

2/2/2026	Jake	Discussion 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 invoice 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, discuss meeting with Doug	2.00
2/5/2025	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 donation 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, Discuss 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
2/16/26	Tiffani	Logged ground 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, Preaped COC check and sent email for check signatures	2.50
2/17/26	Tiffani	Discussed Chris Ross Driveway, Obtained signatures from Doug and Anthony 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 cashier'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	Discuss 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	Discuss Bragg ER, Send email about \$ down, Check on Homes on Cullimore,	1.50
2/23/2026	Jake	Discuss 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 service, 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	Discuss 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