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**COUNTY OF ALBEMARLE**

Department of Finance and Budget  
401 McIntire Road, Room 149  
Charlottesville, Virginia 22902-4596  
Telephone (434) 296-5855  
Fax (434) 872-4598

Rod Gentry, Chair  
Albemarle County Economic Development Authority  
401 McIntire Road  
Charlottesville, VA 22902

July 14, 2020

Dear Mr. Gentry,

In accordance with the provisions of our joint Performance Agreement with Willow Tree, dated September 18, 2018 and, in particular, the requirements for disbursement of COF Grant funds as outlined in Section 3, paragraph (a), please be advised as follows:

I have reviewed a Certificate of Occupancy dated June 11, 2020 in satisfactory form;

I have also reviewed quarterly VEC Forms FC-20 for the following four quarters: Q2 2019, Q3 2019, Q4 2019 and Q1 2020. This review confirmed the average salary was greater than \$80,000;

Finally, I have reviewed documentation provided by Willow Tree, including contractor payment applications for building construction and renovations, construction design and management services and evidence of land ownership, all totaling in excess of the required \$10,900,000 capital investment.

Accordingly, on behalf of the County of Albemarle, I find these documents and conditions to satisfy the requirements for the first and second payment totaling \$500,000 under the agreement.

Sincerely,

Nelsie Birch  
Chief Financial Officer

Cc: Jeff Richardson  
Richard DeLoria  
Roger Johnson  
Pam Shifflett  
JT Newberry