

Total Hours Per Staff Member:			
Molly	22.00		
Jake	50.50		
Tiffani	12.75		
Cari	0.00		
Kevin	6.00		

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 discuss 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 financials 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 Utilities 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 utilites and sign docs. Discuss W/ Tracy next steps for Grove, meet in my office, Phone call from Ryan at Grove about Bonding, forward 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	Logged 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
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 completion 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