

# SILVER FOX ENTERPRISES, LLC



*Bridging the Gap*

## INVOICE

**Date: 6/30/2022**

**Invoice # 322**

**To: Town of Woodstock/EDC Housing Advisor  
31 The Green  
Woodstock, VT 05091**

| Name                               |       | Service  | Payment Terms      |          |
|------------------------------------|-------|--|--------------------|----------|
| Jill Davies<br>EDC Housing Advisor |       | Woodstock EDC Housing Advisor  | Due within 10 days |          |
| Date                               | Hours | Description  | Hourly Rate        | Total    |
| 6/6/22                             | 1.25  | Eligibility reqs, google drive, timesheet tested   | \$40.00            | \$50.00  |
| 6/7/22                             | 3.00  | Group Mtgs, elig reqs, review Rent Local calcs fr/JD                                       | \$40.00            | \$120.00 |
| 6/8/22                             | 2.75  | Plan site inspection, create inspection sheet, timesheet app fdbk, eligibility reqs        | \$40.00            | \$110.00 |
| 6/9/22                             | 1.50  | SB inspection, timesheet app/process call Jon  | \$40.00            | \$60.00  |
| 6/10/22                            | 1.50  | Finalized eligibility reqs, status team,   | \$40.00            | \$60.00  |
| 6/11/22                            | 5.50  | Proj tracker updated, elig reqs to team, update process chart, create housing application  | \$40.00            | \$220.00 |
| 6/12/22                            | 1.75  | Eligibility reqs, flow chart, and proj tracker updates, timesheet issue reported           | \$40.00            | \$70.00  |
| 6/14/22                            | 1.50  | Working Group Mtg, eligibility reqs and flowchart reviewed/discussed                       | \$40.00            | \$60.00  |
| 6/15/22                            | 0.50  | Contractor timesheet reviewed, add interested landlord to list, eligibility reqs           | \$40.00            | \$20.00  |
| 6/16/22                            | 1.00  | Mtg w/Jill   | \$40.00            | \$40.00  |
| 6/17/22                            | 4.00  | Application & legal agreement  | \$40.00            | \$160.00 |
| 6/18/22                            | 2.50  | Finished application and status team   | \$40.00            | \$100.00 |
| 6/19/22                            | 3.00  | Apply application fdbk, create EDC mtg workflow timing                                     | \$40.00            | \$120.00 |
| 6/20/22                            | 3.50  | Agreement drafts updated   | \$40.00            | \$140.00 |
| 6/21/22                            | 3.33  | Working Group Mtg, Jill & Cliff Mtg, Split applications for each program                   | \$40.00            | \$133.20 |
| 6/22/22                            | 2.50  | Eligibility reqs, RIPP & ADU applications updated, split legal agreements for each program | \$40.00            | \$100.00 |
| 6/23/22                            | 7.00  | Applications updated, Legal agreements updated   | \$40.00            | \$280.00 |

Silver Fox Enterprises, LLC  
P.O. Box 154, Bridgewater, VT 05034  
Phone: 802-672-4046 silverfoxgap@gmail.com

|                    |              |  |                      |                   |
|--------------------|--------------|--|----------------------|-------------------|
| 6/24/22            | 1.00         | Review/accept agreements fdbk, add other suggestions & return                                    | \$40.00              | \$40.00           |
| 6/27/22            | 0.83         | Review timeline updates, proj tracker updated  | \$40.00              | \$33.33           |
| 6/28/22            | 1.50         | Working Group Mtg, Google set up discussion w/Patrick, mtg with attny & Jill                     | \$40.00              | \$60.00           |
| 6/28/22            | 3.00         | Website planning mtg, begin executing  | \$40.00              | \$120.00          |
| 6/29/22            | 0.25         | Website input, web docs  | \$40.00              | \$10.00           |
| 6/30/22            | 3.50         | Follow up with team re apps, Send website info/due dates, determine app format, STR list updated | \$40.00              | \$140.00          |
|                    |              |  |                      |                   |
| <b>Total Hours</b> | <b>56.16</b> |  | <b>Total Payment</b> | <b>\$2,246.53</b> |

**Make all checks payable to Silver Fox Enterprises, LLC**  
***Thank you for your business!***

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