

Total Hours Per Staff Member:	
Molly	191.75
Jennifer	17.00
Jake	444.50
Tiffani	227.75
Cari	0.00
Kevin	76.50

Date	Staff	Task	Time
1/2/2025	Molly	Receive ground lease payments, calculate CCLT admin expenditures through Q3 2024	1.00
1/3/2025	Molly	Review and publish meeting agenda	1.25
1/8/2025	Jennifer	Prep for land trust meeting	1.00
1/8/2025	Jennifer	Meeting prep (questions/research questions)	0.50
1/8/2025	Jennifer	Meeting attendance	2.50
1/8/2025	Jake	Meeting attendance	2.50
1/8/2025	Tiffani	Meeting attendance	2.50
1/9/2025	Jennifer	Discussion of 1/8/2025 and planning for requests from CCLT meeting	0.75
1/9/2025	Jake	Discussion of 1/8/2025 and planning for requests from CCLT meeting	0.75
1/10/2025	Jennifer	Realtor search	1.00
1/13/2025	Molly	Train Tiffani on receiving and deposit ground lease payments, reconciling bank statements. Discuss CCLT home resale procedure with Jake	2.50
1/13/2025	Jake	Discuss CCLT home resale procedure	0.50
1/13/2025	Tiffani	Reconciling Bank Statements	2.00
1/14/2025	Molly	Review CCLT home resale policy, discuss realtor RFP	1.50
1/15/2025	Molly	Process lawyer bill and train Tiffani on same	0.50
1/15/2025	Tiffani	Train on processing bills	0.50
1/16/2025	Jennifer	Realtor search	2.00
1/16/2025	Molly	Check bank statements and email accountant, train Tiffani on formatting meeting minutes, discuss meeting items with Jake	1.50
1/17/2025	Molly	Train Tiffani on receiving ground lease payment, receive ground lease payment	0.25
1/17/2025	Tiffani	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	Molly	Review status of bills and realtor proposals, train on processing bills	1.50
1/22/2025	Tiffani	Processing bills	0.50
1/23/2025	Molly	Phone call and email with lender for 212 Hickman	0.75
1/24/2025	Tiffani	Sent out pledges	1.00
1/24/2025	Molly	Phone calls with realtor and lender for Hickman houses	1.00
1/27/2025	Molly	Review application for 212 Hickman	1.50
1/27/2025	Jennifer	Realtor search	1.50
1/28/2025	Molly	Train on processing bills	0.75
1/28/2025	Jennifer	Realtor search	1.00
1/28/2025	Jennifer	Quorum Check	0.50
1/28/2025	Tiffani	Logged pledge payments and paid bills	0.75
1/29/2025	Molly	Talk to lender and realtor for Hickman houses, send CCLT contract addendum to Anthony for signature	1.50
1/30/2025	Molly	Discuss realtor search, send to CCLT board, discuss meeting	0.75
1/30/2025	Tiffani	Logged pledge payments	0.25
1/31/2025	Molly	Respond to email about CCLT realtors, discuss agenda, train on and publish agenda	3.50
1/31/2025	Tiffani	Deposit ground lease payment, publish CCLT agenda	1.00
2/3/2025	Jake	addition of time in Jan-Set up ARPA pay, VOSS, 115 Lynn sale, Snow site visit, Cullimore site visit, Grove permit/talks	20.00
2/4/2025	Tiffani	Invoice for Boone Central Title	0.75
2/5/2025	Tiffani	Prep for land trust meeting, logged pledge payments	2.00
2/5/2025	Jennifer	Meeting Prep/Realtors	3.00
2/5/2025	Molly	Prep for land trust meeting, discuss resale, discuss accountant services	2.00
2/5/2025	Tiffani	Meeting attendance	3.25
2/5/2025	Molly	Meeting attendance	3.25
2/5/2025	Jennifer	Meeting attendance	3.25
2/5/2025	Jake	Meeting attendance	3.25

44.50 Billed on Cari's Timesheet week ending 2/15/25 - did not run correctly per payroll, need to run again now that payroll issue is resolved (-MKF 11/4/25)
 Rebilled on Timesheet WE 12/6/25 CFM

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	67.75	CFM Paycheck WE 4/12/25 - did not run correctly per payroll, need to run again now that payroll issue is resolved (-MKF 11/4/25)				
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	43.75	CFM Paycheck ending 8/31/25 - did not run correctly per payroll, need to run again now that payroll issue is resolved (-MKF 11/4/25)				
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	28.75	CFM Paycheck ending 9/28/25				
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	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						
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	19.50	CFM Paycheck ending 10/25/25				
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	week of 5/5					
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	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	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	Week of 5/19	55.00				
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, 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					
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		57.25				
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	50.50				
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						
7/25/25	Tiffani	Sent out pledge payments, logged pledge payments and worked on 7.9.25 meeting minutes	3.00		52.00				
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		47.25					
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							
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		60.00					
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 agena	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, Dicuss 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 and Tiffani regarding 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		59.00			
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	47.00			
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 Accountning 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 Jordani/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		45.50				
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, cclt meeting agenda, talk with cclt 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 cclt 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						
11/12/2025	Kevin	Talk to Jake about Dougs flyer, review docs from Geoff on 115 Lynn, discussed FHA	0.75						
11/12/2025	Molly	Talk to Geoff about 115 Lynn and Cullimore houses, review emails from board members and attorney	1.00						
11/12/2025	Tiffani	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	1.25						
11/13/2025	Molly	Discuss sale of 115 Lynn. Discuss CCLT homes for sale with lenders	0.75						
11/13/2025	Tiffani	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						
11/14/2025	Tiffani	Update council memo and entered into Legistar the Administrative agreement for city council. Sent signing reminders for invoices and donation letters, made deposit and entered in QB, gave Doug an update on donations, worked on 11.5.25 meeting minutes, sent Convergence Accounting invoice for signaure	3.50		48.75				
11/17/2025	Molly	Discuss admin services agreement, review website hosting information	0.50						
11/17/2025	Tiffani	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 bill for signature & entered in QB, Put Rock Bridge Christian Church Donation letter in the mail, Looked into GoDaddy renewal	3.00						
11/18/2025	Tiffani	Logged donation in spreadsheet & QB, sent letter out for signature. Made a deposit, sent email for checks that are 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	Molly	Review listing info for 115 Lynn	0.25						
11/19/2025	Molly	Review listing info for 115 Lynn, receive ground lease payment, get checks signed by board member	0.50						
11/20/2025	Molly	Email with lender, prep for meeting with lender, meet with lender	1.25						
11/20/2025	Tiffani	Logged ground lease payments, update board member list & created new name tag, paid Convergence Accounting 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	2.50						
11/21/2025	Tiffani	Spoke with Bienvenue about ground lease payments, logged pledge payments, gave Doug donation update, logged donation and sent letter for signaure, put donations letters in the mail, worked on 11.5.25 meeting minutes	1.25						
11/21/2025	Jake	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 extension of agreement 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	Molly	Email with cclt realtor & review 115 Lynn listing emails, review meeting agenda items	1.25						
11/24/2025	Tiffani	Logged ground lease payments, spoke with Glenda Jabreel about Cullimore cottage and sent her an email with 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 worked on meeting attachments	3.00						
11/25/2025	Jake	1Discuss email to Cullimore Homeowners, Site visits, HOA dropoff to 115, Tracy Discuss Prev. Wage, Bioret. start, Extend contract for Cullimore, Discuss extension 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 email. Discuss CCLT with new boardmember.	4.00	11/24-11/26					

11/25/2025	Molly	Review godaddy and grounded solutions network renewals with Tiffani, review offers for 115 Lynn and email realtor regarding same	1.00						
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						
11/26/2025	Tiffani	Logged pledge payment, entered 11.5.25 meeting minutes into legistar, sent out quorum email, paid Columbia Landcare invoice, paid COC Admin Service agreement invoice, left voicemail for Alex about Bluehost invoice	1.00						
12/1/2025	Jake	Site visit Update subrecipient report ARPA/Jordan	2.00						
12/1/2025	Tiffani	Logged pledge payments, logged Blue Host payment, Sent draft agenda for approval	0.50						
12/2/2025	Molly	Reconcile admin expenses and email accountant regarding same, review meeting agenda	1.00						
12/2/2025	Tiffani	logged pledge payments, emailed with Doug, updated and printed off meeting documents, posted CCLT agenda and sent to board	0.75						
12/2/2025	Jake	Drop off Brochures 115, Site visit Cullimore, Fix 1 leak at cullimore discuss Flue with DAS service discuss buyers	3.00						
12/3/2025	Jake	Discuss previal wage Tracy Site visit Cullimore, 115 Lynn Shovel and icemelt application, Land trust meeting prep, Land trust meeting attend	5.00			50.00			
12/3/2025	Kevin	Attend Meeting	2.00						
12/3/2025	Molly	Prep for CCLT meeting, phone call with realtor, attend meeting	3.00						
12/3/2025	Tiffani	Put together meeting packets, emailed with Landon, attend board meeting	2.75						
12/4/2025	Jake	Site visit Cullimore, start of Bioretention, Discuss meeting and action needed, Discuss sales with Doug via Phone, Discuss and send Email to Linda, Discuss mailbox next steps	3.00						
12/4/2025	Jake	Discuss 115 Lynn HVAC with Geoff, Discuss 115 Lynn with Kevin, Discuss Bioretention work.	0.50						
12/4/2025	Molly	Review and discuss action items from meeting, update website	2.50						
12/4/2025	Tiffani	Emailed with Landon about 115 Lynn and bank account access, downloaded November bank statements and sent to Landon, talked with homeowner about grond lease payments and logged Dec. payment, sent powerpoint slides out to board members, checked over Godaddy renewal and ented in QB, scanned in signed bylaws and conflict of interest form, posted 11.5.25 meeting minutes	1.50						
12/5/2024	Jake	1Site Visit Cullimore, socket line by 1106 email Jaye, Calender invite info, discuss 115 Lynn buyer	2.50						
12/5/2025	Kevin	Drop off Key for 115 Lynn and talk to DAS about the repair	1.00						
12/5/2025	Tiffani	Gave Doug a donation update, renewed Grounded Solution Network membership, set up FY26 budget in QB, sent out google calendar invites, update ground lease payment tracking logs	1.75						
12/5/2025	Molly	Phone call and email with realtor regarding 115 Lynn contract, email other lender about CCLT, review documents for 115 Lynn	1.50						
12/8/2025	Molly	Discussion of 115 Lynn sale, budget review, phone call and email with 115 Lynn lender, review documents for 115 Lynn & phone call with realtor regarding same	2.75						
12/8/2025	Jake	Dicussion of Land trust 115 Lynn Sale, Budget Review, Site Visit to 8th Street	2.00						
12/8/2025	Tiffani	Downloaded November financials, reviewed Columbia Landcare missing invoices and emailed with Natalie, Sent Columbia Landcare invoice for signature and entered in QB, worked on 12.3.25 Meeting minutes	2.00						
12/9/2025	Jake	Site visit Cullimore, Budget, 115 Lynn Discuss home inspection and fixing Furnace exhaust,	1.50						
12/10/2025	Molly	Email with lender for 115 Lynn and realtor regarding same, review homebuying procedure and partial application	1.25						
12/11/2025	Molly	Phone call and email with Anthony regarding 115 Lynn title documents, called and emailed title company regarding same. Email with 115 Lynn lender and review application documents.	1.00						
12/11/2025	Tiffani	Logged pledge payments, logged donation and sent letter for signature, put donation letter in the mail, sent email for Columbia Landcare Check signature, prepared Ameren Bill and entered in QB, paid Ameren Bill, scanned in financial statekems, remove Alex from QB and sent Jaye an invite, made deposit and asked the bank questions about updating account infoamtion.	1.75						
12/12/2025	Molly	Email with title and Anthony regarding 115 Lynn, review and update closing doc templates	1.00						
12/12/2025	Tiffani	Gave Doug a donation update, worked on meeting minutes	2.50						
12/15/2025	Tiffani	Sent email for 2nd signature for Columbia Landcare check, sent Haden & Colbert invoice for signaure and entered in QB, sent email to homeowners about mailboxes, sent Convergence Accounting invoice for signaure and entered in QB, logged donation and sent letter for signaure, sent DAS Services invoice for signaure and ented in QB, sent COC Utlilites for signaure and entered in QB, entered 12.3.25 Meeting minutes into Legistar	2.00						
12/15/2025	Molly	Email with lender for 115 Lynn, phone call with realtor regarding same, review application for 115 Lynn buyer in Neighborly	3.25						
12/16/2025	Molly	Email with lender for 115 Lynn, review and request needed reports for updated time tracking in CY2026	1.00						
12/16/2025	Tiffani	Document GoDaddy renewal, sent Columbia Landcare invoice for signaure and entered in QB, made a deposit and started the paperwork at the bank to update account infomation, put Columbia Landcare check in the mail and documented in QB, paid Convergence Accounting, Haden & Colbert, and COC Utilities invoices and documented in QB, put donation letter in the mail.	1.50						
12/17/2025	Molly	Review 115 Lynn application and email with lender regarding same, email with Doug regarding CCLT establishing ordinance	3.50						
12/17/2025	Kevin	Went to 115 Lynn to meet with DAS about repairs on contract	2.00						
12/17/25	Tiffani	Sent email for check signatures, placed Columbia Landcare and DAS Services check in the mail and documented in QB	0.25						
12/18/2025	Kevin	Worked on DOT for 115 Lynn	0.50						
12/19/2025	Tiffani	Gave Doug a donation update, Logged ground lease payments, made a deposit and picked up paperwork from First Mid Bank	0.50			52.25			

