



September 7, 2007

Dear EarthCraft House Builder:

This letter serves as a formal announcement of the transition in the administration of the EarthCraft House™ Virginia Single Family Program from the Northern Virginia office of Virginia Sustainable Building Network (VSBN) to the Richmond office of EarthCraft Virginia.

In order to facilitate the general management, utilize personnel resources more efficiently, and coordinate technical aspects of the EarthCraft Virginia Single Family and Multi-Family Program, a transition to one administrative structure for both programs is currently underway. This transition will be finalized by September 30, 2007.

In order to clarify the transition, we would like to direct you to the following items:

- For those builders who currently have house construction in process and who had initially sent bills to VSBN, please conclude your work on open projects and send the bill to VSBN for payment.
- Any new project documents should be sent to the Richmond Office. Address: EarthCraft Virginia, 1840 W. Broad St., Suite 200, Richmond, VA 23220.
- Also as of this date, please direct any program enrollment information and questions (both technical and general presentation requests) to K.C. McGurren, Operations Director, at the Richmond Office. Email: [kc.mcgurren@earthcraftvirginia.org](mailto:kc.mcgurren@earthcraftvirginia.org).
- Charles (Chuk) Bowles remains the Technical Manager for the Single Family Program. Email: [Chuk.Bowles@earthcraftvirginia.org](mailto:Chuk.Bowles@earthcraftvirginia.org).
- The EarthCraft House Program Executive Director is Karl Bren. Email: [Karl.Bren@earthcraftvirginia.org](mailto:Karl.Bren@earthcraftvirginia.org).
- VSBN will offer two additional trainings for builders that are scheduled for November 28 and 29th at the Fredericksburg Area Builders Association offices. VSBN will send you additional information on this event.

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Please feel free to contact the Virginia Sustainable Building Network in the future (703-486-2966) or visit our website ([www.vsbn.org](http://www.vsbn.org)) to find out about new programs that we will be offering.

For the EarthCraft House Virginia Single Family Program, contact Karl Bren, Chuk Bowles, or K.C. McGurren at the following address: EarthCraft Virginia, 1840 West Broad St., Suite 200, Richmond, VA 23220. Phone: 804-225-9843.

Thank you for your involvement as an EarthCraft Builder. You are helping to define a new home building path in Virginia and are meeting the growing demand from home buyers who are seeking energy-efficient, environmentally friendly homes.

Sincerely,

Annette Osso  
VSBN President