

**From:** [Todd Howder](#)  
**To:** [Beth Powell](#)  
**Cc:** [Aaron Stanton](#)  
**Subject:** IRC Work Order 18 - Hallstrom House - Master WO Proposal for Civil and Architectural services  
**Date:** Friday, July 24, 2020 11:54:34 AM  
**Attachments:** [image.png](#)  
[20-0240 - Hallstrom House Improvements.pdf](#)

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Hey Beth, Happy Friday! It's been a while and I hope you, Wendy and your families are all healthy and doing well.

Wanted to let you know Aaron Stanton left this morning for a much deserved vacation for a week and he will return on Monday, August 3rd. However we finalized the Hallstrom House new work order proposal reflecting the up-to-date project scope we are now doing instead of the smaller, earlier version.

We also have finalized our coordination with EDB for the architectural services, which has also been incorporated into this master work order. The work order also includes both civil and architectural services during the construction phase.

In Aaron's absence, should you have any questions, please do not hesitate to reach out to me and I will be sure you are taken care of.

Very Respectfully,

**Todd Howder**

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