State of South Carolina Contribution Expenditure Report
This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2024.

Contribution Information

Amount	State Agency Providing the Contribution	Purpose
$4,000,000.00	U300 -Aeronautics Division	September 30, 2025 Quarterly Disbursemnt Report - HXD- St. James Baptist Church Relocation Project

Organization Information

Entity Name	Hilon Head Island Airport
Address	120 Beach City Road
City/State/Zip	Hilton Head Island, SC 29926
Website	www.hiltonheadairport.com
Tax ID#	57-6000311
Entity Type	County

Organization Contact Information

Name	Jon Rembold
Position/Title	Airports Director
Telephone	843-441-5871
Email	jrembold@bcgov.net

Reporting Period

Reporting Period	Quarter Ending September 30, 2025

Accounting of how the funds have been spent:

Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures: Quarter 1 ending 09/30/2025	Quarter 2 ending 12/31/2025	Quarter 3 Ending 03/31/2026	Quarter 4 Ending 06/30/2026	Total	Balance
St. James Baptist Church Relocation Project Construction of New Facility	$4,000,000.00	$160,182.02	$0.00	$0.00	$0.00	$160,182.02	$3,839,817.98
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
Grand Total	**$4,000,000.00**	**$160,182.02**	**$0.00**	**$0.00**	**$0.00**	**$160,182.02**	**$3,839,817.98**

Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):

These fund will be used fort the completion of the design phase, followed by the construction phase. This account will be used during FY 2026.

Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

Signature

Jon Rembold
Printed Name

Airports Director
Title

9/29/2025
Date

REC 7/2/25 RB

St. James Baptist Church **20251144** # INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 012
DATE 3/21/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – YCP Project Management Services	Amount
Consultant (see attached invoices)	$8,305.30
Total	$8,305.30

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20

Previous Payments	= $260,725.25
Current Payment	= $ 8,305.30
Paid to Date	= $269,030.55

Remaining Contract Amount	= $434,513.65

JF ✓

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR CHURCH PARTNER

1705 Walden Circle
Salem, VA 24153

March 14, 2025

St. James Baptist Church
209 Dillion Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
12

Consultant Services from January 17 2025 – February 17 (1 months)
YCP Contract Services – Owner / Consultant

Development Services	Fee	Amount Due	Amount Paid	% Completed
Retainer Fee	$7,500.00		$7,500.00	100%
Design/Concept Drawings	$7,500.00		$7,500.00	100%
Preliminary Construction Budget	$7,500.00		$7,500.00	100%
Other Church Budget Items	$7,500.00		$7,500.00	100%
Application Package to FAA	$10,000.00		$0.00	0%
Building Assessment/Appraisal	$10,000.00		$10,000.00	100%
Relocation Cherry Hill School	$10,000.00		$10,000.00	100%
Contingency-1099/Postage Fees	$10,000.00	$305.30	$1,410.75	17%
Total Development Services	$70,000.00	$305.30	$51,410.75	74%
Construction Services				
Pre-Construction phase (7 months @ $8,000/mo.)	$56,000.00	$8,000.00	$48,000.00	100%
Construction Phase (16 months)	$104,000.00		$0.00	0%
Construction Closeout (2 months)	$13,000.00		$0.00	0%
Total Construction Services	$173,000.00	$8,000.00	$48,000.00	32%
Current Amount Due		**$8,305.30**		

Make check payable to: Kenneth J Belton

JF ✓✓

Approved by Helen Ford on behalf of SJBC.
15 March 2025

UNITED STATES POSTAL SERVICE.

SALEM
320 W MAIN ST
SALEM, VA 24153-9998
(800)275-8777

03/11/2025 01:29 PM

Product	Qty	Unit Price	Price
Priority Mail® Window FR Env	1		$10.10
Savannah, GA 31418			
Flat Rate			
Expected Delivery Date			
Fri 03/14/2025			
Tracking #:			
9505 5117 5431 5070 9052 46			
Insurance			$0.00
Up to $100.00 included			
Total			$10.10

Grand Total: $10.10

Credit Card Remit $10.10
Card Name: VISA
Account #: XXXXXXXXXXXX7601
Approval #: 834286
Transaction #: 970
AID: A0000000980840 Contactless
AL: US DEBIT

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message

UNITED STATES POSTAL SERVICE.

SALEM
320 W MAIN ST
SALEM, VA 24153-9998
(800)275-8777

02/12/2025 12:06 PM

Product	Qty	Unit Price	Price
Priority Mail® Window FR Env	1		$10.10
Houston, TX 77210			
Flat Rate			
Expected Delivery Date			
Sat 02/15/2025			
Tracking #:			
9505 5117 5431 5043 8880 95			
Insurance			$0.00
Up to $100.00 included			
Total			$10.10
Priority Mail® Window FR Env	1		$10.10
Bluffton, SC 29910			
Flat Rate			
Expected Delivery Date			
Fri 02/14/2025			
Tracking #:			
9505 5117 5431 5043 8881 18			
Insurance			$0.00
Up to $100.00 included			
Total			$10.10

Grand Total: $20.20

Credit Card Remit $20.20
Card Name: VISA
Account #: XXXXXXXXXXXX7601
Approval #: 678804
Transaction #: 521
AID: A0000000980840 Contactless
AL: US DEBIT

$10.10
$20.20
$30.30

gt ✓✓

Receipt

Liberty Tax Service

5301 Williamson Road

Roanoke, VA 24012

Amount $150.00

One Hundred Fifty and no/100 dollars

From Kenenth Belton dba Your Church Partner

For Filing Tax Year 2024 1099-NEC Forms (7)

Date 27 January 2025

Signaure

RECEIPT

Liberty Tax service

5301 Williamson Road

Roanoke, VA 24012

Date 31 January 2025

AMOUNT $125.00

One Hundred twenty-five and no/1oo dollars

From Client Kenneth J Belton

Description Preparing and filing 1099-NEC for St James Baptist Church -HHI

Employee Signature Rosden M Mitchell

2/1/2025

JK

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
03/21/2025	006..032125	SJBC RELOCATION AND MITIGATION		$28,752.50
		GL#:10001130 - 57130	$28,752.50	
05/30/2025	007..053025	SJBC RELOCATION AND MITIGATION		$80,215.97
		GL#:10001130 - 57130	$80,215.97	
03/21/2025	012	SJBC RELOCATION AND MITIGATION		$8,305.30
		GL#:10001130 - 57130	$8,305.30	
06/24/2025	013	SJBC RELOCATION AND MITIGATION		$24,635.25
		GL#:10001130 - 57130	$24,635.25	

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	38157	07/10/2025	$141,909.02

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	**38157**	**07/10/2025**

$141,909.02

Pay *One Hundred Forty-one Thousand Nine Hundred Nine Dollars and 02 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

REC 7/2/25 RB

St. James Baptist Church **20251144** # INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 006
DATE 3/21/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – Consultant Design Services	Amount
Consultant (see attached invoices)	$28,752.50
Total	$28,752.50

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$24.203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Updated Contract Amount	=$703,544.20
Previous Payments	= $269,030.55
Current Payment	= $28,752.50
Paid to Date	= $297,783.05

Remaining Contract Amount = $405,761.15

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 |
herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

March 14, 2025

St. James Baptist Church
209 Dillion Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
06

Other Consultant Services Through -February 17, 2025
YCP Contract Services – Owner / Consultant

Consultants Service	Fee	Amount Due	Amount Paid	% Completed
Parker Design Group & Engineers	$160,000.00	$25,200.00	$74,210.80	62%
LJA Engineering Inc (Civil)	$ 88,250.00	$ 3,552.50	$71,655.70	85%
J K Tiller Associates, Inc	$ 28,806.00		$16,825.80	58%
Atlas Surveying Inc.	$ 4,250.00		$ 4,250.00	100%
Compass South Inc. Appraisal	$ 3,950.00		$ 3,950.00	100%
Marshland Appraisal	$ 4,000.00		$ 4,000.00	100%
Whitaker Lab & Engineer	$ 9,900.00		$ 9,900.00	100%
Total Development Services	$299,156.00	$28,752.50	$184,792.30	71%

Current Amount Due **$28,752.50**
Make check payable to: Kenneth J Belton

Approved
Kenneth Belton
3/14/25

PDG | Architects
PO Box 5010
Hilton Head Island, SC 29938
(843) 785-5171
beth@pdg-architects.com
pdg-architects.com

INVOICE

BILL TO
Kenneth Belton
DBA: Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

INVOICE # 4403
DATE 02/13/2025
DUE DATE 03/15/2025
TERMS Net 30

PROJECT NAME	PROJECT NUMBER	DATES OF SERVICES
St. James Baptist Sanctuary	2403	11/12/2024-2/13/2025

DATE	ACCOUNT SUMMARY	CURRENT INVOICE
11/12/2024	Balance Forward	10,732.10
	Other payments and credits after 11/12/2024 through 02/12/2025	-10,732.10
02/13/2025	Other invoices from this date	0.00
	New charges (details below)	14,962.50
	Total Amount Due	14,962.50

ARCHITECTURAL SERVICES	TOTAL FEE	PERCENTAGE COMPLETE OR QUANTITY	PREVIOUSLY BILLED	CURRENT INVOICE
Architectural Fee is based on a lump sum of $95,000.00 as detailed below.				
-A.3 Schematic Design Phase Services 25% of fee	23,750.00	100% complete	23,750.00	0.00
-A.4 Design Development Phase Services 10% of fee	9,500.00	100% complete	9,500.00	0.00
-A.5 Construction Documents Phase Services 45% of fee	42,750.00	60% complete	10,687.50	14,962.50
-A.6 Procurement Phase Services 5% of fee	4,750.00	0% complete	0.00	0.00
-A.7 Construction Phase Services 15% of fee	14,250.00	0% complete	0.00	0.00

TOTAL OF NEW CHARGES 14,962.50

BALANCE DUE **$14,962.50**

Approved Kenneth Belton 3/14/25

The above amount shall become due and payable the date here of. Interest on overdue accounts shall accrue at the maximum legal rate if payment not received within 30 days of this invoice.

PDG | Architects
PO Box 5010
Hilton Head Island, SC 29938
(843) 785-5171
beth@pdg-architects.com
pdg-architects.com

INVOICE

BILL TO
Kenneth Belton
DBA: Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

INVOICE # 4402
DATE 02/13/2025
DUE DATE 03/15/2025
TERMS Net 30

PROJECT NAME	PROJECT NUMBER	DATES OF SERVICES
St James Fellowship Hall	2402	11/12/2024-2/13/2025

DATE	ACCOUNT SUMMARY	CURRENT INVOICE
11/12/2024	Balance Forward	7,352.50
	Other payments and credits after 11/12/2024 through 02/12/2025	-7,352.50
02/13/2025	Other invoices from this date	0.00
	New charges (details below)	10,237.50
	Total Amount Due	10,237.50

ARCHITECTURAL SERVICES	TOTAL FEE	PERCENTAGE COMPLETE OR QUANTITY	PREVIOUSLY BILLED	CURRENT INVOICE
Architectural fee is based on a lump sum of $65,000.00 as detailed below.				
-A.3 Schematic Design Phase Services 25% of fee	16,250.00	100% complete	16,250.00	0.00
-A.4 Design Development Phase Services 10% of fee	6,500.00	100% complete	6,500.00	0.00
-A.5 Construction Documents Phase Services 45% of fee	29,250.00	60% complete	7,312.50	10,237.50
-A.6 Procurement Phase Services 5% of fee	3,250.00	0% complete	0.00	0.00
-A.7 Construction Phase Services 15% of fee	9,750.00	0% complete	0.00	0.00

TOTAL OF NEW CHARGES 10,237.50
BALANCE DUE **$10,237.50**

Approved
Kenneth Belton
3/14/25

The above amount shall become due and payable the date here of. Interest on overdue accounts shall accrue at the maximum legal rate if payment not received within 30 days of this invoice.

Statement of Account

Your Church Partner, LLC
Attn: Kenneth Belton
1705 Walden Circle
Salem, VA 24153

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
SC4671-2401 St. James Baptist Church						
202504117	2/14/2025	$3,552.50				$3,552.50
Total for SC4671-2401		**$3,552.50**				**$3,552.50**
Total Outstanding		**$3,552.50**	**$0.00**	**$0.00**	**$0.00**	**$3,552.50**

Approved
Kenneth Belton
3/14/25

LJA ENGINEERING

3600 W Sam Houston Pkwy S
Suite 600
Houston, TX 77042

Phone 713.953.5200
Fax 713.953.5026
www.lja.com

February 14, 2025

Invoice No: 202504117

For services through 1/31/2025

Bill To:
Kenneth Belton
Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

Questions about the invoice? *Please email Billing@lja.com*

Questions about the payment? *Please email AR@lja.com*

Project No: SC4671-2401 **St. James Baptist Church**

Project Manager: Charlie Hager

Fixed Fee Phases		**Contract Amount**	**Percent Complete**	**Billed To Date**	**Previous Billed**	**Current Billed**
431	Site Development Construction Plans	$32,000.00	97.50	$31,200.00	$31,200.00	$0.00
462	Waters of the United States Delineation	$4,500.00	100.00	$4,500.00	$4,500.00	$0.00
463	Aquatic Resource Report	$3,500.00	100.00	$3,500.00	$3,500.00	$0.00
464	USACE Approved Jurisdictional Determination	$5,000.00	58.00	$2,900.00	$2,900.00	$0.00
465	Private Sanitary Sewer Grinder Pump & Forcemain	$6,000.00	85.00	$5,100.00	$5,100.00	$0.00
	Subtotals	*$51,000.00*		*$47,200.00*	*$47,200.00*	*$0.00*
					Total Fixed Fees	**$0.00**

T&M Phase: 401A - Initial Due Diligence & Preliminary Engineering (DD & CSP)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401A	*$0.00*	*$7,050.00*	*$7,050.00*	*$5,000.00*

T&M Phase: 401B - Initial Due Diligence & Preliminary Engineering (Pricing)

Professional Services	**Billed Hours**	**Billed Rate**	**Current Billed**
Graduate Engineer/EIT			
Amandeo, Karly	16.50	$145.00	$2,392.50
Hutcheson, Tate	3.00	$145.00	$435.00
Vitale, Courtney	5.00	$145.00	$725.00
Subtotal	*24.50*		*$3,552.50*

8K ✓

Total For Phase: 401B **$3,552.50**

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401B	*$3,552.50*	*$4,775.00*	*$8,327.50*	*$3,500.00*

Approved
Kenneth Belton
3/14/25

T&M Phase: 404 - Project Coordination

	Current	Previous	Total	Contract
BTD For Phase: 404	*$0.00*	*$4,665.00*	*$4,665.00*	*$5,000.00*

T&M Phase: 432 - Plan Processing

	Current	Previous	Total	Contract
BTD For Phase: 432	*$0.00*	*$7,477.50*	*$7,477.50*	*$16,250.00*

T&M Phase: 461 - Dry Utility Coordination

	Current	Previous	Total	Contract
BTD For Phase: 461	*$0.00*	*$0.00*	*$0.00*	*$2,500.00*

T&M Phase: 480 - Construction Administration

	Current	Previous	Total	Contract
BTD For Phase: 480	*$0.00*	*$0.00*	*$0.00*	*$5,000.00*

T&M Phase: Z99 - Reimbursable Expenses

	Current	Previous	Total	Contract
BTD For Phase: Z99	*$0.00*	*$488.20*	*$488.20*	*$0.00*

TOTAL AMOUNT DUE **$3,552.50**

	Current	Previous	Total	Contract
BTD for Total Project	*$3,552.50*	*$71,655.70*	*$75,208.20*	*$88,250.00*

Approved
Kenneth Belton
3/14/25

Mail checks payable to:

LJA Engineering, Inc.
DEPT. 803
P.O. BOX 4346
Houston, TX 77210-4346

Send ACH or Wire payments to:

Account Name	LJA Engineering, Inc
Name of Bank	Amegy Bank
ABA Routing Number	113011258
Account Number	5795329241
Swift Code	ZFNBUS55

Please email a remittance advice to AR@lja.com

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
03/21/2025	006..032125	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	 $28,752.50	$28,752.50
05/30/2025	007..053025	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	 $80,215.97	$80,215.97
03/21/2025	012	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	 $8,305.30	$8,305.30
06/24/2025	013	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	 $24,635.25	$24,635.25

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	38157	07/10/2025	$141,909.02

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	38157	07/10/2025

$141,909.02

Pay *One Hundred Forty-one Thousand Nine Hundred Nine Dollars and 02 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

REC 7/2/25 RB

St. James Baptist Church **20251144** # INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 007
DATE 5/30/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – Consultant Design Services	Amount
Consultant (see attached invoices)	$80,215.97
Total	$80,215.97

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20

Previous Payments	= $297,783.05
Current Payment	= $ 80,215.97
Paid to Date	= $377,999.02

Remaining Contract Amount	= $325,545.18

JF ✓✓

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

May 23, 2025

St. James Baptist Church
209 Dillon Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
07

Other Consultant Services Through -May 23, 2025
YCP Contract Services – Owner / Consultant

Consultants Service	Fee	Amount Due	Amount Paid	% Completed
Parker Design Group & Engineers	$160,000.00	$21,891.03	$99,410.80	76%
LJA Engineering Inc (Civil)	$ 88,250.00	$13,041.80	$75,208.20	100%
J K Tiller Associates, Inc	$ 28,806.00	$ 4,989.00	$16,825.80	76%
Atlas Surveying Inc.	$ 4,250.00		$ 4,250.00	100%
Compass South Inc. Appraisal	$ 3,950.00		$ 3,950.00	100%
Marshland Appraisal	$ 4,000.00		$ 4,000.00	100%
Whitaker Lab & Engineer	$ 9,900.00		$ 9,900.00	100%
Parker Design Group (School)	$ 45,000.00		$ 0.00	0%
LJA Engineering-Change Order 2	$ 12,388.20	$12,388.20	$ 0.00	100%
Contingencies	$ 50,000.00	$27,905.94	$ 0.00	56%
Total Development Services	$406,544.20	$80,215.97	$213,544.80	72%

Current Amount Due **$80,215.97**
Make check payable to: Kenneth J Belton

Approved
Kenneth Belton
5/23/25

JFV

PDG | Architects
PO Box 5010
Hilton Head Island, SC 29938
8437855171
beth@pdg-architects.com
pdg-architects.com

INVOICE

BILL TO
Kenneth Belton
DBA: Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

INVOICE # 4464
DATE 04/11/2025
DUE DATE 05/11/2025
TERMS Net 30

PROJECT NAME	PROJECT NUMBER	DATES OF SERVICES
St. James Baptist Sanctuary	2403	3/13/2025-4/11/2025

DATE	ACCOUNT SUMMARY	CURRENT INVOICE
03/12/2025	Balance Forward	21,464.78
	Other payments and credits after 03/12/2025 through 04/10/2025	0.00
04/11/2025	Other invoices from this date	0.00
	New charges (details below)	6,412.50
	Total Amount Due	27,877.28

ARCHITECTURAL SERVICES	TOTAL FEE	PERCENTAGE COMPLETE OR QUANTITY	PREVIOUSLY BILLED	CURRENT INVOICE
Architectural Fee is based on a lump sum of $95,000.00 as detailed below.				
-A.3 Schematic Design Phase Services 25% of fee	23,750.00	100% complete	23,750.00	0.00
-A.4 Design Development Phase Services 10% of fee	9,500.00	100% complete	9,500.00	0.00
-A.5 Construction Documents Phase Services 45% of fee	42,750.00	90% complete	32,065.50	6,412.50
-A.6 Procurement Phase Services 5% of fee	4,750.00	0% complete	0.00	0.00
-A.7 Construction Phase Services 15% of fee	14,250.00	0% complete	0.00	0.00

TOTAL OF NEW CHARGES 6,412.50

BALANCE DUE **$27,877.28**

Less the Amount covered in the 3/14/25 Invoice #6 (–) 14,962.50

The above amount shall become due and payable the date here of. Interest on overdue accounts shall accrue at the maximum legal rate if payment not received within 30 days of this invoice.

Balance Due $12,914.78

Approved Kenneth Belton 5/23/25

PDG | Architects
PO Box 5010
Hilton Head Island, SC 29938
8437855171
beth@pdg-architects.com
pdg-architects.com

INVOICE

BILL TO
Kenneth Belton
DBA: Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

INVOICE # 4463
DATE 04/11/2025
DUE DATE 05/11/2025
TERMS Net 30

PROJECT NAME	PROJECT NUMBER	DATES OF SERVICES
St. James Fellowship Hall	2402	3/13/2025-4/11/2025

DATE	ACCOUNT SUMMARY	CURRENT INVOICE
03/12/2025	Balance Forward	14,625.00
	Other payments and credits after 03/12/2025 through 04/10/2025	0.00
04/11/2025	Other invoices from this date	0.00
	New charges (details below)	4,588.75
	Total Amount Due	19,213.75

ARCHITECTURAL SERVICES	TOTAL FEE	PERCENTAGE COMPLETE OR QUANTITY	PREVIOUSLY BILLED	CURRENT INVOICE
Architectural fee is based on a lump sum of $65,000.00 as detailed below.				
-A.3 Schematic Design Phase Services 25% of fee	16,250.00	100% complete	16,250.00	0.00
-A.4 Design Development Phase Services 10% of fee	6,500.00	100% complete	6,500.00	0.00
-A.5 Construction Documents Phase Services 45% of fee	29,250.00	90% complete	21,937.50	4,387.50
-A.6 Procurement Phase Services 5% of fee	3,250.00	0% complete	0.00	0.00
-A.7 Construction Phase Services 15% of fee	9,750.00	0% complete	0.00	0.00
Town of Hilton Head Design Review Board Submittal Fee: $175.00 + 15% markup				201.25

TOTAL OF NEW CHARGES 4,588.75
BALANCE DUE **$19,213.75**

The above amount shall become due and payable the date here of. Interest on overdue accounts shall accrue at the maximum legal rate if payment not received within 30 days of this invoice.

Less the Amount covered in the 3/14/25 Invoice #6 (–) $ 10,237.50
Balance Due ($ 8,976.25)
Approved Kenneth Belton 5/23/25

Invoice

J. K. Tiller Associates, Inc.
181 Bluffton Road, Ste B-104
Bluffton, SC 29910
843-815-4800

Date	Invoice #
4/10/25	252233

Bill To

Your Church Partner LLC
Kenneth Belton
1705 Walden Cir
Salem VA 24153

Terms	Due Date	Project	P.O. No.
Net 20 days	4/30/25	2404-02St.James Baptist Ch. Devel. Permit	

Item	Description	Contract Amount	Prior Billed Amt	Current %	Total %	Amount
L.S.	Lump Sum Contract Amount - Development and Permitting services St. James Baptist Church to be located on "Mid-Island tract"	19,956.00	10,975.80	25.00%	80.00%	4,989.00
office notes	* * * office notes * * *					0.00
Asst. Project Man...	Review PP					0.00
Asst. Project Man...	Review PP, Clean new engineering base drawing, adjust parking lot planting plan linework, minor revisions to PP					0.00
Asst. Project Man...	Labelling plan, studying tree mitigation code, and calculating tree calculation					0.00
Asst. Project Man...	Final calculations and adjustments, PDF package					0.00
Pres	Reviewed DD Landscape Plan and emailed to civil					0.00
Pres	E-mailed plan to TP					0.00

J.K. Tiller & Associates Inc. F.E.I. 65-0810461

Total	$4,989.00
Payments/Credits	$0.00
Balance Due	$4,989.00

Approved Kenneth Belton 5/23/25

LJA\Engineering

Statement of Account

Invoice Number – 7 through May 23,2025

Balance Due: $53,335.94

Documented on Invoice Number 7 as follows:

LJA Engineering Inc (Civil)	$13,041.80
LJA Engineering-Change Order 2	$12,388.20
Contingencies	$27,905.94
Total Amount Due	$53,335.94

Statement of Account

Your Church Partner, LLC
Attn: Kenneth Belton
1705 Walden Circle
Salem, VA 24153

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
SC4671-2401 St. James Baptist Church						
202504117	2/14/2025				$3,552.50	$3,552.50
202508969	3/14/2025			$25,430.00		$25,430.00
202513838	4/11/2025		$25,261.25			$25,261.25
202518430	5/9/2025	$2,644.69				$2,644.69
Total for SC4671-2401		**$2,644.69**	**$25,261.25**	**$25,430.00**	**$3,552.50**	**$56,888.44**
Total Outstanding		**$2,644.69**	**$25,261.25**	**$25,430.00**	**$3,552.50**	**$56,888.44**

Less the amount covered in the 3/14/25 Invoice # (-) 3,552.50

Balance Due $ 53,335.94

Approved
Kenneth Belton
5/23/25

JFW

LJA ENGINEERING

3600 W Sam Houston Pkwy S
Suite 600
Houston, TX 77042

Phone 713.953.5200
Fax 713.953.5026
www.lja.com

February 14, 2025

Invoice No: 202504117

For services through 1/31/2025

Bill To:
Kenneth Belton
Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

Questions about the invoice? *Please email Billing@lja.com*

Questions about the payment? *Please email AR@lja.com*

Project No: SC4671-2401 **St. James Baptist Church**

Project Manager: Charlie Hager

Fixed Fee Phases		**Contract Amount**	**Percent Complete**	**Billed To Date**	**Previous Billed**	**Current Billed**
431	Site Development Construction Plans	$32,000.00	97.50	$31,200.00	$31,200.00	$0.00
462	Waters of the United States Delineation	$4,500.00	100.00	$4,500.00	$4,500.00	$0.00
463	Aquatic Resource Report	$3,500.00	100.00	$3,500.00	$3,500.00	$0.00
464	USACE Approved Jurisdictional Determination	$5,000.00	58.00	$2,900.00	$2,900.00	$0.00
465	Private Sanitary Sewer Grinder Pump & Forcemain	$6,000.00	85.00	$5,100.00	$5,100.00	$0.00
	Subtotals	*$51,000.00*		*$47,200.00*	*$47,200.00*	*$0.00*
					Total Fixed Fees	**$0.00**

T&M Phase: 401A - Initial Due Diligence & Preliminary Engineering (DD & CSP)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401A	*$0.00*	*$7,050.00*	*$7,050.00*	*$5,000.00*

T&M Phase: 401B - Initial Due Diligence & Preliminary Engineering (Pricing)

Professional Services	**Billed Hours**	**Billed Rate**	**Current Billed**
Graduate Engineer/EIT			
Amandeo, Karly	16.50	$145.00	$2,392.50
Hutcheson, Tate	3.00	$145.00	$435.00
Vitale, Courtney	5.00	$145.00	$725.00
Subtotal	*24.50*		*$3,552.50*

Total For Phase: 401B **$3,552.50**

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401B	*$3,552.50*	*$4,775.00*	*$8,327.50*	*$3,500.00*

T&M Phase: 404 - Project Coordination

	Current	Previous	Total	Contract
BTD For Phase: 404	*$0.00*	*$4,665.00*	*$4,665.00*	*$5,000.00*

T&M Phase: 432 - Plan Processing

	Current	Previous	Total	Contract
BTD For Phase: 432	*$0.00*	*$7,477.50*	*$7,477.50*	*$16,250.00*

T&M Phase: 461 - Dry Utility Coordination

	Current	Previous	Total	Contract
BTD For Phase: 461	*$0.00*	*$0.00*	*$0.00*	*$2,500.00*

T&M Phase: 480 - Construction Administration

	Current	Previous	Total	Contract
BTD For Phase: 480	*$0.00*	*$0.00*	*$0.00*	*$5,000.00*

T&M Phase: Z99 - Reimbursable Expenses

	Current	Previous	Total	Contract
BTD For Phase: Z99	*$0.00*	*$488.20*	*$488.20*	*$0.00*

TOTAL AMOUNT DUE **$3,552.50**

	Current	Previous	Total	Contract
BTD for Total Project	*$3,552.50*	*$71,655.70*	*$75,208.20*	*$88,250.00*

Mail checks payable to:

LJA Engineering, Inc.

DEPT. 803

P.O. BOX 4346

Houston, TX 77210-4346

Send ACH or Wire payments to:

Account Name	LJA Engineering, Inc
Name of Bank	Amegy Bank
ABA Routing Number	113011258
Account Number	5795329241
Swift Code	ZFNBUS55

Please email a remittance advice to AR@lja.com

LJA ENGINEERING

3600 W Sam Houston Pkwy S
Suite 600
Houston, TX 77042

Phone 713.953.5200
Fax 713.953.5026
www.lja.com

March 14, 2025

Invoice No: 202508969

For services through 2/28/2025

Bill To:
Kenneth Belton
Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

Questions about the invoice? *Please email Billing@lja.com*

Questions about the payment? *Please email AR@lja.com*

Project No: SC4671-2401 **St. James Baptist Church**

Project Manager: Charlie Hager

Fixed Fee Phases		**Contract Amount**	**Percent Complete**	**Billed To Date**	**Previous Billed**	**Current Billed**
431	Site Development Construction Plans	$32,000.00	100.00	$32,000.00	$31,200.00	$800.00
462	Waters of the United States Delineation	$4,500.00	100.00	$4,500.00	$4,500.00	$0.00
463	Aquatic Resource Report	$3,500.00	100.00	$3,500.00	$3,500.00	$0.00
464	USACE Approved Jurisdictional Determination	$5,000.00	58.00	$2,900.00	$2,900.00	$0.00
465	Private Sanitary Sewer Grinder Pump & Forcemain	$6,000.00	85.00	$5,100.00	$5,100.00	$0.00
	Subtotals	*$51,000.00*		*$48,000.00*	*$47,200.00*	*$800.00*
					Total Fixed Fees	**$800.00**

T&M Phase: 401A - Initial Due Diligence & Preliminary Engineering (DD & CSP)

Professional Services	**Billed Hours**	**Billed Rate**	**Current Billed**
Draftsman			
Allen, Chandon	1.50	$120.00	$180.00
Graduate Engineer/EIT			
Hutcheson, Tate	17.50	$145.00	$2,537.50
Vitale, Courtney	62.50	$145.00	$9,062.50
Project Engineer/Assistant Project Manager			
Walters, Read	3.00	$175.00	$525.00
Project Manager			
Lujan, Nicholas	20.00	$200.00	$4,000.00
Subtotal	*104.50*		*$16,305.00*

Total For Phase: 401A **$16,305.00**

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401A	*$16,305.00*	*$7,050.00*	*$23,355.00*	*$5,000.00*

T&M Phase: 401B - Initial Due Diligence & Preliminary Engineering (Pricing)

Professional Services	Billed Hours	Billed Rate	Current Billed	
Graduate Engineer/EIT				
Vitale, Courtney	45.00	$145.00	$6,525.00	
Project Manager				
Lujan, Nicholas	6.00	$200.00	$1,200.00	
Subtotal	*51.00*		*$7,725.00*	
			Total For Phase: 401B	**$7,725.00**

	Current	Previous	Total	Contract
BTD For Phase: 401B	$7,725.00	$8,327.50	$16,052.50	$3,500.00

T&M Phase: 404 - Project Coordination

Professional Services	Billed Hours	Billed Rate	Current Billed	
Project Coordinator I				
Goodrich, Cornelius	5.00	$120.00	$600.00	
Subtotal	*5.00*		*$600.00*	
			Total For Phase: 404	**$600.00**

	Current	Previous	Total	Contract
BTD For Phase: 404	$600.00	$4,665.00	$5,265.00	$5,000.00

T&M Phase: 432 - Plan Processing

	Current	Previous	Total	Contract
BTD For Phase: 432	$0.00	$7,477.50	$7,477.50	$16,250.00

T&M Phase: 461 - Dry Utility Coordination

	Current	Previous	Total	Contract
BTD For Phase: 461	$0.00	$0.00	$0.00	$2,500.00

T&M Phase: 480 - Construction Administration

	Current	Previous	Total	Contract
BTD For Phase: 480	$0.00	$0.00	$0.00	$5,000.00

T&M Phase: Z99 - Reimbursable Expenses

	Current	Previous	Total	Contract
BTD For Phase: Z99	$0.00	$488.20	$488.20	$0.00

TOTAL AMOUNT DUE $25,430.00

LJA ENGINEERING

3600 W Sam Houston Pkwy S
Suite 600
Houston, TX 77042

Phone 713.953.5200
Fax 713.953.5026
www.lja.com

April 11, 2025

Invoice No: 202513838

For services through 3/28/2025

Bill To:
Kenneth Belton
Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

Questions about the invoice? *Please email Billing@lja.com*
Questions about the payment? *Please email AR@lja.com*

Project No: SC4671-2401 **St. James Baptist Church**

Project Manager: Charlie Hager

Fixed Fee Phases		**Contract Amount**	**Percent Complete**	**Billed To Date**	**Previous Billed**	**Current Billed**
431	Site Development Construction Plans	$32,000.00	100.00	$32,000.00	$32,000.00	$0.00
462	Waters of the United States Delineation	$4,500.00	100.00	$4,500.00	$4,500.00	$0.00
463	Aquatic Resource Report	$3,500.00	100.00	$3,500.00	$3,500.00	$0.00
464	USACE Approved Jurisdictional Determination	$5,000.00	58.00	$2,900.00	$2,900.00	$0.00
465	Private Sanitary Sewer Grinder Pump & Forcemain	$6,000.00	85.00	$5,100.00	$5,100.00	$0.00
	Subtotals	*$51,000.00*		*$48,000.00*	*$48,000.00*	*$0.00*
					Total Fixed Fees	**$0.00**

T&M Phase: 401A - Initial Due Diligence & Preliminary Engineering (DD & CSP)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401A	*$0.00*	*$23,355.00*	*$23,355.00*	*$5,000.00*

T&M Phase: 401B - Initial Due Diligence & Preliminary Engineering (Pricing)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401B	*$0.00*	*$16,052.50*	*$16,052.50*	*$3,500.00*

T&M Phase: 404 - Project Coordination

Professional Services	**Billed Hours**	**Billed Rate**	**Current Billed**
Project Coordinator I			
Goodrich, Cornelius	1.00	$120.00	$120.00
Senior Project Manager			
Hager, Charlie	2.00	$240.00	$480.00
Subtotal	*3.00*		*$600.00*

Total For Phase: 404 **$600.00**

	Current	Previous	Total	Contract
BTD For Phase: 404	*$600.00*	*$5,265.00*	*$5,865.00*	*$5,000.00*

T&M Phase: 432 - Plan Processing

Professional Services	**Billed Hours**	**Billed Rate**	**Current Billed**
Graduate Engineer/EIT			
Amandeo, Karly	59.25	$145.00	$8,591.25
Owens, Maxwell	3.00	$145.00	$435.00
Vitale, Courtney	83.00	$145.00	$12,035.00
Project Manager			
Lujan, Nicholas	18.00	$200.00	$3,600.00
Subtotal	*163.25*		*$24,661.25*

Total For Phase: 432 **$24,661.25**

	Current	Previous	Total	Contract
BTD For Phase: 432	*$24,661.25*	*$7,477.50*	*$32,138.75*	*$16,250.00*

T&M Phase: 461 - Dry Utility Coordination

	Current	Previous	Total	Contract
BTD For Phase: 461	*$0.00*	*$0.00*	*$0.00*	*$2,500.00*

T&M Phase: 480 - Construction Administration

	Current	Previous	Total	Contract
BTD For Phase: 480	*$0.00*	*$0.00*	*$0.00*	*$5,000.00*

T&M Phase: Z99 - Reimbursable Expenses

	Current	Previous	Total	Contract
BTD For Phase: Z99	*$0.00*	*$488.20*	*$488.20*	*$0.00*

TOTAL AMOUNT DUE **$25,261.25**

	Current	Previous	Total	Contract
BTD for Total Project	*$25,261.25*	*$100,638.20*	*$125,899.45*	*$88,250.00*

LJA ENGINEERING

3600 W Sam Houston Pkwy S
Suite 600
Houston, TX 77042

Phone 713.953.5200
Fax 713.953.5026
www.lja.com

May 09, 2025

Invoice No: 202518430

For services through 4/25/2025

Bill To:
Kenneth Belton
Your Church Partner, LLC
1705 Walden Circle
Salem, VA 24153

Questions about the invoice?	*Please email Billing@lja.com*
Questions about the payment?	*Please email AR@lja.com*

Project No: SC4671-2401 **St. James Baptist Church**

Project Manager: Charlie Hager

Fixed Fee Phases		**Contract Amount**	**Percent Complete**	**Billed To Date**	**Previous Billed**	**Current Billed**
431	Site Development Construction Plans	$32,000.00	100.00	$32,000.00	$32,000.00	$0.00
462	Waters of the United States Delineation	$4,500.00	100.00	$4,500.00	$4,500.00	$0.00
463	Aquatic Resource Report	$3,500.00	100.00	$3,500.00	$3,500.00	$0.00
464	USACE Approved Jurisdictional Determination	$5,000.00	58.00	$2,900.00	$2,900.00	$0.00
465	Private Sanitary Sewer Grinder Pump & Forcemain	$6,000.00	85.00	$5,100.00	$5,100.00	$0.00
	Subtotals	*$51,000.00*		*$48,000.00*	*$48,000.00*	*$0.00*
					Total Fixed Fees	**$0.00**

T&M Phase: 401A - Initial Due Diligence & Preliminary Engineering (DD & CSP)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401A	*$0.00*	*$23,355.00*	*$23,355.00*	*$5,000.00*

T&M Phase: 401B - Initial Due Diligence & Preliminary Engineering (Pricing)

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 401B	*$0.00*	*$16,052.50*	*$16,052.50*	*$3,500.00*

T&M Phase: 404 - Project Coordination

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 404	*$0.00*	*$5,865.00*	*$5,865.00*	*$5,000.00*

T&M Phase: 432 - Plan Processing

	Current	*Previous*	*Total*	*Contract*
BTD For Phase: 432	*$0.00*	*$32,138.75*	*$32,138.75*	*$16,250.00*

T&M Phase: 461 - Dry Utility Coordination

Professional Services	Billed Hours	Billed Rate	Current Billed	
Graduate Engineer/EIT				
Amandeo, Karly	3.75	$145.00	$543.75	
Vitale, Courtney	8.00	$145.00	$1,160.00	
Project Manager				
Lujan, Nicholas	4.00	$200.00	$800.00	
Subtotal	*15.75*		*$2,503.75*	
			Total For Phase: 461	**$2,503.75**

	Current	Previous	Total	Contract
BTD For Phase: 461	*$2,503.75*	*$0.00*	*$2,503.75*	*$2,500.00*

T&M Phase: 480 - Construction Administration

	Current	Previous	Total	Contract
BTD For Phase: 480	*$0.00*	*$0.00*	*$0.00*	*$5,000.00*

T&M Phase: Z99 - Reimbursable Expenses

Reimbursable Expenses	Current Billed	
Filing/Permit Fees	$140.94	
Subtotal	*$140.94*	
	Total For Phase: Z99	**$140.94**

	Current	Previous	Total	Contract
BTD For Phase: Z99	*$140.94*	*$488.20*	*$629.14*	*$0.00*

TOTAL AMOUNT DUE **$2,644.69**

	Current	Previous	Total	Contract
BTD for Total Project	*$2,644.69*	*$125,899.45*	*$128,544.14*	*$88,250.00*

Mail checks payable to:

LJA Engineering, Inc.
DEPT. 803
P.O. BOX 4346
Houston, TX 77210-4346

Send ACH or Wire payments to:

Account Name	LJA Engineering, Inc
Name of Bank	Amegy Bank
ABA Routing Number	113011258
Account Number	5795329241
Swift Code	ZFNBUS55

Please email a remittance advice to AR@lja.com

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
03/21/2025	006..032125	SJBC RELOCATION AND MITIGATION		$28,752.50
		GL#:10001130 - 57130	$28,752.50	
05/30/2025	007..053025	SJBC RELOCATION AND MITIGATION		$80,215.97
		GL#:10001130 - 57130	$80,215.97	
03/21/2025	012	SJBC RELOCATION AND MITIGATION		$8,305.30
		GL#:10001130 - 57130	$8,305.30	
06/24/2025	013	SJBC RELOCATION AND MITIGATION		$24,635.25
		GL#:10001130 - 57130	$24,635.25	

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	38157	07/10/2025	$141,909.02

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	38157	07/10/2025

$141,909.02

Pay *One Hundred Forty-one Thousand Nine Hundred Nine Dollars and 02 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

REC 7/2/25 RB

St. James Baptist Church 20251144 # INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 013
DATE 6/24/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – YCP Project Management Services	Amount
Consultant (see attached invoices)	$24,635.25
Total	$24,635.25

PO #20250227	
Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20
Previous Payments	= $377,999.02
Current Payment	= $ 24,635.25
Paid to Date	= $402,634.27
Remaining Contract Amount	= $300,909.93

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

June 17, 2025

St. James Baptist Church
209 Dillon Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
13

Consultant Services from February 17, 2025 – June 17, 2025 (4 months)
YCP Contract Services – Owner / Consultant

Development Service	Fee	Amount Due	Amount Paid	% Completed
Retainer Fee	$ 7,500.00		$ 7,500.00	100%
Design/Concept Drawings	$ 7,500.00		$ 7,500.00	100%
Pre-Construction Budget	$ 7,500.00		$ 7,500.00	100%
Other Church Budget Items	$ 7,500.00		$ 7,500.00	100%
Application Package to FAA	$ 10,000.00		$ 0.00	0%
Building Appraisal	$ 10,000.00		$ 10,000.00	100%
Relocation Cherry Hill School	$ 10,000.00		$ 10,000.00	100%
Contingency	$ 10,000.00	$635.25	$ 1,716.05	24%
Total Development Services	$ 70,000.00	$635.25	$ 51,716.05	75%

Construction Services				
Pre-Construction Phase (7 Mos. @ $8,000/mo.)	$ 56,000.00		$ 56,000.00	100%
Permit/Contractor Selection (9 mos. @ $6,000/mo.)	$ 54,000.00	$24,000.00	$ 0.00	44%
Construction Phase (16 mos. @ $6,500/mo.)	$104,000.00		$ 0.00	0%
Construction Closeout 2mos.	$ 13,000.00		$ 0.00	0%
Total Construction Services	$227,000.00	$24,000.00	$ 56,000.00	35%

Current Amount Due **$24,635.25**

Make check payable to: Kenneth J Belton

Approved on 18Jun 2025
Rey Herbert Ford on
behalf of SJBC.

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

May 19, 2025

Re: Contingency – Receipts

Type of Receipts	Amount	
1. New Fire Flow Test - LJA	$	116.00
2. Print full set of 24x36 Drawings	$	184.20
3. Business Tax Return	$	324.00
TOTAL	$	635.25

From: **Courtney Vitale** cvitale@lja.com
Subject: FW: Invoice 15188 from Outsource Services, INC.
Date: March 26, 2025 at 9:15 AM
To: Kenneth Belton kjbelton@comcast.net

Ken,

We had to order a new fire hydrant flow test for St James Baptist Church since the one we had was over a year old. Could you please pay this invoice when you get a chance? Please let me know if you have any questions.

Thank you,

COURTNEY VITALE, E.I.T. | Graduate Engineer

O: 843.405.5163 | C: 314.556.3560
171 Church Street, Suite 100, Charleston, SC 29401
EMPLOYEE-OWNED. CLIENT FOCUSED.
www.lja.com
Facebook • Twitter • LinkedIn
Connect with me on LinkedIn!

LJA Top Workplaces USA | 2023

From: Michele98c@gmail.com <Michele98c@gmail.com>
Sent: Tuesday, March 25, 2025 4:01 PM
To: Courtney Vitale <cvitale@lja.com>
Subject: Invoice 15188 from Outsource Services, INC.

[EXTERNAL EMAIL]

Outsource Services, INC.

Invoice *Due:04/09/2025*

Amount Due: $116.00

Dear Ms. Vitale :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,
Michele Iverson
Outsource Services, INC.
843-422-5908

Outsource Services, INC.

4 Marsh Winds
Hilton Head Island, SC 29926

Invoice

Date	Invoice #
3/25/2025	15188

Bill To
L.J.A. Engineering c/o Courtney Vitale 171 Church Street Suite 100 Charleston, SC 29401

P.O. No.	Terms	Project
Hydrant Flow Test	Net 15	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
Fire hydr...	Fire Flow test per request H08111 located at 14 Union Street, Hilton Head, SC 29926				1	116.00			116.00

All work is complete! Thank you!

Total	$116.00
Payments/Credits	$0.00
Balance Due	$116.00

KB 5/19/25

Savannah Blue Print Co.

More Than Just Blue-Prints!

SAVANNAH • HILTON HEAD • BLUFFTON

912-232-2162 • www.savannahblue.com

INVOICE DATE	INVOICE NUMBER
04/09/2025	374793-00

Please mail remittance to: **11 East York Street, Savannah, GA 31401** - Please indicate Invoice No. on your check.

C A S H   S A L E   PAGE 1

BILL TO
CASH1
CASH SALES HH

SHIP TO
CASH SALES HH

CUSTOMER PURCHASE ORDER	PROJECT ID	WORK ORDER # WORK ORDER DATE	ORIGINALS TO	SHIP VIA
		*INVOICED 04/09/2025		DELIVER

ORDERING COMPANY   TERMS C A S H

SLSREP (R) 6R HOUSE   SLSREP (M) 6M HOUSE   STORE 60 ISLAND REPROGRAPHICS

REPRO CODE DESCRIPTION	NO. OF ORIGS.	COPIES OF EA.	TOTAL COPIES	SQFT EACH	TOTAL QUANTITY	SL UN	UNIT PRICE	LINE AMOUNT
700	73	1	73	6	438	SF	.4000	175.20
ECONOMY CHECK PLOT FIRST SET 36" X 24"								
713L	1	1	1	6	6	SF	1.5000	9.00
WIDE FORMAT LINE COLOR PRINT 36" X 24"								

DIGITAL PRINTED IMAGES

11 East York Street Savannah, GA 31401 912-232-2162	1000L Eisenhower Drive Savannah, GA 31406 912-352-2987	1012 William Hilton Pkwy, Unit 2 Hilton Head, SC 29928 843-686-6663	21 Kitties Landing Road Bluffton, SC 29910 843-815-4050

Signature   Printed Name

PLEASE MAKE CHECK PAYABLE TO SAVANNAH BLUE PRINT COMPANY

SUBTOTAL AMOUNT	PLUS SALES TAX	PLUS DELIVERY	PLUS MISC. CHARGE	LESS DEPOSIT	PLEASE PAY THIS AMOUNT
184.20	11.05	.00	.00	195.25	$.00

KB 5/19

SAVANNAH BLUE PRINT CO

1012 WILLIAM HILTON PKWY
HILTON HEAD ISLAND, SC 29928
9122322162
WWW.SAVANNAHBLUE.COM

Cashier: DIANE MARTIN

Transaction **004692**

Total	**$195.25**
CREDIT CARD SALE VISA 1111	$195.25

Jf ✓✓

Retain this copy for statement validation

09-Apr-2025 12:34:41P
$195.25 | Method: CONTACTLESS
VISA CREDIT
XXXXXXXXXXXX1111
VISA CARDHOLDER
Reference ID: 509900509135
Auth ID: 009491
MID: ********2881
AID: A0000000031010
AthNtwkNm: VISA

Online: https://clover.com/p/SFHJHHEZS4WS8

Payment SFHJHHEZS4WS8

Clover Privacy Policy
https://clover.com/privacy

LIBERTYTAX

Office Number: 11046

Credit Card Receipt

Check Processed By:	**ROSLEN MITCHELL**
Card Number:	************1111
Transaction ID:	**006306406962**
Date/Time:	**4/22/2025 10:54:10 AM**
Authorization Number:	**022264**
Amount:	**$324.00**
Message:	**Processed: Approved or completed successfully | CreditCardEntryType: Swiped**
Card Holder Name:	**KENNETH J BELTON**

I agree to pay the total amount according to the card issuer agreement

******* Customer Copy *******

THANK YOU!

LIBERTYTAX

INVOICE

Name:	KENNETH BELTON	**Tax Year:**	2024
Day Phone:	(540) 798-5980	**Date:**	Tuesday, April 22, 2025
Evening Phone:	(540) 798-5980	**Invoice Number:**	15169
Cell Phone:	(540) 798-5980	**Preparer:**	KATHRYN WILLIAMS
Address:	1705 WALDEN CIRCLE	**Preparer At:**	5301 Williamson Rd Suite C
	SALEM, VA 24153-0000		Roanoke, 24012
		Phone:	(540) 366-9200

DESCRIPTION	QTY
W2 - Wage and Tax Statement	2
1099R - Pensions and Annuities	2
Schedule SE - Self-Employment Tax	1
Health Savings Accounts (Form 8889)	1
Auto Expenses	1
8995 - Qualified Business Income Deduction	1
FORM 1040-SR	1
4562 - Depreciation Form Charge	1
Schedule C - Profit or Loss From Business - Base Form Charge	1
VA 760 - Virginia Resident Form	1

TAX PREPARATION	**$746.00**
DISCOUNTS	**$98.00**
SUBTOTAL	**$648.00**
PAYMENTS †	**$324.00**
GRAND TOTAL	**$324.00**

8f ✓

KB 5/19/25

† PAYMENT(S)

METHOD	DATE	AMOUNT
Credit Card	4/22/2025	$324.00

Thank you for your business!

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
03/21/2025	006..032125	SJBC RELOCATION AND MITIGATION		$28,752.50
		GL#:10001130 - 57130	$28,752.50	
05/30/2025	007..053025	SJBC RELOCATION AND MITIGATION		$80,215.97
		GL#:10001130 - 57130	$80,215.97	
03/21/2025	012	SJBC RELOCATION AND MITIGATION		$8,305.30
		GL#:10001130 - 57130	$8,305.30	
06/24/2025	013	SJBC RELOCATION AND MITIGATION		$24,635.25
		GL#:10001130 - 57130	$24,635.25	

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	38157	07/10/2025	$141,909.02

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	**38157**	**07/10/2025**

$141,909.02

Pay *One Hundred Forty-one Thousand Nine Hundred Nine Dollars and 02 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

REC 8/29/25 RB

St. James Baptist Church 20260352 # INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 014
DATE 7/24/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – YCP Project Management Services	Amount
Consultant (see attached invoices)	$6,033.00
Total	$6,033.00

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20
Previous Payments	= $402,634.27
Current Payment	= $ 6,033.00
Paid to Date	= $408,667.27
Remaining Contract Amount	= $294,876.93

JJF

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR CHURCH PARTNER

1705 Walden Circle
Salem, VA 24153

July 20, 2025

St. James Baptist Church
209 Dillon Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
14

Consultant Services from June 17, 2025 – July 17(1 month)
YCP Contract Services – Owner / Consultant

Development Service	Fee	Amount Due	Amount Paid	% Completed
Retainer Fee	$ 7,500.00		$ 7,500.00	100%
Design/Concept Drawings	$ 7,500.00		$ 7,500.00	100%
Pre-Construction Budget	$ 7,500.00		$ 7,500.00	100%
Other Church Budget Items	$ 7,500.00		$ 7,500.00	100%
Application Package to FAA	$ 10,000.00		$ 0.00	0%
Building Appraisal	$ 10,000.00		$ 10,000.00	100%
Relocation Cherry Hill School	$ 10,000.00		$ 10,000.00	100%
Contingency	$ 10,000.00	$33.00	$ 2,351.30	24%
Total Development Services	$ 70,000.00	$33.00	$ 52,351.30	75%
Construction Services				
Pre-Construction Phase (7 Mos. @ $8,000/mo.)	$ 56,000.00		$ 56,000.00	100%
Permit/Contractor Selection (9 mos. @ $6,000/mo.)	$ 54,000.00	$6,000.00	$ 24,000.00	55%
Construction Phase (16 mos. @ $6,500/mo.)	$104,000.00		$ 0.00	0%
Construction Closeout 2mos.	$ 13,000.00		$ 0.00	0%
Total Construction Services	$227,000.00	$6,000.00	$ 80,000.00	38%

Current Amount Due **$6,033.00**

Make check payable to: Kenneth J Belton

VJGF

Approved on 21 July 2025 by Herbert Ford on behalf of SJBC

UNITED STATES POSTAL SERVICE.

SALEM
320 W MAIN ST
SALEM, VA 24153-9998
www.usps.com

07/14/2025 10:24 AM

TRACKING NUMBERS
9505 5117 5433 5195 1676 33
9505 5117 5433 5195 1676 57
9505 5117 5433 5195 1676 71

TRACK STATUS OF ITEMS WITH THIS CODE
(UP TO 25 ITEMS)

TRACK STATUS BY TEXT MESSAGE
Send tracking number to 28777 (2USPS)
Standard message and data rates may apply

TRACK STATUS ONLINE
Visit https://www.usps.com/tracking
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
Priority Mail® Window FR Env	1		$11.00
Bluffton, SC 29910			
Flat Rate			
Expected Delivery Date Thu 07/17/2025			
Tracking #: 9505 5117 5433 5195 1676 33			
Insurance			$0.00
Up to $100.00 included			
Total			$11.00
Priority Mail® Window FR Env	1		$11.00
Houston, TX 77210			
Flat Rate			
Expected Delivery Date Thu 07/17/2025			
Tracking #: 9505 5117 5433 5195 1676 57			
Insurance			$0.00
Up to $100.00 included			
Total			$11.00
Priority Mail® Window FR Env	1		$11.00
Hilton Head Island, SC 29938			
Flat Rate			
Expected Delivery Date Thu 07/17/2025			
Tracking #: 9505 5117 5433 5195 1676 71			
Insurance			$0.00
Up to $100.00 included			
Total			$11.00

Grand Total: $33.00

Credit Card Remit $33.00
Card Name: VISA
Account #: XXXXXXXXXXXX7601
Approval #: 024913
Transaction #: 045
AID: A0000000980840 Chip

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
07/24/2025	014	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	$6,033.00	$6,033.00
08/19/2025	015	SJBC RELOCATION AND MITIGATION GL#:10001130 - 57130	$6,000.00	$6,000.00

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	39641	09/04/2025	$12,033.00

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	**39641**	**09/04/2025**

$12,033.00

Pay *Twelve Thousand Thirty-three Dollars and 00 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

REC 8/29/25 RB

St. James Baptist Church

20260352

INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 015
DATE 8/19/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

Description – YCP Project Management Services	Amount
Consultant (see attached invoices)	$6,000.00
Total	$6,000.00

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20
Previous Payments	= $408,667.27
Current Payment	= $ 6,000.00
Paid to Date	= $414,667.27
Remaining Contract Amount	= $288,876.93

JF 8/20/25

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

August 19, 2025

St. James Baptist Church
209 Dillon Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
15

Consultant Services from July 17, 2025 – August 17, 2025(1 month)
YCP Contract Services – Owner / Consultant

Development Service	Fee	Amount Due	Amount Paid	% Completed
Retainer Fee	$ 7,500.00		$ 7,500.00	100%
Design/Concept Drawings	$ 7,500.00		$ 7,500.00	100%
Pre-Construction Budget	$ 7,500.00		$ 7,500.00	100%
Other Church Budget Items	$ 7,500.00		$ 7,500.00	100%
Application Package to FAA	$ 10,000.00		$ 0.00	0%
Building Appraisal	$ 10,000.00		$ 10,000.00	100%
Relocation Cherry Hill School	$ 10,000.00		$ 10,000.00	100%
Contingency	$ 10,000.00		$ 2,384.30	24%
Total Development Services	$ 70,000.00		$ 52,384.30	75%
Construction Services				
Pre-Construction Phase (7 Mos. @ $8,000/mo.)	$ 56,000.00		$ 56,000.00	100%
Permit/Contractor Selection (9 mos. @ $6,000/mo.)	$ 54,000.00	$6,000.00	$ 30,000.00	67%
Construction Phase (16 mos. @ $6,500/mo.)	$104,000.00		$ 0.00	0%
Construction Closeout 2mos.	$ 13,000.00		$ 0.00	0%
Total Construction Services	$227,000.00	$6,000.00	$ 86,000.00	41%

Current Amount Due **$6,000.00**

Make check payable to: Kenneth J Belton

VV JF 8/20/25

Approved per Herb Ford on 19 Aug 2025 on behalf of SJBC.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
07/24/2025	014	SJBC RELOCATION AND MITIGATION		$6,033.00
		GL#:10001130 - 57130	$6,033.00	
08/19/2025	015	SJBC RELOCATION AND MITIGATION		$6,000.00
		GL#:10001130 - 57130	$6,000.00	

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	39641	09/04/2025	$12,033.00

BEAUFORT COUNTY SOUTH CAROLINA 1769

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	**39641**	**09/04/2025**

$12,033.00

Pay *Twelve Thousand Thirty-three Dollars and 00 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

St. James Baptist Church

REC 9/19/25 RB

INVOICE

209 Dillon Road
Hilton Head, SC 29926
Phone (843) 681-6446
www.stjameshhi.org

INVOICE # 016
DATE 9/18/25

Jared Fralix, PE
Beaufort County
100 Ribaut Road
Beaufort, SC 29902
(843) 255-2730 | jared.fralix@bcgov.net

FOR SJBC Relocation Project

20260352

Description – YCP Project Management Services	Amount
Consultant (see attached invoices)	$6,240.00
Total	$6,240.00

PO #20250227

Original Contract Amount	= $110,000
Approved Change Order #1	= $150,000
Updated Contract Amount	= $260,000
Approved Change Order #2	=$ 24,203.05
Updated Contract Amount	=$284,203.05
Approved Change Order #3	=$419,341.15
Current Contract Amount	=$703,544.20
Previous Payments	= $414,667.27
Current Payment	= $ 6,240.00
Paid to Date	= $420,907.27
Remaining Contract Amount	= $282,636.93

Make all checks payable to St. James Baptist Church
Payment is due within 30 days.
If you have any questions concerning this invoice, contact Herbert Ford | (843) 505-3443 | herbertford@hotmail.com

THANK YOU FOR YOUR BUSINESS!

JF 9/18/25

YOUR
CHURCH
PARTNER

1705 Walden Circle
Salem, VA 24153

September 17, 2025

St. James Baptist Church
209 Dillon Road
Hilton Head Island, SC 29926

INVOICE NUMBER:
16

Consultant Services from August 17, 2025 – September 17, 2025(1 month)
YCP Contract Services – Owner / Consultant

Development Service	Fee	Amount Due	Amount Paid	% Completed
Retainer Fee	$ 7,500.00		$ 7,500.00	100%
Design/Concept Drawings	$ 7,500.00		$ 7,500.00	100%
Pre-Construction Budget	$ 7,500.00		$ 7,500.00	100%
Other Church Budget Items	$ 7,500.00		$ 7,500.00	100%
Application Package to FAA	$ 10,000.00		$ 0.00	0%
Building Appraisal	$ 10,000.00		$ 10,000.00	100%
Relocation Cherry Hill School	$ 10,000.00		$ 10,000.00	100%
Contingency	$ 10,000.00	$240.00	$ 2,384.30	26%
Total Development Services	$ 70,000.00	$240.00	$ 52,384.30	75%
Construction Services				
Pre-Construction Phase (7 Mos. @ $8,000/mo.)	$ 56,000.00		$ 56,000.00	100%
Permit/Contractor Selection (9 mos. @ $6,000/mo.)	$ 54,000.00	$6,000.00	$ 36,000.00	68%
Construction Phase (16 mos. @ $6,500/mo.)	$104,000.00		$ 0.00	0%
Construction Closeout 2mos.	$ 13,000.00		$ 0.00	0%
Total Construction Services	$227,000.00	$6,000.00	$ 92,000.00	43%

Current Amount Due **$6,240.00**

Make check payable to: Kenneth J Belton

Approved 13 Sept. 2025
by Herbert Ford on
behalf of SJBC.

JF
9/18/25

First Citizens Bank

Deposit/Payment/Withdrawal Receipt

All items received for deposit or payment are subject to the terms and conditions of the Bank's Deposit Account Agreement. Initial crediting of dollar amount recorded on receipt is provisional. Each deposit or payment is subject to our subsequent verification and adjustments will be made to your account as necessary.

DRAWER FCB 004

SEP 2 - 2025

BRANCH 304
053100300

Charge
$10.00
for check
#0502436978

Thank You For Banking With First Citizens.

THIS DOCUMENT HAS A VOID BACKGROUND • MICROPRINT BORDERS AND SIGNATURE LINE • WATERMARK PRESENT. HOLD UP TO LIGHT TO VIEW.

Cashier's Check

First Citizens Bank
First-Citizens Bank & Trust Company
Raleigh, North Carolina

66-1252/531 Branch No. 00304

0502436978

VOID VOID VOID

Date 09/02/2025

Pay to the order of LOWCOUNTRY COUNCIL OF GOVERNMENTS $ $230.00

Two Hundred Thirty and 00/100 Dollars

Notice To Customers
The purchase of an Indemnity Bond or an Insurance Bond may be required before an official check of this bank will be replaced or refunded in the event it is lost, misplaced or stolen.

Remitter KENNETH J BELTON SR /St James Baptist Church

Eileen Gilchrist

05-10050M (06/19)

⑈0502436978⑈ ⑆053112521⑆ 2239801981014994990

Review Fee $230.00
Check Fee $ 10.00
Total $240.00

✓ JF 9/10/25

From: **Courtney Vitale** cvitale@lja.com
Subject: FW: 208 Request Form - St. James Baptist Church
Date: August 28, 2025 at 10:48 AM
To: Kenneth Belton kjbelton@comcast.net
Cc: Charles Hager chager@lja.com, Karly Amandeo kamandeo@lja.com

CV

Ken,

We are in the process of submitting a D-1970 form to SCDES for the CZC certification. We are required to submit for 208 plan conformance review since our site is located in the lowcountry. They require a $230 review fee. Could you please mail a $230 check made payable to the Lowcountry Council of Governments (LCOG) to the Lowcountry Council Government office located at 634 Campground Road, Yemassee, SC 29945? Please scan a copy of the check for us to provide to the LCOG as well.

Thank you,

COURTNEY VITALE, P.E. | Assistant Project Manager
Land Development
O: 843.507.8404 | D: 843.405.5163 | C: 314.556.3560
171 Church Street Suite 100, Charleston, South Carolina 29401
EMPLOYEE-OWNED. CLIENT FOCUSED.
www.lja.com
LJA Top Workplaces USA

From: Maleena Parkey <mparkey@lowcountrycog.org>
Sent: Thursday, August 28, 2025 10:28 AM
To: Karly Amandeo <kamandeo@lja.com>
Cc: Courtney Vitale <cvitale@lja.com>; Christopher Ramm <cramm@lowcountrycog.org>
Subject: RE: 208 Request Form - St. James Baptist Church

[EXTERNAL EMAIL]

Good morning,

Thank you for sending this over. I am no longer handling the 208 plan conformance review process. Chris Ramm will be handling this review moving forward, and I have CC'd him here. He will be in touch with you shortly regarding next steps.

To complete the review, please also provide:

- A site map of the proposed project
- A brief summary of the sewer plans
- A concise project description
- Payment: a $230 check made payable to the Lowcountry Council of Governments (LCOG). Please email a scan of the check and mail the hard copy of the check to our office.

If you have any question, please reach out to Chris directly.

Best,

Maleena Y. Parkey, PhD

Jaud Frank
9/18/25

843.507.8404
www.LJA.com
171 Church Street, Suite 100, Charleston, South Carolina 29401

08/28/2025

Lowcountry Council of Governments
P.O. Box 98
Yemassee, SC 29945

Subject: Request for 208 Plan Conformance Certification *[$230 payment is enclosed]*

Please review the following and complete sections 10 and 11.

1. Project Name: St. James Baptist Church – Hilton Head Island
2. County: Beaufort
3. General Location: 9 Union Cemetery Road *[include site map]*
4. Type of Action: D-1970 Form – 208 Plan
5. Type of Project: church-- commercial *[include number of units – residential, commercial, etc.]*
6. Type of Waste: Wastewater
7. Disposal Method: *[include volume – GPD and treatment plant, or NPDES number for reissuance]*
   1600 GPD – Lift station
8. Consulting Engineer: *[include name and phone number/email address]*
   Charles Hager
   (303) 564-2715
   chager@lja.com
9. SCDHEC/Agency: *[include name and phone number/email address]*
   Jackson Cox
   (803) 862-9965
   Jackson.cox@des.sc.gov
10. This project is / is not in conformance with the 208/201 Plan.
11. Comments:

__________________________________ ____________________

Signature of Certifying Officer and Title | Date

JF 9/10/25

INVOICE DATE	INVOICE NUMBER	DESCRIPTION		INVOICE AMOUNT
09/18/2025	016	SJBC RELOCATION AND MITIGATION		$6,240.00
		GL#:10001130 - 57130	$6,240.00	

VENDOR NUMBER	VENDOR NAME	EFT NUMBER	EFT DATE	EFT AMOUNT
16332	ST JAMES BAPTIST CHURCH	40190	09/25/2025	$6,240.00

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

Vendor Number	EFT Number	EFT Date
16332	40190	09/25/2025

$6,240.00

Pay *Six Thousand Two Hundred Forty Dollars and 00 Cents*

To the Order Of ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000

EFT FILE COPY
NON-NEGOTIABLE

Beaufort County Finance
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2290

ADDRESS SERVICE REQUESTED

ST JAMES BAPTIST CHURCH
PO BOX 21883
HILTON HEAD ISLAND, SC 29925-0000