[redacted] ***CONGREGATION***

CIRCUIT HOUSE COMMITTEE

[redacted]

Dear Brothers: [redacted], 2003

We are pleased to give you an update in regards to the Circuit House and its needs. Whereas, this property should always be a source of praise and honor to our God , Jehovah.

As we know, it has been close to ten years since the residence at [redacted] was built and furnished to provide a acceptable dwelling place for our circuit overseer. Certainly this location has served as a suitable cost saver for the needs of our circuit and will continue to do so on into the future. But now the time has come for us to consider the matter of repairing and refurnishing this property to maintain the proper organizational standards.
(2 Kings 12:11,12)

As with any lived - in home wear and tear has taken its toll on the furniture and carpet for the most. But when furnishings are needed it is always important to address the overall decor and repair needs. Thus, the committee has considered all aspects of this project and has come to an overall understanding as to all that will be needed for this undertaking.

Please consider the following list:

1. Hallway ; ceiling, repair / possible rehang.
2. Kitchen ; backslash , removal of island counter, ceramic tile floor repair / replace.
3. Roof ; repair leak above utility room.
4. Guest Bath ; blistering ceiling repair, exhaust fan.
5. Windows ; weatherstripping repair, possible replacement, decor treatments.
6. Glass Block Window (Office) ; replace for visibility.
7. Carpet ; replace.
8. Air Duct ; cleaning.
9. Furniture ; couch, chairs, coffee-end tables / entertain. shelf, lamps, mattress set.
10. Appliances ; microwave oven.
11. Interior Walls ; paint / wallpaper.
12. Exterior Walls ; tuck point.
13. Fence ; extend to ground level.
14. Office ; replace ceiling fan, reset closet doors.

Please be assured that all phases of this project are in accordance with the branch letters addressed to the bodies of elders dated 10/12/93, 11/2/ 95 and 7/30/02 .Therefore, based upon these instructions we will proceed in strict accordance with the R.B.C. from this point forward. Thus, the entire scope of work will be reviewed and overseen by the R.B.C.; including design, estimating, and purchasing, etc.

What a privilege we have in doing all that we can to ensure that the reflections of our circuit house clearly mirror's the God that we serve. May Jehovah's blessings be upon this endeavor, and may you brothers receive our warm Christian love.

Your brothers,

Circuit House Committee

[redacted] *Circuit* [redacted]

[redacted]