

# Good Shepherd Episcopal Church

27 Good Shepherd Road  
P.O. Box 324  
Bluemont, Virginia 20135



June 24, 2020

Stephanie Gurnsey Higgins  
Minister for Diocesan Development and Giving  
The Diocese of Virginia  
110 W. Franklin St.  
Richmond, VA  
23220-5095

Subject: Episcopal Church of the Good Shepherd  
2020 Scott Foundation Grant - Final Report

Dear Stephanie,

We are pleased to advise you that, in accordance with the stipulations of the subject grant, we have completed the exterior painting of our church. We are so grateful to the Scott Foundation for this generous grant. The church looks wonderful, thanks to your help.

While receipt of project quotes was done earlier, the actual project work itself began on 2 April 2020 and was completed on 12 May 2020. The work involved two primary efforts.

First, there were exterior repairs that needed to be done in preparation for the painting. These involved replacing rotted window sills, fixing broken glass, and replacing rotting and bird-damaged corner bead and crown molding on the bell tower and rake board on the parish hall. These areas of concern can be seen in detail in the enclosed "AHC Exterior Repair Contract". The majority of the repairs were done by Apple House Contracting with glass replacement done by one of our parishioners for materials cost only, in order to reduce the overall price tag. The total cost for these repairs was \$2,392.14, consisting of \$2,347.87 for Apple House (see Enclosure (2)) and \$44.27 for window glass materials.

The second phase was the actual painting itself, which involved scraping, power washing, caulking, sanding, and spot priming, followed by two coats of finish paint. The details of the work may be seen in the enclosed "Juarez Exterior Painting draft contract". In addition to the siding and window casing, painted in white, the front doors were given a fresh coat of red paint with green trim around the door and the stained glass window above it. The total cost for this effort was \$7,600 payable as a 50% deposit and the remainder due on completion.

The total cost for the project was \$9,992.14. Therefore, we were \$7.86 short of spending the full grant amount. Per the stipulations of the grant, "Funds not used for the purposes described [...] may have to be returned to the Diocese of Virginia". We await your decision on whether these funds must be returned. But we also want to let you know that, from our own internal funding, we accomplished another \$4,402.94 of interior repairs in the early Spring before beginning this exterior work and had our metal roof completely repainted at a cost of \$4,850.00 in the Summer of 2019.

In addition to the three enclosures mentioned above, we are also enclosing two financial reports showing the expenditures actually coming from our building account. The first shows activity for March and April and includes all Apple House Contracting charges, both interior and exterior, and the deposit for Juarez Painting. The second is our May bank statement that shows the charges for the window glass replacement and the final payment to Juarez. And a sixth enclosure is a photo collage showing the work in progress and the completed project. Please let us know if any further documentation is required.

Once again, we thank you for your financial assistance to our project. This project was very successful in that we completed all our goals for exterior painting. The church looks wonderful and the few remaining infiltration areas have been addressed. With this project, we are another step closer to completing our major church building and grounds maintenance list identified over the past several years. Still remaining is a facelift for our Parish Hall and replacement of our paved parking area. With each step, our building becomes an increasingly comfortable place to worship and community gatherings. We look forward to the day when, God willing, we will be able to use it for such, once again.

Sincerely,

*[Signature removed]*

Lois Tapscott  
Senior Warden

*[Signature removed]*

Timothy Hall  
Junior Warden / Project Lead

Enclosures: (1) AHC Exterior Repair Contract  
(2) AHC Exterior Repair Contract Invoice  
(3) Juarez Exterior Painting draft contract  
(4) GSB building fund activity – Mar Apr 2020  
(5) GSB May 2020 bank statement  
(6) Exterior Painting Photo Collage