<b>*</b> • • • •									
I otal Hours	Per Staff Member:								
Molly	165.00								
Jennifer	17.00								
Jake Tiffani	425 205.25								
Cari	0.00								
Kevin	69.50								
Date	Staff	<u>Task</u>	Time						
1/2/2025	Molly	Receive ground lease payments, calculate CCLT admin expenditures through Q3 2024	1.00						
1/3/2025	Molly Jennifer	Review and publish meeting agenda	1.25 1.00						
	Jennifer	Prep for land trust meeting  Meeting prep (questions/research questions)	0.50						
1/8/2025		Meeting attendance	2.50						
1/8/2025 1/8/2025		Meeting attendance	2.50 2.50						
1/9/2025		Meeting attendance  Discussion of 1/8/2025 and planning for requests from CCLT meeting	0.75						
1/9/2025		Discussion of 1/8/2025 and planning for requests from CCLT meeting	0.75						
1/10/2025	5 Jennifer	Realtor search  Train Tiffani on receiving and deposit ground lease payments, reconciling bank statements. Discuss CCLT home	1.00						
1/13/2025		resale procedure with Jake	2.50						
1/13/2025		Discuss CCLT home resale procedure  Reconciling Bank Statements	0.50 2.00						
		Review CCLT home resale policy, discuss realtor RFP	1.50						
1/15/2025		Process lawyer bill and train Tiffani on same	0.50						
1/15/2025 1/16/2025	_	Train on processing bills Realtor search	0.50 2.00						
		Check bank statements and email accountant, train Tiffani on formatting meeting minutes, discuss meeting items with							
1/16/2025 1/17/2025		Jake Train Tiffani on receiving ground lease payment, receive ground lease payment	1.50 0.25						
1/17/2025		Enter ground lease payment	0.25						
1/21/2025	Molly	Discuss Hickman houses, phone calls with realtor and lender regarding same, email with CMCA regarding same	1.50						
1/22/2025		Review status of bills and realtor proposals, train on processing bills  Processing bills	1.50 0.50						
1/23/2025		Phone call and email with lender for 212 Hickman	0.75						
1/24/2025		Sent out pledges	1.00						
1/24/2025 1/27/2025		Phone calls with realtor and lender for Hickman houses  Review application for 212 Hickman	1.00 1.50						
1/27/2025		Realtor search	1.50						
1/28/2025		Train on processing bills Realtor search	0.75 1.00						
1/28/2025		Quorum Check	0.50						
1/28/2025	Tiffani	Logged pledge payments and paid bills	0.75						
		Talk to lender and realtor for Hickman houses, send CCLT contract addendum to Anthony for signature  Discuss realtor search, send to CCLT board, discuss meeting	1.50 0.75						
1/30/2025		Logged pledge payments	0.75						
1/31/2025		Respond to email about CCLT realtors, discuss agenda, train on and publish agenda	3.50						
1/31/2025 2/3/2025		Deposit ground lease payment, publish CCLT agenda addition of time in Jan-Set up ARPA pay, VOSS, 115 Lynn sale, Snow site visit, Cullimore site visit, Grove permit/talks	1.00 20.00	44.50	Billed on Cari's Ti		nding 2/15/25 - d I issue is resolved		ly per payroll,
2/4/2025		Invoice for Boone Central Title	0.75		necu to ruir again	now that payro	i lague la regolvee	(-WICE 1174725)	
		Prep for land trust meeting, logged pledge payments	2.00						
2/5/2025 2/5/2025		Meeting Prep/Realtors  Prep for land trust meeting, discuss resale, discuss accountant services	3.00 2.00						
		Meeting attendance	3.25						
2/5/2025 2/5/2025		Meeting attendance  Meeting attendance	3.25 3.25						
2/5/2025		Meeting attendance  Meeting attendance	3.25						
2/6/2025		Worked on updating bank account, A Civil Group Invoice	0.50		also bill addl 4 ho				
2/7/2025 2/7/2025		Cullimore homes, visit site, ARPA, Patrick 115  Review insurance renewal information	10.00 0.25	51.25	55.25 total billed	on paycheck we	ek ending 3/15/2	5 	
2/10/2025		Logged pledge payments, worked on scoresheet, sent reminders, worked on meeting minutes	2.00						
2/11/2025 2/12/2025		Discuss A Civil Group invoice, review 212 Hickman buyer info							
2/13/2025		Process check for signatures, review hower information for 212 Hickman, call and email with lander regarding same	0.75						
	Molly	Process check for signatures, review buyer information for 212 Hickman, call and email with lender regarding same  Talk with homeowner about ground lease payments and potentially joining CCLT board, email regarding same	0.75 2.50 0.50						
2/13/2025	Tiffani	Talk with homeowner about ground lease payments and potentially joining CCLT board, email regarding same Prepared and paid invoices, continued working on updating bank account	2.50 0.50 1.00						
2/13/2025 2/14/2025	Tiffani Jake	Talk with homeowner about ground lease payments and potentially joining CCLT board, email regarding same Prepared and paid invoices, continued working on updating bank account Permits for Cullimore, Discussion with Grove, site visits, ARPA payment VOSS	2.50 0.50 1.00 10.00						
2/13/2025 2/14/2025 2/14/2025 2/14/2025	5 Tiffani 5 Jake 5 Molly 5 Tiffani	Talk with homeowner about ground lease payments and potentially joining CCLT board, email regarding same Prepared and paid invoices, continued working on updating bank account Permits for Cullimore, Discussion with Grove, site visits, ARPA payment VOSS Reply to email from potential CCLT realtor Worked on updating bank account	2.50 0.50 1.00 10.00 0.25 0.50						
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2/13/2025 2/14/2025 2/14/2025 2/14/2025 2/14/2025 2/17/2025 2/18/2025 2/19/2025 2/20/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/21/2025 2/25/2025 2/26/2025 3/3/2025 3/3/2025 3/5/2025	Tiffani	Talk with homeowner about ground lease payments and potentially joining CCLT board, email regarding same Prepared and paid invoices, continued working on updating bank account Premats for Cullimore, Discussions with Grove, site visits, ARPA payment VOSS Reply to email from potential CCLT realtor Worked on updating bank account Talk with interested buyer for Hickman homes, email board members about GSN conference Paid Haden & Colbert Invoice, Logged pledge payments, worked on meeting minutes Review buyer information for 212 Hickman, email/phone calls with lender/realtor/title about same Reconcile bank accounts Review buyer information for 210 & 212 Hickman, email with lender/realtor/title about same Reconcile bank accounts Review buyer information for 210 & 212 Hickman, email with lender/realtor/title about same Reconcile bank accounts Review buyer information for 210 & 212 Hickman, email with lender/realtor/title about same Logged pledge payments Email with lender/realtor/title/Anthony about Hickman homes closings, review 210 Hickman buyer information. Train inflant on publishing CCLT minutes Learned how to published CCLT Minutes Review buyer info for both Hickman houses, email CCLT attorney/realtor/lender about same. Plan for 3/5 CCLT agenda Apprasal discoussion115, Cullimore discussions, VOSS payment Columbia Landcare Invoice, Ground lease payment Sent out pledges and payment reminders, logged pledge payments, worked on CCLT meeting agenda, continued working on updating bank account information, called bank for rate on 115 Lynn st, Columbia Landcare Invoice, researched and Called accountants for quotes Followed up with accountants for quotes, entered past meeting minutes in Legistar, spoke with bank on rate for 115 lynn Worked on agenda, sent out quorum email, updating bank account information, accountant search Moore & Shyrock invoice Culimore visit Tracy, discuss sale of 115, ARPA VOSS payment, site visit. Appraisal discussion KYLE Pala Columbia Landcare Invoice, Finshed reattor score sheet, prepared for CC	2.50 0.50 1.00 10.00 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.25 0.50 0.50	67.00	Billed on CFM tim	sesheet WE 3/24	125		

3/12/2025 Tiffani	Logged pledge payments, prepare voce invoice and reconciled bank account	1.00	1					
3/13/2025 Molly	Meet with Hickman buyer, talk with realtor/title/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 3/18/2025 Jake	Voss Payment, Review D&O Coverage Renewal Discuss pricing Lynn, Discuss potential split of 4th ave, Cost of housing	1.25						
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  Update CCLT board information, sent out quorum email, worked on agenda for 4.2.25 meeting, added hickman	3.50						
3/26/2025 Tiffani	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  Work with Tiffani on travel for Anthony, review/organize/file final docs for Hickman buyers, discuss agenda and resale	0.50						
3/31/2025 Molly	of 115 Lynn	2.25						
3/31/2025 Jake	Discuss resale of 115 Lynn and meeting agenda	1.50		05110 1 11	E 111005 E1			
3/31/2025 Tiffani 4/1/2025 Tiffani	Logged pledge payments, booked anthony flight, worked on agenda and posted it.  Sent overdue pledge payment emails, updated agenda, worked on Cincinnati Insurance Invoice	2.75 1.00				not run correctiy p olved (-MKF 11/4	er payroll, need to	run
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		again now that p	Tyron loode to rea	loived (-Wild 1174	(23)	
	Update CCLT paypal info, call support, email regarding same. Update website and add Rikki Ascani as user, email							
4/1/2025 Molly 4/2/2025 Molly	regarding same Prepare for CCLT meeting, attend meeting	2.00						
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 4/8/2025 Molly	Paid Cininnciti Insurance Invoice, Sent out accountant notifications, published 3/5/25 Meeting minutes	0.75 2.25						
4/8/2025 Molly 4/8/2025 Tiffani	Update Paypal integration with website, update website, email and call with Alex regarding fundraiser  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  Paid Plus Ultra Home Inspection Invoice, set up view only mode for Convergence Accounting, worked on 4.2.25	1.00						
4/11/2025 Tiffani	meeting minutes	2.00						
4/14/2025 Tiffani	Worked on 4.2.25 meeting minutes, made a deposit	1.50	•					
4/14/2025 Jake 4/15/2025 Tiffani	Discuss Job Point home, 115 Sale, Cullimore site visit  Worked on 4.2.25 meeting minutes,	2.25 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		OFM D	II 0/04/05			
4/17/2025 Molly 4/17/2025 Jake	Add fundraiser event info to website  Cullimore site visit, look at Cullimore arpa billing	2.00		CFM Paycheck e		olved (-MKF 11/4		to run
4/17/2025 Tiffani	Finished 4.2.25 meeting minutes	1.00		Resubmitted - Cl			.20)	
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 4/23/2025 Molly	Resent ground lease payment links, update legal documents for 115 Lynn  Reply to accountant email, email city finance about admin expense billing	1.25 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 4/25/2025 Tiffani	Site visit today and Cullimore, look at Prevail wage, check on 115 Lynn sale	2.00 0.25						
4/25/2025 Tillarii	Logged pledge payments  Look up CCLT property appraisals since 2021 for accountant, email regarding same, discuss fundraising event and	0.25						
4/28/2025 Molly	email Alex and team regarding same	1.00						
4/28/2025 Tiffani 4/29/2025 Molly	Replied back to emails, logged pledge payments  Discuss 115 Lynn sale, review accountant documents and fundraising event info	0.50 1.00	•					
4/29/2025 Kevin	Discuss 115 Lynn Sale	1.00						
4/29/2025 Jake	Check into potentail 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 4/30/2025 Jake	Discuss fundraising event and email regarding same  Discuss fundraising event and email regarding same, approve event agenda, discuss Cullimore project with City Staff	1.00 3.00						
	Created and posted fundtraiser agenda, logged pledge payments, worked on 5.7.25 meeting agenda, sent out							
4/30/2025 Tiffani	quorum email, worked on Convergence Accounting Invoice	1.50		CFM Paycheck e	nding 9/28/25			
5/1/2025 Molly 5/1/2025 Jake	Prep for fundraiser event, attend event Prep for fundraiser event, attend event	3.00 4.00						
5/1/2025 Tiffani	Logged pledge payments, attended fundraiser event	2.50						
5/2/25 Tiffani	Loged 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						
	Worked on Columbia Landcare Invoice, Cincinnati Insureance invoice, and 5.7.25 Meeting agenda. Paid							
5/5/2025 Tiffani 5/6/2025 Tiffani	Convergence Accounting Invoice Posted 5.7.25 agenda	2.00 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 5/7/2025 Molly	Discuss sale of 115 Lynn, review CCLT meeting agenda	1.00 4.00		CFM Paycheck 6	nding 10/25/25			
5/7/2025 Molly 5/7/2025 Jake	Prepare for CCLT meeting, attend meeting Prepare for CCLT meeting, attend meeting	4.00 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						
	Talk to alex, discuss meeting/Grant with Becky, Discuss Meetin with Leigh,115 Sale W Kevin, Molly/Kevin							
5/8/2025 Jake	grant/facebook Discuss 1107 8th Barns		week of 5/5					
5/8/2025 Kevin	115 Lynn, Grant for cclt, pay for cclt, facebook acct.  Worked on Boone Central Title Invoice, and Cincinnati Insurance Invoice. Published 4.2.25 Meeting Minutes. Passed	1.00	1					
5/9/2025 Tiffani	on info to the board	0.75						
5/12/2025 Tiffani	Logged pledge payments and made deposit	0.25 1.00						
5/12/2025 Molly 5/13/2025 Molly	Review bank account permissions, discuss RWJF grant, email payroll regarding admin payments for CCLT  Enter Givebutter transaction in Quickbooks	1.00 0.25						
5/13/2025 Wilding 5/13/2025 Tiffani	Worked on Haden & Colbert invoice, started 5.7.25 meeting minutes	0.25						
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	Week of 5/12					
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 5/23/2025 Kevin	Processed Convergence Accounting April '25 Invoice Follow up with title regarding Lynn Purchase	0.25 0.25						
5/23/2025 Reviii 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	Week of 5/19					
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, titlework, Site visits to CCLT prop. Tracy wage doc discuss, Title talk Becky, weeds rear coats, No parking on grass	10.00	Week of 5/27					
1	1 CONTROL VI VIII							

5/30/2025		115 Lynn Purchase for this week	4.00	
6/2/2025	Kevin	115 Purchase for Lynn	5.00	00
6/2/2025	Tiffani	Logged pledge payments, entered agenda into legistar, posted agenda	0.75	75
6/3/2025	Kevin	Work on funding agreement for 115 Lynn and get all signatures	3.00	00
6/3/2025	Tiffani	Called board members to see if we will have a quorum for 6.4.25 meeting	0.25	25
		Passed on videos to the board, prepared meeting documents, prepared The Cincinnati Insurance Invoice, Request		
6/4/2025	Tiffani	check for purchase of 115 Lynn, Meeting attendance	7.25	25
		Published 5.7.25 meeting minutes, logged pledge payments, emailed with accountant, picked up and dropped off		
6/5/2025	Tiffani	check at Boone Central Title	1.00	00
6/5/2025	Kevin	Follow up on check request, Received Check Request and walked over to BCT to close 115 Lynn	4.00	00
		Discuss check req. review docs, approve ins. review min. Site visits to 115,1107,1109. Cale discuss pmts. Grove		
6/6/2025	Jake	Discussion on timeframe,Facebook discuss	10.00	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	50
		Emailed with Landon, logged pledge payment, discussed pledge payments with Brandy Minor, processed The		
6/10/2025		Cincinnati Insurance Invoice	1.00	
6/10/2025	Kevin	Talked to Jake about Bid items for 115 Lynn	1.50	50
6/11/2025	Kevin	Utilities for 115 Lynn	1.50	50
6/11/2025	Tiffani	Prepared Haden & Colbert Invoice	0.25	25
6/12/2025	Tiffani	Prepared Columbia Landcare invoices,emailed about pledge payment, passed on information from Anthony	1.00	00
		Logged pledge payments, resent ground lease payment, Worked on Columbia Landcare Invoice, Set up donation		
6/13/2025	Tiffani	account at First Mid	1.50	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	00 Week of 6/9
6/16/2025	Molly	Review and accept grant donation via Paypal, discuss meeting with CCLT realtor	0.75	75
6/17/2025	Kevin	Move old furniture out of 115 Lynn to dumpster	1.50	50
		Discuss CCLT Realtor, Move furnature at 115 Lynn, Site visits to 115,1107,1109, Discuss accounting, Look at		
6/20/2025	Jake	Hickman	10.00	00 Week of 6/16
		Prepared Convergence Accounting Invoice, Picked up debit card/followed up on bank account issue with First Mid,		
6/20/2025		Logged pledge payments	0.50	
6/23/2025		Sent email and prep check for Columbia Landcare, Sent out and logged ground lease payments	0.75	
6/25/2025		Review bank account access, finish processing donation	0.50	
6/26/2025	Kevin	Worked on Land Trust SOP for land donation/transfer	1.00	00
6/26/2025	Molly	Meet with Geoff Jones to discuss upcoming houses for sale and review CCLT model/resale restrictions	1.50	50
		1 Meet with Geoff Jones to discuss upcoming houses for sale and review CCLT model/resale restrictions, Site visits,		
6/27/2025	Jake	Discuss SOP for sales, Site visits 115,1107,1109, Driveway discussion, Solar discuss.	10.00	00 week of 6/23
0,00,000	Molly	Meet with Geoff and Nicole at 115 Lynn to discuss workscope and listing, review quickbooks renewal information,		20
6/30/2025	,	discuss 115 Lynn workscope	1.50	
6/30/2025		Meet with Geoff and Nicole at 115 Lynn to discuss workscope and listing	1.00	
6/30/2025		Logged pledge payments, processed Columbia Landcare invoice, made deposit, worked on 6/4/25 meeting minutes	1.25	
7/1/2025		Finished 6.4.25 Meeting minutes and entered in Legistar, Logged pledge payments	4.25	
7/3/2025		Geoff at 115, site visit to Cullimore, Meet w/Doug, Discuss agenda, Landcare invoice, check meeting Min.		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	50
7/7/2025	Tiffani	Logged pledge payments and prepped Columbia Landcare Invoice	0.25	25
7/7/2025	Kevin	Meeting attendance	2.00	00
7/8/2025	Kevin	Met with Job point and CMCA for 115 Lynn Walkthrough	3.00	00
7/9/2025	Tiffani	Prepared meeting documents, attended meeting	2.75	75
7/10/2025		Discuss action items from last night's meeting, review QB and online banking portal for financials	1.25	
7/10/2025		Met with OJJ and CMCA painter for 115 Lynn bids	1.00	
		Paid Columbia Landcare invoice, reviewed QB, resent ground lease overdue payment links, posted 6.4.25 meeting		
7/10/2025	Tiffani	minutes and looked into donation tax documents	3.00	00
7/11/2025	Tiffani	Prepared Corporate Regristration Report and The Law Firm of Haden & Colbert invoices	0.75	75
		Attend meeting, Meet jobpoint & CMCA 115 walkthrough, Discuss meeting, Meet with OJJ and CMCA painter,		
7/11/2025	Jake	Discuss overdue pmets, look at tax docs, look at law invoices, 1107&1109 site visits. discuss Project Tracy	13.00	00 Week of 7/7
7/14/2025	Tiffani	Filed Corporate Registration report. Made a deposit	0.75	75
7/15/2025	Kevin	Met with DAS for 115 Lynn Walkthrough	1.50	50
7/15/2025	Tiffani	Prepared Convergence Accounting Invoice, worked on donation letters	1.00	00
7/16/2025	Tiffani	Finished creating &sending out donation letters	1.75	75
		Discuss Corp Reg. Rpt, Meet DAS 115 Lynn Walkthrough, Look at acct. invoice, discuss donation letters, site visit		
7/18/2025		Cullimore, 903 Garth, 3rd Ave, 115 Lynn.		00 Week of 7/14
7/21/2025		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		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	
7/25/25	Tiffani	Sent out pledge payments, logged pledge payments and worked on 7.9.25 meeting minutes	3.00	00
7/05/05		1 Look at 115 Lynn Bids, Discuss 115 Lynn contract, look at pledge pmts, Site vistis 115,1107,1109. Tracy Discuss		
7/25/25	Jake	Prv.wage	8.00	00
7/28/25	Tiffani	Followed up on emails, logged pledge payments, entered 7.9.25 meeting minutes into Legistar, paid 115 Lynn utility	1.25	95
7/29/2025		Made deposit, entered in minutes for May 1st fundraiser event, logged pledge payment	0.75	
7/30/2025		Sent out draft agenda, Sent out quourm email, worked on looking up infomation on donation of land	0.75	
8/1/2025		Logged pledge payments, made a deposit	0.25	
	-			
8/1/2025		Update homebuyer selection policy	1.00	
8/4/2025		Update homebuyer selection policy	2.00	
8/4/2025		Logged pledge payments	0.25	
8/5/2025		Update homebuyer selection policy and review agenda, review website access for Kevin	2.00	
8/5/2025	- 1	Sent follow up emails, worked on agenda, posted agenda	1.00	
8/6/2025		Prepared Columbia Landcare Invoice, prepared meeting documents, worked on mowing letter, meeting attendance	4.50	
8/6/2025		Put Donation Policy on CCLT website attend meeting	3.00	
8/7/2025	Litfani	Worked on Columbia Landcare check, posted 7.9.25 Meeting minutes	0.25	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, Siite visits,	10.00	00 week of 8/4
8/8/2025		Logged pledge payments, updated overdue payment list	0.50	
			4.00	
8/12/2025		Meet with Bev and Co about land trust. Discuss 8th with Tracy. Look at 1109. Doug/Chain of houses		
8/12/2025	IWIOIIY	Meet with Bev and Co about land trust, review action items from that meeting. Update CCLT website	4.00	70
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	00
8/14/2025	,	Talk to CCLT Homeowner about fence, discuss same with Jake	0.50	
8/14/25		Worked on 8.6.25 Meeting minutes	1.00	
8/15/2025		Logged pledge payments, worked on Convergence Accounting invoice, continued to work on 8.6.25 Meeting minutes	1.25	
		Discuss Chain of houses, Look at 1107,1109. Meet with Bev and Co about land trust, Discuss 8th Tracy, discuss colt	1.20	
8/15/2025	Jake	fence, look at meeting min. Discuss pledge pmt	13.00	00 week of 8/11
8/18/2025	Tiffani	Paid Convergence Accounting invoice, prepped City of Columbia utility invoice	0.50	50
8/19/2025	Tiffani	Finished and entered 8.6.25 meeting minutes into legistar	2.00	00
8/20/2025	Tiffani	Made donation deposit and sent out letter, updated the donor list	1.50	50
8/21/2025		Update donation list, paid 115 Lynn utility payment	1.50	
8/22/2025		Review ARPA funds	0.25	
		1Review ARPA funds, discuss utility pmt, look at donor list, site visits Cullimore, Lynn, Oak, Grove discussion, Chain		
8/22/2025		of house discussion, Sale discuss timeframe		00 week of 8/18
8/25/2025		Print off flyers for Chain of Houses Initative, replied back to emails, sent out pledge payments	1.00	
8/27/2025		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	00
0.00.00	late.	CCLT check in W/Jordon, Discuss Lynn Reno, Discuss donation letter, Discuss Chain of houses, Site visits to		
8/29/2025		Cullimore and Lynn,1714 McAlester W/Doug and Alex	11.00	
	IMOlly	Go over Paypal access with Tiffani, review and update Bluehost security settings	0.50	
9/2/2025			1.50	ou j
9/2/2025	Kevin	Made copy of 115 Lynn key and Met Sam to drop off key, sent notice to proceed		
	Kevin	Logged pledge payments, worked on CCLT donations	0.25	
9/2/2025 9/2/2025	Kevin Tiffani	Logged pledge payments, worked on CCLT donations  Looged CCLT donations, prepared and sent out donations letters, sent out quorum email and draft agenda, made 2	0.25	25
9/2/2025	Kevin Tiffani	Logged pledge payments, worked on CCLT donations  Looged CCLT donations, prepared and sent out donations letters, sent out quorum email and draft agenda, made 2 deposits, prepared Columbia Landacer invoices		25
9/2/2025 9/2/2025	Kevin Tiffani Tiffani	Logged pledge payments, worked on CCLT donations  Looged CCLT donations, prepared and sent out donations letters, sent out quorum email and draft agenda, made 2	0.25	00

9/4/2025		115 Lynn-Contract drafting, one span for signatures, meeting DAS to give keys	3.00		
9/4/2025	-	Drafted email to Leigh discussing CCLT regs and 220 Garth	0.25		
9/4/2025		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	0	
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	0 Week of 9/5	
9/5/2025		Review CCLT ARPA allocations and agenda items, discuss ARPA funds with city staff	2.00		
9/5/2025		Worked on CCLT agena	0.25		
9/9/2025		Follow up with CCLT attorney, review agenda, talk with CCLT realtor	0.50		
9/9/2025		Review agenda, talk with CCLT realtor	0.25		
9/9/2025		Prepared Columbia Landcare check, continued to work on agenda, posted agenda	0.50		
9/10/2025		Prep for meeting, attend meeting	3.50		
9/10/2025		Prep for meeting, attend meeting	3.50		
9/10/2025		Prep for meeting, attend meeting	3.50		
9/10/2025		Prepared meeting doucments, meeting attendence	3.25		
9/11/2025		Review meeting action items, respond to Doug email	0.50		
9/11/2025		Paid Columbia Landcare invoice, posted 8.6.25 meeting minutes, sent out mowing/sidewalk letters	1.25		
9/12/2025		Sent OJJ Bid results regarding 115 Lynn	0.25		
9/12/2025		Logged donation and made deposit	0.25		
		1Review meeting action items, discuss Doug Email, discuss OJJ bid, Discuss donation, Col Landcare invoice, Dicuss			
9/12/2025	Jake	sidewalk letters, Site visits to Culllimore, and Lynn, Discuss Pmts with Tracy	10.00	0 Week of 9/8	
0/45/0005	T	Replied back to emails, logged donation and sent out letter, made a deposit, prepared Haden & Colbert and	4.50		
9/15/2025		Convergence Accounting invoices, logged pledge payments  115 Lynn Site Visit	1.50		
9/16/2025	IVIOIIY	Talk with CCLT homeowner and review payment information, draft email to homeowner and Tiffani regarding same Paid Convergence Accounting invoice, logged pledge payments, paid Haden & Colbert invoice, prepared utilities	0.75	5	
	Tiffani	invoices, collect information for Caleb.	1.00	0	
		Review emails from Caleb and discuss with Jake, respond to email, review realtor listing document, respond to that			
9/17/2025		email	1.00		
9/17/2025		Review emails from Caleb and discuss with Molly	0.50		
9/18/2025		Review ground lease and respond to second email from Caleb	0.75		
9/19/2025		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	0	
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	0	
9/22/2025		Started working on 9.10.25 meeting minutes	0.25		
9/23/2025		Worked on meeting minutes, sent email with autopay link, logged donation and sent out letter	2.00		
9/24/2025		Cancelled 10.1.25 meeting, sent out and logged ground lease payments	1.25		
5,24,2025		Made a deposit, worked on meeting minutes and entered into legistar, emailed Landon about audit and overdue	1.23		
9/25/2025	Tiffani	ground lease payments	2.75	5	
9/26/2025	Tiffani	Made Patrick inactive in quickbooks and excel sheet, logged pledge payment	0.50	0	
9/26/2025	Molly	Assist with updating CCLT website, discuss Cullimore Cottages progress, follow up on emails to CCLT attorney	1.50	0	
9/26/2025	Kevin	115 Lynn Progress check-in and website update for chain of houses	2.00	0	
		Talk to Concrete co about Cullimore, 115 Lynn progress discuss DAS and site visits, discuss overdue groundlease			
9/26/2025		pmts, Discuss pmt with Tracy, Cullimore site visits, discuss Concrete with Mark/Grove,		0 Week of 9/22	
9/29/2025	Molly	Email with CCLT attorney	0.25	5	
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	0	
10/2/2025		Update CCLT website, email with CCLT realtor	1.00		
10/2/2023	Wiony	Discuss email CCLT attorney, discuss payments and deposits, discuss Tyron parking issue and make visits to verify,	1.00		
		discuss financials and landcare invoices, email and talk to Geoff, discuss CCLT website updates, discuss with Tracy,			
10/3/2025	Jake	Trevor, Mark on ARPA payments, di	12.00	0 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		Emaild with Landon, Mailed out donation letter	0.25		
10/8/2025		Discussed 115 Lynn Solar System with Sam	0.25		
10/8/2025		Processed Grove Construction ARPA Invoices	0.25		
10/0/2020					
10/10/2025	Tiffani			5	
10/10/2025		Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.	0.25		
10/10/2025 10/10/2025		Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor			
	Molly	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.	0.25 1.50		
10/10/2025	Molly	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with reallor, meet with reallor  Discuss Lynn solar, Discuss Cullmore Heat Pumps, discuss concrete cullimore, Reallor discussion, Discuss ARPA invoices, site visits to cullmore and Lynn projects  Sent email for Columbia Landacce check signaures, prepared Haden & Colibert Invoice and entered in QB, Emailed	0.25 1.50	0	
10/10/2025 10/10/2025	Molly Jake	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Sicusus Lynn solar, Biccuss Cultimore Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the link to set them up, put Columbia Landcare check in the mail and entered	0.25 1.50 7.00	0 10/6-10/8	
10/10/2025 10/10/2025 10/13/2025	Molly Jake Tiffani	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn solar, Discuss Culimore Heat Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA Invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landacer check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the llink to set them up, put Columbia Landacare check in the mail and entered in OB	0.25 1.50	0 10/6-10/8	
10/10/2025 10/10/2025 10/13/2025 10/15/2025	Molly Jake Tiffani Tiffani	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Sicusus Lynn solar, Biccuss Cultimore Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the link to set them up, put Columbia Landcare check in the mail and entered	0.25 1.50 7.00 0.75	0 0 10/6-10/8 5 5	
10/10/2025 10/10/2025 10/13/2025 10/15/2025 10/15/2025	Molly Jake Tiffani Tiffani Molly	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn soan; Discuss Climitioner Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in QB. Emailed with Sabra about autopay and serth her the flink for set them up, put Columbia Landcare check in the mail and entered in QB  Prepared Convergence Accounting invoice and logged pledge payments  Reconcile billed CCLT time with payroll	0.25 1.50 7.00 0.75 0.25 0.50	0 0 10/6-10/8 5 5 5 0	
10/10/2025 10/10/2025 10/13/2025 10/15/2025	Molly Jake Tiffani Tiffani Molly	Logged pledge payments, transered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn solar, Discuss Cullimore Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landscare check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the Ilink to set them up, put Columbia Landscare check in the mail and entered in QB  Prepared Convergence Accounting invoice and logged pledge payments	0.25 1.50 7.00 0.75 0.25	0 0 10/6-10/8 5 5 5 0	
10/10/2025 10/10/2025 10/13/2025 10/15/2025 10/15/2025 10/16/2025	Molly Jake Tiffani Tiffani Molly Kevin Molly	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn solar, Discuss Cultimore Heat Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA Invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the link to set them up, put Columbia Landcare check in the mail and entered in OB  Prepared Convergence Accounting invoice and logged pledge payments  Reconcile billed CCLT time with payroll  Walk through 115 Lynn, Ameren Bill  Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn  103 Lynn	0.25 1.50 7.00 0.75 0.25 0.50 2.00	0 10/6-10/8 5 5 5 5 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
10/10/2025 10/10/2025 10/13/2025 10/15/2025 10/15/2025 10/16/2025 10/16/2025 10/17/2025	Molly Jake Tiffani Tiffani Molly Kevin Molly Jake	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn solar, Discuss Cullimore Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects  Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the Ilink to set them up, put Columbia Landcare check in the mail and entered in OB  Prepared Convergence Accounting invoice and logged pledge payments  Reconcile billed CCLT time with payroll  Walk through 115 Lynn, Ameren Bill  Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn 20iscuss 115 Lynn & 103 Lynn, CCLT/City Check in, 115 Lynn Invoiceing, Site visit Cullimore	0.25 1.50 7.00 0.75 0.25 0.50 2.00 4.00	0 10/6-10/8 5 5 5 0 0 0 0 10/16-10/17	
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10/10/2025 10/10/2025 10/15/2025 10/15/2025 10/15/2025 10/16/2025 10/16/2025 10/16/2025 10/17/2025 10/20/2025	Molly Jake Tiffani Tiffani Molly Kevin Molly Jake Kevin Tiffani Kevin Tiffani Kevin	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with realtor, meet with realtor  Discuss Lynn solar, Discuss Cullmore and Lynn projects  Sent email for Columbia Landacer check signaures, prepared Haden & Colbert Invoice and entered in OB, Emailed with Sabra about autopay and sent her the link to set them up, put Columbia Landacer check his meeting of the mail and entered in OB  Prepared Convergence Accounting invoice and logged pledge payments  Reconcile billed CCLT time with payroll  Walk through 115 Lynn, Ameren Bill  Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn  £ 103 Lynn  Discuss 115 Lynn & 103 Lynn  Prepared and paid Ameren invoice for 115 Lynn, Switch Ameren service from Patrick over to CCLT for 115 Lynn, Sent Doug donation email update.	0.25 1.50 7.00 0.75 0.25 0.50 2.00 4.00 1.00	0 10/6-10/8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
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10/10/2025 10/10/2025 10/13/2025 10/15/2025 10/15/2025 10/16/2025 10/16/2025 10/17/2025 10/17/2025 10/20/2025 10/20/2025 10/20/2025 10/20/2025	Molly Jake Tiffani Tiffani Molly Kevin Molly Sevin Tiffani Kevin Tiffani Kevin Tiffani Tiffani Tiffani Tiffani	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with reatior, meet with reatior Discuss Lynn acon, Flocuss Cullimore Heaf Pumps, discuss concrete cullimore, Realtor discussion, Discuss ARPA Involces, site visits to cullimore and Lynn projects Sent email for Columbia Landcare check signaures, prepared Haden & Colbert Involce and entered in GB. Emailed with Sabra about autopay and sent her the Ilink to set them up, put Columbia Landcare check in the mail and entered in GB Prepared Convergence Accounting involce and logged pledge payments Reconcile billed CCLT time with payvoil Walk through 115 Lynn, Ameren Bill Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn & 103 Lynn Discuss 115 Lynn & 103 Lynn, CCLT/City Check in, 115 Lynn Involceing, Site visit Cullimore Discuss 115 Lynn & 103 Lynn Prepared and paid Ameren involce for 115 Lynn, Switch Ameren service from Patrick over to CCLT for 115 Lynn, Review CCLT bylaws	0.25 1.50 7.00 0.75 0.25 0.50 2.00 2.00 4.00 1.00 0.50 0.25 0.25	0 10/6-10/8	
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10/10/2025 10/10/2025 10/10/2025 10/15/2025 10/15/2025 10/16/2025 10/16/2025 10/17/2025 10/17/2025 10/20/2025 10/20/2025 10/21/2025 10/21/2025 10/21/2025	Molly Jake Tiffani Tiffani Molly Kevin Molly Jake Kevin Tiffani Kevin Molly Tiffani Tiffani Molly Molly Molly Molly Molly Molly	Logged pledge payments, tranfered donation to correct bank account, set email to Doug for donation update.  Prep for meeting with reatior, meet with reatior Discuss Lynn solar, Discuss Cullimore Heaf Pumps, discuss concrete cullimore, Realitor discussion, Discuss ARPA invoices, site visits to cullimore and Lynn projects Sent email for Columbia Landacer check signaures, prepared Haden & Colbert Invoice and entered in OB. Emailed with Sabra about autopay and sent her the flink to set them up, put Columbia Landacer check in the mail and entered in OB Prepared Convergence Accounting invoice and logged pledge payments Reconcile billed CCLT time with payroll Walk through 115 Lynn, Ameren Bill Research response to CCLT home resident email, reply to interview request about board member, discuss 115 Lynn & 103 Lynn, CCLT/City Check in, 115 Lynn Invoiceing, Site visit Cullimore Discuss 115 Lynn & 103 Lynn, CCLT/City Check in, 115 Lynn Invoiceing, Site visit Cullimore Discuss 115 Lynn & 103 Lynn Prepared and paid Ameren invoice for 115 Lynn, Switch Ameren service from Patrick over to CCLT for 115 Lynn, Sent Doug donation email update.  Email Brendon regarding sale of 103 Lynn Review CCLT bylaws Paid Haden & Colbert Invoice. Sent COC Utilities invoice out for signaures, processed Stephanie Coleman ground lease payment, made a deposit Review document from realtor and email regarding same, continue researching bylaw versions Research bylaws and amendment process	0.25 1.50 7.00 0.75 0.25 0.25 0.20 0.20 0.20 0.20 0.20 0.2	0 10/6-10/8  5 5 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
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11/12/2025		Talk to Jake about Dougs flyer, review docs from Geoff on 115 Lynn, discussed FHA	0.75			
11/12/2025	IVIOIIY	Talk to Geoff about 115 Lynn and Cullimore houses, review emails from board members and attorney	1.00	+		
		Followed up with Brandy Minor about 115 Lynn, logged pledge payment, paid Ameren bill, logged donation and sent letter for signature, made a deposit, followed up with Glenda Jabreel about Cullimore Cottages, Followed up with Jeffrey McWilliams about 9 Third Ave				
11/12/2025			1.25			
11/13/2025		Discuss sale of 115 Lynn. Discuss CCLT homes for sale with lenders	0.75			
11/13/2025		Emailed Caleb about ground lease letters and Logged pledge payments	0.25			
11/14/2025	Kevin	Called Anthony to remind him to sign the administrative services agreement	0.25	1		
		Update council memo and entered into Legistar the Administrative agreement for city council, Sent signing reminders for invoices and donation letters, made deposit and enterd in QB, gave Doug an update on donations, worked on				
11/14/2025		11.5.25 meeting minutes, sent Convergence Accounting invoice for signaure	3.50			
11/17/2025	Molly	Discuss admin services agreement, review website hosting information	0.50			
		Sent emails out to homeowners who are behind on ground lease payments, logged pledge payments, accepted match donation and documented in QB & on spreadsheet, Sent 115 Lynn utility billf for signature & entered in QB, Put				
11/17/2025	Tiffani	Rock Bridge Christian Church Donation letter in the mail, Looked into GoDaddy renewal	3.00			
		Logged donation in spreadsheet & QB, sent letter out for signature. Made a deposit, sent email for checks that are				
11/18/2025	Tiffani	needing signaures. Sent overdue ground lease payments to Mr. McWilliams for 9 Third Ave. Talked with Sabra about the mailboxes.	1.25			
11/18/2025		Review listing info for 115 Lynn	0.25			
11/19/2025		Review listing info for 115 Lynn, receive ground lease payment, get checks signed by board member	0.50			
11/20/2025	Molly	Email with lendor, prep for meeting with lendor, meet with lendor	1.25			
		Logged ground lease payments, update board member list & created new name tag, paid Convergence Accounting		1		
11/20/2025		Invoice, sent missed ground lease payments to homeowners	0.75			
11/21/2025	Molly	Review emails from realtor and board members, discuss December agenda items, email realtor  Spoke with Bienvenue about ground lease payments, logged pledge payments, gave Doug donation update, logged	2.50			
11/21/2025	Tiffani	donation and sent letter for signaure, put donations letters in the mail, worked on 11.5.25 meeting minutes	1.25			
		21Discuss admin services agreement, review website hosting information w Molly, review 115 Listing, Email with				
		boardmembers, discuss agenda items, discuss groundlease pmts, discuss donations, discuss timeframe for Cullimore listing, Site Visits 115, 1107&1109 Discuss potential offers, discuss expiring, discuss HOA and CCLT, Discuss				
		meeting with Realtors to explain processes, Discuss CBOR with Geoff planning, Discuss extention of agreement				
11/21/2025	.lake	again. Discuss with Law about extending, discuss bonding and final docs for final pmt Tracy. Discuss Mailbox moving, discuss letter to CCLT Cullimore homeowners about work to be done in bioretention.	12 00	Week of 10/17		
11/24/2025		Email with cclt realtor & review 115 Lynn listing emails, review meeting agenda items	1.25			
	· ·	Logged ground lease payments, spoke with Glenda Jabrell about Cullimore cottage and sent her an email with	20			
		information, paid COC utility bill for 115 Lynn, sent out december pledge and missed pledge, sent email to homeowners about working being done at Cullimore Cottages, made a deposit, sent out draft agenda to staff and				
11/24/2025	Tiffani	nomeowners about working being done at Cullimore Cottages, made a deposit, sent out draπ agenda to staπ and   worked on meeting attachments	3.00			
		1Discuss email to Cullimore Homeowners, Site visits, HOA dropoff to 115, Tracy Discuss Prev. Wage, Bioret. start,				
		Extend contract for Cullimore, Discuss extention with Grove, discuss fence at 115 With Geoff, Discuss offers, discuss time for cullimore and final payments, Talk to boardmember about recent CCLT events, review 115 Lynn offers and				
11/25/2025	Jake	email. Discuss CCLT with new boardmember.	4.00	11/24-11/26		
44.05.005	Mally	Review godaddy and grounded solutions network renewals with Tiffani, review offers for 115 Lynn and email realtor				
11/25/2025	IVIOLIY	regarding same  Sant invoice signing reminders amails for three invoices, looked into CoDaddy Renewal some more worked on draft.	1.00	1		
11/25/2025	Tiffani	Sent invoice signing reminders emails for three invoices, looked into GoDaddy Renewal some more, worked on draft agenda attachments, worked on 11.5.25 meeting minutes	4.25			
		Logged pledge payment, entered 11.5.25 meeting minutes into legistar, sent out quorum email, paid Columbia				
11/26/2025	Litfani	Landcare invoice, paid COC Admin Service agreement invoice, left voicemail for Alex about Bluehost invoice	1.00	1		
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