			_						
<u>Date</u> 1/3/2024	Staff Frin	Task Documented Ground Lease payments on spreadsheets via QB	<u>Time</u> 0.25						
110/2024		Email lender/possible buyer about 1103 N 8th, talk to David Ballenger about 1103 N 8th, email board officers about	0.20						
1/3/2024		check	0.75						
1/3/2024		Discuss 1103 sale, look at 8th Street property, check out Lynn st and Oak st	0.25						
1/4/2024		Entered and deposited ground lease payments Email homeowner regarding ground lease payments, process bill	0.25 0.25						
1/4/2024		Write up CHDO CCLT Agreement for 210 &212 Hickman	1.50						
1/5/2024		Review & Discuss 210&212 Hickman with HPD staff	0.50						
1/8/2024	Erin	Documented Ground Lease payments on spreadsheets via QB	0.25						
1/9/2024	Erin	Processed Legal Fee Invoice - DocuSign, QB	0.50						
1/11/2024	Molly	Phone call with Anthony and emailed him documentation regarding SAM.gov identifier, email possible buyer/agent for 1103 N 8th	0.50	5.00	out of administra	tive services agre	ement period, not	included as time	billed to CCLT
1/18/2024	_	Sent Ground Lease Payment reminder emails	0.25				, .		
1/19/2024	Erin	Deposited Ground Lease Payment	0.25						
1/22/2024		Processed Bank/Admin Fee Invoice - DocuSign, QB	0.25						
1/29/2024		Processed Maintenance Fee Invoice - DocuSign, QB; Created Feb pledges in QB; Processed/Tracked Ground Lease payments; met with Anthony about Agenda	0.50 0.50						
1/30/2024		ARPA	0.50						
1/30/2024		Talk with lender about 1103 N 8th	0.50						
1/31/2024		Email Anthony and pull bank statements, draft meeting minutes	2.00						
1/31/2024		Worked on Budget - Reconciled Bank accounts for CCLT - Documented payments for Ground Lease	1.00	5.75	billed on MKF tin	nesheet ending 2/	17/24		
2/1/2024		Tracked Ground Lease Payments - QB	0.25						
2/1/2024 2/1/2024		Draft meeting minutes and agenda Phone call and email with David Ballenger about 1103 N 8th, prep agenda	1.50 0.75						
2/5/2024		Prepare CCLT budget and agenda	1.50						
2/5/2024		Publish/Post Agenda for CCLT Meeting - Deposit Ground Lease Payment	0.50						
	Jennifer	Prep for CCLT meeting	0.75						
2/6/2024		Amend CCLT agenda	0.50						
2/6/2024 2/7/2024		Prep for CCLT Meeting Prep for CCLT Meeting	1.00 0.50						
2/7/2024		Prep for CCLT meeting Prep for CCLT meeting, talk with buyer's agent about 1103 N 8th, attend CCLT meeting	3.50						
	2 Jennifer	Prep for Landtrust meeting	1.50						
2/7/2024		Attend CCLT meeting	2.25						
	Jennifer	Attend CCLT meeting	2.25						
2/7/2024	+	Attend CCLT meeting Check on Home CCLT Asked about in meeting, took pictures/Email	2.25 1.00						
2/8/2024 2/8/2024		Check on Home CCL1 Asked about in meeting, took pictures/Email Entered Budget/Renewed Ground Solutions Memberbership	0.50						
	Jennifer	CCLT Council Meeting Agena/Working on items from the 2/7/2024 CCLT meeting	2.50						
2/9/2024		Calls and emails with various lenders asking about 1103 N 8th	1.25						
2/12/2024	Molly	Talk with realtor about 1103 N 8th, talk with potential buyer about 1103 N 8th, talk with lender about 1103 N 8th and CCLT in general	1.25						
2/12/2024		Talk with realtor about 1103 N 8th	0.25						
2/12/2024		Talk with lender about 1103 N 8th and CCLT in general	0.50						
2/13/2024	Molly	Email with realtor about 1103 N 8th, send overdue ground lease reminders, process bills	0.75						
2/15/2024		Review of invoices	0.25						
2/15/2024	Jake	Email and prep for email	1.00						
2/15/2024	Molly	Receive and deposit ground lease payment, email with possible buyer for 1103 N 8th, check bank statements and email accountant	1.50						
2/16/2024		CCLT ARPA Agreement	0.75						
2/16/2024		Receive ground lease payments, talk with 1103 N 8th buyer and lender, review sales contract	1.25						
2/19/2024		Review 1103 N 8th contract, organize board member contact info, process bills	1.50 1.00						
2/20/2024 2/20/2024	+	Email and check on 113 Lynn Home for sale Process bills, review emails from board members	1.25						
2/20/2024		CCLT ARPA Agreement	1.50						
2/21/2024	Jake	Email about property, check on Cullimore lots	1.00						
2/21/2024		Potential Property	0.50						
2/21/2024 2/21/2024		CCLT ARPA Agreement Process bills, schedule board meetings	1.50 0.75						
2/22/2024		check on CCLT Lots	0.75						
2/22/2024		CCLT ARPA Agreement	2.00						
2/23/2024	Jake	Doug Emails	0.50						
2/23/2024		CCLT emails	0.25						
2/23/2024 2/24/2024	1	Phone call with 1103 N 8th buyer, draft email to lender CCLT emails	0.75 0.25						
2/26/2024		Email About 1101 and 1103 N 8th	1.00						
		Receive and deposit ground lease payment, reply to board emails, talk with CCLT realtor, send out ground lease							
2/27/2024		payment reminders	0.75	477.01			2004		
2/29/2024 3/1/2024		Review CCLT application for 1103 N 8th Review CCLT application for 1103 N 8th and email with lender	0.75 3.00	47.25	billed on MKF tin	esneet ending 3/	c124		
3/4/2024		Review CCLT agenda items and materials, receive ground lease payments, post agenda	2						
3/4/2024	· '	Review CCLT agenda items and materials, emails with Board members	1.5						
	Jennifer	Review CCLT agenda items and materials	1						
	Jennifer	Review CCLT emails	1						
3/5/2024	Jennifer Molly	Review CCLT emails Deposit ground lease payment, email board, discuss development	1						
	Jennifer	Review CCLT emails	1						
3/7/2024		Send meeting calendar invites, email board, talk with 1103 N 8th buyer	0.75						
	Jennifer	CCLT address change	1						
3/11/2024		Respond to appraiser for 1103 N 8th	0.25						
3/11/2024 3/12/2022		Review 1103 N 8th buyer application, respond to appraiser for 1103 N 8th Lynn, Oak, King, Cullimore check. Review CMCAAgreement-Needs more work	2						
3/12/2022		Review 1103 N 8th buyer application, reconcile ground lease payment spreadsheet with quickbooks	2						
3/13/2024	1	Send late ground lease payment reminders and email homeowners, receive ground lease payments	1						
3/19/2024		Receive and deposit ground lease payments, work on docs for 1103 N 8th and talk with buyer/lender/CCLT attorney	4.5						
3/21/2024	Molly	Receive ground lease payments, email homeowners with overdue ground lease payments, email board about upcoming meeting, discuss 1103 N 8th with seller/lender/buyer/title	2						
3/22/2024		Cullimore and Lynn Check. 1103 N 8th walk through	2						
3/22/2024		Email with lender for 1103 N 8th	0.25						
3/26/2024	Molly	Email with CCLT attorney, buyer, and lender for 1103 N 8th, send ground lease payment reminders, receive ground	1.5						
3/26/2024		Phone call with 1103 N 8th buyer	0.5						
		ARPA ACH document, work on 1103 N 8th closing, work on CCLT meeting agenda, publish agenda, process bills,							
3/29/2024	,	reconcile bank statements	3.25				10/04		
3/29/2024 4/1/2024		CCLT Agenda for 4/3/2024 Meeting Receive ground lease payments, email with 1103 N 8th buyer/lender	0.75	34.50	billed on MKF tin	esneet ending 4/	13/24		
	Jennifer	Outreach re: cancelled CCLT meeting	0.75						
		Talk with Steve Smith about 1103 N 8th closing, email board about quorum, work on 1103 N 8th docs and email to							
4/2/2024	Molly	lender/title/buyer/CCLT attorney Receive ground lease payments, process bills, email about 1103 N 8th closing, emails/phone calls with board about	4.5						
4/3/2024		meeting	1.5						
4/3/2024		CCLT Meeting Looked at agenda and potential Ideas-Meeting Cancelled	2						
	Jennifer	Rescheduling CCLT meeting	2						
4/4/2024 4/4/2024		Look in to potential project for CCLT Prep docs for 1103 N 8th closing, attend closing	1 2						
4/4/2024		Frep docs for 1103 N 8th closing, attend closing Kirklin Home discussion, Anthony Discussion about potential projects	3						
4/11/2024		Send meeting invites, process bills, process ground lease payments	0.25						

4/12	1/2024	Jennifer	CCLT meeting agenda update	0.75					
	2/2024	Molly	Process bill and home sale proceeds, train Tracy on receiving and depositing ground lease payments	0.75					
	2/2024		Creating and publishing agenda; walking payments to the bank for deposit	2					
	5/2024		look at properties/maint.	1					
	5/2024		Amending agenda, corresponding re meeting changes and quorum, reposting agenda	0.5					
	6/2024		CCLT meeting prep for monthly meeting	1					
_	6/2024		Organize and file documentation for 1103 N 8th closing	1.25					
	6/2024	Jennifer	Attend CCLT meeting Attend CCLT meeting	1.75 1.75					
	6/2024	***	Attend CCLT meeting Attend CCLT meeting	1.75					
	6/2024		Attend CCLT meeting	1.75					
	7/2024		Processed ground lease payment	0.25					
	7/2024		Meeting cleanup and start on draft minutes	1					
4/17	7/2024	Molly	Organize and file documentation for 1103 N 8th closing	1.5					
4/18	8/2024	Jacob	Discuss 1103 closing, Look at emails for CCLT	1					
4/11	8/2024	Molly	Email CCLT attorney regarding homeowner bankruptcy proceedings, train Tracy on processing CCLT bills, help set up CCLT bank account access	1.25					
	8/2024		Routing agreement for signatures; training on processing CCLT bills; obtain bank account access	1					
	9/2024		Drafting meeting minutes from April meeting; email to CCLT re agenda items	2.25					
4/2	2/2024	Tracy	Reviewing bank statements and training on process.	1					
4/24	4/2024	Tracy	Training on invoices and ground lease pledges	1					
	4/2024		Look into potential ARPA projects for CCLT	1					
	4/2024		Training on invoices and ground lease pledges	1					
	5/2024 5/2024		Sent Ground Lease Payment reminder emails Review bank statements, calculate Q1 admin expenses and email both to accountant	0.5					
	6/2024		Prepping agenda for May meeting; cleaning up bylaw document	0.75					
			Finalizing, posting, emailing May agenda. Adding previously approved minutes from 2023 &2024 to Granicus for						
	9/2024		public access.	3					
	0/2024		Processing ground lease payments; email reminders to members and presenters for meeting.	0.25	51.0	0 billed on MKF	timesheet ending	5/25/24	
	1/2024 2/2024		Prepping for monthly meeting; attending meeting; taking meeting minutes. checking with clerk about vacancies; emailing CCLT info; Meeting cleanup from 5/1 and generating draft minutes	3					
5/2	_12024	acy	Processing land trust payments and deposit; prep agreement and routing re: CCLT CHDO Agreement-CMCA_210	3					
	2/2024		and 212 Hickman Ave	0.75					
	6/2024		Meeting to discuss CCLT items with staff from May monthly meeting	1					
	6/2024		Meet with staff to discuss CCLT items from May monthly meeting, email with CMCA about 210 212 Hickman homes	1.25 0.25					
	7/2024 9/2024		Review CCLT financials Review CCLT donations and compile spreadsheet	0.25 1.75					
		Molly Jennifer	Review CCL1 donations and compile spreadsheet Review donations	1.75 0.25					
	3/2024		emailing/answering questions and scheduling meeting with Finance re arpa funds	0.25					
	5/2024		Processing CCLT bills and reviewing financial statements	0.25					
	6/2024	,	Draft email to CCLT homeowner, discuss agreement between CCLT and CMCA with CMCA	1					
	6/2024		Pull docs and draft email to CCLT homeowner, email with potential CCLT homebuyer	0.5					
	7/2024		Research and prep response email to homewoner that responded about not mowing	1					
	7/2024		Process land payment and bank deposit	0.25					
	0/2024 0/2024		Process invoices/payments; following up with late land lease accounts Look at CCLT properties, All were mowed, discuss agreement for CMCA and CCLT via Email	0.75 1.5					
	0/2024		Review CCLT insurance documents	0.75					
	3/2024		Sent Ground Lease Payment reminder emails and processed payments	1.5					
	3/2024		Press outreach to Anthongy	0.25					
	8/2024		Email with CCLT insurance agent, process insurance payment	1					
5/28	8/2024	Tracy	Generating June 5th agenda for CCLT; processing ground lease payments; processing invoices	1					
	9/2024		Emails about agenda and invoices; Updated draft meeting agenda for June 5th.	0.5					
	0/2024		Assemble insurance documentation, review with board officers, pay bill and transfer funds	1.5					
	0/2024 1/2024		Meet with Finance, CCLT board members about ARPA, Meet with Alex and Anthony about insurance, Housing Discuss CCLT ARPA with Jake and Becky, pay insurance bill	1.25		0 billed on MKE t	timesheet ending	6/8/24	
	3/2024	Jacob	Look at lots for mowing, discuss Hickman agreement	0.75	27.0	o billed on what	amouncer criaing	0.0.24	
6/3	3/2024	Tracy	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments.	0.75					
6/4	4/2024	Tracy	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda.	1					
6/4		Tracy	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website	0.75 1 0.75					
6/4	4/2024 4/2024	Tracy	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda.	1					
6/4 6/4	4/2024 4/2024	Tracy Molly Molly	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website	1					
6/4 6/4 6/4 6/4	4/2024 4/2024 5/2024 5/2024 5/2024	Tracy Molly Molly Jacob Molly	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting	0.75 2					
6/4 6/4 6/4 6/4 6/4	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024	Tracy Molly Molly Jacob Molly Jennifer	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting	0.75 2					
6/4 6/4 6/5 6/5 6/5	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024	Tracy Molly Molly Jacob Molly Jennifer Jake	Updating room/calendar invite; email re quorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting	0.75 2					
6/4 6/4 6/5 6/5 6/5 6/5	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 5/2024	Tracy Molly Molly Jacob Molly Jennifer Jake Tracy	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting	1 0.75 2 5.25 2 2 2					
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6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024	Tracy Molly Molly Jacob Molly Jennifer Jake Tracy Molly Tracy	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy	1 0.75 2 5.25 2 2 2 2 3 0.75					
6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 6/2024	Tracy Molly Jacob Molly Jennifer Jake Tracy Molly Tracy Tracy Tracy	Updating room/calendar invite; email re quorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit	1 0.75 2 5.25 2 2 2 2 3 0.75 3.5					
6/4 6// 6// 6// 6// 6// 6// 6// 6// 6//	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 6/2024 1/2024	Tracy Molly Molly Jacob Molly Jennifer Jake Tracy Molly Tracy Tracy Tracy Tracy Tracy	Updating room/calendar invite; email re qurorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting Frep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024	1 0.75 2 5.25 2 2 2 2 3 0.75					
6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/11 6/11	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 6/2024 1/2024 1/2024	Tracy Molly Jacob Molly Jennifer Jake Tracy Molly Tracy Tracy Jake	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024 Discuss RFP for land Trust, Check on mowing	1 0.75 2 5.25 2 2 2 3 0.75 3.5 1.5 0.75					
6/4 6/4 6/4 6/4 6/4 6/4 6/11 6/11 6/11 6	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 6/2024 1/2024	Tracy Molly Molly Jacob Molly Jennifer Jake Tracy Molly Tracy Tracy Tracy Tracy Jake Tracy	Updating room/calendar invite; email re quorum; draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024 Discuss RFP for land Trust, Check on mowing Processing and depositing ground lease payments	1 0.75 2 5.25 2 2 2 2 3 0.75 3.5					
6/4 6/4 6/4 6/4 6/4 6/4 6/11 6/11 6/11 6	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 6/2024 1/2024 1/2024 1/2024	Tracy Molly Molly Jacob Molly Jennifer Jake Tracy Molly Tracy	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024 Discuss RFP for land Trust, Check on mowing	1 0.75 2 5.25 2 2 2 2 3 3 0.75 3.5 1.5 0.75 1 1 0.5					
6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/1 6/1 6/1 6/2 6/2	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 0/2024 1/2024 1/2024 1/2024 1/2024 1/2024	Tracy Molly Jacob Molly Jennifer Jake Tracy Molly Tracy Tracy Jake Tracy Jake Tracy	Updating room/calendar invite; email re quorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailining June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024 Discuss RFP for land Trust, Check on mowing Processing and depositing ground lease payments Processing invoices, updating contact list, making name plate, emails	1 0.75 2 5.25 2 2 2 2 3 3 0.75 3.5 1.5 0.75 1 0.5 0.75 0.75 0.5 0.5					
6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4 6/4	4/2024 4/2024 5/2024 5/2024 5/2024 5/2024 5/2024 6/2024 6/2024 1/2024 1/2024 1/2024 1/2024 1/2024 1/2024 1/2024 1/2024	Tracy Molly Molly Janobe Molly Jennifer Jake Tracy Molly Tracy	Updating room/calendar invite; email re qurorum, draft agenda review. Process ground lease payments. Finalizing, posting, emailing June agenda. Update website Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting Attend CCLT meeting Attend CCLT meeting Prep, set up, and attend CCLT meeting Transfer money between bank accounts, pay bill Cleanup after CCLT meeting, posting May minutes; working on June minutes; emailing homeowners re board vancancy Ground lease reminders and phone calls; routing invoices; bank deposit Review bank statements from May 2024 Discuss RFP for land Trust, Check on mowing Processing invoices, updating ground lease payments Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Processing invoices, updating contact list, making name plate, emails Ground lease reminders sent; processing payments; overdue payments email	1 0.75 2 5.25 2 2 2 3 0.75 3.5 1.5 0.75 1 0.5 0.75 0.75					
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7/16/2024	Tracy	Prepping and routing purchase order request Mo Secretary of State	0.5			
7/17/2024		Attend Prebid for Cullimore Cottages, discuss after meeting	2			
7/18/2024		Sending emails; Obtaining signatures for Bank Checking Account changes	0.5			
7/19/2024		sos	0.5			
7/19/2024		Discuss Arpa land trust with Jobpoint, Discuss how muc subsidy with different nonprofits	2.5			
		Processing Ground lease payments; brought paperwork re: checking account updates to bank; SOS payment				
7/19/2024		processing	1			
7/22/2024		Work on Land Trust/Job Point Agreement,	1			
7/23/2024		Review meeting materials	0.5			
7/23/2024		Work on ARPA funding	1			
7/24/2024		Review financials, email accountant regarding bank statements, review meeting materials	2			
7/24/2024	Tracy	Processing ground lease payments; review meeting materials; start generating draft agenda for August meeting	1			
7/24/2024	Tracy	Ground lease payment processing and invoicing; continue working on draft agenda for August; phone call and notes re: J.T. about overdue ground lease fees	1.75			
7/30/2024		Phone call with Doug Hunt about possible donation of homes	1			
7/30/2024		Phone call with Doug Hunt about possible donation of homes	1			
7/31/2024		Process ground leases payments	0.25			
7/31/2023	1	Meet with Job point, discuss land trust	1		mesheet ending on 11/9/24	
8/2/2024		Review Quickbooks renewal information and budget	0.25			
8/5/2024		Touch base with Becky on CCLT items; work on draft agenda; schedule meeting to discuss August agenda	0.5			
8/6/2024		Land Trust Meeting Prep	1			
8/6/2024		CCLT meeting prep	1			
		CCLT meeting prep; finalizing land trust meeting attachments for agenda; finalizing agenda, publishing and posting				
8/6/2024		agenda	2.5			
8/7/2024		Prepping for monthly meeting; getting check ready for Columbia Landcare for payment; bank statement review	2			
	Jennifer	Bank statement review	0.25			
8/7/2024		CCLT Meeting prep	0.25			
8/7/2024		CCLT meeting prep and attend meeting	3			
8/7/2024		Attend CCLT August meeting - room setup/cleanup and minute taking	2.75			
8/7/2024		Attend CCLT August meeting	2.25	1		
8/8/2024		Cleanup from August CCLT meeting; publishing July agenda; sourcing room for extra meeting; emailing members	1	-		
8/8/2024		Email Doug regarding lenders, review Q2 admin expenses, review 6 Fourth Ave docs	1			
8/8/2024	rracy	Processing invoices; working on minutes from August meeting; starting to gather estimate for trip to conference Sent ground lease payment reminders; composed letter to send to J. Tibbs re overdue payments; start to work on	3			
8/12/2024	Tracy	Sent ground lease payment reminders; composed letter to send to J. Tibbs re overdue payments; start to work on 08/20/24 agenda; draft 8/7/24 agenda finished; prepping/routing invoices for payment	1.75			
8/12/2024		Ground lease letters prepared for mailing and mailed certified; added to file in Neighborly	0.25			
8/14/2024		Processed ground lease payments and paid invoice.	0.5			
8/13/2024		Discuss 903 funding, look at mowing on lots	1.5			
8/15/2024		Discuss/meeting and preparing closed session agenda for August 20, 2024 meeting.	0.5			
8/15/2024		Discussion of 903 N Garth, jop point money, transfer	1			
8/16/2024	Molly	Email with CMCA realtor regarding Hickman homes, discuss CCLT with lender	1			
		Finalizing and posting Aug. 20, 2024 agenda; process ground lease payment/bank deposit; preparing RFP meeting				
8/19/2024		packets; preparing invoices for payment and routing for approval	3			
8/19/2024		Bids for Cullimore review	2			
8/19/2024		Meet with Doug regarding possible donation of homes, discuss with staff	1			
8/20/2024	Tracy	Prepping for meeting and drop off ground lease deposit at bank	0.5			
8/20/2024		Meeting prep	0.5			
8/20/2024		CCLT meeting/prep	2.5			
8/20/2024	Jennifer	Meeting - Special Meeting attendance	2.5			
8/21/2024	Tracy	Meeting cleanup and create draft minutes from August 20 meeting; processing ground lease payments	1.5			
8/21/2024	Jake	Discuss meeting with staff that did not attend	1.5			
8/22/2024		Attempt to Call Anthony/Prep for call	0.5			
8/23/2024		Discuss and research CCLT donation of homes	0.75			
8/23/2024	Jake	CCLT home Donation guidlines	1			
0/26/2024	Troov	Sent ground lease invoices for Sept and processed some payments; hotel reservations for Anthony conference in St. Louis	1.75			
8/26/2024 8/27/2024		Return call from lender regarding CCLT homes, review ground lease	0.5			
8/27/2024		Email Caleb about 7th street, dicuss about donations	0.5			
6/2//2024	Jake	Conference registration and payment for Anthony; emailed Anthony re: St. Louis conference; emailed hotel tax				
8/27/2024	Tracy	exemption doc; processed ground lease; Returned call to individual re: ground lease arrearages	1			
8/28/2024		Processing ground lease payment and adding conference registration costs to QuickBooks	0.5			
8/28/2024	Jake	Discuss not makeing ground lease pmt, fence issue, drive by home.	1			
8/30/2024	Tracy	Processing ground lease payment and bank deposit; Quickbooks renewal	0.5			
8/30/2024	Molly	Discuss donation of homes, discuss unspecified check, email potential CCLT homebuyer	0.5		imaghast anding 11/22/24	
9/3/2024	Jake			51.25 Billed on CFM T	illestreet ending 11/23/24	
9/4/2024		Work on 6 4th Ave plans for CCLT	1	51.25 Billed on CFM T	illiesheet ending 11/23/24	
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10/2/2024		CCLT prep	0.5						
10/2/2024		CCLT Meeting	3						
10/3/2024	IVIOITY	Review action items from 10/2 meeting, transfer funds from MMDA account to billipay checking Meeting cleanup started: post approved minutes, research, pay invoices, started minutes, route agreement for	1						
10/3/2024	Tracy	signature, prep and add item to City Council meeting for approval	3						
10/4/2024	Tracy	Started on meeting minutes from October meeting, researched and located request for quotation documents re: real estate agents previously used	1.5						
		Updated and restarted Council agenda item; finished draft meeting minutes from October meeting; started Nov. draft							
10/7/2024		agenda; prepared packet for attorney re: overdue ground lease resident	2.5						
10/8/2024 10/8/2024		Reviewed bank statements; processed ground lease payment/bank deposit Bank statement review	0.25						
10/9/2024		Process City CCLT admin services bill	0.25						
10/10/2024		Review and approval of legal bills	0.25						
10/7-10/11/2024	Jake	RFP cullimore, Try to contact Hansman, Discuss overdue ground lease, Discuss website, Discuss Donations, ARPA	10	42.25	Billed on CFM T	imesheet ending 1	2/21/24		
10/11/2024	Molly	Update website hosting contact information	0.25						
10/14/2024	Tracy	Sending ground lease overdue reminders; adding November agenda items into granicus; pulled audio from city channel folder	1						
		Processing ground lease payments; emails regarding updated brochure; processing and depositing check for 2024	·						
10/17/2024		administrative services.	1						
10/14-10/18/24 10/21/2024		Discuss overdue lease, Agenda, listen to audio, Look inot ARPA Cullimore, 7th discussion, Agreements review Processing ground lease and bank deposit	10 0.25						
10/21/2024		Processing ground lease and bank deposit Processing ground lease and bank deposit	0.25						
10/24/2024		Sending November ground lease invoices; processing incoming payments	1						
10/24/2024		Processing ground lease payments; bank deposit	0.5						
10/21-10/25/24	Jake	Discussions and emails, look up guildlines, ARPA Cullimore, 7th discuss,	8						
10/28/2024		Processing ground lease payments; processing invoices for payment	0.5						
10/30/2024		Working on November agenda items; processing ground lease payments	0.5						
10/28-10/31/24 10/31/2024		Look at Agenda, Check on website, Discuss Cullimore, Discuss ARPA, Emails for ARPA, Cullimore, Processing ground lease payments; bank deposit; quroum emails/calendar invite; working on November agenda	8		Billed on CEM's	Timesheet Ending	on 1/4/25 did no	at rup correctly po	r novroll
11/1/2024		Processing ground lease payments; bank deposit; quroum emails/calendar invite; working on November agenda Review draft agenda, review website hosting information	0.5			in now that payroll			a payroll,
11/1/2024		Finalizing November agenda, verifying quorum, post and email final agenda	1.25			d's Timesheet End			
		Updating Cullimore Cottages attachments on Nov. agenda, republish/repost/redistribute; ground lease payment							
11/4/2024	Tracy	processing; prep and process invoices for payment; discussing via email with Anthony reimbursement for conference expenses	1.5						
11/4/2024		Land Trust Meeting Prep	0.5						
11/5/2024		Prepping for meeting and getting checks ready for signatures	1						
11/6/2024		CCLT meeting prep	0.5						
11/6/2024		CCLT Meeting prep	0.5						
11/6/2024 11/6/2024		CCLT Meeting CCLT meeting prep and attend meeting	2.5						
11/6/2024		CCLT meeting prep and attend meeting Meeting cleanup - processing/mailing checks; publish October minutes; draft minutes, research and emailing items	2.5						
		Mailing Tracey Bush-Cook's reimbursement and updating team on to do list; sent ground lease reminders; emailed							
11/8/2024		balance sheet for Tibbs ground lease payments; processed ground lease payments	1.25						
11/8/2024	Jake	Looking for the "fundraiser bill of rights"	0.75						
114-11/8/2024 11/12/2024		Agreements, Discussions with contractors, CCLT Meeting, Lots check, Discussions with CCLT board Update account information/remove Tracy from CCLT acounts, verify if Glynite was paid for inspections	12 0.5						
11/14/2024		Review Bluehost renewal information and review status of bills	0.5						
11/15/2024		Process attorney bill	0.5						
11/11-11/15/2024	4 Jake	Discuss payments, Agreements, ARPA, Check on property, Discussions with CCLT members, RFP ARPA	10						
11/18/2024		Receive and deposit ground lease payment	0.5						
11/19/2024		Review status of bills	0.75						
11/21/2024		Process and pay attorney bill	0.5						
11/18-11/22/24 11/25/2024	Jake Molly	Email ARPA Cullimore, Discuss groundlease pmt, Check on lots, Discuss CCLT w/CMCA, Respond to interested homebuyer email, discuss purchase of closed session houses with Jake	0.5						
11/25/2024	Wolly		0.5						
		Receive and deposit ground lease payments, train on processing ground lease payments and sending out ground							
11/26/2024		Receive and deposit ground lease payments, train on processing ground lease payments and sending out ground lease payment reminders. Review board meeting agenda items and meet with staff to discuss, work on draft budget	3						
11/26/2024	Cari	lease payment reminders. Review board meeting agenda items and meet with staff to discuss, work on draft budget Recieve ground lease payment and sent ground lease reminders.	1						
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