Columbia Community Land Trust Time

Total Hours Per Staff Member:	
Molly	45.00
Jake	171.00
Tiffani	82.00
Cari	3.50
Kevin	34.00

if row is colored, time has already been billed

Date	Staff	Task	Time
1/5/2026	Molly	Work on 115 Lynn application and email lender & CCLT attorney regarding same	2.50
1/5/2026	Jake	Call with Geoff about 115 and 8th street, discussion of Bioretention, Site visit 8th, discuss next steps on 8th,	3.00
1/5/2026	Tiffani	Logged pledge payments, wrapped up everything in QB and emailed Landon, Added 2026 meetings to Legistar, Sent email about quorum	0.50
1/6/2026	Molly	Finalize Homebuyer Selection Policy, discuss status of 115 Lynn, work on 115 Lynn application and email lender regarding same	1.00
1/6/2026	Jake	Discuss 115 Lynn Status, Discuss buyer status 115, Discuss Landon accounting, visit 8th,	2.00
1/6/2026	Tiffani	Downloaded and emailed Landon over bank statements, entered and posted CCLT agenda.	0.50
1/7/2026	Molly	Follow up with 115 Lynn lender, prep for CCLT meeting, attend meeting	2.00
1/7/2026	Jake	Call Bond Company, discuss Cullimore, Meet with Tracy to discuss cullmore, Prep for meeting and attend.	4.00
1/7/2026	Tiffani	Prepared meeting documents. Set up and attended board meeting	2.25
1/8/2026	Molly	Work on 115 Lynn application and email lender & title regarding same, phone call and email with 115 Lynn buyer	2.75
1/8/2026	Jake	Discuss Lynn repair, Discuss title and DOT, Discuss meeting and 8th updates to Director Bill, Visit site 8th	2.50
1/8/2026	Kevin	Get 115 Lynn Key from DAS, go over to 115 Lynn to verify repairs	2.00
1/9/2026	Kevin	Work on Funding Agreement to pay for 115 Lynn inspection Repairs	1.00
1/9/2026	Tiffani	Logged donation and sent letter for signature, logged pledge payments, replied back to Landon about December financials, emailed Doug a donation update, reorganized bank account documents and emailed Jaye for signatures, Posted 12.3.25 meeting minutes	1.00
1/9/2026	Jake	Discuss Land trust Budget, Discuss Donations with Doug/Chain of houses, Phone call with Bond Co about GRove, Donation dicscuss Tiffani, Discuss 115 Sale sTatus	3.00
1/9/2026	Molly	Review 115 Lynn docs and email CCLT lawyer regarding same	0.25
1/12/26	Molly	Review 115 Lynn docs and email CCLT lawyer, buyer, lender, title, CCLT real estate agent regarding same	1.25
1/12/2026	Kevin	115 Lynn Smoke Detectors and HOA inspection	2.50
1/12/2026	Jake	Site visit, Bond email and paperwork to Tracy and Tim on Cullimore, 115 Lynn Smoke detectors, Talk to Steve Matthews, discuss donation,	2.50
1/12/26	Tiffani	Downloaded December financals from Landon, Logged donation in QB and spreadsheet, made a deposit, worked on 1.7.26 meeting minutes	2.25
1/13/2026	Molly	Review 115 Lynn emails and respond	0.50
1/13/2026	Jake	Email about unlicense car on rear coats, Site visit rear coats, Discuss 115 Lynn Sale, Discuss Bond issue, Discuss ARPA fund with Jordan , discuss City policy on building, Discuss next projects with 115 Lynn $	2.00
1/13/2026	Tiffani	Paid DAS Services invoice and logged in QB, finished 1.7.26 Meeting minutes and entered into Legistar, dropped off signed documents to First Mid bank	2.00
1/14/2026	Jake	Site visit 8th, look at unlicense car, bioretention, send another email about car, Discuss land trust budget with Molly	2.00
1/14/26	Molly	Review 115 Lynn docs and send emails regarding same	0.50
1/15/2026	Jake	Tracy Discuss cullimore, Kevin Discuss Cullimore, Discuss closing 115 Molly, Site visit to cullimore,	1.00
1/15/2026	Tiffani	Replied back to Doug and gave donation update, sent Ameren invoice for signaure and entered in QB, sent Convergence Accoouting invoice for signaure and entered in QB	0.50
1/15/2026	Molly	Review 115 Lynn docs and email lender and title regarding same	3.00
1/16/2026	Molly	Email and phone calls with lender/realtor/title about 115 Lynn closing, attend closing, work on post-closing items	5.50
1/16/2026	Jake	Discuss 115 Lynn Close issues.	0.50
1/16/2026	Kevin	Discuss 115 Lynn Close issues.	0.50
1/16/2025	Tiffani	Logged ground lease payments, sent 115 Lynn Utilties invoice for signaure and entered in QB, made a deposit and logged in QB	0.50
1/20/2026	Jake	2 phone calls and 2 emails about Cullimore/Grove/Bond company. Discuss 115 utiliites and sign docs. Discuss W/ Tracy next steps for Grove, meet in my offiice, Phone call from Ryan at Grove about Bonding, forwared emails and expalined situation. short discussion with Dalybuilt	4.50
1/20/2026	Molly	Email lender for 115 Lynn	0.25
1/20/2026	Tiffani	Transfer ARPA bank account money back to the bill pay account, sent signing reminder for invoices, paid Convergence Accounting and City of Columbia Utilities invoices. Documented the payments in QB.	0.50
1/21/2026	Jake	Email Resident about unlicensed car, Disscuss by phone W/Tracy Grove/non payment, email Grove about meeting.Discuss by phone with Becky about next steps, Discuss with Bill about next steps, take phone call with Subcontractor about non-payment and issues with Grove	2.50
1/21/2026	Tiffani	Paid Ameren Bill. Logged payment in QB	0.25
1/22/2026	Jake	CCLT emails with Doug, Geoff, Text about Cullimore Subs,Discuss Financials	1.00
1/22/2026	Molly	Review CCLT financials with Jake	0.50
1/23/2026	Molly	Meet with Doug and Jake, respond to lender for 115 Lynn about escrow	1.25
1/23/2026	Jake	Meet with Molly and Doug, Discuss Grove/Cullimore Tracy, Meet Sub to pick up Payroll docs, Cullimore visit.	2.50
1/26/2026	Jake	Check Lynn Snow removal, 8th site check, Discuss with Subs Grove situation, Look at ARPA pay and account, Discuss with Tracy next steps	2.50
1/26/2026	Tiffani	Sent out ground lease payments, Sent Ameren bill for signatures. Logged in QB	0.75
1/27/2026	Jake	Discuss Bonding, Discuss Land trust time, Discuss Job point build 903 Meeting, 8th Site look, Look at next builds and buy possibility	2.00
1/27/2026	Tiffani	Loggged pledge payments, paid Ameren invoice and logged in QB, sent final utility bill for signature. Tried to pay utility bill but was unable to do so.	0.50
1/28/2026	Molly	Email with 115 Lynn lender and CCLT attorney regarding escrow of ground lease payments	0.50

Columbia Community Land Trust Time

1/28/2026	Jake	Meet with Doug, Meet with De'Carlon, Doug and Bill, Discuss new home buy potential with Geoff, Discuss Meeting w/BOR, Discuss Bonding issues with Law dept.	2.50
1/28/2026	Tiffani	Logged Stephanie Coleman ground lease payment, sent quorum email to board, worked on draft agenda and emailed out to staff, logged donation and sent letter for signature, made a deposit and logged in QB	1.00
1/29/2026	Jake	Site visit Hickman, Lynn, 8th, Discuss Emails and send Bond info to Law, Purchasing, Discuss meeting with Realtors and CCLT pres. by Doug, compose emails and let other departments know of Grove situation/Non-payment to subs. Meet at Arise building home with Doug in Afternoon to discuss Partnership? Call with Geoff Jones about meeting.	4.00
1/29/2026	Molly	Email with CCLT attorney and 115 Lynn lender regarding escrow of ground lease payments	0.25
1/30/2026	Jake	Site Visit Cullimore, Talk with Tracy about GRove Meeting, Talk with Geoff about Home purchases, Review CCLT/ BEV & CO agreement, Email about Geoff duties and contract, discuss CCLT close session with Tiffani, Prep for Grove nonpayment issues with purchasing and legal department. Meet with Purchasing, legal, HNS about non-payment to subs for Cullimore homes. Email Grove to set up meeting to discuss contract and completition of homes. Discuss Grove Reply and discuss relevant information.	5.50
1/30/2026	Tiffani	Logged ground lease payment, gave Doug a donation update, discussed closed session with Jake	0.25
2/2/2026	Jake	Disscussion about thank you from CCLT, Discuss agenda, Call Bond company-no answer. Email Estimate request to Columbia Land Care with plans.3 separate phone calls from sub contractors, 1 phone call to CinFin bond company, 1 Email to bond Co with unpaid contractors, 1 funding discussion about CCLT with finance.	2.50
2/2/2026	Tiffani	Logged pledge payments, accepted match donation and entered in QB, sent signing reminder for donation letter, discuss agenda with jake, Entered agenda into Legistar and sent for staff approval	1.00
2/3/2026	Jake	Discuss pmt to Subs/Grove/Cullimore, 1 email, review contract, 1 voicemail, discuss CCLT meeting agenda, get posted	1.50
2/3/2026	Tiffani	wrapped everything up in QB, download bank statements and sent to Landon, Discussed and posted CCLT agenda	0.75
2/4/2026	Jake	Cullimore site visit, Discuss Emails with Staff about cullimore, Phone call with Daly built, Meet with Law dept about email and voicemail from Grove, Discuss with staff next steps for Cullimore, Meet with Tiffani and Molly about finance items for CCLT, Meet with Bill about next steps for Cullimore, 2 phone calls to Grove const. w/voicemail, Prep for CCLT meeting, Call Anthony about Shirley thank you, CCLT meeting	8.00
2/4/2026	Molly	Review CCLT financials and prep for meeting, attend meeting	5.25
2/4/2026	Kevin	Attend meeting	4.00
2/4/2026	Tiffani	Sent Columbia Landcare invoce for signatures and logged in QB, printed of Shirley certificate, crated meeting packets, discussed tonight meeting, logged ground lease payments, set up and attended board meeting	5.50
2/5/2026	Jake	Discuss meeting with staff, discuss meeting with director, dicsuss meeting with Doug	2.00
2/5/2026	Kevin	Discuss meeting and follow up items with staff	1.00
2/5/2026	Tiffani	Sent Jaye an email about mailboxes, published 1.7.26 meeting minutes, relied back to Landon finance questions	0.50
2/6/2026	Tiffani	Initate donation transfer and logged in QB, logged doantion in spreadsheet and sent letter for signature. Sent Doug a donation update and discussed the donation	0.50
2/6/2026	Molly	Follow up on items from meeting	1.00
2/6/2026	Jake	Follow up with Staff on Grove, Call Micah and get interview, provide information about ARPA, Call Grove, Call Alex,	2.50
2/9/2026	Tiffani	Sent email for signatures for Columbia Landcare check, sent Haden & Colbert invoice for signatures and entered in QB	0.25
2/9/2026	Jake	Site visit Cullimore, walk through all homes, Email Columbia Landcare about bid. Talk to sub about payment	2.00
2/10/2025	Jake	Site visit, meet Kent to discuss possible finish of bioretention and planting trees, Disscuss with sub/Grove situation.	2.00
2/11/2026	Jake	Sub called about Grove Firing project manager, Discussion with Grove next steps, planned meeting for next Wed with Purchasing.	2.50
2/11/2026	Tiffani	Sent signing reminders on invoices, logged ground lease payments, entered Jordan into QB as a customer and created her page to track her ground lease payments, made a deposit	0.75
2/12/2026	Jake	Discuss with Geoff looking at homes, Staff working on Draw, could not fit it in. site visit Cullimore, Discuss with Tracy next steps for Cullimore	2.00
2/12/2026	Tiffani	Sent follow up email for check signatures, started working on 2.4.26 meeting minutes, paid Columbia landcare invoice and logged in QB	1.25
2/13/2026	Tiffani	Gave Doug a donation update, created admin service invoice, sent for signature and entered in QB, continued to work on 2.4.26 meeting minutes	3.50
216/26	Tiffani	Logged gr ound lease payment, emailed donation letter, sent signing reminder for invoices, sent Convergence Accounting invoice for signature & entered in QB, finished CCLT meeting minutes and entered in Legistar, paid Convergence Accounting & Law Firm of Haden & Colbert Invoice & entered in QB, Preapred COC check and sent email for check signatures	2.50
2/17/26	Tiffani	Discussed Chris Ross Driveway, Obtained signatures from Doug and Anthonty for service agreement check	0.50
2/17/26	Molly	Meet realtor to look at Bragg house, discuss purchasing process	2.00
2/17/26	Jake	Meet realtor to look at Bragg house, discuss purchasing process	2.00
2/18/26	Tiffani	Deposited Service agreement check at casher's office & entered in QB, made a deposit, obtained letters from From First Mid Bank	0.75
2/18/2025	Jake	Meet with Cale, Tracy, and Grove Const to discuss next steps, recieve phone call about payment, Discuss updates with Bill, Discuss Brag purchase, HOA, signatures, and emails about purchase, Tiff got letters from bank	3.50
2/19/2026	Jake	Disscuss with Kevin ER for Bragg, Discuss with Geoff Bragg Purchase,discuss about $ down, set up file in T for Bragg home	2.00
2/19/2026	Kevin	Bragg Paperwork, pics and discussion	2.00
2/20/2026	Jake	Disscuss Bragg ER, Send email about $ down, Check on Homes on Cullimore,	1.50
2/23/2026	Jake	Dissuss Payment with Tiffani for Bragg, CCLT 903 Garth	1.00
2/23/2026	Tiffani	Started process for earnest money deposit, tried to verify bank account and ran into issues so I talked with BCT and customer sevice, obtained cashiers check at bank, dropped off check at BCT & entered in QB, Gave Landon a heads up about the Bragg purchase	1.75
2/24/2026	Molly	Email with title company regarding Bragg house	0.50
2/25/2025	Jake	Phone with Sub questions about Grove, Email to Grove about timeline, Phone call with Tracy about payments, Discuss Bragg closing with Geoff, Email Housing staff about arpa funding form Bragg.	2.00
2/25/2026	Molly	Communications with title and realtor about Bragg house, also discussions with staff	0.75
2/25/2026	Tiffani	Sent out & logged ground lease payments, followed up with Landon about the Bragg purchase, discussed Land Trust meeting with Jake, sent out email to board & CMO to cancel 3.4.26 meeting. cancelled meeting in legstar, Sent Cincinnati insurance invoice for signature & entered in QB	1.50
2/26/2026	Jake	Site visit Cullimore,Phone call with Tracy, Phone call with Geoff, Phone call with CUllimore Subs. Discuss with Central bank differennt ways for Sub Payment,	2.00
2/27/2025	Jake	Disscuss Bragg Sale with Kevin about check, Geoff get Bragg inspected at noon, Discuss outreach to Doug from another business, Discuss Cullimore final CO	1.00
2/27/2026	Tiffani	Logged ground lease payment and made a deposit	0.25

Columbia Community Land Trust Time

3/2/2026	Jake	Site visit N8th	0.50
3/2/2026	Tiffani	Logged ground lease payments, accepted ground lease payment in office, documented in QB and sent email receipt, sent signing reminders	0.50
3/3/2026	Jake	Check disscuss getting check, site visit Cullimore, Discuss Trees, Bioret.	1.00
3/3/2026	Tiffani	Paid Cincinniti Insureance invoice and documented in QB	0.25
3/4/2026	Jake	Discuss Bragg inspection with Geoff,	0.50
3/5/2026	Kevin	Work on Bragg Agreement	2.00
3/5/2026	Molly	Review Bragg purchase documents	0.75
3/5/2026	Jake	Discuss Bragg Check process with Geoff, Lynn, Hickman check, Discuss close with Tiff, Kevin, Molly, Update Bill on progress	1.00
3/5/2026	Tiffani	Wrapped up everything in QB, downloaded bank statement and emailed Landon	0.25
3/6/2026	Jake	Meet Geoff at Bragg, Do a walk thorough to check for items in need of repair, Site visit n8th,	3.00
3/6/2026	Tiffani	Made a deposit and enterd in QB, dicussed closing of Bragg with bank and Jake	0.50
3/9/2026	Jake	Site Visit Cullimore,Check on Lynn, Discuss upcoming week w/ Cullmore and Closing	1.00
3/9/2026	Molly	Email with title about Bragg documents	0.50
3/9/2026	Tiffani	Had a phone discussion with someone interested in a CCLT home & sent her an email, logged CCLT donations and initate PayPal Transfer, created donation letter and sent for signature.	0.75
3/10/2025	Jake	Site visit Cullimore, Discuss and fill out FinCEN, Fill out again, discuss close, Discuss Cullimore	2.00
3/10/2026	Molly	Review Bragg documents, discuss funding	0.75
3/10/2026	Tiffani	Followed up with Landon about financials, logged ground lease payments, discussed obtaining check for closing with Kevin and Jake, Submitted check request for closing, downloaded financial notes and statements	2.25
3/11/2025	Jake	Discuss unlicense car parked on 9 Third, Discuss CO for Cullimore, find issues, discuss with Bulding and site W/Tif, send email W/issues to Grove	2.50
3/12/2026	Jake	3 Calls to BCT about closing, 1 Email about closing, Discuss Cullimore issues with Bill, Discuss Cullimore at Staff meeting, questions on signing for close and FinCEN docs	3.00
3/13/2026	Jake	Site visit AM, Geoff Call about Bragg close, Email about Bragg, Call Anthony about Bragg, Call BCT about Bragg, Call Tracy about Cullmore, Call Steve Fritz about Cullimore Trees, Discuss ARPA deposit for CCLT close, Cullimore site visit pm	7.00
3/13/2026	Tiffani	Logged ground lease payments, sent signing reminder, emailed signed donation letter and followed up about the donation, gave Doug a donation update, submitted request to start utilities for Bragg, contacted Ameren to set up account for Bragg, picked up APRA check, deposited into bank and entered in QB	1.50
3/16/2026	Jake	Discuss CO for Cullimore W/Daryl, Discuss Closing W Geoff, Work on Yard at Cullimore, Clean Cullimore(sat) Meet Anthony and discuss FinCEN	3.00
3/16/2026	Molly	Review final docs for 115 Lynn, locate banking information for Bragg closing tomorrow	0.75
3/17/2025	Jake	Snake pit discussion w/Daryl building and site, Closing info discussions with Geoff, Closing schedule change to 4	1.50
3/17/2026	Tiffani	Logged ground lease payments, prepared Convergence Accounting invoice & sent for signatures, paid Convergence Accounting invoice and documented in QB, Sent Landon an email about the Bragg purchase, transfered money and obtained cashier check for the Bragg purchase, prepared and made a deposit, entered transfers and cashier check into QB	1.50
3/18/2025	Jake	Discuss next steps for Homeperk/Chain of Houses.	1.00
3/18/2026	Molly	Follow up on 115 Lynn escrowed ground lease payment with lender and homeowner, complete post-closing tasks for 115 Lynn to finalize file	2.50
3/18/2026	Tiffani	Sent email to add Bragg home to insurance, logged ground lease payment, looged donation in QB and on spreadsheet, sent donation letter for signature & Placed in mail, prepared and made a deposit	0.75
3/19/2025	Jake	Check on Bragg home	1.00
3/19/2026	Kevin	Went to 3921 Bragg to inspect	1.00
3/20/2026	Tiffani	Accpeted ground lease payment in person, entered in QB and on spreadsheet	0.25
3/23/2026	Molly	Discuss possible resale with realtor for current CCLT homeowner	0.25
3/23/2026	Tiffani	Set up utilites and Ameren accounts for both 1107 & 1109 N 8th St	0.75
3/24/2026	Tiffani	Reponded back to solid waste about roll carts for the 8th St homes, sent out & logged ground lease payments	0.75
3/25/2026	Tiffani	Logged ground lease payment, transfered money back to ARPA account from donations for the Bragg purchase & logged transfer in QB, sent out quourm email, put together draft agenda and sent to staff	0.75
3/26/2026	Tiffani	Logged ground lease payments. Sent follow up email for insurance	0.25
3/27/2026	Tiffani	Logged ground lease payments, walked Kevin how to take meeting munutes & set up for the meeting	0.50
3/30/2026	Jake	Discussion about FinCen and sellling CCLT housing, Site Visit Cullimore, discuss ARPA docs, Grove payment Discussion with Tiffani, Grove Payment Discussion with Rachel, Grove Docs about Draw and PO#s	2.00
3/30/2026	Molly	Reviewed CCLT ARPA legal docs with Kevin	0.50
3/30/2026	Kevin	Reviewed CCLT ARPA legal docs with Kevin	0.50
3/31/2026	Jake	Discuss listing amounts for Cullimore and Bragg Homes using Morgage Calc., look at Lynn Sale for comp, Site Visit PM Cullimore, Lynn Homes check, Email Ryan at Grove about Solar and pay, Meet Geoff with Kevin to discuss Solar, Cleaning, and keys for Cullimore,	3.00
3/31/2026	Kevin	Kevin look up solar discuss with other City Staff, on site cullimore solar check	1.00
3/31/2026	Tiffani	Entered and posted meeting agenda, logged ground lease payments	0.25
3/31/2026	Molly	Discuss listing amounts for Cullimore and Bragg Homes using Morgage Calc.	1.00
4/1/2026	Kevin	Draft DOTs and PNs for 115 Lynn and 3921 Bragg	1.50
4/1/2026	Molly	Calculate pricing for upcoming homes for sale, prep for CCLT meeting with Jake	1.50
4/1/2026	Jake	AM call from Grove about solar, Discuss Solar with Kevin, Prep for Meeting, Attend meeting, Discuss notary and finish meeting notes in office	5.00
4/1/2026	Kevin	Attended and prepared for meeting.	5.00
4/2/2026	Jake	Discuss meeting with Staff, next steps for selling homes, Discuss Trees at Cullimore with Steve Fritz, Check in on 903 GArth	1.00
4/3/2026	Jake	Check on Straw for Bioretention, Contact Kent for review, contact Jaye via email about straw. Discuss listing and cleaning w/ Geoff	0.50
4/6/2026	Jake	Discussion on Paying utilites, Discuss Trash pickup for unoccupied homes, inquire about contacts for Curb on 8th,	1.00
4/6/2026	Tiffani	Made a deposit, wrapped everything up in QB, downloaded bank statements and emailed Landon, logged ground lease payments	0.50
4/7/2026	Jake	Discuss possible home off rice road W/Woodhaven, drive by, Site visit cullimore,	1.00
4/9/2026	Jake	Discuss CUllimore homes, figure out how to change ownership via City council	1.00

Columbia Community Land Trust Time

4/10/2026	Jake	Email about Curb cut, discuss next steps for sale, Schedule meeting with Law to interperate agreement.	1.00
4/13/2026	Jake	Discuss , Site stop cullimore, Discuss finish of plantings with Kent	1.00
4/14/2026	Jake	Email about transfer agreement, discuss on phone transfer agreement.	0.50
4/15/2026	Kevin	Wrote Email to Tiffani summarizing minutes and talked to her about them	1.00
4/15/2026	Jake	Discuss Bragg, Discuss Minutes, Site stop cullimore, Agreement timeframe	1.00
4/15/2026	Tiffani	Published 2.4.26 meeting minutes, sent convergence accounting invoice for signature & entered in QB	0.50
4/15/2026	Tiffani	Sent signing reminder on invoice, worked on 4.1.26 meeting minutes	2.25
4/16/2026	Jake	Finish agreement, send to Anthony for signature, Discuss with Law, Write Memo	2.00
4/21/2026	Tiffani	Finished 4.1.26 meeting minutes	2.00
4/22/2026	Tiffani	Paid Convergence accounting invoice & entered in QB, accepted ground lease payment in person and entered in QB, prepared and made deposit, entered donation in QB and sent letter for signature, entered 4.1.26 meeting minutes into Legistar	1.25
4/24/2026	Tiffani	Placed signed donation letter in mail, sent out ground lease payments, sent City of Columbia Utility bill for signature and entered in QB, logged ground lease payments	1.00
4/24/2026	Jake	Discussion of agreement for transfer, straw, curb cut,bragg	1.00
4/27/2026	Jake	Look at Runnoff at Cullimore, Discuss Curb Cut, Email about Curb cut, Discuss ADA compliance issues	2.00
4/28/2026	Tiffani	Logged ground lease payments, sent Ameren Bill for signature & entered in QB, Paid COC ulities for 1107 & 1109 N 8th St & entered in QB, Sent COC utilites for 3921 Bragg for signature & entered in QB, sent out draft agenda for 5.6.26 meeting	1.00
4/28/2025	Jake	Check on Bioretention after Rain, Sign bills, Discuss ADA for meeting, potential website ADA, Discuss Bragg sale, Discuss appraisal for 3rd ave Sale, Discuss funding for 3rd ave. Discuss mowing of bioretention	2.50
4/29/2026	Tiffani	Sent out quorum email, logged ground lease payments, Worked on making documents ADA Accessable	4.25
4/30/2026	Tiffani	Continued to work on making meeting doucments ADA accessable	4.00
4/30/26	Cari	ADA Compliant Documents	2.50
5/1/2026	Tiffani	Sent signing reminder for Bragg, Paid all 3 Ameren invoice & entered in QB, Sent Moore & Shryock invoice for signature & Entered in QB, logged pledge payment, worked on closed session notice and admin service attachment making them ada accessable, entered CCLT agenda into legistar	1.50
5/1/2026	Cari	ADA Compliant Documents	1.00
5/4/2026	Tiffani	Logged ground lease payments, sent Cininnati Insurance invoice for signature	0.25
5/4/2026	Jake	Discussion of ADA Docs, Site vist Cullimore, Discussion of Cullimore Status, Discuss pricing/Curb/Bioretention ARPA discussion with Rachel	2.50
5/5/2026	Tiffani	Published CCLT agenda & sent to board, logged ground lease payments	0.25
5/5/2026	Jake	ARPA funds discussion with Kevin, Land Trust Time Discussion Tiff, Discuss Bragg with Geoff, Discuss 19thrid sale with Molly and Kevin	2.00
5/6/2026	Jake	Cullimore Site Visit, prep for CCLT meeting with Molly, Prep for Meeting with Kevin, Prep for meeting with Tiff, Attend Meeting	6.00
5/6/2026	Tiffani	Paid COC utility bill and entered in QB, downloaded bank statements and emailed Landon, created meeting documents, discussed 5.6.26 meeting with Jake	1.50
5/6/26	Molly	Budget review/prep for CCLT meeting with Jake	1.50
5/6/26	Kevin	Prepped for and attended meeting	6.00
5/7/2026	Jake	Site visit cullimore (Mowed) Update Bill, Cari, Molly, and Tiffani about CCLT meeting, Discuss Bragg sale, Curb cut/install, Discuss ARPA funding with Rachel V	2.50
5/7/2026	Tiffani	Followed up with Landon, Documented CCLT donations, entered in QB and sent letters for signature	0.50
5/8/2026	Kevin	Typed notes up for meeting to send to Tiffani and prepeared email for Derek	1.00
5/8/2026	Tiffani	Sent signing reminders, prepared and made deposit, discussed info to be passed onto board and sent email	0.50
5/8/2025	Jake	Discussed Derek email, discussed info to pass on to board, Site Visit.	1.00
5/11/2026	Tiffani	Sent email about payment to Moore & Shryock, paid invoice & entered in QB, Put donation letter in mail and sent letter by email, followed up with Landon about financials, discussed Cincinnati insure invoice with Jake, transfered money, paid invoice and documented in QB	1.00
5/12/2026	Tiffani	Published 4.1.26 CCLT meeting minutes	0.25
5/14/2026	Tiffani	Logged ground lease payments, Made a deposit	0.25
5/14/2026	Jake	Site visit Cullimore, Site Visit Bragg, Site visit Lynn, Site Visit King, Site Visit Oak, Discuss Mowing and Drainage, Discuss sale of homes, pricing,	2.00
5/18/2026	Jake	Council docs/Memo for Transfer, Next steps on 8th, Review Costs of utilites for homes for sale.	1.00
5/19/2026	Molly	Discuss 19 Third buy back with realtor and staff	0.50
5/19/2026	Tiffani	Logged ground lease payments, sent Convergence Accounting invoice for signature and enterd in QB	0.50
5/20/2026	Tiffani	Prepared and made a deposit	0.25
5/22/26	Tiffani	Worked on CCLT meeting minutes, discussed ADA compliance notes from 5.6.26 meeting with Jake and Kevin.	4.75
5/22/2026	Jake	Discuss ADA compliance w/Tiffani, Discuss 19 third, Email Doug. Type up Warranty Deed, send to Legal Dept for review.	2.00
5/26/2026	Tiffani	Sent out agenda email to board and draft agenda to staff, sent signing reminders, prepared Ameren invoice for signtures, sent for signatures, and entered invoice in QB, Sent out ground lease pledges, Sent email to both email addresses for S. Oldfathers about ground lease payment, emails bounced so I left a voicemail, logged ground lease payments	1.50
5/26/2026	Jake	Correct Warranty Deed to Law standards, Send in to Law Dept for signing before City manager Notary.	1.50
5/27/2026	Molly	Discuss Bragg house with potential buyer	0.75
5/27/2026	Tiffani	Looked into Cincinnati Insurance overdue invoice, prepared COC utilities invoices for signature & entered in QB, Sent out quorum email, finished CCLT 5.6.26 meeting minutes and entered in Legistar, accepted in person ground lease payment, paid COC utilities invoices and entered in QB, Sent signing reminders for invoices	4.75
5/27/2026	Jake	Email Central about Bragg, Mow Bragg and Cullimore, Cullimore visit AM, Discuss Pricing Moving forward for Listing, Discuss Insurance invoice, Discuss Utilites, Email Central Bank Lynn	5.00
5/28/2026	Jake	Discuss Future sales and pricing for CCLT homes. Review Bragg invoice for utilites, Discuss Warranty Deed, listing of CCLT homes, mowing, maint. in Thursday meeting	2.00
5/28/2026	Molly	Email and phone calls with lenders about Bragg house	0.50
5/28/2026	Tiffani	Paid Cincinniti Insurance overdue invoice & documented in QB, Made meeting attachments ADA compliant, Tried to get ahold of S. Oldfather again and left her a voicemail, made a deposit and asked about debit card spending limit, prepared COC utilities invoice for signature and ented in QB	1.75
5/29/2026	Jake	8th Site visit, started on Curb cut.	0.50
5/29/2026	Molly	Email lenders about Bragg house, update CCLT website	1.00

Columbia Community Land Trust Time

5/29/2026	Kevin	Work on Funding Agreement (legal review, onespan, etc) for 19 Third Avenue. Call Home inspection Company for 19 third	2.00