meeting 1/23/20
2020	608	1/26/20	Rodney Pierce	Director Fees	C	\$50.00		\$38,381.95	Meeting 1/23/20
2020	609	1/26/20	Isreal Preston	Director Fees	Void	\$50.00	\$50.00	\$38,381.95	Meeting 1/23/20, Check not cashed - Voided 8/11/20
2020	610	1/26/20	Bill Waite	Director Fees	C	\$50.00		\$38,331.95	Meeting 1/23/20
2020	611	1/26/20	William Wolfe	Director Fees	Void	\$50.00	\$50.00	\$38,331.95	Meeting 1/23/20, Check not cashed - Voided 8/11/20
2020	612	1/30/20	Ben Cochran	Director Fees	C	\$50.00		\$38,281.95	Meeting 1/23/20
2020		3/9/20	Shenandoah University	Bond Fees	C		\$3,907.50	\$42,189.45	2019 Bond Fees, Notice given 2/3/20, Reminder 3/6/20, Received 3/9/20
2020	613	3/4/20	Robinson Farmer Cox	Audit	C	\$1,675.00		\$40,514.45	FY19 Audit, Invoice #68603 Received 3/9, Mailed 3/10
2020	614	3/8/20	VACorp	Insurance	C	\$1,340.00		\$39,174.45	FY21 Insurance 07/01/20 - 06/30/21
2020		6/30/20	Balance	Balance				\$39,174.45	Ending FY20 Balance
2021	615	7/23/20	Bill Waite	Director Fees	C	\$50.00		\$39,124.45	Meeting 7/23/20
2021	616	7/23/20	Brian Ferrell	Director Fees	C	\$50.00		\$39,074.45	Meeting 7/23/20
2021	617	7/23/20	Ben Cochran	Director Fees	Void	\$50.00	\$50.00	\$39,074.45	Meeting 7/23/20; Not in attendance, check destroyed
2021	618	7/23/20	English Koontz	Director Fees	Void	\$50.00	\$50.00	\$39,074.45	Meeting 7/23/20; Not in attendance, check destroyed
2021	619	7/23/20	Rodney Pierce	Director Fees	C	\$50.00		\$39,024.45	Meeting 7/23/20
2021	620	7/23/20	Isreal Preston	Director Fees	C	\$50.00		\$38,974.45	Meeting 7/23/20
2021	621	7/23/20	William Wolfe	Director Fees	C	\$50.00		\$38,924.45	Meeting 7/23/20
2021	622	8/24/20	Lord Fairfax Small Business Development Center	Civic Contribution	C	\$6,000.00		\$32,924.45	FY21 Annual Civic Contribution

Expenditures Category	Amount	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Expended YTD	Remaining Balance
Advertising	\$ 400													\$ -	\$ 400
Audit	\$ 1,675													\$ -	\$ 1,675
Civic Contributions	\$ 6,000		\$ 6,000.00											\$ 6,000.00	\$ -
Director Fees	\$ 1,400	\$ 150.00												\$ 150.00	\$ 1,250
Insurance	\$ 1,340													\$ -	\$ 1,340
Postage	\$ 25													\$ -	\$ 25
Professional Services	\$ 1,250													\$ -	\$ 1,250
Professional Services	\$15,000													\$ -	\$ 15,000
<b>Total Expenditures:</b>	<b>\$27,090</b>	<b>\$ 150.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,150.00</b>	<b>\$ 20,940</b>

Estimated Revenues	Estimated Amount	Actual Revenue	+/- Estimate
<b>Bonds:</b>			
Grafton School, Inc. Bond	\$ 382	\$ -	\$ (382)
LFCC Bond	\$ 1,989	\$ -	\$ (1,989)
Shenandoah University Bond	\$ 2,908	\$ -	\$ (2,908)
	\$ 5,279	\$ -	\$ (5,279)
<b>Interest Income:</b>	\$ 3,200	\$ 701	\$ (2,499)
<b>Total Revenue:</b>	<b>\$ 8,479</b>	<b>\$ 701</b>	<b>\$ (7,778)</b>

**FY2021 Investment Summary**

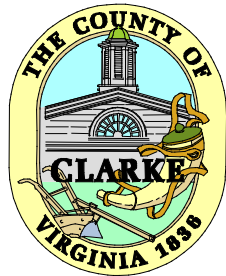
Asset Summary	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	FY2021 YTD
Beginning Balance	102,895.08	\$105,573.96	\$108,088.64										\$ 316,557.68
Dividends, Interest, & Other Income	\$ 251.49	\$ 224.85	\$ 224.50										\$ 700.84
Net Change in Portfolio	\$ 2,427.39	\$ 2,289.83	\$ (1,462.42)										\$ 3,254.80
Ending Balance	105,573.96	108,088.64	106,850.72	-	-	-	-	-	-	-	-	-	



## Old Business

- Review IDA Bylaws, Rules & Procedures
  - By Staff
  
- Conflict of Interest and Freedom of Information Training Reminder
  - By Tiffany Kemp

# Bylaws and Rules and Procedures of the Industrial Development Authority of the Clarke County, Virginia



**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

Distribution: All Directors, County Administration, Director of Economic Development

Record of Revision

Revision No.	Revision Date	Description
New	01/12/1999	New Document
1	07/28/2016	<p>Amend Section 204. Annual Meetings. The annual meeting of the Board of Directors shall be held in January of each year and meetings held once per quarter, or at such time as needed, throughout the year in the Berryville Clarke County Government Center, 101 Chalmers Court, Second Floor, Berryville, Virginia or at such location as the Board of Directors may designate.</p> <p>Add Section 209: Removal of Director Before Their Terms in Office Expires: Should the Executive Committee, by a majority vote, deem that the attendance pattern of a Director at properly scheduled meetings is unacceptable, or should the performance of a Director be deemed unacceptable for any other reason by a majority vote of the Executive Committee, then the Chair of the Authority shall solicit the resignation of such a Director.</p> <p>In the event that no resignation is forthcoming, then the Executive Committee shall recommend the termination of such Director to the Clarke County Board of Supervisors.</p> <p>Amend Section 403. Public Attendance at Meetings: Inspection of Records. All meetings of the Board of Directors at which formal action is taken shall be open to the public. The Board of Directors may hold executive or closed meetings in accordance with The Virginia Freedom of Information Act, <del>Chapter 21, Title 2.1</del>, Chapter 37 Title 2.2 Administration of Government Code of Virginia (1950, as amended), as may be in effect from time to time (the "Virginia Freedom of Information Act").</p> <p>Section 404. Rules Regulations and Procedure: Add to Format of Meeting Approval of agenda</p> <p>Correct name throughout to "Industrial Development Authority of the Clarke County, Virginia"</p> <p>Section 206. Notices. Strike telegraph. Add email.</p> <p>Add section 210</p>
2	01/25/2018	<p>Section 304: Add Finance subcommittee section.</p> <p>Section 405: Add "All check or money transfers exceeding \$499 shall be countersigned by the Treasurer and Chair."</p>
3	04/26/2018	<p>Section 405: Remove "All check or money transfers exceeding \$499 shall be countersigned by the Treasurer and Chair." Replace with "The Authority will continue the practice of requiring two authorized signatories be on file with its banking institution."</p>

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

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**Table of Contents**

Record of Revision .....2  
 Table of Contents .....3  
 Bylaws.....1  
 Article I.....1  
     Name, Purpose And Powers.....1  
         Section 101. Name.....1  
         Section 102. Purposes.....1  
         Section 103. Powers.....1  
 Article II.....1  
     Directors.....1  
         Section 201. Board of Directors.....1  
         Section 202. Number, Appointment and Terms of Directors.....1  
         Section 203. Vacancies.....2  
         Section 204. Annual Meetings.....2  
         Section 205. Special Meetings.....2  
         Section 206. Notices.....2  
         Section 207. Quorum.....3  
         Section 208. Voting.....3  
         Section 209: Removal of Directors Before Their Terms in Office Expires.....3  
         Section 210: Remuneration for Meeting Attendance.....4  
 Article III.....4  
     Officers.....4  
         Section 301. Officers.....4  
         Section 302. Duties of Officers.....4  
         Section 303. Elections.....5  
         Section 304. Finance Subcommittee.....5  
 Article IV.....5  
     General Provisions.....5  
         Section 401. Seal.....6  
         Section 402. Compensation.....6  
         Section 403. Public Attendance at Meetings: Inspection of Records.....6  
         Section 404. Rules Regulations and Procedure.....6  
         Section 405. Authorized Signatures.....7  
 Article V.....7  
     Amendments.....7  
         Section 501. Amendment of Bylaws.....7  
 Rules and Procedures .....1  
 Article I.....1  
     Purpose and Scope .....1  
         Section 1.1 Purpose.....1  
         Section 1.2 Scope.....1  
 Article II.....1  
     Definitions .....1

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

Section 2.1 Definitions ..... 1

Article III ..... 2

    General ..... 2

        Section 3.1 Copies to be Provided Applicants ..... 2

        Section 3.2 Compliance with Rules and Procedures ..... 2

        Section 3.3 Amendments ..... 2

        Section 3.4 Preparation and Distribution of Agenda and Minutes ..... 3

Article IV ..... 3

    Applications Procedures, Fees and Requirements ..... 3

        Section 4.1 Applications ..... 3

        Section 4.2 Administrative Fees ..... 4

        Section 4.3 Costs and Expenses ..... 4

        Section 4.4 Modification Fee; Transaction Fee ..... 4

        Section 4.5 Transcripts of Proceedings ..... 4

        Section 4.6 Bond Validation Proceedings ..... 5

        Section 4.7 Additional Information Required of Applicants ..... 5

        Section 4.8 Notice of Public Hearing ..... 5

        Section 4.9 Projects Outside of the County of Clarke, Virginia ..... 6

Article V ..... 6

    Section 5.1 Inducement Resolutions ..... 6

    Section 5.2 Payment of Authority Expenses ..... 7

    Section 5.3 Indemnification of the Authority ..... 7

    Section 5.4 Bond Counsel Opinion Required ..... 8

    Section 5.5 Covenants to Preserve Tax Exempt Status of Bonds ..... 9

    Section 5.6 Payments in Lieu of Taxes ..... 9

    Section 5.7 Restriction on Advertising ..... 9

Article VI ..... 10

    Reports ..... 10

        Section 6.1 Interim Reports by Applicants ..... 10

        Section 6.2 Annual Reports of Applicants ..... 10

        Section 6.3 Reports by Authority Chairman Directors etc ..... 10

Article VII ..... 10

    Enforcement ..... 10

        Section 7.1 Enforcement of Provisions ..... 10

        Section 7.2 Repeal of Actions Previously Taken ..... 11

Article VIII ..... 11

    Statements of Policy ..... 11

        Section 8.1 Construction, Operation and Effect of Rules ..... 11

        Section 8.2 Approval of Inducement Resolution not to Constitute an Endorsement of Applicant ..... 11

        Section 8.3 Security for Payment of Bonds ..... 12

        Section 8.4 Compliance with Rules ..... 12

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

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Industrial Development Authority  
Of The Clarke County, Virginia  
**Bylaws**

**Article I**

**Name. Purpose And Powers**

Section 101. Name

The name of this body shall be the "Industrial Development Authority of the Clarke County, Virginia" (the "Authority").

Section 102. Purposes

The purposes of the Authority shall be as set forth in Section [15.2-490](#) I of the Code of Virginia (1950, as amended) and all other purposes as are now or may hereafter be set forth in the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2 of the Code of Virginia (1950, as amended) (the "Act").

**Commented [TRK1]:** This should say 15.2-4901 - TRK

Section 103. Powers

The Authority shall be vested with all powers as set forth in Section [15.2-4905](#) of the Code of Virginia (1950, as amended) and all other powers as are now or may hereafter be set forth in the Act.

**Article II**

**Directors**

Section 201. Board of Directors

The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested.

**Commented [TRK2]:** We should list what qualifications a person should have to be a director of the IDA – Felicia Hart

Section 202. Number, Appointment and Terms of Directors

There shall be seven (7) Directors of the Authority who shall be appointed by the Board of Supervisors of Clarke County, Virginia (the "Board of Supervisors").

Directors shall be appointed for a term of four (4) years, except appointments to fill vacancies, which shall be for the remainder of such un-expired term.

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

If at the end of any term of office of any Director or successor thereto has not been appointed, then the Director whose term of office has expired shall continue to hold office until a successor is appointed and **qualified**.

**Commented [TRK3]:** Should anyone be able to serve more than \_ consecutive years/terms? – Felicia Hart

Each Director, upon his initial appointment and any reappointment, shall take and subscribe the oath prescribed by Section [49-1](#) of the Code of Virginia (1950, as amended).

No Director shall be an officer or employee of Clarke County, Virginia.

Every Director shall, at the time of his appointment and thereafter, reside in Clarke County, Virginia, or in an adjoining locality.

Section 203. Vacancies

The Chairman of the Authority shall promptly notify the Board of Supervisors of any vacancy that may occur in the Board of Directors.

The Board of Supervisors shall make any appointments necessary to fill any vacancies upon the Board of Directors of the Authority in accordance with the Act.

In the event the term of any Director of the Authority shall expire without the Director being reappointed or a new Director being appointed by the Board of Supervisors, then the Director whose term has expired shall continue in office until his reappointment and qualification or until his successor shall have been appointed and **qualified**.

**Commented [TRK4]:** Regular attendance is required or subject to removal from the IDA. \*Members who miss two or more meetings in a one year period, may be requested by the board, upon recommendation of the Executive Committee, to resign from the IDA\* – Felicia Hart

Section 204. Annual Meetings

The annual meeting of the Board of Directors shall be held in January of each year and meetings held once per **quarter**, or at such time as needed throughout the year in the Berryville Clarke County Government Center, 101 Chalmers Court, Second Floor, Berryville, Virginia or at such location as the Board of Directors may designate.

**Commented [TRK5]:** Are quarterly meetings needed or will biannual suffice? – Felicia Hart

Section 205. Special Meetings

Special meetings of the Board of Directors may be called at any time by the Chairman of the Board of Directors or by any two Directors of the Authority, to be held at the time and place designated in the notice of the meeting.

Section 206. Notices

Notice specifying the time and place of any annual or special meeting of the Board of Directors shall be given to each Director of the Authority at least 24 hours before such meeting by delivering such notice to him or her or by telephoning, emailing, or mailing

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

such notice to him or her at least 24 hours before the meeting. Any notice postmarked the day before the meeting shall be deemed to have been mailed sent at least 24 hours before the meeting.

Notices of special meetings of the Board of Directors shall specify generally the purposes thereof.

The presence of any Director at a meeting shall be deemed an acknowledgment of the timely receipt of notice thereof or a waiver of any such notice, unless specific objection to the notice of such meeting shall be raised by any Director in attendance.

Meetings may be held without notice if all of the Directors are present or if those Directors not present waive notice prior to the meeting, which waiver shall be in writing, signed either before or after the meeting.

Section 207. Quorum

Four (4) members of the Board of Directors shall constitute a quorum of the Board of Directors for the purpose of conducting Authority business, exercising Authority powers and for all other purposes, except that no facilities owned by the Authority shall be leased or disposed of in any manner without a majority vote of the Directors of the Authority.

No vacancy in the membership of the Board of Directors shall impair the right of a quorum to exercise all the powers and perform all the duties of the Authority.

Section 208. Voting

Except as otherwise required in these Bylaws or by the Act, any question submitted to a vote of the Board of Directors shall be passed by a simple majority of those Directors present and voting.

No Director shall be allowed to vote by proxy at any meeting of the Authority.

Section 209: Removal of Directors Before Their Terms in Office Expires

Should the Executive Committee, by a majority vote, deem that the attendance pattern of a Director at properly scheduled meetings is unacceptable, or should the performance of a Director be deemed unacceptable for any other reason by a majority vote of the Executive Committee, then the Chair of the Authority shall solicit the resignation of such Director.

In the event that no resignation is forthcoming, then the Executive Committee shall recommend the termination of such Director to the Clarke County Board of Supervisors.

**Commented [TRK6]:** Should make mention the Executive Committee is composed of the Chair, Vice Chair, Secretary/Treasurer, the immediate past Chair, and ex-officio and non-voting members such as the County administrator and the Director of Economic Development.



**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

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Section 210: Remuneration for Meeting Attendance

Each Director shall receive \$50 for attending a quarterly meeting. The Authority Treasurer shall be responsible for issuing payment.

There shall be no remuneration for special meetings.

**Commented [TRK7]:** This conflicts with section 4.02 Compensation, Page 6, which states shall receive no salary but may be compensated. We should make this match or remove section completely and edit 4.02 to state Directors will receive \$50 per meeting attended.

**Article III**

**Officers**

Section 301. Officers

The officers of the Authority shall be a Chairman, a Vice-Chairman, and from their membership or not, as they desire, Secretary and Treasurer, or a Secretary-Treasurer, who shall continue to hold office until their respective successors are elected and qualified.

Section 302. Duties of Officers

The duties of the officers of the Authority shall include, but shall not be limited to, the following:

A. Chairman:

- Preside at all meetings of the Authority;
- Be responsible for notice of meetings to the Directors and officers of the Authority;
- Be responsible for all correspondence;
- Make committee appointments;
- May appoint members of the Authority as liaison to any other governmental agencies, authorities and commissions;
- Act as a signatory on behalf of the Authority when authorized; and,
- Perform such other duties as are incident to his office or may properly be required of him by the Board of Directors.

B. Vice Chairman shall, in the absence of the Chairman,

- Exercise all of the Chairman's powers and duties;
- In the event the office of Chairman shall become vacant, the Vice-Chairman shall immediately become the Chairman.

## Bylaws of the Industrial Development Authority of the Clarke County, Virginia

### C. Secretary:

- Transcribe detailed minutes of every meeting or proceeding of the Authority;
- Issue notices for all meetings;
- Keep the seal of the Authority and all books and records of the Authority; and
- Perform such other duties as may be directed by the Board of Directors.

### D. Treasurer:

- Custody of all funds and securities of the Authority and deposit the same in the name of the Authority in such bank or banks as the Directors may from time to time determine;
- Shall sign all checks, drafts, notes and orders for the payment of moneys and shall payout and dispose of the same under the direction of the Chairman.
- Keep suitable records of all financial transactions of the Authority and
- Arrange to have the same audited following the end of each fiscal year of the Authority, subject to the approval of the Board of Directors. Copies of each audit shall be furnished to the Board of Supervisors.

### Section 303. Elections.

Officers of the Authority shall be elected annually at the annual meeting of the Authority held in January of each year, shall commence their duties immediately upon election and shall continue in office thereafter until a successor shall have been elected and qualified.

The Directors may elect at any annual or special meeting such officers as may be necessary to fill any vacancy created by resignation, expiration of term of appointment as a Director, or otherwise. Any officer so elected shall serve until his successor shall have been elected at the next annual election and qualified.

### Section 304. Finance Subcommittee

The Finance Subcommittee shall consist of:

- Chair
- Treasurer
- Member at large, as assigned by the Chair

## Article IV.

### General Provisions

Revision 3, April 26, 2018

Page 5

## Bylaws of the Industrial Development Authority of the Clarke County, Virginia

### Section 401. Seal.

The seal of the Authority shall be a flat-faced circular die with the name of the Authority engraved thereon and such other words and figures as may appear thereon as evidenced by a sample of such seal which appears on the margin of these Bylaws opposite this Section.

### Section 402. Compensation.

The Directors and officers of the Authority shall receive no salary but may be compensated such amount per regular, special or committee meeting or per each official representation as may be approved by the Board of Supervisors, not to exceed the amount as provided in the Act for each meeting or official representation, and shall be reimbursed for necessary traveling and other expenses incurred in the performance of their duties.

**Commented [TRK8]:** This conflicts with Section 210: Remuneration for Meeting Attendance

### Section 403. Public Attendance at Meetings: Inspection of Records.

All meetings of the Board of Directors at which formal action is taken shall be open to the public.

The Board of Directors may hold executive or closed meetings in accordance with The Virginia Freedom of Information Act, [Chapter 37 Title 2.2 Administration of Government Code of Virginia \(1950, as amended\)](#), as may be in effect from time to time (the "Virginia Freedom of Information Act").

All official records of the Authority shall be open for inspection and copying in accordance with the provisions of the Virginia Freedom of Information Act.

Directors and officers of the Authority may inspect all Authority records at any reasonable time.

### Section 404. Rules Regulations and Procedure.

- A. Roberts Rules of Order, Newly Revised, shall govern all matters of procedure not specifically set forth in these Bylaws or the Act.
- B. The format of meetings of the Board of Directors may be as follows:
  - (1) Call to order
  - (2) Recording of attendance
  - (3) Adoption of Agenda
  - (4) Reading, approval, and correction of the minutes of the last meeting.

**Bylaws of the Industrial Development Authority of the Clarke County, Virginia**

- (5) Reports of officers and committee
- (6) Old Business
- (7) New Business
- (8) Adjournment

C. The Board of Directors may adopt, amend and alter from time to time such rules, regulations or forms, which it deems necessary or expedient from the management of the affairs of the Authority and which shall not be inconsistent with the Act.

The Secretary of the Authority shall maintain current copies of the Bylaws, and any rules, regulations and forms adopted by the Authority.

**Section 405. Authorized Signatures.**

Checks, notes, drafts and other legal documents shall be signed by such Directors or officers of the Authority as may be specified in the act, these Bylaws, or as the Board of Directors may, from time to time, authorize by resolution.

The Authority will continue the practice of requiring two authorized signatories be on file with its banking institution.

The signature of any officer or Director may be by facsimile when authorized by the Board of Directors.

**Commented [TRK9]:** Is this still an appropriate term? - Felicia Hart

**Article V**

**Amendments**

**Section 501. Amendment of Bylaws.**

These Bylaws may be amended, repealed or altered, in whole or in part, by a majority vote of the Board of Directors at any duly constituted meeting, provided notice of such amendment shall have been given to the Directors in the notice of such meeting.

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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Industrial Development Authority  
Of The Clarke County, Virginia  
**Rules and Procedures**

**Article I**

**Purpose and Scope**

Section 1.1 Purpose.

These Rules shall govern the submission of Applications to the Authority, application and administrative fees, consideration of matters to be brought to the attention of the Authority relating to the authorization, issuance and sale of its Bonds, the adoption of Financing Documents, reports to be submitted to the Authority, and such other matters as are contained herein.

Section 1.2 Scope.

These Rules are supplementary to the Authority's Bylaws and the Act. In the event of any conflict between the Authority's Bylaws, the Act and these Rules, the provisions of the Bylaws and the Act shall prevail.

**Article II**

**Definitions**

Section 2.1 Definitions.

As used in these rules and procedures, the following terms shall have the meaning as set forth herein, unless the context clearly requires otherwise:

"Act" shall mean the Industrial Development and Revenue Bond Act, [Chapter 49, Title 15.2](#), Code of Virginia of 1950, as amended.

"Applicant" shall mean any individual, person, firm, corporation, partnership or other entity applying for industrial development revenue bond financing, or for whose benefit the Authority has issued its Bonds, or who requests the Authority to take any action.

"Application" shall mean the Authority's application for industrial development revenue bond financing as in effect from time to time.

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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"Authority" shall mean the Industrial Development Authority of the Clarke County, Virginia, a political subdivision of the Commonwealth of Virginia.

"Bonds" shall mean any notes, bonds and other obligations authorized to be issued by the Authority pursuant to the Act.

"Code" shall mean the Code of Virginia of 1950, as amended.

"Financing Documents" shall mean any resolutions, instruments, documents, papers, elections, certificates or financing statements required to be adopted or authorized, executed and delivered by the Authority in connection with the authorization, issuance and sale of its Bonds.

"IRC" shall mean the Internal Revenue Code of 1986, as amended.

"Project" shall mean any land, improvements, machinery, equipment or property financed by the issuance and sale of the Authority's Bonds.

"Rules" shall mean these Rules and Procedures of the Authority, as may be in effect from time to time.

**Article III**

**General**

Section 3.1 Copies to be Provided Applicants.

A copy of these rules and procedures shall be furnished by the Authority's Secretary to each prospective Applicant.

Section 3.2 Compliance with Rules and Procedures.

Each Applicant shall comply with these rules and procedures in the submission of its Application or any Financing Documents to the Authority and in requesting that the Authority take any action, including the adoption of Financing Documents.

Failure to comply with these rules and procedures shall constitute sufficient reason for the Authority to refuse to consider any Application, Financing Documents or any other matter to be brought before the Authority by or on behalf of any Applicant.

Section 3.3 Amendments.

These rules and procedures may be changed from time to time by the Authority by the

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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vote of a majority of its Directors present at any meeting of the Authority, provided notice of such change shall have been given to each Director before such meeting.

These rules and procedures may, notwithstanding the foregoing, be amended without prior notice upon the affirmative vote of all Directors of the Authority.

Section 3.4 Preparation and Distribution of Agenda and Minutes.

- (a) A preliminary agenda for the Authority's meetings shall be prepared and distributed by the Authority's Secretary [no later than three (3) days] before the Authority's scheduled meeting date. The agenda may state that it is a preliminary agenda subject to change at or before the Authority's meeting.

*Failure to distribute the preliminary agenda as set forth above shall in no way affect the validity of any actions taken by the Authority at the meeting.*

- (b) Preliminary drafts of the minutes of the Authority's meeting shall, as soon as practicable following the meeting, be mailed or delivered to each officer and director of the Authority and the Authority's counsel. Each preliminary copy of the minutes so distributed shall be marked to indicate that it is a preliminary draft subject to additions or corrections at the Authority's next meeting.

**Article IV**

**Applications Procedures, Fees and Requirements**

Section 4.1 Applications.

At least twenty-one days before the Authority's meeting at which the Application is to be considered, each Applicant shall submit a fully and accurately completed Application to:

- each Director of the Authority,
- the Authority's Secretary and Counsel and
- the Economic Development Director of the County of Clarke,

Each Application shall include all requested exhibits. In the event all requested exhibits are not available or not to be made part of the public record, a statement of explanation will be attached to the Application.

The Authority recommends that each Applicant seek the advice of the Economic Development Director of the County of Clarke or the Authority's Counsel respecting completion of the Application before submitting it to the Authority.

Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia

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Section 4.2 Administrative Fees.

Each application submitted pursuant to Section 4.1 shall be accompanied with an application fee of \$5,000; provided, however, that if the amount of the application is \$1,000,000 or less, such fee shall be \$1,000.

The Authority also charges an annual administrative fee equal to:

- 1/10th of one percent for transactions of \$1,000,000 or less;
- 1/15th of one percent for transactions between \$1,000,001 and \$5,000,000; and
- 1/20th of one percent for transactions of more than \$5,000,000.

Such annual administrative fees shall be payable on the anniversary date of the closing of the transaction, and shall be computed by multiplying the applicable percentage by the outstanding principal balance of the bonds on such date.

The Authority reserves the right to modify the fees described in this section on a case-by-case basis, in the sole discretion of the Authority.

Fees, upon acceptance by the Authority, are non-refundable.

**Commented [TRK10]:** This should be removed. By doing this we can adjust the fees without having to adopt changes to the Bylaws. We can say "Please reference IDA Bond Fees".

Section 4.3 Costs and Expenses.

The Authority requires reimbursement of its costs and expenses incurred in connection with the issuance and sale of its Bonds and by virtue of its Bonds being outstanding. (See Section 5.2)

Section 4.4 Modification Fee: Transaction Fee.

- (a) The Authority may, in its discretion, require payment of a \$1,000 modification fee by any Applicant requesting the Authority to approve any modification or amendment to its Bonds or the applicable Financing Documents.

The modification fee shall be due and payable on or before the date of execution and delivery of the modification or amendment.

- (b) The Authority may, in its discretion, charge a transaction fee in the amount of \$1,000 to any Applicant requesting the Authority to take any action, regardless of whether the Authority has Bonds outstanding for the benefit of the Applicant.

The transaction fee will be in addition to any other fees required hereunder.

Section 4.5 Transcripts of Proceedings.

Each Applicant receiving Bond financing through the Authority shall furnish to the



## Rules and Procedures Of The Industrial Development Authority Of The Clarke County, Virginia

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Authority upon the sale and delivery of the Bonds, two complete transcripts of the Financing Documents relating to such Bonds. Bond transcripts shall be hardback bound in library standard quality binders at the cost and expense of the Applicant.

### Section 4.6 Bond Validation Proceedings.

The Authority may require that before issuance, its Bonds be validated by the Circuit Court of the County of Clarke, Virginia, pursuant to the requirements of [Article 6, Chapter 26, Title 15.2 of the Code](#). The costs, expenses and fees incurred in connection with any bond validation proceedings required by the Authority, including attorneys' fees, shall be paid by the Applicant.

**Commented [TRK11]:** When/How does the Authority do this? – Felicia Hart

### Section 4.7 Additional Information Required of Applicants

- (a) The Authority may adopt an inducement resolution conditioned upon the subsequent furnishing of certain information satisfactory to the Authority. All required information shall be promptly furnished to the Authority and failure of any Applicant to furnish such information shall constitute a ground for rescission of any inducement resolution adopted pursuant to such conditions.
- (b) The Authority may, at its option, require the furnishing of appraisals, evaluations or reports respecting the Project or any portion thereof. The Authority may retain advisors and consultants to advise it regarding any Project or other action that it is requested to undertake by any Applicant. All costs, fees and expenses of such appraisals, reports, consultants and advisors incurred by the Authority after prior notification to the Applicant shall be paid by the Applicant.
- (c) Since the Authority usually acts based upon information furnished to it solely by the Applicant, the Authority reserves the right to require at any time the furnishing of additional information concerning the Applicant, its financial statements, and any other information deemed relevant by the Authority. In instances where the Applicant has undergone changes in form or management or where the security to be given for payment of the Bonds has changed, the Applicant shall report such changes promptly to the Authority.

**Commented [TRK12]:** We need to create a generic invoice stating what possible costs will be charged instead of having to reference this document each time.

### Section 4.8 Notice of Public Hearing

The Applicant shall publish a notice of public hearing with respect to each Application for which a public hearing is required by the Code once a week for two successive weeks, to be published in a newspaper having general circulation in the County of Clarke, Virginia and in such other newspapers as may be required.

The notice shall be in a form approved by the Authority's Counsel and Bond Counsel.

**Commented [TRK13]:** Add in a copy of this public hearing publication will be held in IDA files with staff per retention periods set by the Library of Virginia (1 year after last action)- Felicia Hart

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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The second publication shall be not less than six nor more that twenty-one days before the Authority's meeting at which the Application is to be considered.

Persons who are interested in speaking at any public hearing held by the Authority are encouraged to submit their comments in writing.

The Authority shall publish such **additional notice** or notices and hold such additional public hearings with respect to each Application as may be required by law or recommended by Counsel to the Authority.

**Commented [TRK14]:** We should define who pays for the additional notices, the Authority or the Applicant? – Felicia Hart

Section 4.9 Projects Outside of the County of Clarke, Virginia

Any Applicant to finance a Project located outside the County of Clarke, Virginia shall be accompanied by evidence satisfactory to the Authority that the county, city or town in which the Project is proposed to be located approves the proposed financing of the Project by the Authority.

Following the adoption of an inducement resolution for such Project, the Applicant shall furnish to the Authority a certified copy of a resolution duly adopted by the governing body of such county, city or town stating that such governing body concurs with the inducement resolution adopted by the Authority evidence satisfactory to the Authority that the county, city or town in which the Project is proposed to be located approves the proposed financing of the Project by the Authority.

Following the adoption of an inducement resolution for such Project, the Applicant shall furnish to the Authority a certified copy of a resolution duly adopted by the governing body of such county, city or town stating that such governing body concurs with the inducement resolution adopted by the Authority.

The Authority may also require additional evidence concerning the impact or effect of the Project on the area where it will be located, whether the Project has received appropriate local approvals or permits, and whether the Project is acceptable to the inhabitants where it will be located

**Article V**

**PROVISIONS TO BE INCORPORATED INTO RESOLUTIONS AND FINANCING DOCUMENTS**

Section 5.1 Inducement Resolutions.

Each inducement resolution adopted by the Authority shall provide that it shall continue in full force and effect for a period of two years unless specifically extended by the Authority.

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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Section 5.2 Payment of Authority Expenses.

The Financing Documents adopted by the Authority for the benefit of any Applicant shall provide that the Applicant agrees to pay all costs, fees and expenses incurred by the Authority (including attorney's fees) in connection with: where it will be located.

- (a) the authorization, issuance and sale of the Authority's Bonds;
- (b) the ownership, occupation, operation or use of the Project being financed, whether owned by the Authority or the Applicant;
- (c) prepayment or redemption of the Authority's Bonds;
- (d) administrative costs and expenses of the Authority, including the fees of attorneys, accountants, engineers, appraisers or consultants, paid or incurred by the Authority by reason of the Bonds being outstanding or pursuant to requirements of the Financing Documents; and
- (e) Such other fees and expenses of the Authority, not directly related to the Project being financed for the Applicant, but attributable to the Authority's financing of industrial or commercial Projects, including without limitation, a share of costs of the Authority's annual audit as required by Code Section 15.2-4904, determined as follows:
  - (1) All costs and fees relating to the annual audit and directly attributable to a particular Applicant or Project, shall be charged to such Applicant; and
  - (2) Any costs and fees of such audit not directly attributable to any Applicant or Project shall be allocated among all Applicants having Bonds outstanding, pro rata, as the amount of Bonds originally issued for such Applicant bears to the total face amount of Bonds issued by the Authority of which any portion of any issue remains outstanding and unpaid.

**Commented [TRK15]:** Right now we cannot find evidence this has ever happened. – Felicia Hart

Section 5.3 Indemnification of the Authority.

Each Applicant shall agree to indemnify and save harmless the Authority, the County, the Board of Supervisors and their officers, directors, employees and agents (hereinafter the "Indemnitees") from and against all liabilities, obligations, claims, damages, penalties, fines, losses, costs and expenses (hereinafter referred to as "Damages"), including without limitation:

- (a) all amounts paid in settlement of any litigation commenced or threatened against the Indemnitees, if such settlement is effected with the written consent of the Applicant;

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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- (b) all expenses reasonably incurred in the investigation of, preparation for or defense of any litigation, proceeding or investigation of any nature whatsoever, commenced or threatened against the Applicant, the Project or the Indemnitees;
- (c) any judgments, penalties, fines, damages, assessments, indemnities or contributions; and
- (c) ~~the reasonable fees of attorneys, auditors, and consultants; provided that the damages arise out of:~~
  - (i) failure by the Applicant, or its officers, employees or agents, to comply with the terms of the Financing Documents and any agreements, covenants, obligations, or prohibitions set forth therein;
  - (ii) any action, suit, claim or demand contesting or affecting the title of the Project;
  - (iii) any breach of any representation or warranty set forth in the Financing Documents or any certificate delivered pursuant thereto, and any claim that any representation or warranty of the Applicant contains or contained any untrue or misleading statement of fact or omits or omitted to state any material facts necessary to make the statements made therein not misleading in light of the circumstances under which they were made;
  - (iv) any action, suit, claim, proceeding or investigation of a judicial, legislative, administrative or regulatory nature arising from or in connection with the construction, acquisition, ownership, operation, occupation or use of the Project; or
  - (v) any suit, action, administrative proceeding, enforcement action, or governmental or private action of any kind whatsoever commenced against the Applicant, the Project or the Indemnitees which might adversely affect the validity or enforceability of the Bonds, the Financing Documents, or the performance by the Applicant or any Indemnitee of any of their respective obligations thereunder.

**Commented [TRK16]:** Change this bullet to (d)

Section 5.4 Bond Counsel Opinion Required.

Before issuing and delivering any of its Bonds, the Authority shall receive an unqualified approving opinion of recognized bond counsel licensed to practice law in Virginia and approved by the Authority stating, among other things, that the Bonds have been duly authorized, executed, issued and delivered, that the interest thereon is exempt from Federal income taxation under IRC §103 (or other applicable provision of law) and

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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taxation by the Commonwealth of Virginia, and that the Bonds are exempt from registration requirements under applicable state and Federal securities laws.

Section 5.5 Covenants to Preserve Tax Exempt Status of Bonds.

All Financing Documents presented for approval by the Authority shall contain appropriate covenants of the Applicant designed to insure compliance with the requirements of IRC §103 to preserve the tax exempt status of interest on the Bonds, including without limitation, "arbitrage" requirements, capital expenditure limitations and reporting requirements.

Section 5.6 Payments in Lieu of Taxes.

In event title to the Project is held by any person or entity not subject to real or personal property taxes, the Applicant and any user of the Project, unless specifically exempted by the Authority, shall enter into an agreement to pay all taxes, levies, assessments, charges or other impositions which may be levied by any taxing authority on the Project as if such Applicant or user held title to the Project or any portion thereof.

**Commented [TRK17]:** Fix the start of this sentence:  
"In the event the title to the Project..."

Section 5.7 Restriction on Advertising.

The Applicant and any purchaser or underwriter of the Authority's Bonds shall not publish any advertisement, tombstone or other information with respect to the Authority's Bonds unless:

- (a) such advertisement has been approved by the Chairman or Vice Chairman of the Authority and Counsel to the Authority and
- (b) ~~such~~ advertisement contains the statement set forth below with respect to the limited nature of the obligations.

**Commented [TRK18]:** This needs to be fixed.

Any bond purchase agreement entered into in connection with the Authority's Bonds shall contain a covenant in substantially the following form which shall be binding on the Applicant, any purchaser and any underwriter of such bonds: The undersigned agree that no advertisement, tombstone or other information with respect to the Bonds shall be published in any newspaper or other publication unless such advertisement:

- (a) is approved by the Chairman or Vice Chairman of the Authority and Counsel to the Authority and
- (b) clearly states that the Bonds are limited obligations of the Authority payable solely from revenues and that neither the Commonwealth of Virginia nor any political subdivision thereof, including the Authority and the County of Clarke, Virginia, shall be obligated to pay the principal of or the interest or premium, if any, on the Bonds

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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and neither the faith and credit nor the taxing power of the Commonwealth of Virginia or any political subdivision thereof, including the Authority and the County of Clarke, is pledged to payment of the Bonds.

**Article VI**

**Reports**

Section 6.1 Interim Reports by Applicants.

Each Applicant shall file with the Authority a written report describing the status of its proposed financing no later than ten (10) days after receipt of written request therefore. Such written report shall include the proposed purchaser of the Bonds, the proposed terms of the Bonds, the status of Financing Documents, and the current status of the Project. Each Applicant shall promptly notify the Authority of any significant or material changes to any information previously furnished by the Applicant to the Authority, including specific descriptions of new or changed plans for the placement of the bonds and the security to be offered.

Section 6.2 Annual Reports of Applicants.

Each Applicant, after the issuance and sale of the Authority's Bonds for the benefit of the Project, shall annually report to the Authority no later than June 30 the status of the Project, which shall include the outstanding and unpaid balance of Bonds issued for the Project, whether any event of default has occurred under the Financing Documents, and other information relating to the financing of the Project and benefits to the County of Clarke, Virginia.

Section 6.3 Reports by Authority Chairman Directors etc.

At each meeting of the Authority, the Chairman, each Director, the Secretary, the Treasurer and the Authority's Counsel shall report any action taken on behalf of the Authority since the last meeting, including receipt of reports required under Sections 4.7, 6.1 and 6.2.

**Article VII**

**Enforcement**

Section 7.1 Enforcement of Provisions.

The Authority may refuse to consider or adopt any inducement resolutions, Financing  
Revision 3, April 26, 2018 Page 10

**Rules and Procedures Of The Industrial Development Authority Of The Clarke County,  
Virginia**

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Documents or any other matters presented for its consideration if the Applicant has failed to comply with the requirements of these Rules.

Section 7.2 Repeal of Actions Previously Taken.

The Authority may rescind or repeal any inducement resolution previously adopted by it or any other action taken by the Authority because of failure of the Applicant to comply with the provisions of these Rules or because of substantial changes in the management, ownership, Project plan or financial circumstances of the Applicant; provided, however, no inducement resolution or action taken by the Authority shall be repealed or rescinded unless prior written notice of such proposed action shall have been mailed to the Applicant at least three weeks before the date upon which such action is proposed to be taken. Notwithstanding the foregoing, no such action shall be taken by the Authority which will impair or adversely affect the interests of the holders of the Authority's Bonds.

**Article VIII**

**Statements of Policy**

Section 8.1 Construction, Operation and Effect of Rules.

These Rules are intended as guidelines to promote and insure the orderly and consistent consideration of Applications, Financing Documents and other matters brought before the Authority. For good cause, application of these Rules may be modified and waived upon a case by case basis upon the consent of the Authority. Any action taken by the Authority not in conformity with these Rules shall, nevertheless, be fully effective as if taken in compliance with these Rules. It is, however, the policy of the Authority that each Applicant comply fully and completely with these Rules, and failure to comply with these Rules may constitute grounds for refusal by the Authority to take any action requested.

Section 8.2 Approval of Inducement Resolution not to Constitute an Endorsement of Applicant.

The purpose of the Authority, as set forth in the Act, is to promote industry and develop trade by inducing manufacturing, industrial, governmental, commercial and non-profit enterprises to locate in or remain in the Commonwealth of Virginia. Pursuant to the Act, the Authority's powers shall be exercised for the benefit of the inhabitants of Virginia through the promotion of their safety, health, welfare, convenience or prosperity. Accordingly, the Authority's decision to adopt an inducement resolution or take other action will be based largely upon these factors. Further, the Act prohibits the Authority from operating any enterprise or Project. Since the Authority is a conduit for providing tax exempt financing to promote the commerce and industry of the Commonwealth of Virginia and the County of Clarke, Virginia, and given the express prohibition against

## Rules and Procedures Of The Industrial Development Authority Of The Clarke County, Virginia

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operating enterprises or Projects, the Authority believes it is improper for it to inquire into matters relating to the business judgment of the management of any Applicant not relevant to the foregoing factors. The Authority may, however, examine the business decisions and other aspects of management of the Applicant should it deem such matters relevant to the authorization, issuance and sale of its Bonds.

In view of the foregoing limitations, the adoption of an inducement resolution or any other action taken by the Authority is not to be used by any Applicant in any manner whatsoever as an endorsement or approval of the Applicant, its policies or its management.

### Section 8.3 Security for Payment of Bonds.

The Authority will require a showing that any issue of its Bonds is fully and adequately secured.

### Section 8.4 Compliance with Rules.

These Rules were adopted by the Authority to assist in the orderly and expeditious conduct of its business. As stated in 3.2 of these Rules, the Authority has reserved the right to require that any Applicant strictly conform to the requirements of the Rules. Among other things, the Rules require that each Applicant inform the Authority of any new developments or material changes in information which has been submitted to the Authority, either orally or in writing. Matters concerning the structure of the financing, the prospective purchasers of the Bonds and the security for payment of the Bonds are items of particular interest to the Authority; however, the Authority expects to be kept informed of all material changes to information submitted to it.

By submitting an Application to the Authority, the Applicant agrees to abide by these Rules. Thus, the burden is placed upon the Applicant to review and to comply with these Rules. The principal sanction which may be applied by the Authority against any Applicant for failure to comply with the Rules would be a refusal to take any action requested by the applicant. Such a refusal might result in embarrassment to or considerable financial expenses on the part of the Applicant. To avoid such embarrassment or expense, the Authority urges each Applicant to keep the Authority fully informed of any new developments or material changes to information previously submitted to the Authority, including in particular, changes in the contemplated financing structure or the proposed security for the Bonds. As noted above, the burden is upon the Applicant to convey this information to the Authority in a timely manner. What constitutes "timely" depends upon the circumstances of each case; however, each Applicant is urged to provide all such information before considerable time and expense is incurred upon matters which may prove unacceptable to the Authority. Any such communications should be made directly to the Authority's officers, directors and counsel.



## Conflict of Interest

- Currently, all IDA directors have complete the paper portion of the Conflict of Interest filing. Please complete the online part before December 31, 2020. This can be done at <https://ethicswebinar.dls.virginia.gov/>. This training must be completed every two (2) years on or before the date it was initially completed. Once you have completed your training, please email Brianna Taylor ([btaylor@clarkecounty.gov](mailto:btaylor@clarkecounty.gov)) or myself ([tkemp@clarkecounty.gov](mailto:tkemp@clarkecounty.gov)) with the date that the training was completed so we can remind you when your next training is due.

## Freedom of Information Training

- Per § 2.2-3704.3: As of July 1, 2020, all Directors of the IDA are required to complete FOIA (Freedom of Information Act) Training by December 31, 2020. This can be completed at: [http://foiacouncil.dls.virginia.gov/officertraining/story\\_html5.html](http://foiacouncil.dls.virginia.gov/officertraining/story_html5.html) This training must be completed every two (2) years on or before the date it was initially completed. Again, once you have completed your training, please let Brianna Taylor or myself know the date so we can remind you when your next training is due.

## New Business

- Clarke County CARES Small Business Assistance Grants
  - By Felicia Hart
  
- Clarke County CARES Non Profit Grant Program
  - By Chris Boies
  
- CARES Funds for Internet Connectivity
  - By Chris Boies



## Industrial Development Authority of the County of Clarke Virginia

*Ben Cochran, Brian Ferrell, Felicia Hart, English Koontz, Rodney Pierce, Isreal Preston,  
William Waite, David Weiss, William Wolfe*

# 2020 Meeting Schedule

January 23, 2020 – Organizational

April 23, 2020

July 23, 2020

October 22, 2020

January 28, 2020 – 2021 Organizational

Fourth Thursday Quarterly  
1:00pm | Meeting Room AB

Adjourn

## Reports Distributed in Packet

- IDA Follow-Up Items
- Building Department Reports
  - o New Single Family Dwellings
  - o Building Inspection Report
  - o Project Application Report
- EDAC Minutes
  - o September 16, 2020, Regular Meeting Minutes

IDA Board of Directors  
Follow Up Items Status Report

Year	Meeting Date	Item	Description	Follow Up	Status	Date Complete	Review Date	No. of Days
2020	1/23/2020	70	Correct typographical error in Bylaws and Rules and Procedures	Lora B. Walburn	Complete	1/30/2020		7
2020	1/23/2020	71	Process and upload approved minutes to IDA webpage.	Lora B. Walburn	Complete	1/29/2020		6
2020	1/23/2020	72	Update annual report information re 01/23 meeting	Lora B. Walburn	Complete	1/29/2020		6
2020	1/23/2020	73	Issue checks to directors for meeting attendance	Bill Waite	Complete	1/30/2020		7
2020	1/23/2020	74	Carry forward to April review of Bylaws and Rules and Procedures	Lora B. Walburn	Complete	1/30/2020		7
2020	1/23/2020	75	Carry forward review of bond fees from surrounding jurisdictions	Lora B. Walburn	Complete	1/30/2020		7
2020	7/23/2020	76	Process approved minutes and forward to the Public Information Officer for upload to the website.	Tiffany R. Kemp	Complete	7/24/2020		1
2020	7/23/2020	77	Issue checks to directors for meeting attendance	Bill Waite	Complete, distributed at meeting.	7/23/2020		0
2020	8/26/2020	78	Reminder at October meeting to complete COI online training by 12/31/20	Tiffany R. Kemp		8/26/2020		0
2020	8/26/2020	79	IDA Directors must complete online FOIA training by 12/31/20	Tiffany R. Kemp	Reminder added to October agenda	8/26/2020		0

Building Department - Clarke County  
New Single Family Dwellings 2020

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January			2	2	1		5	
February	1		3	1			5	
March	1	1			1	4	7	
April					1		1	
May				2		1	3	
June				1			1	
July	1	6		1			8	
August		2				1	3	
September		9		2		1	12	
October								
November								
December								
<b>TOTAL</b>	<b>3</b>	<b>18</b>	<b>5</b>	<b>9</b>	<b>3</b>	<b>7</b>	<b>45</b>	

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Clarke County  
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Gas	09/02/20	BT	P	NRSF			2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	15515	A
Slab Garage/Carport	09/02/20	BT	P	Garage	BVL		320 MINNIEWOOD LN	ERISMAN, KEVIN	15512	A
Final Closing Electr	09/02/20	BT	P	NRSF		GNWY	2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	13100	A
Final Closing Plumbi	09/02/20	BT	P	NRSF		GNWY	2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	13103	A
Final Closing Mechan	09/02/20	BT	P	NRSF		GNWY	2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	13105	A
Final Closing Buildi	09/02/20	BT	F	NRSF		GNWY	2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	13106	A
Electric Service	09/02/20	BT	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13518	A
Gas Line Pressure Te	09/02/20	BT	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15531	A
Framing	09/02/20	BT	P	Accessory	BYC	GNWY	496 GORHAM LN	HARRISON RANDALL & DEBO	15497	A
Gas Rough In	09/02/20	BT	P	MechPer-R	BVL	BLTN	687 NORTH HILL LN	CHAPMAN CHARLES E JR &	15513	A
Gas Line Pressure Te	09/02/20	BT	P	MechPer-R	BVL	BLTN	687 NORTH HILL LN	CHAPMAN CHARLES E JR &	15514	A
Framing	09/02/20	BT	P	Deck/Porch	FRYL	GNWY	153 CHAPMAN LN	EBERSBERGER WENDY S	14344	A
Final Closing Buildi	09/02/20	BT	P	Deck/Porch	FRYL	GNWY	153 CHAPMAN LN	EBERSBERGER WENDY S	14345	A
Electrical Rough In	09/02/20	BT	F	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	15516	A
Final Closing Buildi	09/02/20	BT	P	NRSF			2708 MILLWOOD RD	BALLENGER WILLIAM & AMY	15535	A
Final Closing Electr	09/02/20	BT	P	NRSF	BVL		305 FIRST ST	HURTADO PEDRO	15518	A
Mechanical Rough In	09/02/20	BT	F	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	15517	A
Final Closing Mechan	09/02/20	BT	P	NRSF	BVL		305 FIRST ST	HURTADO PEDRO	15519	A
Final Closing Plumbi	09/02/20	BT	P	NRSF	BVL		305 FIRST ST	HURTADO PEDRO	15520	A
Final Closing Buildi	09/02/20	BT	F	NRSF	BVL		305 FIRST ST	HURTADO PEDRO	15521	A
Electric Service	09/02/20	BT	P	Solar	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	14220	A
Insulation	09/02/20	BT	P	Rmdl Res	WHPT	GNWY	2101 GUN BARREL RD	BRERETON DANIEL VON	11988	A
Final Closing Electr	09/02/20	BT	P	Solar	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	14221	A
Final Closing Buildi	09/02/20	BT	P	Solar	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	14222	A
Electric Service	09/02/20	BT	P	ELEC RES	BVL	BVL	235 WALNUT ST	JMMB PROPERTIES LLC	15468	A
Gas Line Pressure Te	09/03/20	BT	P	Gas Per-R	BVL	CHPL	494 LLEWELLYN LN	REULING FRANK H JR	15439	A
Insulation	09/03/20	BT	P	Rmdl Res	BVL	BLTN	170 SHEPHERDS MILL RD	BRAZIE MICHAEL LEON	11168	A
Ditch Electric	09/03/20	BT	P	Elec Per-C	BVL		516 JACK ENDERS BLVD	GUNNER HOLDINGS LLC	15568	A
Footings	09/03/20	BT	P	Deck/Porch	BYC	GNWY	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J	15559	A
Footings Porch/Deck	09/03/20	BT	P		BYC	GNWY	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J	15566	
Footings Porch/Deck	09/03/20	BT	P		BYC	GNWY	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J	15567	
Footings	09/03/20	BT	P	Sign Prmt			1 EAST FAIRFAX ST	D R HORTON INC	14663	A
Electric Service	09/03/20	BT	P	Rmdl Res	CLK	GNWY	140 MONTANA HALL LN	MACKAY-SMITH JUSTIN	15555	A
Electric Service	09/04/20	BT	P	NRSF	BVL		138 KAVE LN	DAVIS SAMUEL LEWIS	15585	A
Framing	09/04/20	BT	F	Rmdl Res	BYC	CHPL	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	15563	A
Gas Tank	09/04/20	BT	P	Gas Per-R	BVL	CHPL	494 LLEWELLYN LN	REULING FRANK H JR	15569	A
Final Closing Mechan	09/04/20	BT	P	Rmdl Res	BVL	LNGM	845 WADESVILLE RD	ERMINI LISA	15522	A
Final Closing Buildi	09/04/20	BT	P	Rmdl Res	BVL	LNGM	845 WADESVILLE RD	ERMINI LISA	15523	A
Shower Pan	09/04/20	BT	P	PlumPer-R	BVL	LNGM	853 RUSSELL RD	PHILLIPS LEE B & IRINA	15570	A
Electrical Rough In	09/08/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15008	A
Framing	09/08/20	BT	F	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15006	A
Framing	09/08/20	BT	F	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15026	A
Electrical Rough In	09/08/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15028	A
Electric Service	09/08/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15029	A
Plumbing Rough In	09/08/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15032	A
Electric Service	09/08/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15009	A
Plumbing Rough In	09/08/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15012	A
Mechanical Rough In	09/08/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15014	A
Insulation	09/08/20	BT	P	NRSF			1 EAST FAIRFAX ST	D R HORTON INC	15629	A
Gas Rough In	09/08/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15631	A
Mechanical Rough In	09/08/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15034	A
Gas Rough In	09/08/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15630	A



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Clarke County  
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Framing	09/08/20	BT	F	Accessory	BLMT	BLTN	309 HEMLOCK LN	CALLIS DEBORAH LYNN & R	15632	A
Final Closing Electr	09/08/20	BT	P	NRSF	BVL	LNGM	3229 OLD CHARLES TOWN RD	GODBOLD DENNIS & MARY J	13647	A
Electrical Rough In	09/08/20	BT	PRT	Rmdl Res	BVL	BLTN	848 BOOM RD	STEVEN L GRAHAM	15578	A
Final Closing Plumbi	09/08/20	BT	P	NRSF	BVL	LNGM	3229 OLD CHARLES TOWN RD	GODBOLD DENNIS & MARY J	13650	A
Final Closing Mechan	09/08/20	BT	P	NRSF	BVL	LNGM	3229 OLD CHARLES TOWN RD	GODBOLD DENNIS & MARY J	13652	A
Final Closing Buildi	09/08/20	BT	P	NRSF	BVL	LNGM	3229 OLD CHARLES TOWN RD	GODBOLD DENNIS & MARY J	13653	A
Insulation	09/10/20	BT	F	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15027	A
Insulation	09/10/20	BT	F	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15007	A
Footings	09/10/20	BT	P	Deck/Porch	BVL	BVL	740 MCGUIRE CIR	TROTTA MICHAEL ALLYN &	14837	A
Electrical Rough In	09/10/20	BT	P	Rmdl Res	BYC	CHPL	154 CLAY HILL RD	HARRIS JEFFREY P & LUCI	15635	A
Framing	09/10/20	BT	P	Rmdl Res	BYC	CHPL	154 CLAY HILL RD	HARRIS JEFFREY P & LUCI	15636	A
Footings	09/10/20	BT	P	Deck/Porch	BVL	BVL	521 COBBLER DR	ROUNDS DAVID A & KARLI	14840	A
Final Closing Electr	09/10/20	BT	P	ELEC RES	BVL	CHPL	2869 PARSHALL RD	KELLY BRIAN & PAMELA	14199	A
Footings	09/10/20	BT	P	Garage	WHPT	GNWY	592 CARTERS LINE RD	ASHBY MEGAN & NORMAN JR	15207	A
Mechanical Rough In	09/10/20	BT	P	MechPer-R	BVL	LNGM	222 STRINGTOWN RD	KING THOMAS C & LAUREN	15461	A
Final Closing Gas	09/10/20	BT	P	NRSF	BYC		274 CAREFREE LN	HAYES JEREMY S & REBECC	15651	A
Mechanical Rough In	09/10/20	BT	F	ELEC RES	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15634	A
Electric Service	09/10/20	BT	P	NRSF	BYC	CHPL	1664 OLD WINCHESTER RD	HILL JIMMY L & ELIZABET	12749	A
Electrical Rough In	09/10/20	BT	P	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	15670	A
Final Closing Electr	09/10/20	BT	P	NRSF	BYC		274 CAREFREE LN	HAYES JEREMY S & REBECC	13700	A
Final Closing Plumbi	09/10/20	BT	P	NRSF	BYC		274 CAREFREE LN	HAYES JEREMY S & REBECC	13703	A
Final Closing Mechan	09/10/20	BT	P	NRSF	BYC		274 CAREFREE LN	HAYES JEREMY S & REBECC	13705	A
Final Closing Buildi	09/10/20	BT	P	NRSF	BYC		274 CAREFREE LN	HAYES JEREMY S & REBECC	13706	A
Mechanical Rough In	09/10/20	BT	P	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	15671	A
Footings	09/11/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15539	A
Final Closing Buildi	09/11/20	BT	P	Rmdl Res	BYC	BYC	332 BELINDA CT	MERCER MICHAEL	15649	A
Final Closing Buildi	09/11/20	BT	P	Add Res	BVL	CHPL	2200 SENSENY RD	MORRIS MICHAEL F	13786	A
Final Closing Buildi	09/11/20	BT	P	Deck/Porch	BVL	BVL	306 ASHBY CT	STEINMETZ WILLIAM A II	13505	A
Final Closing Electr	09/11/20	BT	P	Rmdl Res	BYC	BYC	332 BELINDA CT	MERCER MICHAEL	15650	A
Final Closing Electr	09/11/20	BT	P	Add Res	BVL	CHPL	2200 SENSENY RD	MORRIS MICHAEL F	15669	A
Electrical Rough In	09/14/20	BT	P	ELEC RES	BVL	CHPL	2869 PARSHALL RD	KELLY BRIAN & PAMELA	14197	A
Electrical Rough In	09/14/20	BT	F	ELEC RES	BVL	LNGM	801 RUSSELL RD	EDMONDS JAMES A & SHARO	15751	A
Final Closing Buildi	09/15/20	BT	P	NRSF	BVL		305 FIRST ST	HURTADO PEDRO	15789	A
Backfill	09/15/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	15803	A
Draintile	09/15/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	15804	A
Meeting with Inspect	09/15/20	BT	p	SPIG	BVL	BLTN	444 POSSUM HOLLOW LN	LEBLANC, MICHAEL	15802	A
Ditch Electric	09/15/20	BT	P	SPIG	BVL	BLTN	5540 HARRY BYRD HWY	CAMACHO-PEREZ GUALBERTO	15793	A
Bonding Pool	09/15/20	BT	P	SPIG	BVL	BLTN	5540 HARRY BYRD HWY	CAMACHO-PEREZ GUALBERTO	15794	A
Electrical Rough In	09/15/20	BT	P	ELEC RES	BVL	LNGM	801 RUSSELL RD	EDMONDS JAMES A & SHARO	15774	A
Basement Walls	09/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15773	A
Slab Basement	09/15/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	15785	A
Plumbing Groundworks	09/15/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	15343	A
Footings	09/15/20	BT	P	Accessory	BLMT	BLTN	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	15743	A
Slab	09/15/20	BT	P	Accessory	BYC	GNWY	2056 WILDCAT HOLLOW RD	CARROLL JODY LYNN	15771	A
Final Closing Mechan	09/15/20	BT	P	MechPer-R	WHPT	GNWY	38 FOX LN	THACKER WILBUR W & JANE	15460	A
Final Closing Buildi	09/15/20	BT	P	Deck/Porch	BVL	BVL	740 MCGUIRE CIR	TROTTA MICHAEL ALLYN &	14839	A
Gas Tank	09/16/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15799	A
Framing	09/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15805	A
Insulation	09/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15806	A
Gas Line Pressure Te	09/16/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15800	A
Framing	09/16/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15807	A
Insulation	09/16/20	BT	P	NRSF			13 EAST FAIRFAX ST	D R HORTON INC	15808	A

10/01/2020 10:43  
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Clarke County  
INSPECTION REPORT

P 3  
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Mechan	09/16/20	BT	P	MechPer-R	BVL	BLTN	687 NORTH HILL LN	CHAPMAN CHARLES E JR &	15406	A
Electric Service	09/16/20	BT	P	ELEC RES	BVL	BVL	304 JOSEPHINE ST	ANDREWS DONNA R ET AL	15575	A
Ditch Electric	09/16/20	BT	P	Land Dis	BLMT	CHPL	2489 RIVER RD	SHENANDOAH RIVER MOUNTA	15809	A
Final Closing Mechan	09/16/20	BT	P	MechPer-R	BVL	LNGM	222 STRINGTOWN RD	KING THOMAS C & LAUREN	15463	A
Plumbing Groundworks	09/17/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15545	A
DrainTile	09/17/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15810	A
Slab Basement	09/17/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15801	A
Final Closing Mechan	09/17/20	BT	P	MechPer-R	BLMT	CHPL	151 SLEEPY HOLLOW LN	GARVEY ROBERTA S	15487	A
Waterproofing/Pargin	09/17/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15811	A
Bonding Pool	09/17/20	BT	P	SPIG	BLMT	BLTN	160 RETREAT RD	MURDICK ROBERT A & CATH	15812	A
Electrical Rough In	09/17/20	BT	P	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	15819	A
Mechanical Rough In	09/17/20	BT	P	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	15820	A
Framing	09/17/20	BT	F	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	13765	A
Final Closing Mechan	09/17/20	BT	P	MechPer-R	BYC	GNWY	221 JOLLIFFE CIR	HINOJOSA JEAN V TRUST	15573	A
Steel/Rebar Pool	09/17/20	BT	P	SPIG	BLMT	BLTN	160 RETREAT RD	MURDICK ROBERT A & CATH	15240	A
Framing	09/18/20	BT	P	Deck/Porch	BVL	BVL	521 COBBLER DR	ROUNDS DAVID A & KARLI	14841	A
Final Closing Electr	09/18/20	BT	P	Accessory	BVL	LNGM	2283 SWIMLEY RD	KELLY A MOBERG	15399	A
Final Closing Buildi	09/18/20	BT	P	Accessory	BVL	LNGM	2283 SWIMLEY RD	KELLY A MOBERG	15400	A
Electrical Rough In	09/18/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15040	A
Electric Service	09/18/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15041	A
Plumbing Rough In	09/18/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15044	A
Framing	09/18/20	BT	F	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15038	A
Final Closing Buildi	09/18/20	BT	P	Deck/Porch	BVL	BVL	521 COBBLER DR	ROUNDS DAVID A & KARLI	14842	A
Mechanical Rough In	09/18/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15046	A
Slab	09/18/20	BT	P	Accessory	BLMT	BLTN	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	15821	A
Trench	09/18/20	BT	P	Elec Per-C	CLK	CHPL	MOUNT CARMEL RD	THOMAS PHILLIP SWING TR	15822	A
Electric Service	09/18/20	BT	P	Elec Per-C	CLK	CHPL	MOUNT CARMEL RD	THOMAS PHILLIP SWING TR	15372	A
Insulation	09/18/20	BT	P	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	14985	A
Final Closing Buildi	09/18/20	BT	P	Tents Lrg	WHPT	GNWY	830 LONG BRANCH LN	ISAACS HARRY Z	15353	A
Framing	09/21/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15859	A
Gas Line	09/21/20	BT	F	NRSF	BVL	BLTN	280 GLEN OWEN LN	TRUMP BRIAN	15831	A
Framing	09/21/20	BT	F	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15856	A
Electrical Rough In	09/21/20	BT	F	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15857	A
Plumbing Rough In	09/21/20	BT	F	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15858	A
Final Closing Electr	09/21/20	BT	P	ELEC RES	BVL	CHPL	2869 PARSHALL RD	KELLY BRIAN & PAMELA	15852	A
Electrical Rough In	09/21/20	BT	P	ELEC RES	BYC		221 NORTH GREENWAY AVE	TILGHMAN SARAH E	15840	A
Ditch Electric	09/21/20	BT	P	ELEC RES	BYC		221 NORTH GREENWAY AVE	TILGHMAN SARAH E	15843	A
Final Closing Mechan	09/21/20	BT	P	MechPer-R	BLMT	BLTN	309 HONEYSUCKLE LN	CLEMMONS BRADFORD L JR	14886	A
Ditch Electric	09/21/20	BT	P	SPIG	BVL	BVL	207 SOUTH CHURCH ST	DAVIS ADAM & ELIZABETH	15844	A
Final Closing Buildi	09/22/20	BT	P	Add Res	BVL	LNGM	456 TRAPP HILL RD	TIPPETS JOE	15872	A
Footings	09/22/20	BT	P	NRSF	BYC		1981 BISHOP MEADE RD	GADGET MARKETING LLC	15731	A
Plumbing Groundworks	09/22/20	BT	P	Rmdl Res	BLMT	BLTN	19680 BLUE RIDGE MTN RD	MITCHELL JEFFREY T	15813	A
Framing	09/22/20	BT	F	Garage	BVL	LNGM	456 TRAPP HILL RD	TIPPETS JOSEPH & ELBA S	14461	A
Shower Pan	09/22/20	BT	F	NRSF	BYC		1664 OLD WINCHESTER RD	HILL JIMMY L & ELIZABET	15851	A
Slab Garage/Carport	09/22/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15849	A
Plumbing Groundworks	09/23/20	BT	F	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15678	A
Sewer Line	09/23/20	BT	F	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15896	A
Framing	09/23/20	BT	P	Garage	BLMT	CHPL	401 FELTNER RD	LEE JAKE & KATHY	15018	A
Insulation	09/23/20	BT	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15039	A
Framing	09/23/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15062	A
Final Closing Buildi	09/23/20	BT	F	Garage	BLMT	CHPL	401 FELTNER RD	LEE JAKE & KATHY	15020	A
Electrical Rough In	09/23/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15064	A

10/01/2020 10:43  
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Clarke County  
INSPECTION REPORT

P 4  
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Electric Service	09/23/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15065	A
Plumbing Rough In	09/23/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15068	A
Mechanical Rough In	09/23/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15070	A
Gas Line	09/23/20	BT	P	NRSF	BVL	BLTN	280 GLEN OWEN LN	TRUMP BRIAN	15873	A
Slab	09/23/20	BT	P	Garage	WHPT	GNWY	592 CARTERS LINE RD	ASHBY MEGAN & NORMAN JR	15861	A
Plumbing Rough In	09/23/20	BT	PRT	Rmdl Res	BVL	BVL	510 EWELL CT	WEBB WAYNE E & SUZANNE	15870	A
Final Closing Buildi	09/23/20	BT	P	Deck/Porch	BYC	BYC	220 PLEASANT HILL DR	GARCIA EFRAIN ANTONIO &	15869	A
Sewer Line	09/23/20	BT	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15891	A
Sewer Line	09/23/20	BT	P	NRSF	BVL		405 WEEKS CT	D R HORTON INC	15895	A
Sewer Line	09/23/20	BT	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15897	A
Water Line	09/23/20	BT	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15898	A
Plumbing Groundworks	09/23/20	BT	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15328	A
Plumbing Groundworks	09/23/20	BT	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15643	A
Water Line	09/23/20	BT	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15901	A
Water Line	09/23/20	BT	P	NRSF	BVL		405 WEEKS CT	D R HORTON INC	15899	A
Water Line	09/23/20	BT	F	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15900	A
Plumbing Groundworks	09/23/20	BT	P	NRSF	BVL		405 WEEKS CT	D R HORTON INC	15663	A
Stairways	09/23/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15850	A
Electrical Rough In	09/24/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	13733	A
Plumbing Rough In	09/24/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	13737	A
Mechanical Rough In	09/24/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	13739	A
Gas Line Pressure Te	09/24/20	BT	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15924	A
Framing	09/24/20	BT	F	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15871	A
Plumbing Groundworks	09/24/20	BT	P	NRSF			408 WEEKS CT	D R HORTON INC	15316	A
Plumbing Groundworks	09/24/20	BT	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	15701	A
Electric Service	09/24/20	BT	P	ELEC RES	BVL	LNGM	801 RUSSELL RD	EDMONDS JAMES A & SHARO	15752	A
Septic Electrical Co	09/24/20	BT	P	NRSF	BVL		1105 MOOSE RD	SPADAFORA STACY ELIZABE	15909	A
Sewer Line	09/24/20	BT	P	NRSF			408 WEEKS CT	D R HORTON INC	15912	A
Water Line	09/24/20	BT	P	NRSF			408 WEEKS CT	D R HORTON INC	15913	A
Sewer Line	09/24/20	BT	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	15914	A
Water Line	09/24/20	BT	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	15915	A
Footings Porch/Deck	09/24/20	BT	P	Rmdl Res	BLMT	BLTN	533 CEDAR LN	DUNKLE CHRISTINA N	15907	A
Plumbing Rough In	09/24/20	BT	P	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	15860	A
Bonding Pool	09/24/20	BT	P	SPIG	BVL	BLTN	5540 HARRY BYRD HWY	CAMACHO-PEREZ GUALBERTO	15906	A
Slab	09/24/20	BT	P	Accessory	BYC	GNWY	496 GORHAM LN	HARRISON RANDALL & DEBO	15908	A
Final Closing Mechan	09/24/20	BT	P	MechPer-R	PRS	GNWY	581 LIBERTY HILL LN	REGAN PARTNERSHIP L P	15834	A
Framing	09/28/20	BT	F	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15050	A
Electrical Rough In	09/28/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15052	A
Electric Service	09/28/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15053	A
Plumbing Rough In	09/28/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15056	A
Mechanical Rough In	09/28/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15058	A
Insulation	09/28/20	BT	P	NRSF			400 WEEKS CT	D R HORTON INC	15063	A
Electrical Rough In	09/28/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15076	A
Electric Service	09/28/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15077	A
Plumbing Rough In	09/28/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15080	A
Mechanical Rough In	09/28/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15082	A
Framing	09/28/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15846	A
Insulation	09/28/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15847	A
Shower Pan	09/28/20	BT	P	NRSF	BYC		1664 OLD WINCHESTER RD	HILL JIMMY L & ELIZABET	15925	A
Gas Line	09/28/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15916	A
Gas Line	09/28/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15917	A
Electrical Rough In	09/28/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15910	A

10/01/2020 10:43  
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Clarke County  
INSPECTION REPORT

P 5  
piinhrpt

Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Plumbing Rough In	09/28/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	15911	A
Electric Service	09/28/20	BT	F	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15543	A
Framing	09/28/20	BT	P	Accessory	BYC	CHPL	2834 CALMES NECK LN	KIRBY VICTOR C	14642	A
Final Closing Electr	09/28/20	BT	P	ELEC RES	BVL	BLTN	1066 SPRINGSBURY RD	LEONARD CASEY W	14307	A
Gas Line	09/28/20	BT	F	Gas Per-R	BVL	BVL	107 EAST MAIN ST	DRAKE SUELLEN OLSON TRU	15939	A
Ditch Electric	09/28/20	BT	P	Garage	BYC	GNWY	146 MORNING STAR LN	LIGHT RONALD N & ELIZAB	15946	A
Basement Walls	09/28/20	BT	P	NRSF	BYC		1981 BISHOP MEADE RD	GADGET MARKETING LLC	15934	A
Final Closing Electr	09/28/20	BT	P	Add Res	BVL	BVL	209 RICE ST	HAYDEN ANNA MAE TRSTEE	15940	A
Final Closing Buildi	09/28/20	BT	P	Add Res	BVL	BVL	209 RICE ST	HAYDEN ANNA MAE TRSTEE	14894	A
Gas Line	09/28/20	BT	P	Gas Per-R	BVL	BVL	416 MADDEN ST	COPLEY STEPHEN M & AMY	15837	A
Plumbing Groundworks	09/28/20	BT	P	Rmdl Res	BYC	CHPL	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	15931	A
Plumbing Rough In	09/28/20	BT	P	Rmdl Res	BYC	CHPL	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	15932	A
Final Closing Mechan	09/28/20	BT	P	Add Res	BVL	BVL	209 RICE ST	HAYDEN ANNA MAE TRSTEE	15941	A
Electric Service	09/28/20	BT	P	Rmdl Res	BYC	CHPL	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	15884	A
Footings Porch/Deck	09/29/20	BT	P	NRSF	BVL		425 ANNFIELD RD	DULANEY SHANNON C & STE	15992	A
Final Closing Electr	09/29/20	BT	P	Land Dis	BLMT	CHPL	2489 RIVER RD	SHENANDOAH RIVER MOUNTA	15991	A
Electric Service	09/29/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15973	A
Electric Service	09/29/20	BT	P	NRSF	BVL		425 ANNFIELD RD	DULANEY SHANNON C & STE	15993	A
Final Closing Gas	09/29/20	BT	P	Gas Per-R	BVL	BVL	416 MADDEN ST	COPLEY STEPHEN M & AMY	15839	A
Framing	09/30/20	BT	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	16006	A
Gas Line	09/30/20	BT	P	Gas Per-R	BVL	BVL	107 EAST MAIN ST	DRAKE SUELLEN OLSON TRU	16002	A
Gas Line Pressure Te	09/30/20	BT	P	Rmdl Res	BVL	LNGM	664 WRIGHTS MILL RD	OHRSTROM GEORGE L II	16003	A
Gas Tank	09/30/20	BT	P	Rmdl Res	BVL	LNGM	664 WRIGHTS MILL RD	OHRSTROM GEORGE L II	16004	A
Framing	09/30/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	16005	A
Electric Service	09/30/20	BT	P	ELEC RES	BLMT	BLTN	631 CEDAR LN	ATCHISON JOHN J & MARGA	15368	A
Electrical Rough In	09/30/20	BT	F	ELEC RES	BLMT	CHPL	2363 MORGANS MILL RD	SCHWANDT DAVID G & YORL	15866	A
Framing	09/30/20	BT	P	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	14984	A
INSPECTOR TOTALS: 235 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00										
Insulation	09/01/20	JR	P	NRSF			774 BEECHWOOD LN	HACKBERRY 2020 LLC	15510	A
Electrical Rough In	09/01/20	JR	P	Add Comm	BYC	GNWY	8153 JOHN MOSBY HWY	SHENANDOAH HILLS PARTNE	15511	A
Framing	09/02/20	JR	F	NRSF			1 EAST FAIRFAX ST	D R HORTON INC	15524	A
Electrical Rough In	09/02/20	JR	F	NRSF			1 EAST FAIRFAX ST	D R HORTON INC	15525	A
Insulation	09/02/20	JR	F	NRSF			5 EAST FAIRFAX ST	D R HORTON INC	15526	A
Framing	09/02/20	JR	F	NRSF			5 EAST FAIRFAX ST	D R HORTON INC	15527	A
Final Closing Gas	09/02/20	JR	P	ELEC RES	BLMT	BLTN	168 HOLLOW BROOK LN	DOUBLE WOOD FARM LLC	15431	A
Final Closing Gas	09/02/20	JR	P	ELEC RES	BLMT	CHPL	3811 EBENEZER RD	DOUBLE WOOD FARM LLC	15430	A
Final Closing Electr	09/04/20	JR	P	Elec Per-C	BVL	BVL	3 CATTLEMANS LN	CIE INTERNATIONAL LLC	15577	A
Framing	09/04/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15579	A
Plumbing Rough In	09/04/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13521	A
Mechanical Rough In	09/04/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13523	A
Electrical Rough In	09/04/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13517	A
Final Closing Electr	09/09/20	JR	P	Elec Per-C	BVL	BVL	23 WEST MAIN ST	WILLIAMS KENNETH H & SA	15633	A
Final Closing Buildi	09/14/20	JR	P	Rmdl Res	PRS	CHPL	112 STONE RIDGE LN	DOHERTY OWEN	15775	A
Framing	09/15/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15747	A
Electrical Rough In	09/15/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15748	A
Plumbing Rough In	09/15/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15749	A
Mechanical Rough In	09/15/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	15750	A
Insulation	09/15/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13516	A
Final Closing Electr	09/21/20	JR	P	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15885	A
Final Closing Mechan	09/21/20	JR	F	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15886	A



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Clarke County  
INSPECTION REPORT

P 6  
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Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Plumbi	09/21/20	JR	F	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15889	A
Final Closing Plumbi	09/22/20	JR	F	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15890	A
Final Closing Mechan	09/22/20	JR	F	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15887	A
Final Closing Electr	09/22/20	JR	P	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	15888	A
Plumbing Rough In	09/23/20	JR	P	Rmdl Res	BYC	CHPL	154 CLAY HILL RD	HARRIS JEFFREY P & LUCI	15882	A
Insulation	09/23/20	JR	P	Rmdl Res	BYC	CHPL	154 CLAY HILL RD	HARRIS JEFFREY P & LUCI	15883	A
Footings	09/23/20	JR	P	Rmdl Res	BYC	GNWY	13368 LORD FAIRFAX HWY	BUCKLEY M S & SON INC	14983	A
Ditch Electric	09/25/20	JR	P	NRSF			774 BEECHWOOD LN	HACKBERRY 2020 LLC	15929	A
Water Line	09/25/20	JR	P	NRSF			774 BEECHWOOD LN	HACKBERRY 2020 LLC	15930	A
Footings	09/25/20	JR	P	Add Comm		BLTN	12582 LORD FAIRFAX HWY	STEICO INC	15827	A
Conduit	09/25/20	JR	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15927	A
Water Line	09/25/20	JR	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15928	A
Ditch Electric	09/25/20	JR	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15923	A
Fireplace Throat	09/28/20	JR	P	NRSF	BVL		1856 BRIGGS RD	CLINE ROGER M & ANNE C	15926	A
Electric Service	09/28/20	JR	P	Rmdl Res	BYC		8 EAST MAIN ST	CAREY FRANK SUMNER	15933	A
Final Closing Electr	09/28/20	JR	P	Elec Per-C	BVL	BLTN	426 QUARRY RD	PERRY STUART M INC	15694	A
Final Closing Electr	09/28/20	JR	P	Elec Per-C		GNWY		MCCONVILLE LESTER & CAT	15690	A
Electric Service	09/28/20	JR	P	ELEC RES	BYC	GNWY	7664 HOWELLSVILLE RD	SPEELMAN SYLVESTER OTIS	14729	A
Electric Service	09/28/20	JR	P	ELEC RES	BVL	LNGM	11051 HARRY BYRD HWY	CUMMINGS CLAYTON & PATR	15919	A
Conduit	09/29/20	JR	P	Add Comm			12582 LORD FAIRFAX HWY	STEICO INC	15990	A
FOUNDATION	09/29/20	JR	P	Add Comm			12582 LORD FAIRFAX HWY	STEICO INC	15994	A
Final Closing Plumbi	09/29/20	JR	P	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	16034	A
Final Closing Plumbi	09/29/20	JR	P	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	16035	A
Final Closing Buildi	09/29/20	JR	P	Nw Commrc1	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	16036	A
Insulation	09/29/20	JR	P	Add Comm		BLTN	12582 LORD FAIRFAX HWY	STEICO INC	15829	A
Slab	09/29/20	JR	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15986	A
Stairways	09/29/20	JR	P	NRSF	BLMT	BLTN	176 LOST BOYS LN	HARRIS KIMBERLY R & AND	15987	A
Footings	09/30/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	15935	A

INSPECTOR TOTALS: 50 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00

Slab Porch/Deck	09/09/20	RE	P	NRSF			1 EAST FAIRFAX ST	D R HORTON INC	15792	A
Concrete Form	09/09/20	RE	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	15790	A
Slab Porch/Deck	09/11/20	RE	P	NRSF			1 EAST FAIRFAX ST	D R HORTON INC	15791	A
Footings	09/15/20	RE	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15322	A
Footings	09/15/20	RE	P	NRSF			408 WEEKS CT	D R HORTON INC	15310	A
Basement Walls	09/17/20	RE	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15947	A
Footings	09/17/20	RE	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15637	A
Footings	09/17/20	RE	P	NRSF	BVL		405 WEEKS CT	D R HORTON INC	15657	A
Basement Walls	09/18/20	RE	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15948	A
Basement Walls	09/18/20	RE	P	NRSF	BVL		405 WEEKS CT	D R HORTON INC	15949	A
Basement Walls	09/18/20	RE	P	NRSF			408 WEEKS CT	D R HORTON INC	15950	A
Footings	09/18/20	RE	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15672	A
Footings	09/18/20	RE	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	15695	A
Basement Walls	09/21/20	RE	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15944	A
Basement Walls	09/21/20	RE	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	15945	A
Footings	09/24/20	RE	P	NRSF	BVL		412 WEEKS CT	D R HORTON INC	15719	A
Footings	09/24/20	RE	P	NRSF	BVL		417 WEEKS CT	D R HORTON INC	15942	A
Slab Garage/Carport	09/25/20	RE	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15969	A
Slab Basement	09/25/20	RE	P	NRSF			31 EAST FAIRFAX ST	D R HORTON INC	15970	A
Slab Garage/Carport	09/25/20	RE	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15967	A
Slab Basement	09/25/20	RE	P	NRSF	BVL		401 WEEKS CT	D R HORTON INC	15968	A

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Clarke County  
INSPECTION REPORT

P 7  
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Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Slab Garage/Carport	09/25/20	RE	P	NRSF	BVL	405	WEEKS CT	D R HORTON INC	15971	A
Slab Basement	09/25/20	RE	P	NRSF	BVL	405	WEEKS CT	D R HORTON INC	15972	A
Slab Garage/Carport	09/25/20	RE	P	NRSF	BVL	409	WEEKS CT	D R HORTON INC	15974	A
Slab Basement	09/25/20	RE	P	NRSF	BVL	409	WEEKS CT	D R HORTON INC	15975	A
INSPECTOR TOTALS:		25	INSPECTIONS		FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:		310	INSPECTIONS		FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:		310	INSPECTIONS		FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00

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Clarke County  
INSPECTION REPORT

P 8  
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Building Inspections

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	235	FAIL	37
Basement Walls	8	Jamie Royston	50	PARTIAL	2
Bonding Pool	3	Ruckman Engineering PLC	25	PASS	267
Concrete Form	1			PASS WITH CONDITIONS	4
Conduit	2				
Ditch Electric	8				
DrainTile	2				
Electric Service	23				
Electrical Rough In	23				
Final Closing Building	22				
Final Closing Electric	19				
Final Closing Gas	5				
Final Closing Mechanical	15				
Final Closing Plumbing	8				
Fireplace Throat	1				
Footings	19				
Footings Porch/Deck	4				
FOUNDATION	1				
Framing	28				
Gas Line	7				
Gas Line Pressure Test	6				
Gas Rough In	3				
Gas Tank	3				
Insulation	16				
Mechanical Rough In	14				
Meeting with Inspector	1				
Plumbing Groundworks	10				
Plumbing Rough In	15				
Septic Electrical Connect	1				
Sewer Line	6				
Shower Pan	3				
Slab	5				
Slab Basement	6				
Slab Garage/Carport	6				
Slab Porch/Deck	2				
Stairways	2				
Steel/Rebar Pool	1				
Trench	1				
Water Line	8				
Waterproofing/Parging	1				
<b>TOTAL INSPECTIONS:</b>	<b>310</b>				

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Clarke County  
INSPECTION REPORT

P 9  
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ALL

INSPECTIONS PERFORMED: 09/01/20 to 09/30/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	235	FAIL	37
Basement Walls	8	Jamie Royston	50	PARTIAL	2
Bonding Pool	3	Ruckman Engineering PLC	25	PASS	267
Concrete Form	1			PASS WITH CONDITIONS	4
Conduit	2				
Ditch Electric	8				
DrainTile	2				
Electric Service	23				
Electrical Rough In	23				
Final Closing Building	22				
Final Closing Electric	19				
Final Closing Gas	5				
Final Closing Mechanical	15				
Final Closing Plumbing	8				
Fireplace Throat	1				
Footings	19				
Footings Porch/Deck	4				
FOUNDATION	1				
Framing	28				
Gas Line	7				
Gas Line Pressure Test	6				
Gas Rough In	3				
Gas Tank	3				
Insulation	16				
Mechanical Rough In	14				
Meeting with Inspector	1				
Plumbing Groundworks	10				
Plumbing Rough In	15				
Septic Electrical Connect	1				
Sewer Line	6				
Shower Pan	3				
Slab	5				
Slab Basement	6				
Slab Garage/Carport	6				
Slab Porch/Deck	2				
Stairways	2				
Steel/Rebar Pool	1				
Trench	1				
Water Line	8				
Waterproofing/Parging	1				

TOTAL INSPECTIONS: 310

\*\* END OF REPORT - Generated by Angela Cather \*\*



## Project Application Report - Building Dept

For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Project Fees
Commercial Addition	200410	4187.72
Commercial Electric Permit	200391	117.30
	200394	86.70
	200395	86.70
	200427	555.90
	200431	61.20
Commercial Mechanical Permit	200379	
	200380	
	200392	326.40
Commercial Remodel	200405	1022.85
Residential Accessory	200400	260.73
	200439	246.27
Residential Addition	200407	1241.58
	200426	834.31
Residential Deck/Porch no Roof	200383	201.00
	200384	201.00
	200406	51.00
Residential Electric Permit	200387	86.70
	200401	102.00
	200413	45.90
	200417	56.10
	200422	45.90
	200432	102.00
Residential Garage	200419	327.22
	200421	881.92
Residential Gas Permit	200388	45.90
	200408	81.60
	200412	45.90
	200415	40.80
	200428	40.80
	200429	40.80
Residential Mechanical Permit	200386	81.60
	200411	81.60
	200420	81.60

**Project Application Report - Building Dept**  
 For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Project Fees
Residential Mechanical Permit	200430	40.80
	200438	40.80
Residential New	200381	1017.98
	200389	1082.77
	200390	985.07
	200393	1204.84
	200396	1082.77
	200397	1204.84
	200398	1204.84
	200399	2485.25
	200402	1974.11
	200436	1743.58
	Residential Remodel	200382
200385		493.43
200403		102.00
200404		550.80
200409		513.88
200414		209.10
200416		219.30
200418		292.94
Solar Array System	200378	168.30
Swimming Pool In Ground	200437	428.50
<b>Total</b>		<b>28983.06</b>

## Project Application Report - Building Dept

For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Commercial Addition	200410	12582 LORD FAIRFAX HWY	STEICO INC	\$498,109	\$4,187.72	ISSUED W/O CONDITIONS
Commercial Electric Permit	200391	351 STATION RD	VIRGINIA MARINE INVESTMENTS LLC	\$0	\$117.30	ISSUED W/O CONDITIONS
	200394	0	MCCONVILLE LESTER & CATHERINE A	\$0	\$86.70	CLOSED W/ FINAL
	200395	426 QUARRY RD	PERRY STUART M INC	\$0	\$86.70	CLOSED W/ FINAL
	200427	3449 LOCKES MILL RD	MILLER JOHN U JR	\$0	\$555.90	ISSUED W/O CONDITIONS
	200431	9 S BUCKMARSH ST	ENDERS VOLUNTEER FIRE DEPT	\$0	\$61.20	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	200379	210 W MAIN ST	COMMONWEALTH CARE INC	\$0		ISSUED W/O CONDITIONS
	200380	114 ACADEMY ST	BERRYVILLE BAPTIST CHURCH	\$0		ISSUED W/O CONDITIONS
	200392	104 N CHURCH ST	CLARKE COUNTY	\$0	\$326.40	APP PENDING
Commercial Remodel	200405	20 W MAIN ST	FLP ENTERPRISES	\$144,150	\$1,022.85	APP PENDING
Residential Accessory	200400	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	\$13,230	\$352.53	ISSUED W/O CONDITIONS
	200439	84 CARDINAL LN	HANLEY WAYNE R & REBECCA A TRSTEES	\$10,080	\$246.27	ISSUED W/O CONDITIONS
Residential Addition	200407	203 EAGLE ROCK LN	TRENT CAROLYN ALISON & TIMOTHY HIL	\$204,919	\$1,241.58	ISSUED W/O CONDITIONS
	200426	459 BLAKEMORE LN	THURMAN FARM LLC	\$118,412	\$834.31	ISSUED W/O CONDITIONS
Residential Deck/Porch no Roof	200383	2190 JOHN MOSBY HWY	MOORE MATTHEW & JENNIFER	\$0	\$201.00	APP PENDING
	200384	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J & GWENDOLYN	\$0	\$201.00	ISSUED W/O CONDITIONS



**Project Application Report - Building Dept**  
For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Deck/Porch no Roof	200406	409 MONTGOMERY CT	GIBSON ERECKA L	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Electric Permit	200387	304 JOSEPHINE ST	ANDREWS DONNA R ET AL	\$0	\$86.70	ISSUED W/O CONDITIONS
	200401	801 RUSSELL RD	EDMONDS JAMES A & SHARON A	\$0	\$102.00	ISSUED W/O CONDITIONS
	200413	221 N GREENWAY AVE	TILGHMAN SARAH E	\$0	\$45.90	ISSUED W/O CONDITIONS
	200417	2363 MORGANS MILL RD	SCHWANDT DAVID G & YORLY L	\$0	\$56.10	ISSUED W/O CONDITIONS
	200422	11051 HARRY BYRD HWY	CUMMINGS CLAYTON & PATRICIA	\$0	\$45.90	ISSUED W/O CONDITIONS
	200432	417 CUSTER CT	MACMILLAN JODI M	\$0	\$102.00	ISSUED W/O CONDITIONS
Residential Garage	200419	234 PINE CREST LN	SKIDMORE WILLIAM G	\$16,824	\$327.22	ISSUED W/O CONDITIONS
	200421	104 VISTA LN	SMITH LESLIE CHRISTOPHER & JESSICA	\$107,673	\$881.92	ISSUED W/O CONDITIONS
Residential Gas Permit	200388	201 TYSON DR	KNOWLES DOUGLAS CARTER & JOANN	\$0	\$45.90	ISSUED W/O CONDITIONS
	200408	175 SKYHORSE LN	BRENDEL ROBERT A & NANCY C SHAW	\$0	\$81.60	ISSUED W/O CONDITIONS
	200412	416 MADDEN ST	COPLEY STEPHEN M & AMY M	\$0	\$45.90	ISSUED W/O CONDITIONS
	200415	107 E MAIN ST	DRAKE SUELLEN OLSON TRUSTEE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200428	116 TYSON DR	MEAWAD HALIM M	\$0	\$40.80	ISSUED W/O CONDITIONS
	200429	1373 WRIGHTS MILL RD	MELIUS HENRY J III	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Mechanical Permit	200386	221 JOLLIFFE CIR	HINOJOSA JEAN V TRUST	\$0	\$81.60	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Mechanical Permit	200411	581 LIBERTY HILL LN	REGAN PARTNERSHIP L P	\$0	\$81.60	ISSUED W/O CONDITIONS
	200420	280 ANNFIELD RD	WILSON JACK C & PATRICIA A HUNT	\$0	\$81.60	ISSUED W/O CONDITIONS
	200430	440 WARFIELD LN	BREWER WALLACE E JR	\$0	\$40.80	ISSUED W/O CONDITIONS
	200438	24 TANNERY LN	LEE EDWARD A & MONICA VILLEGAS	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential New	200381	421 RIDGE RD	CAPITAL BUILDERS LLC	\$201,782	\$1,017.98	ISSUED W/O CONDITIONS
	200389	401 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200390	405 WEEKS CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200393	409 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200396	413 WEEKS CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200397	417 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200398	412 WEEKS CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200399	1981 BISHOP MEADE RD	GADGET MARKETING LLC	\$351,078	\$2,485.25	ISSUED W/O CONDITIONS
	200402	404 CAREFREE LN	RILEY DANIEL W & MARGARET C	\$239,719	\$1,974.11	ISSUED W/O CONDITIONS
	200436	1182 CLIFTON RD	WARFIELD WAYNE JR & DEANA &	\$211,936	\$1,743.58	ISSUED W/O CONDITIONS
Residential Remodel	200382	311 LIMESTONE CT	DEFRANGE JOSEPH LOUIS & VIRGINIA	\$46,200	\$268.16	ISSUED W/O CONDITIONS
	200385	1109 OLD CHAPEL RD	GONZALEZ CRISTIAN JORGE	\$37,500	\$493.43	ISSUED W/O CONDITIONS



## Project Application Report - Building Dept

For Period: 9/1/2020 to 9/30/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Remodel	200403	644 LIME MARL LN	HAPPY TRAILS RANCH LLC	\$0	\$102.00	ISSUED W/O CONDITIONS
	200404	8 E MAIN ST	CAREY FRANK SUMNER	\$0	\$550.80	ISSUED W/O CONDITIONS
	200409	7117 HOWELLSVILLE RD	CANTRELL LARRY & EVELYN	\$86,400	\$513.88	ISSUED W/O CONDITIONS
	200414	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRISTOPHER	\$0	\$209.10	ISSUED W/O CONDITIONS
	200416	510 EWELL CT	WEBB WAYNE E & SUZANNE L	\$0	\$219.30	ISSUED W/O CONDITIONS
	200418	525 CATHER RD	CHAUNCEY STEPHEN E & CASSIE R	\$51,600	\$292.94	ISSUED W/O CONDITIONS
Solar Array System	200378	2885 FROGTOWN RD	LAMAR WILLIAM ROBERT & REBECCA LOU	\$0	\$168.30	ISSUED W/O CONDITIONS
Swimming Pool In Ground	200437	538 CATHER RD	EDGEComb CHRISTOPHER J & KIMBERLY	\$0	\$428.50	ISSUED W/O CONDITIONS

Clarke County Economic Development Advisory Committee  
September 16, 2020 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, September 16, 2020, at 1:00 pm.

Board: Chris Bates, Christy Dunkle, Bev McKay, John Milleson, Betsy Pritchard, Lee Sheaffer

Absent: Lori Mackintosh, Christina Kraybill

Staff: Chris Boies, Tiffany Kemp, Cathy Kuehner, and Felicia Hart

Press: Mickey Powell – The Winchester Star

Also Present: Robina Rich Bouffault, Doug Lawrence

1. Call to Order

At 1:00 pm, Chairman John Milleson called the meeting to order.

2. Adoption of Agenda

Committee Roles and Responsibilities discussion was removed from the agenda.

**Chris Bates, seconded by Betsy Pritchard, moved to adopt the agenda as amended. The motion carried by the following vote**

Chris Bates	-	Aye
Christy Dunkle	-	Aye
Christina Kraybill	-	Absent
Lori Mackintosh	-	Absent
Beverly B. McKay	-	Aye
John Milleson	-	Aye
Betsy Pritchard	-	Aye
Lee Sheaffer	-	Aye

### 3. Approval of Minutes

**Christy Dunkle, seconded by Lee Scheaffer, moved to approve the July 15, 2020, minutes as presented. The motion carried as follows:**

Chris Bates	-	Aye
Christy Dunkle	-	Aye
Christina Kraybill	-	Absent
Lori Mackintosh	-	Absent
Beverly B. McKay	-	Aye
John Milleson	-	Aye
Betsy Pritchard	-	Aye
Lee Sheaffer	-	Aye

### 4. CARES Grant Program

Highlights Include:

- Chris Boies
  - o The deadline for applications was on September 11, 2020
  - o CARES Grant Review Committee to verify requirements met.
    - Terri Catlett – Finance Committee,
    - Bill Waite – Treasurer, IDA,
    - John Milleson – Chair EDAC, withdrew himself from this committee. Serves on the board for the Bank of Clarke County and does not want any possible conflicts of interest. Nominates Betsy Pritchard to take his place, she is one of the most senior members of the EDAC,
    - Betsy Pritchard, EDAC accepts nomination to CARES Grant Review Committee,
  - o IDA will not be issuing checks as the IRS requires the County to provide tax information to those businesses receiving funds. The IDA does not have a way to give those without placing a significant burden on them, while the County's Accounts Payable process can generate that tax paperwork at the end of the year in a more efficient manner.
  - o \$285,000 worth of requests from 30 different businesses.
  - o Previous Board of Supervisors allotment of the CARES money was \$100,000, approved \$285,000 on September 15, 2020, regular meeting.
  - o The previous \$100,000 was based on the first \$1.25 Million received in CARES money; a second allocation was received for a total of \$2.5 Million.
  - o Staff will work to get checks out as soon as possible.
- Felicia Hart



- Just under 1,000 grant applications were direct mailed to anyone who had a business license in Clarke County/Berryville.
- Some business owners indicated they did not apply because they wanted to be sure those who needed it most received the funds.
  - Tried to encourage those owners that if there is a need, please apply so we know.
- Twenty-eight (28) complete applications were received, two (2) were incomplete, with a max request of \$10,000 per application.
- Promotion of the grant promotions was done through The Winchester Star, Facebook pages, County website, Christine Kriz with the Lord Fairfax Small Business Development Center, mentioned by the Winchester and Frederick County EDAs, worked with the Chamber to do social media and meeting mentions.

## 5. CARES Funding

### Highlights Include:

- Felicia Hart
  - \$50,000 CARES Act funding approved to be used for economic development and tourism.
  - Approximately \$4,100 will be used as our regional piece for the GoVirginia grant.
    - Back to workforce program,
    - Focus provides training to those out of work,
    - Focus on getting tourism back into Clarke County and our "Wide Open Spaces",
    - Strategically placed radio advertising,
    - Improve website and social media presence,
  - Signage for vacant businesses for sale
  - Potential Clarke County marketing blitz at the Virginia Clearbrook Welcome Center for the month of December
    - Averages about 60,000 people who go through the visitor center during the holidays,
    - Any business can set up advertisements to market activities to help bring people back in the spring,
  - Visitor's Guide and other printed items visitors could need.
  - Video production to be used in multiple places.
    - No video for Clarke County currently exists
  - This committee can assist by making introductions and let Felicia know so she doesn't miss anything.

## 6. Economic Development and Tourism Goals Update

### Highlights Include

- Felicia Hart
  1. Convene a group of hospitality owners/operators (topics to include TOT, short-term rentals, Civil War)
    - This has already happened.
    - Betsy Pritchard gave a brief overview
      - i. TOT
        - still in discussion
      - ii. Civil War
        - Not a huge seller
      - iii. Short Term Rentals
        - Cutting into Bed-and-Breakfast business, and have been for years,
        - Would like to address the definition of a Bed-and-Breakfast,
        - Feels anyone over three (3) bedroom, constitutes a Bed & Breakfast according to Airbnb, needs to be inspected, and are working businesses,
  2. Engage stakeholders on the feasibility of a hotel in Berryville (this would include owners/operators in the region).
    - Reached out to a few folks
    - Bill Waite has been very helpful and explaining the history and research he has done.
  3. Continue efforts on small business attraction and retention (seminars, promotion, assistance).
    - Working on this regularly
    - Christine Kriz, Lord Fairfax Small Businesses Center, has come to Clarke to visit numerous business already.
    - When Covid-19 allows, we will put together seminars and programs for the community.
  4. Engage in a dialogue with property owners of vacant buildings and developable land to spur economic activity.
    - Putting list together
    - Reached out to a few folks, work in progress
  5. Evaluate what is needed to make the Berryville Main Street program viable and successful.
    - Reached out to several businesses on Main Street to get history.
    - We are still trying to set up a meeting with the director of the Main Street program.

- A new board is in place.
- 6. Formalize website and social media strategies for economic development.
  - Work in progress
  - Using CARES Act funding to utilize photographs and videos.
- 7. Establish relationships, and provide training for realtors in the area.
  - Two (2) conversations have happened with Nancy Silva, Director of the Blue Ridge Association of Realtors.
  - We will look at doing a tour in this area when Covid-19 allows.
- 8. Develop and implement an incentive program using the CARES Act funding.
  - Just spoke about previously.

## 7. Airbnb

### Highlights Include

#### – Chris Boies

- Tax Collection and Sharable Information
  - The County receives certain financial information as part of the tax collection process that is not permitted to share with the public.
    - I.e., McDonald's Meals Tax is not public knowledge and is protected by various state laws.
  - We had previously recorded the Airbnb collections from the County as a total.
  - Airbnb is a business in itself and charges a fee for services to host.
  - By providing the data on how much Airbnb is collecting for these operators in Clarke County, we revealed what Airbnb was collecting. Airbnb is a business and has the same protections as individual operators.
  - County Attorney has said we are not allowed to share that information.
  - Betsy Pritchard opined if this position is taken with Airbnb money, it should be taken with all of the money.
    - Chris Boies responded we would continue to provide the total collection for the County, but we cannot give individual business information.
- Planning Commission Discussion
  - This discussion precedes Chris Boies.
  - Work Sessions have been held on this.
  - June produced a draft tax amendment
  - Brandon Stidham spoke with the Board of Supervisors in July about enforcement options.
  - In September, this was referred back to the Policy Committee
  - Setbacks:
    - Grandfather existing businesses or not
    - Are Special Use Permits required

- There are septic/building inspection issues
- Christy Dunkle inquired as to what other jurisdictions do.
  - Chris Boies retorted some regulate; some do not; each is different.
- John Milleson asked if there was a goal for finishing.
  - Chris Boies answered hopefully by the end of the year, but cannot speak for them.

## 8. Next Meeting

The next meeting is scheduled for Wednesday, November 18, 2020, followed by the Annual Business Tour on December 16, 2020.

- Send recommendations for the Annual Business Tour to Felicia Hart.

## Branding Update by Christy Dunkle

- Community Development Committee was championing this cause.
- There were five (5) to six (6) round tables with ten (10) participants at each. Participation was by town and county people. Felt the turnout was great.
- Videos are available on YouTube.
- We are moving ahead with the project—will update the committee next week.
- Worked on a template to share with the County on Economic Development.
- Signage for town properties and the government center.

## Staff to do:

- Contact Ms. Dana Waring about presenting to the committee at the November 2020 Meeting.

## 9. Adjournment

Being no further business, at 1:28 pm, Chairman John Milleson adjourned the meeting.

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Minutes recorded and transcribed by Tiffany R. Kemp, Clerk

DRAFT