

PO # 135759

AMS Rec 444348



PERCHERON

February 23, 2018

Project No: 10.001123.0000

Invoice No: 0280957

Jillian Peterson
Fort Bend County
301 Jackson Street
Richmond, TX 77469

Project 10.001123.0000 Precinct 3 Mobility PO# 135759
TOTAL CONTRACT AMOUNT: \$611,000.00
AMOUNT INVOICED TO DATE: \$602,193.42
REMAINING FUNDS AVAILABLE: \$8,806.58

Gaston Road
Spring Green
Greenbusch Road
Katy Flewellen

Professional Services from January 27, 2018 to February 23, 2018

Professional Personnel

	Quantity	Rate	Amount
Project Manager			
Kaplan, Arlene	6.0	85.00	510.00
Miller, Rhia	10.0	85.00	850.00
Total Labor			1,360.00

Reimbursable Expenses

Copies			8.25 ✓
Total Reimbursables			8.25

Total this Project \$1,368.25

Project 10.002533.0000 2013 Mobility/Katy-Flewellen


Professional Personnel

	Quantity	Rate	Amount
Documents Specialist			
Cervantes, Aleya	11.0	65.00	715.00
Cooper, Gordon	4.0	65.00	260.00
George, Kathy	5.0	65.00	325.00
Kimbrell, Jennifer	3.0	65.00	195.00

Project Manager

Please remit payment to PERCHERON, LLC, 1904 West Grand Parkway North, Suite 200, Katy, TX 77449, Toll-Free 888-232-3149, EIN 55-0645875. Thank you. We appreciate your business.

Project	10.001123.0000	FBC-Precinct 3 Mobility PO# 135759	Invoice	0280957
Miller, Rhia	31.0	85.00	2,635.00	
Relocation Agent				
Schedler, Margaret	30.0	75.00	2,250.00	
Right of Way Agent (1-5 Years)				
Suzyette Romoser	24.0	65.00	1,560.00	
Total Labor				7,940.00
Reimbursable Expenses				
Mileage			76.30	✓
Copies			41.55	✓
Postage			18.55	✓
Total Reimbursables			136.40	136.40
Total this Project				\$8,076.40
Total this Invoice				\$9,444.65

OK
 04/10/13
 By 

PERCHERON INVOICE DETAIL

Billing Period from January 27, 2018 to February 23, 2018

Date	Qty	Rate	Total Labor	Miles	Amt (Miles x Rate)	Lodging	Meals	Per Diem	Phone	Comp	Filing Fees	Copies	Pstg	Other Exp	Total Exp	Total
Miller, Rhia																
1/29/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Gaston Road -Worked on files for closure (P5, P8, P9, P11, P12, P13, P16)															
1/30/2018	2.000	85.00	170.00													170.00
Work Detail	Rhia Miller: Gaston Road - P19: site inspection to monitor house rehabilitation. P9 & P11 - At request of SPI, reviewed appraisals to see if owner were compensated to relocate underground electricity; sent email to SPI															
1/31/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Gaston Road - P19: Spoke with Arlene and property owner; reviewed and assisted with editing of email to construction contractor.															
2/2/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Gaston Road - Worked on files for closure (P4, P6, P7, P15).															
2/20/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Gaston Road - P19: Site visit to monitor house rehabilitation.															
1/30/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Katy-Flewellen - Team Meeting. P19: Spoke to appraiser re: appraisal for meet lienholder requirements.															
1/31/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Katy-Flewellen - P26-P29: Requested HUD-1 and closing documents from title company; reviewed updated title commitment provided by title company; sent updated title commitment to agent and uploaded to AMPS.															
2/2/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Katy-Flewellen - P1_15, P17 & P26-P29 - Reviewed updated surveys provided by SPI; emailed surveys to agent and uploaded to AMPS; requested updated survey on P28 to correct Abstract No. and Survey name, per title company; P26-P29 - spoke with title company re: title curative items															
2/5/2018	2.000	85.00	170.00													170.00
Work Detail	Rhia Miller: Katy-Flewellen - P17: After discussion with FBC, prepared memo to file re: updated survey. P30: Researched owner's questions regarding ditch; email to agent. P19: email to appraiser. P26-P29: forwarded updated surveys to title company for review.															
2/6/2018	2.000	85.00	170.00													170.00
Work Detail	Team meeting. Updated weekly report.															
2/14/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Katy-Flewellen - P6, P7, P8: Followed up on locating closing documents not received by title company. Started work on timeline for FBC.															
2/15/2018	4.000	85.00	340.00													340.00
Work Detail	Rhia Miller: Katy-Flewellen - P6, P7, P8 - Spoke with agents re: their closings; put closing packages together and sent to Stewart Title; spoke with Stewart title re: closing process. Finished work on timeline and emailed to FBC.															
2/16/2018	1.000	85.00	85.00													85.00
Work Detail	Rhia Miller: Katy-Flewellen - P6 - worked with agent and title company re: closing.															
2/19/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Katy-Flewellen: Updated report for weekly meeting. P19 - called appraiser re: appraisal for lienholder. P2/P3, P9 & P19 - emailed title company requesting closing documents. P7 & P8 - Email to FBC to notify that these parcels closed.															
2/20/2018	3.000	85.00	255.00													255.00
Work Detail	Team meeting. P2/P3, P19 - Email correspondence with title company re: closings. P2/P3 - forwarded closing documents to agent.															
2/22/2018	3.000	85.00	255.00													255.00
Work Detail	Rhia Miller: Katy-Flewellen - P19: Received and reviewed appraisal prepared for lienholder; forwarded appraisal to Arlene and agent; uploaded appraisal to AMPS; spoke with Arlene and agent re: partial release package to be sent to lienholder. P26-P29: Spoke with FBC Legal re: requirements to close parcel and lack of response from property owner; received and reviewed updated title commitment from title company; emailed updated title commitment to FBC Legal, agent and Arlene; uploaded title commitment to AMPS.															
2/23/2018	5.000	85.00	425.00													425.00
Work Detail	Rhia Miller: Katy-Flewellen - Updated weekly report. P9 - Forwarded closing documents to agent. P26-P29 - Spoke to agent re: moving forward with ED package. P6 - Spoke with agent about picking up closing documents. P2/P3 - spoke to agent about status of closing. P7 & P8 - emailed meeting minutes to FBC Clerk's office so that agent could record deeds.															
Total Miller, Rhia:	41.000		3,485.00													3,485.00
Cervantes, Aleyna																
1/30/2018	2.000	65.00	130.00													130.00
Work Detail	1/30/18-Aleyna Cervantes-Katy Flewellen- Resent IOL P30 via FedEx.Updated postage sheet.															
1/31/2018	2.000	65.00	130.00													130.00
Work Detail	1/31/18-Aleyna Cervantes-Katy Flewellen-Started payment package for P26-29. Responded to emails. Scanned cm receipts.															
2/1/2018	1.000	65.00	65.00													65.00
Work Detail	2/1/18-Aleyna Cervantes-Katy Flewellen- Emailed Rhia regarding payment package for P26-29.															
2/8/2018	2.000	65.00	130.00													130.00
Work Detail	2/8/18-Aleyna Cervantes-Katy Flewellen- Made acceptance letter for P30. Printed vendor forms, warranty deed and 1099. Updated postage on excel sheet and printed. Gave to debbie to invoice.															
2/15/2018	2.000	65.00	130.00													130.00
Work Detail	2/15/18-Aleyna Cervantes-Katy Flewellen-Scanned original huds and tax agreements for P6, 7, 8.															
2/20/2018	2.000	65.00	130.00													130.00

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Cervantes, Aleyna																
Work Detail	2/20/18-Aleyna Cervantes- Katy Flewellen- Discussed parcels with team and upcoming work.															
Total Cervantes, Aleyna:	11.000		715.00													715.00
Schedler, Margaret																
1/30/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; weekly transportation meeting															
1/31/2018	2.000	75.00	150.00													150.00
Work Detail	Maggie Schedler; calls with PM regarding P19's partial release; calls, emails regarding P2-3's updated form 1295															
2/1/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; call with P5 regarding closing held last Friday															
2/6/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; weekly transportation status meeting															
2/12/2018	2.000	75.00	150.00													150.00
Work Detail	Maggie Schedler; calls with P19 regarding partial release process; calls with PM regarding P6 deed															
2/15/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; call with P6 owner regarding needing new deed signed															
2/16/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; calls/emails regarding P6 closing and needed documents.															
2/19/2018	1.000	75.00	75.00													75.00
Work Detail	Maggie Schedler; contacted owner of P19 to set an appointment															
2/20/2018	2.000	75.00	150.00	12.00	6.54									6.54		156.54
Work Detail	Maggie Schedler; Weekly transportation meeting; met with P19 to sign forms for Partial Release															
2/21/2018	7.000	75.00	525.00													525.00
Work Detail	Maggie Schedler; calls & emails with P2-3 & P6 regarding closing documents that need their signature; began working on updating files for ED.															
2/22/2018	7.000	75.00	525.00													525.00
Work Detail	Maggie Schedler; received appraisal for P19's partial release; gathered information for review for PM's															
2/23/2018	4.000	75.00	300.00													300.00
Work Detail	Maggie Schedler; worked on finishing files that were submitted for ED															
Total Schedler, Margaret:	30.000		2,250.00	12.00	6.54									6.54		2,256.54
Kimbrell, Jennifer																
1/30/2018	1.000	65.00	65.00													65.00
Work Detail	1/30 Weekly team meeting to discuss Katy Flewellen projects															
2/6/2018	1.000	65.00	65.00													65.00
Work Detail	2/6 Weekly team meeting on Katy Flewellen project															
2/20/2018	1.000	65.00	65.00													65.00
Work Detail	2/20 Weekly team meeting regarding Katy Flewellen project															
Total Kimbrell, Jennifer:	3.000		195.00													195.00
Cooper, Gordon																
2/2/2018	2.000	65.00	130.00	42.00	22.89									22.89		152.89
Work Detail	Picked up package for 409															
2/13/2018	2.000	65.00	130.00													130.00
Work Detail	Drafted partial release of lien for P17, and verified whether title would be clear															
Total Cooper, Gordon:	4.000		260.00	42.00	22.89									22.89		282.89
George, Kathy																
1/30/2018	1.000	65.00	65.00													65.00
Work Detail	1/30/2018 - Attended Katy Flewellen team meeting.															
2/6/2018	1.000	65.00	65.00													65.00
Work Detail	2/06/2018 - Attended weekly Katy Flewellen team meeting.															
2/14/2018	1.000	65.00	65.00													65.00
Work Detail	2/14/2018 - Drove to Ft. Bend County to pick up the deeds for parcels 6.7. and 8. (Katy Flewellen)															

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George, Kathy																
2/23/2018	2.000	65.00	130.00	86.00	46.87										46.87	176.87
Work Detail	2/23/2018 - Drove to PO to pick up the closing documents and original deed. (Katy Flewellen parcel 6).															
Total George, Kathy:	5.000		325.00	86.00	46.87										46.87	371.87
Kaplan, Arlene																
1/30/2018	2.000	85.00	170.00													170.00
Work Detail	Arlene Kaplan: walked site and house with Rhia and LO to note what is done and what needs to be done to finish addition. Minimal list and expect to have this done by Friday. Will order appraisal and complete bank requirements to get partial release and close															
2/20/2018	4.000	85.00	340.00													340.00
Work Detail	Arlene Kaplan: Gaston Rd. P19 - Picked up last of receipts and invoices for contractor and property owner work to complete construction. Worked up final justification of invoices for contractot and property owner; authorized payments; scheduled surveyor and alerted appriaser.															
Total Kaplan, Arlene:	6.000		510.00													510.00
Romoser, Suzyette																
1/31/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Katy Flewellen; P17 - Communicated w/attorney that property owner will sign counteroffer acceptance paperwork; will prepare file for closing; working on partial release; other administrative duties.															
2/1/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Katy Flewellen; P26-29 - Provided property owner with closing issues on schedule c of title commitment; W9 and title company information; other administrative duties.															
2/5/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Katy-Flewellen; P17 - Revised final agreement and resent to property owners attorney; resent vendor forms and working on partial release for closing; other administrative duties.															
2/8/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Katy Flewellen; P30 - Met w/property owner in Percheron office to discuss offer; addressed concerns; property onwer signed agreement and deed; working with owner to obtain partial release and corporate documents for closing; other administrative duties.															
2/12/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Katy Flewellen; P07-08 - Prepared file for closing and assisted title company with closing; P17 - provided editable warranty deed file to make edits to send back for review; provided partial release for property owners lender; updated files and logs; other administrative duties.															
2/15/2018	2.000	65.00	130.00													130.00
Work Detail	Suzy Romoser - Katy Flewellen; P30 - assisting property owner with 1295 form; partial release for lender; other administrative duties.															
2/20/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Katy Flewellen; Weekly staff meeting to discuss projects; outstanding parcels; closings, and EDs. Updated files, logs and other administrative duties.															
2/23/2018	4.000	65.00	260.00													260.00
Work Detail	Suzy Romoser - Katy Flewellen; P26-29 - Working with title company and property owner to clear title issues; provide marital status; P9 - received closing documents; preparing to close property owner; other administrative duties.															
Total Romoser, Suzyette:	24.000		1,560.00													1,560.00
FedEx																
2/23/2018													18.55		18.55	18.55
AP Detail	Fedex @ Katy Ft. Bend Cty S.Romoser															
Total FedEx:													18.55		18.55	18.55
KATY CC PFS 1.27 to 2.09.2018																
2/9/2018												8.25			8.25	8.25
2/9/2018												32.25			32.25	32.25
Total KATY CC PFS 1.27 to 2.09.2018:												40.50			40.50	40.50
KATYCC FIELD SERVICE 02.10 to 2.23.2018																
2/23/2018												9.30			9.30	9.30
Total KATYCC FIELD SERVICE 02.10 to 2.23.2018:												9.30			9.30	9.30
Invoice Total	124.000		9,300.00	140.00	76.30							49.80	18.55		144.65	9,444.65

FEDEX

Original Customer Reference	POD Delivery Date	Recipient	Recipient Address Line 1	Recipient City	Shipper Name	Shipper City	Net Charge Amount
Katy Flewellen/ Ft. Bend County	20180201	Iglesia Bautista Vida Nueva De	11233 Gaston Road	KATY	Suzy Romoser	KATY	\$18.55

\$18.55

Prospect:	Katy Flewellen
Client:	Ft. Bend County
Description:	FedEx
Amount:	\$ 18.55

\$315

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Period 01.27.2018 - 02.09.2018

Billable to:
Fort Bend County

Precint 3 Mobility

Total Prints and Copies	55 @ 0.15 per copy=	\$8.25
Total Percheron Copy expense		\$8.25

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Period 01.27.2018 - 02.09.2018

Billable to:
Fort Bend County

Katy Flewellen

Total Prints and Copies	215 @ 0.15 per copy=	\$32.25
Total Percheron Copy expense		\$32.25

Percheron Field Services
1904 West Grand Parkway North Suite 200
Katy, Texas 77449

Copy Expense for Period 02.10.2018 - 02.23.2018

Billable to:
Fort Bend County

Katy Flewellen

Total Prints and Copies	62 @ 0.15 per copy=	\$9.30
Total Percheron Copy expense		\$9.30