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|-----------|---------|--|-------|--|--|--|--|--|--|
| 3/12/2025 | Tiffani | Logged pledge payments, prepare voce invoice and reconciled bank account | 1.00 | | | | | | |
| 3/13/2025 | Molly | Meet with Hickman buyer, talk with realtor/tiffani/anthony regarding same, prepare closing docs | 2.50 | | | | | | |
| 3/13/2025 | Tiffani | Worked on 3.5.25 meeting minutes | 2.00 | | | | | | |
| 3/14/2025 | Molly | Email with Hickman buyers, prepare closing docs, attend closing | 3.50 | | | | | | |
| 3/14/2025 | Tiffani | Prepared check for Voss Invoice, Entered 3.2.25 meeting into legistar | 1.00 | | | | | | |
| 3/17/2025 | Tiffani | Voss Payment, Review D&O Coverage Renewal | 1.25 | | | | | | |
| 3/18/2025 | Jake | Discuss pricing Lynn, Discuss potential split of 4th ave, Cost of housing | 3.00 | | | | | | |
| 3/19/2025 | Molly | Attend closing for Hickman house, review docs | 1.00 | | | | | | |
| 3/21/2025 | Jake | Look on site at Cullimore, look at job board. | 1.00 | | | | | | |
| 3/24/2025 | Tiffani | Sent out ground lease payments | 0.50 | | | | | | |
| 3/26/2025 | Molly | Review/organize/file final docs for Hickman buyers, update CCLT homeowner list/contacts | 3.50 | | | | | | |
| 3/26/2025 | Tiffani | Update CCLT board information, sent out quorum email, worked on agenda for 4.2.25 meeting, added hickman homes to quickbook and payment log | 1.25 | | | | | | |
| 3/27/2025 | Tiffani | Worked on Anthony Travel for GSN Conference | 1.00 | | | | | | |
| 3/28/2025 | Molly | Work with Tiffani on travel for Anthony | 0.50 | | | | | | |
| 3/31/2025 | Molly | Work with Tiffani on travel for Anthony, review/organize/file final docs for Hickman buyers, discuss agenda and resale of 115 Lynn | 2.25 | | | | | | |
| 3/31/2025 | Jake | Discuss resale of 115 Lynn and meeting agenda | 1.50 | | | | | | |
| 3/31/2025 | Tiffani | Logged pledge payments, booked anthony flight, worked on agenda and posted it. | 2.75 | | | | | | |
| 4/1/2025 | Tiffani | Sent overdue pledge payment emails, updated agenda, worked on Cincinnati Insurance Invoice | 1.00 | | | | | | |
| 4/1/2025 | Jake | Discuss cost for Cullimore homes, talk to potential homeowner, Meet on site 115 to do radon test, Site visit Cullimore | 4.50 | | | | | | |
| 4/1/2025 | Molly | Update CCLT paypal info, call support, email regarding same. Update website and add Rikki Ascani as user, email regarding same | 2.00 | | | | | | |
| 4/2/2025 | Molly | Prepare for CCLT meeting, attend meeting | 3.50 | | | | | | |
| 4/2/2025 | Jake | Prepare for CCLT meeting, contact realtor, attend meeting | 4.50 | | | | | | |
| 4/2/2025 | Tiffani | Logged pledge payments, prepared for meeting, created close session packets, attended CCLT Meeting | 4.00 | | | | | | |
| 4/3/2025 | Molly | Follow up on tasks from meeting | 0.50 | | | | | | |
| 4/3/2025 | Tiffani | Paid Cincinnati Insurance Invoice, Sent out accountant notifications, published 3/5/25 Meeting minutes | 0.75 | | | | | | |
| 4/8/2025 | Molly | Update Paypal integration with website, update website, email and call with Alex regarding fundraiser | 2.25 | | | | | | |
| 4/8/2025 | Tiffani | Prepared Plus Ultra invoice, made a deposit, Meeting with Landon from Convergence Accounting | 1.25 | | | | | | |
| 4/9/2025 | Jake | Meet Tracy on site for inspect Cullimore, discuss paypal, check on site, look up Ragtag, on site pic, talk to Alex on | 3.00 | | | | | | |
| 4/9/2025 | Tiffani | Logged pledge payments, worked on bank account access for Convergence Accounting | 0.50 | | | | | | |
| 4/10/2025 | Tiffani | Paid Haden & Colbert Invoice, Gather documents for Convergence Accounting | 1.00 | | | | | | |
| 4/11/2025 | Molly | Work on fundraiser event info, discuss 115 Lynn sale and email with attorney regarding same | 1.00 | | | | | | |
| 4/11/2025 | Tiffani | Paid Plus Ultra Home Inspection Invoice, set up view only mode for Convergence Accounting, worked on 4.2.25 meeting minutes | 2.00 | | | | | | |
| 4/14/2025 | Tiffani | Worked on 4.2.25 meeting minutes, made a deposit | 1.50 | | | | | | |
| 4/14/2025 | Jake | Discuss Job Point home, 115 Sale, Cullimore site visit | 2.25 | | | | | | |
| 4/15/2025 | Tiffani | Worked on 4.2.25 meeting minutes, | 1.00 | | | | | | |
| 4/15/2025 | Jake | Cullimore site visit, Email to Geoff Jones, Discuss Cullimore with Trevor via phone. discuss mowing | 2.00 | | | | | | |
| 4/16/2025 | Tiffani | Prepared Boone Central Title Invoice | 0.25 | | | | | | |
| 4/16/2025 | Jake | 115 Lynn visit, Email to Caleb, discuss 115 Project, | 3.00 | | | | | | |
| 4/17/2025 | Molly | Add fundraiser event info to website | 2.00 | | | | | | |
| 4/17/2025 | Jake | Cullimore site visit, look at Cullimore arpa billing | 2.00 | | | | | | |
| 4/17/2025 | Tiffani | Finished 4.2.25 meeting minutes | 1.00 | | | | | | |
| 4/21/2025 | Tiffani | Worked on budget/bank accounts and entered meeting minutes into legistar | 5.00 | | | | | | |
| 4/22/2025 | Jake | Cullimore AM visit, Cullimore PM Visit pics, go inside check progress download pics | 2.50 | | | | | | |
| 4/23/2025 | Tiffani | Resent ground lease payment links, update legal documents for 115 Lynn | 1.25 | | | | | | |
| 4/23/2025 | Molly | Reply to accountant email, email city finance about admin expense billing | 0.50 | | | | | | |
| 4/23/2024 | Jake | Cullimore site visit, check on mowing lynn | 1.00 | | | | | | |
| 4/24/2025 | Tiffani | Sent out ground lease payments, follow up with overdue payments, logged pledge payments | 1.50 | | | | | | |
| 4/25/2025 | Molly | Email with accountant | 0.50 | | | | | | |
| 4/25/2025 | Jake | Site visit today and Cullimore, look at Prevail wage, check on 115 Lynn sale | 2.00 | | | | | | |
| 4/25/2025 | Tiffani | Logged pledge payments | 0.25 | | | | | | |
| 4/28/2025 | Molly | Look up CCLT property appraisals since 2021 for accountant, email regarding same, discuss fundraising event and email Alex and team regarding same | 1.00 | | | | | | |
| 4/28/2025 | Tiffani | Replied back to emails, logged pledge payments | 0.50 | | | | | | |
| 4/29/2025 | Molly | Discuss 115 Lynn sale, review accountant documents and fundraising event info | 1.00 | | | | | | |
| 4/29/2025 | Kevin | Discuss 115 Lynn Sale | 1.00 | | | | | | |
| 4/29/2025 | Jake | Check into potential builder change, Prevail wage questions look at agreement w/Grove/talk to Tracy | 1.50 | | | | | | |
| 4/29/2025 | Tiffani | Logged pledge payments, worked on bank account access, paid Boone Central Title Invoice | 0.75 | | | | | | |
| 4/30/2025 | Molly | Discuss fundraising event and email regarding same | 1.00 | | | | | | |
| 4/30/2025 | Jake | Discuss fundraising event and email regarding same, approve event agenda, discuss Cullimore project with City Staff | 3.00 | | | | | | |
| 4/30/2025 | Tiffani | Created and posted fundraiser agenda, logged pledge payments, worked on 5.7.25 meeting agenda, sent out quorum email, worked on Convergence Accounting Invoice | 1.50 | | | | | | |
| 5/1/2025 | Molly | Prep for fundraiser event, attend event | 3.00 | | | | | | |
| 5/1/2025 | Jake | Prep for fundraiser event, attend event | 4.00 | | | | | | |
| 5/1/2025 | Tiffani | Logged pledge payments, attended fundraiser event | 2.50 | | | | | | |
| 5/2/25 | Tiffani | Logged Pledge payments, made a deposit, worked on gaining transfer access with bank account | 0.75 | | | | | | |
| 5/2/2025 | Kevin | Prep for fundraiser event, attend event | 3.00 | | | | | | |
| 5/5/2025 | Molly | Review funds transfer in bank account, review financials from accountant and email regarding same, review draft meeting agenda | 1.25 | | | | | | |
| 5/5/2025 | Tiffani | Worked on Columbia Landcare Invoice, Cincinnati Insurance invoice, and 5.7.25 Meeting agenda. Paid Convergence Accounting Invoice | 2.00 | | | | | | |
| 5/6/2025 | Tiffani | Posted 5.7.25 agenda | 0.25 | | | | | | |
| 5/6/2025 | Jake | Discuss sale of 115 Lynn, review CCLT meeting agenda | 0.75 | | | | | | |
| 5/6/2025 | Molly | Discuss sale of 115 Lynn, discuss CCLT meeting agenda, talk with Tiffani regarding accountant questions | 1.00 | | | | | | |
| 5/6/2025 | Kevin | Discuss sale of 115 Lynn, review CCLT meeting agenda | 1.00 | | | | | | |
| 5/7/2025 | Molly | Prepare for CCLT meeting, attend meeting | 4.00 | | | | | | |
| 5/7/2025 | Jake | Prepare for CCLT meeting, attend meeting | 5.50 | | | | | | |
| 5/7/2025 | Tiffani | Prepared meeting documents, attend meeting | 3.00 | | | | | | |
| 5/8/2025 | Molly | Address meeting action items discuss 115 Lynn, Discuss cclt payments to Staff, facebook acct. Investigate CCLT account payroll issue and email regarding same | 2.50 | | | | | | |
| 5/8/2025 | Jake | Talk to alex, discuss meeting/Grant with Becky, Discuss Meetin with Leigh, 115 Sale W Kevin, Molly/Kevin grant/facebook Discuss 1107 8th Barns | 10.00 | | | | | | |
| 5/8/2025 | Kevin | 115 Lynn, Grant for cclt, pay for cclt, facebook acct. | 1.00 | | | | | | |
| 5/9/2025 | Tiffani | Worked on Boone Central Title Invoice, and Cincinnati Insurance Invoice. Published 4.2.25 Meeting Minutes. Passed on info to the board | 0.75 | | | | | | |
| 5/12/2025 | Tiffani | Logged pledge payments and made deposit | 0.25 | | | | | | |
| 5/12/2025 | Molly | Review bank account permissions, discuss RWJF grant, email payroll regarding admin payments for CCLT | 1.00 | | | | | | |
| 5/13/2025 | Molly | Enter Givebutter transaction in Quickbooks | 0.25 | | | | | | |
| 5/13/2025 | Tiffani | Worked on Haden & Colbert invoice, started 5.7.25 meeting minutes | 0.75 | | | | | | |
| 5/14/2025 | Tiffani | Processed Cincinnati Insurance Invoice | 0.25 | | | | | | |
| 5/15/25 | Tiffani | Processed Columbia Landcare invoice | 0.25 | | | | | | |
| 5/16/2025 | Jake | dTravis W/Jobpoint ARPA discussion, potential land donation/Estate Email and Discussion, Site visits, Tracy Discussion Prev. Wage, discuss sales | 10.00 | | | | | | |
| 5/19/2025 | Tiffani | Processed Haden & Colbert invoice, worked on 5.7.25 meeting minutes | 1.50 | | | | | | |
| 5/20/2025 | Tiffani | Worked on 5.7.25 meeting minutes and entered into legistar | 3.00 | | | | | | |
| 5/22/2025 | Tiffani | Processed Convergence Accounting April '25 Invoice | 0.25 | | | | | | |
| 5/23/2025 | Kevin | Follow up with title regarding Lynn Purchase | 0.25 | | | | | | |
| 5/23/2025 | Tiffani | Sent out pledge payments, logged pledge payments | 0.50 | | | | | | |
| 5/23/2025 | Jake | Site visits 115 Lynn, Cullimore. 115 Lynn Title Discussions, Convo with Mark, Trevor, Tracy about contracting, | 10.00 | | | | | | |
| 5/28/2025 | Molly | Discuss 115 Lynn sale and CCLT meeting agenda | 1.00 | | | | | | |
| 5/28/2025 | Tiffani | Logged pledge payments, sent out quorum and draft agenda email, made deposit, worked on opening the restricted bank account | 1.50 | | | | | | |
| 5/30/2025 | Tiffani | Logged pledge payments | 0.25 | | | | | | |
| 5/30/2025 | Jake | Discuss accounting, Lynn purchase, tilework, Site visits to CCLT prop. Tracy wage doc discuss, Title talk Becky, weeds rear coats, No parking on grass | 10.00 | | | | | | |

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| 5/30/2025 | Kevin | 115 Lynn Purchase for this week | 4.00 | | | | | | |
| 6/2/2025 | Kevin | 115 Purchase for Lynn | 5.00 | | | | | | |
| 6/2/2025 | Tiffani | Logged pledge payments, entered agenda into legistar, posted agenda | 0.75 | | | | | | |
| 6/3/2025 | Kevin | Work on funding agreement for 115 Lynn and get all signatures | 3.00 | | | | | | |
| 6/3/2025 | Tiffani | Called board members to see if we will have a quorum for 6.4.25 meeting | 0.25 | | | | | | |
| 6/4/2025 | Tiffani | Passed on videos to the board, prepared meeting documents, prepared The Cincinnati Insurance Invoice, Request check for purchase of 115 Lynn, Meeting attendance | 7.25 | | | | | | |
| 6/5/2025 | Tiffani | Published 5.7.25 meeting minutes, logged pledge payments, emailed with accountant, picked up and dropped off check at Boone Central Title | 1.00 | | | | | | |
| 6/5/2025 | Kevin | Follow up on check request, Received Check Request and walked over to BCT to close 115 Lynn | 4.00 | | | | | | |
| 6/6/2025 | Jake | Discuss check req, review docs, approve ins. review min. Site visits to 115, 1107, 1109. Cale discuss pmts. Grove Discussion on timeframe, Facebook discuss | 10.00 | Week of 6/2 | | | | | |
| 6/10/2025 | Molly | Check Paypal and Givebutter, email Alex regarding same, Review 115 Lynn emails, update website | 2.50 | | | | | | |
| 6/10/2025 | Tiffani | Emailed with Landon, logged pledge payment, discussed pledge payments with Brandy Minor, processed The Cincinnati Insurance Invoice | 1.00 | | | | | | |
| 6/10/2025 | Kevin | Talked to Jake about Bid items for 115 Lynn | 1.50 | | | | | | |
| 6/11/2025 | Kevin | Utilities for 115 Lynn | 1.50 | | | | | | |
| 6/11/2025 | Tiffani | Prepared Haden & Colbert Invoice | 0.25 | | | | | | |
| 6/12/2025 | Tiffani | Prepared Columbia Landcare invoices, emailed about pledge payment, passed on information from Anthony | 1.00 | | | | | | |
| 6/13/2025 | Tiffani | Logged pledge payments, resent ground lease payment, Worked on Columbia Landcare Invoice, Set up donation account at First Mid | 1.50 | | | | | | |
| 6/13/2025 | Jake | Discuss Website, Discuss Insurance, Discuss prev. wage docs, site visits to 115, 1107, 1109, Discuss sales with Doug | 10.00 | Week of 6/9 | | | | | |
| 6/16/2025 | Molly | Review and accept grant donation via Paypal, discuss meeting with CCLT realtor | 0.75 | | | | | | |
| 6/17/2025 | Kevin | Move old furniture out of 115 Lynn to dumpster | 1.50 | | | | | | |
| 6/20/2025 | Jake | Discuss CCLT Realtor, Move furniture at 115 Lynn, Site visits to 115, 1107, 1109, Discuss accounting, Look at Hickman | 10.00 | Week of 6/16 | | | | | |
| 6/20/2025 | Tiffani | Prepared Convergence Accounting Invoice, Picked up debit card/ followed up on bank account issue with First Mid, Logged pledge payments | 0.50 | | | | | | |
| 6/23/2025 | Tiffani | Sent email and prep check for Columbia Landcare, Sent out and logged ground lease payments | 0.75 | | | | | | |
| 6/25/2025 | Molly | Review bank account access, finish processing donation | 0.50 | | | | | | |
| 6/26/2025 | Kevin | Worked on Land Trust SOP for land donation/transfer | 1.00 | | | | | | |
| 6/26/2025 | Molly | Meet with Geoff Jones to discuss upcoming houses for sale and review CCLT model/resale restrictions | 1.50 | | | | | | |
| 6/27/2025 | Jake | 1 Meet with Geoff Jones to discuss upcoming houses for sale and review CCLT model/resale restrictions, Site visits, Discuss SOP for sales, Site visits 115, 1107, 1109, Driveway discussion, Solar discuss, | 10.00 | week of 6/23 | | | | | |
| 6/30/2025 | Molly | Meet with Geoff and Nicole at 115 Lynn to discuss workscope and listing, review quickbooks renewal information, discuss 115 Lynn workscope | 1.50 | | | | | | |
| 6/30/2025 | Jake | Meet with Geoff and Nicole at 115 Lynn to discuss workscope and listing | 1.00 | | | | | | |
| 6/30/2025 | Tiffani | Logged pledge payments, processed Columbia Landcare invoice, made deposit, worked on 6/4/25 meeting minutes | 1.25 | | | | | | |
| 7/1/2025 | Tiffani | Finished 6.4.25 Meeting minutes and entered in Legistar, Logged pledge payments | 4.25 | | | | | | |
| 7/3/2025 | Jake | Geoff at 115, site visit to Cullimore, Meet w/Doug, Discuss agenda, Landcare invoice, check meeting Min. | 6.00 | Week of 6/30 | | | | | |
| 7/3/2025 | Tiffani | Sent out quorum email, logged pledge payments, created and posted 7.9.25 meeting agenda | 1.50 | | | | | | |
| 7/7/2025 | Tiffani | Logged pledge payments and prepped Columbia Landcare Invoice | 0.25 | | | | | | |
| 7/7/2025 | Kevin | Meeting attendance | 2.00 | | | | | | |
| 7/8/2025 | Kevin | Met with Job point and CMCA for 115 Lynn Walkthrough | 3.00 | | | | | | |
| 7/9/2025 | Tiffani | Prepared meeting documents, attended meeting | 2.75 | | | | | | |
| 7/10/2025 | Molly | Discuss action items from last night's meeting, review QB and online banking portal for financials | 1.25 | | | | | | |
| 7/10/2025 | Kevin | Met with OJJ and CMCA painter for 115 Lynn bids | 1.00 | | | | | | |
| 7/10/2025 | Tiffani | Paid Columbia Landcare invoice, reviewed QB, resent ground lease overdue payment links, posted 6.4.25 meeting minutes and looked into donation tax documents | 3.00 | | | | | | |
| 7/11/2025 | Tiffani | Prepared Corporate Registration Report and The Law Firm of Haden & Colbert invoices | 0.75 | | | | | | |
| 7/11/2025 | Jake | Attend meeting, Meet jobpoint & CMCA 115 walkthrough, Discuss meeting, Meet with OJJ and CMCA painter, Discuss overdue pmts, look at tax docs, look at law invoices, 1107&1109 site visits, discuss Project Tracy | 13.00 | Week of 7/7 | | | | | |
| 7/14/2025 | Tiffani | Filed Corporate Registration report. Made a deposit | 0.75 | | | | | | |
| 7/15/2025 | Kevin | Met with DAS for 115 Lynn Walkthrough | 1.50 | | | | | | |
| 7/15/2025 | Tiffani | Prepared Convergence Accounting Invoice, worked on donation letters | 1.00 | | | | | | |
| 7/16/2025 | Tiffani | Finished creating & sending out donation letters | 1.75 | | | | | | |
| 7/18/2025 | Jake | Discuss Corp Reg, Rpt, Meet DAS 115 Lynn Walkthrough, Look at acct. invoice, discuss donation letters, site visit Cullimore, 903 Garth, 3rd Ave, 115 Lynn | 10.00 | Week of 7/14 | | | | | |
| 7/21/2025 | Kevin | Reviewed Bids for 115 Lynn and made spreadsheet breaking them down | 3.00 | | | | | | |
| 7/21/2025 | Tiffani | Paid Convergence Accounting & The Law Firm of Haden & Colbert invoices. Worked on 7.9.2025 meeting minutes | 1.50 | | | | | | |
| 7/22/25 | Tiffani | Worked on 7.9.25 Meeting minutes | 0.50 | | | | | | |
| 7/25/2025 | Kevin | Sent email to Caleb to review contract for 115 Lynn | 0.50 | | | | | | |
| 7/25/2025 | Tiffani | Sent out pledge payments, logged pledge payments and worked on 7.9.25 meeting minutes | 3.00 | | | | | | |
| 7/25/25 | Jake | 1 Look at 115 Lynn Bids, Discuss 115 Lynn contract, look at pledge pmts, Site visits 115, 1107, 1109. Tracy Discuss Prv.wage | 8.00 | | | | | | |
| 7/28/25 | Tiffani | Followed up on emails, logged pledge payments, entered 7.9.25 meeting minutes into Legistar, paid 115 Lynn utility bill | 1.25 | | | | | | |
| 7/29/2025 | Tiffani | Made deposit, entered in minutes for May 1st fundraiser event, logged pledge payment | 0.75 | | | | | | |
| 7/30/2025 | Tiffani | Sent out draft agenda, Sent out quorum email, worked on looking up information on donation of land | 0.75 | | | | | | |
| 8/1/2025 | Tiffani | Logged pledge payments, made a deposit | 0.25 | | | | | | |
| 8/1/2025 | Molly | Update homebuyer selection policy | 1.00 | | | | | | |
| 8/4/2025 | Molly | Update homebuyer selection policy | 2.00 | | | | | | |
| 8/4/2025 | Tiffani | Logged pledge payments | 0.25 | | | | | | |
| 8/5/2025 | Molly | Update homebuyer selection policy and review agenda, review website access for Kevin | 2.00 | | | | | | |
| 8/5/2025 | Tiffani | Sent follow up emails, worked on agenda, posted agenda | 1.00 | | | | | | |
| 8/6/2025 | Tiffani | Prepared Columbia Landcare Invoice, prepared meeting documents, worked on mowing letter, meeting attendance | 4.50 | | | | | | |
| 8/6/2025 | Kevin | Put Donation Policy on CCLT website attend meeting | 3.00 | | | | | | |
| 8/7/2025 | Tiffani | Worked on Columbia Landcare check, posted 7.9.25 Meeting minutes | 0.25 | | | | | | |
| 8/8/2025 | Jake | Look at Homebuy policy, Discuss pledge pmt, review website access, homebuy policy, Approve landcare, discuss mowing letter, discuss Grove issues, Site visits, | 10.00 | week of 8/4 | | | | | |
| 8/8/2025 | Tiffani | Logged pledge payments, updated overdue payment list | 0.50 | | | | | | |
| 8/12/2025 | Jake | Meet with Bev and Co about land trust. Discuss 8th with Tracy. Look at 1109. Doug/Chain of houses | 4.00 | | | | | | |
| 8/12/2025 | Molly | Meet with Bev and Co about land trust, review action items from that meeting. Update CCLT website | 4.00 | | | | | | |
| 8/13/2025 | Molly | Email Doug regarding homebuyer selection policy updates, email CCLT attorney regarding same. Email CCLT realtor follow up items from yesterday's meeting | 1.00 | | | | | | |
| 8/14/2025 | Molly | Talk to CCLT Homeowner about fence, discuss same with Jake | 0.50 | | | | | | |
| 8/14/25 | Tiffani | Worked on 8.6.25 Meeting minutes | 1.00 | | | | | | |
| 8/15/2025 | Tiffani | Logged pledge payments, worked on Convergence Accounting invoice, continued to work on 8.6.25 Meeting minutes | 1.25 | | | | | | |
| 8/15/2025 | Jake | Discuss Chain of houses, Look at 1107, 1109. Meet with Bev and Co about land trust, Discuss 8th Tracy, discuss cclt fence, look at meeting min. Discuss pledge pmt | 13.00 | week of 8/11 | | | | | |
| 8/18/2025 | Tiffani | Paid Convergence Accounting invoice, prepped City of Columbia utility invoice | 0.50 | | | | | | |
| 8/19/2025 | Tiffani | Finished and entered 8.6.25 meeting minutes into legistar | 2.00 | | | | | | |
| 8/20/2025 | Tiffani | Made donation deposit and sent out letter, updated the donor list | 1.50 | | | | | | |
| 8/21/2025 | Tiffani | Update donation list, paid 115 Lynn utility payment | 1.50 | | | | | | |
| 8/22/2025 | Molly | Review ARPA funds | 0.25 | | | | | | |
| 8/22/2025 | Jake | 1Review ARPA funds, discuss utility pmt, look at donor list, site visits Cullimore, Lynn, Oak Grove discussion, Chain of house discussion, Sale discuss timeframe | 10.00 | week of 8/18 | | | | | |
| 8/25/2025 | Tiffani | Print off flyers for Chain of Houses Initiative, replied back to emails, sent out pledge payments | 1.00 | | | | | | |
| 8/27/2025 | Tiffani | Logged pledge payments, made deposit, sent out donation letter | 0.50 | | | | | | |
| 8/29/2025 | Tiffani | Logged pledge payments, logged quickbooks renewal | 0.25 | | | | | | |
| 8/29/2025 | Kevin | Drafted and sent contract for 115 Lynn Reno/discussed with Caleb | 2.00 | | | | | | |
| 8/29/2025 | Jake | CCLT check in W/Jordon, Discuss Lynn Reno, Discuss donation letter, Discuss Chain of houses, Site visits to Cullimore and Lynn, 1714 McAlester W/Doug and Alex | 11.00 | | | | | | |
| 9/2/2025 | Molly | Go over Paypal access with Tiffani, review and update Bluehost security settings | 0.50 | | | | | | |
| 9/2/2025 | Kevin | Made copy of 115 Lynn key and Met Sam to drop off key, sent notice to proceed | 1.50 | | | | | | |
| 9/2/2025 | Tiffani | Logged pledge payments, worked on CCLT donations | 0.25 | | | | | | |
| 9/3/2025 | Tiffani | Logged CCLT donations, prepared and sent out donations letters, sent out quorum email and draft agenda, made 2 deposits, prepped Columbia Landcare invoices | 3.00 | | | | | | |
| 9/4/2025 | Molly | Discuss CCLT agenda and overdue ground lease payments, review items for agenda, tour possible properties to buy with realtor, site visit for Cullimore | 3.50 | | | | | | |

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| 9/4/2025 | Kevin | 115 Lynn-Contract drafting, one span for signatures, meeting DAS to give keys | 3.00 | | | | | | |
| 9/4/2025 | Kevin | Drafted email to Leigh discussing CCLT regs and 220 Garth | 0.25 | | | | | | |
| 9/4/2025 | Jake | Site visit for Cullimore, tour possible properties to buy with realtor | 4.00 | | | | | | |
| 9/4/2025 | Tiffani | Sent out donation letter, created all mowing and sidewalk letters | 0.50 | | | | | | |
| 9/5/2025 | Jake | 1Review CCLT ARPA allocations, discuss ARPA funds with realtor, doug, city staff, Look at homes with Bev&Co, discuss homes for agenda along with prices, Site Visits | 12.00 | Week of 9/5 | | | | | |
| 9/5/2025 | Molly | Review CCLT ARPA allocations and agenda items, discuss ARPA funds with city staff | 2.00 | | | | | | |
| 9/5/2025 | Tiffani | Worked on CCLT agenda | 0.25 | | | | | | |
| 9/9/2025 | Molly | Follow up with CCLT attorney, review agenda, talk with CCLT realtor | 0.50 | | | | | | |
| 9/9/2025 | Jake | Review agenda, talk with CCLT realtor | 0.25 | | | | | | |
| 9/9/2025 | Tiffani | Prepared Columbia Landcare check, continued to work on agenda, posted agenda | 0.50 | | | | | | |
| 9/10/2025 | Molly | Prep for meeting, attend meeting | 3.50 | | | | | | |
| 9/10/2025 | Kevin | Prep for meeting, attend meeting | 3.50 | | | | | | |
| 9/10/2025 | Jake | Prep for meeting, attend meeting | 3.50 | | | | | | |
| 9/10/2025 | Tiffani | Prepared meeting documents, meeting attendance | 3.25 | | | | | | |
| 9/11/2025 | Molly | Review meeting action items, respond to Doug email | 0.50 | | | | | | |
| 9/11/2025 | Tiffani | Paid Columbia Landcare invoice, posted 8.6.25 meeting minutes, sent out mowing/sidewalk letters | 1.25 | | | | | | |
| 9/12/2025 | Kevin | Sent OJJ Bid results regarding 115 Lynn | 0.25 | | | | | | |
| 9/12/2025 | Tiffani | Logged donation and made deposit | 0.25 | | | | | | |
| 9/12/2025 | Jake | 1Review meeting action items, discuss Doug Email, discuss OJJ bid, Discuss donation, Col Landcare invoice, Discuss sidewalk letters, Site visits to Cullimore, and Lynn, Discuss Pmts with Tracy | 10.00 | Week of 9/8 | | | | | |
| 9/15/2025 | Tiffani | Replied back to emails, logged donation and sent out letter, made a deposit, prepared Haden & Colbert and Convergence Accounting invoices, logged pledge payments | 1.50 | | | | | | |
| 9/16/2025 | Kevin | 115 Lynn Site Visit | 1.00 | | | | | | |
| 9/16/2025 | Molly | Talk with CCLT homeowner and review payment information, draft email to homeowner and Tiffani regarding same | 0.75 | | | | | | |
| | Tiffani | Paid Convergence Accounting invoice, logged pledge payments, paid Haden & Colbert invoice, prepared utilities invoices, collect information for Caleb. | 1.00 | | | | | | |
| 9/17/2025 | Molly | Review emails from Caleb and discuss with Jake, respond to email, review realtor listing document, respond to that email | 1.00 | | | | | | |
| 9/17/2025 | Jake | Review emails from Caleb and discuss with Molly | 0.50 | | | | | | |
| 9/18/2025 | Molly | Review ground lease and respond to second email from Caleb | 0.75 | | | | | | |
| 9/19/2025 | Molly | Talk to CCLT homeowner and review ground lease payments, research Quickbooks options | 0.50 | | | | | | |
| 9/19/2025 | Tiffani | Sent emails about autopay, paid 115 Lynn Utility bill and logged pledge payment | 0.50 | | | | | | |
| 9/19/2025 | Jake | Discuss Donations and pledge, discuss pmt info with CCLT homeowner, discuss Caleb email, review reator docs, discuss email, review ground lease, utility bill, Deal with Car in yard, site visits to Cullimore and Lynn | 10.00 | | | | | | |
| 9/22/2025 | Tiffani | Started working on 9.10.25 meeting minutes | 0.25 | | | | | | |
| 9/23/2025 | Tiffani | Worked on meeting minutes, sent email with autopay link, logged donation and sent out letter | 2.00 | | | | | | |
| 9/24/2025 | Tiffani | Cancelled 10.1.25 meeting, sent out and logged ground lease payments | 1.25 | | | | | | |
| 9/25/2025 | Tiffani | Made a deposit, worked on meeting minutes and entered into legistar, emailed Landon about audit and overdue ground lease payments | 2.75 | | | | | | |
| 9/26/2025 | Tiffani | Made Patrick inactive in quickbooks and excel sheet, logged pledge payment | 0.50 | | | | | | |
| 9/26/2025 | Molly | Assist with updating CCLT website, discuss Cullimore Cottages progress, follow up on emails to CCLT attorney | 1.50 | | | | | | |
| 9/26/2025 | Kevin | 115 Lynn Progress check-in and website update for chain of houses | 2.00 | | | | | | |
| 9/26/2025 | Jake | Talk to Concrete co about Cullimore, 115 Lynn progress discuss DAS and site visits, discuss overdue groundlease pmts, Discuss pmt with Tracy, Cullimore site visits, discuss Concrete with Mark/Grove, | 12.00 | Week of 9/22 | | | | | |
| 9/29/2025 | Molly | Email with CCLT attorney | 0.25 | | | | | | |
| 10/2/2025 | Tiffani | Logged pledge payments, made a deposit, follow up with Mr. Falles about parking issue, sent Landon email for monthly financials, prepped Columbia Landcare Invoices | 1.00 | | | | | | |
| 10/2/2025 | Molly | Update CCLT website, email with CCLT realtor | 1.00 | | | | | | |
| 10/3/2025 | Jake | Discuss email CCLT attorney, discuss payments and deposits, discuss Tyron parking issue and make visits to verify, discuss financials and landcare invoices, email and talk to Geoff, discuss CCLT website updates, discuss with Tracy, Trevor, Mark on ARPA payments, di | 12.00 | Week of 9/29 | | | | | |
| 10/6/2025 | Tiffani | Sent signing reminder, logged pledge payments, emailed with Landon, Logged donation and sent letter for signaure, made donation deposit | 1.00 | | | | | | |
| 10/7/2025 | Tiffani | Emaild with Landon, Mailed out donation letter | 0.25 | | | | | | |
| 10/8/2025 | Kevin | Discussed 115 Lynn Solar System with Sam | 0.25 | | | | | | |
| 10/8/2025 | Tiffani | Processed Grove Construction ARPA Invoices | 0.25 | | | | | | |
| 10/10/2025 | Tiffani | Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update. | 0.25 | | | | | | |
| 10/10/2025 | Molly | Prep for meeting with realtor, meet with realtor | 1.50 | | | | | | |
| 10/10/2025 | Jake | Discuss Lynn solar, Discuss Cullimore Heat Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects | 7.00 | 10/6-10/8 | | | | | |
| 10/13/2025 | Tiffani | Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in QB, Emailed with Sabra about autopay and sent her the link to set them up, put Columbia Landcare check in the mail and entered in QB | 0.75 | | | | | | |
| 10/15/2025 | Tiffani | Prepared Convergence Accounting invoice and logged pledge payments | 0.25 | | | | | | |
| 10/15/2025 | Molly | Reconcile billed CCLT time with payroll | 0.50 | | | | | | |
| 10/16/2025 | Kevin | Walk through 115 Lynn, Ameren Bill | 2.00 | | | | | | |
| 10/16/2025 | Molly | Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn & 103 Lynn | 2.00 | | | | | | |
| 10/17/2025 | Jake | 2Discuss 115 Lynn & 103 Lynn, CCLT/City Check in, 115 Lynn Invoiceing, Site visit Cullimore | 4.00 | 10/16-10/17 | | | | | |
| 10/16/2025 | Kevin | Discuss 115 Lynn & 103 Lynn | 1.00 | | | | | | |
| 10/17/2025 | Tiffani | Prepared and paid Ameren invoice for 115 Lynn, Switch Ameren service from Patrick over to CCLT for 115 L.ynn, Sent Doug donation email update. | 1.00 | | | | | | |
| 10/20/2025 | Kevin | Email Brendon regarding sale of 103 Lynn | 1.00 | | | | | | |
| 10/20/2025 | Molly | Review CCLT bylaws | 0.50 | | | | | | |
| 10/20/2025 | Tiffani | Paid Convergence Accounting invoice | 0.25 | | | | | | |
| 10/21/2025 | Tiffani | Paid Haden & Colbert Invoice, Sent COC Utilities invoice out for signaures, processed Stephanie Coleman ground lease payment, made a deposit | 0.75 | | | | | | |
| 10/21/2025 | Molly | Review document from realtor and email regarding same, continue researching bylaw versions | 1.00 | | | | | | |
| 10/22/2025 | Molly | Research bylaws and amendment process | 1.75 | | | | | | |
| 10/24/2025 | Kevin | Cleaned 115 Lynn | 2.00 | | | | | | |
| 10/24/2025 | Kevin | Drove to DAS workshop to get Key for 115 Lynn | 1.00 | | | | | | |
| 10/24/2025 | Tiffani | Paid 115 Lynn utilities bill, sent out pledge payments, logged pledge payments | 0.75 | | | | | | |
| 10/24/2025 | Jake | Discuss 106 Lynn Email, Review CCLT bylaws and discuss amendments, Approve utilities, Clean 115 Lynn, Work on Land trust docs for Jordan/ARPA, Land trust bylaws, Tracy/Pmt for Cullimore-Concrete, Cullimore site visits, Concrete Cullimore, | 12.00 | Week of 10/20 | | | | | |
| 10/26/2025 | Kevin | Work on 115 Lynn Funding Agreement Amendment and DoT | 2.00 | | | | | | |
| 10/28/2025 | Tiffani | Logged pledge payments, made a deposit | 0.25 | | | | | | |
| 10/29/2025 | Tiffani | Sent out quorum email and draft agenda for 11.5.25 meeting | 0.25 | | | | | | |
| 10/31/2025 | Tiffani | Reviewed Bluehost account and billing information. Sent purchase order out for signaure | 0.50 | | | | | | |
| 10/31/2025 | Jake | Discuss 115 Funding and DOT, Review Draft Agenda, discuss Prev. Wage Tracy, Cullimore site visits, Discuss 115 Lynn w/Geoff, Discuss Car in yard with NS, | 10.00 | | | | | | |
| 11/3/2025 | Kevin | Sent email to Caleb and drafted a Deed of Trust for 115 Lynn | 1.00 | | | | | | |
| 11/3/2025 | Tiffani | Logged pledge payments | 0.25 | | | | | | |
| 11/3/2025 | Molly | Review and update administrative services agreement, ccit meeting agenda, talk with ccit realtor and prep for meeting with lenders tomorrow | 4.00 | | | | | | |
| 11/4/2025 | Tiffani | Selected possible meeting dates for 2026, created 11.5.25 meeting agenda, posted agenda | 1.00 | | | | | | |
| 11/4/2025 | Molly | Prepare materials for CCLT board meeting, prep for meeting with lenders, attend meeting with lenders, discuss listing of 115 Lynn with realtor, review admin expenses for corrections now that payroll issue is resolved, email accountant regarding same | 7.00 | | | | | | |
| 11/4/2025 | Kevin | Review Agenda for meeting, email Sabra | 1.00 | | | | | | |
| 11/5/2025 | Kevin | Meeting Attendance | 2.00 | | | | | | |
| 11/5/2025 | Molly | Prep for meeting, attend meeting | 4.00 | | | | | | |
| 11/5/2025 | Tiffani | Made meeting documents, attended board meeting | 2.50 | | | | | | |
| 11/6/2025 | Molly | Work on action items from meeting, email ccit attorney regarding admin services agreement | 1.00 | | | | | | |
| 11/6/2025 | Tiffani | Published 9.10.25 Meeting minutes, logged donation and sent letter for signature, made deposit | 0.50 | | | | | | |
| 11/7/2025 | Tiffani | Sent Columbia Landcare invoice for signaure, document donation, made deposit, sent Doug donation update email | 0.75 | | | | | | |
| 11/7/2025 | Jake | Review Admin Serv Agreement, CCLT agenda, Talk to Geoff, discuss payroll issue, attend realtor/Lenders, Site visits to Cullimore and Lynn, discuss Cullimore with Tracy, Discuss timeframe with Geoff, Discuss Pmt with Mark about bonds, | 15.00 | Week of 11/3-11/7 | | | | | |
| 11/10/2025 | Tiffani | Put donation letters in the mail, created administrative service agreement invoice and sent for signatures, sent Ameren bill for signaure | 1.00 | | | | | | |

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