

Date	Staff	Task	Time						
1/3/2024	Erin	Documented Ground Lease payments on spreadsheets via QB	0.25						
1/3/2024	Molly	Email lender/possible buyer about 1103 N 8th, talk to David Ballenger about 1103 N 8th, email board officers about check	0.75						
1/3/2024	Jacob	Discuss 1103 sale, look at 8th Street property, check out Lynn st and Oak st	0.25						
1/4/2024	Erin	Entered and deposited ground lease payments	0.25						
1/4/2024	Molly	Email homeowner regarding ground lease payments, process bill	0.25						
1/4/2024	Jacob	Write up CHDO CCLT Agreement for 210 &212 Hickman	1.50						
1/5/2024	Molly	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 administrative services agreement period, not included as time billed to CCLT				
1/18/2024	Erin	Sent Ground Lease Payment reminder emails	0.25						
1/19/2024	Erin	Deposited Ground Lease Payment	0.25						
1/22/2024	Erin	Processed Bank/Admin Fee Invoice - DocuSign, QB	0.25						
1/29/2024	Erin	Processed Maintenance Fee Invoice - DocuSign, QB: Created Feb pledges in QB ;	0.50						
1/30/2024	Erin	Processed/Tracked Ground Lease payments; met with Anthony about Agenda	0.50						
1/30/2024	Jennifer	ARPA	0.50						
1/30/2024	Molly	Talk with lender about 1103 N 8th	0.50						
1/31/2024	Molly	Email Anthony and pull bank statements, draft meeting minutes	2.00						
1/31/2024	Erin	Worked on Budget - Reconciled Bank accounts for CCLT - Documented payments for Ground Lease	1.00	5.75	billed on MKF timesheet ending 2/17/24				
2/1/2024	Erin	Tracked Ground Lease Payments - QB	0.25						
2/1/2024	Molly	Draft meeting minutes and agenda	1.50						
2/1/2024	Molly	Phone call and email with David Ballenger about 1103 N 8th, prep agenda	0.75						
2/5/2024	Molly	Prepare CCLT budget and agenda	1.50						
2/5/2024	Erin	Publish/Post Agenda for CCLT Meeting - Deposit Ground Lease Payment	0.50						
2/5/2024	Jennifer	Prep for CCLT meeting	0.75						
2/6/2024	Molly	Amend CCLT agenda	0.50						
2/6/2024	Erin	Prep for CCLT Meeting	1.00						
2/7/2024	Erin	Prep for CCLT Meeting	0.50						
2/7/2024	Molly	Prep for CCLT meeting, talk with buyer's agent about 1103 N 8th, attend CCLT meeting	3.50						
2/7/2024	Jennifer	Prep for Landtrust meeting	1.50						
2/7/2024	Jacob	Attend CCLT meeting	2.25						
2/7/2024	Jennifer	Attend CCLT meeting	2.25						
2/7/2024	Erin	Attend CCLT meeting	2.25						
2/8/2024	Jake	Check on Home CCLT Asked about in meeting, took pictures/Email	1.00						
2/8/2024	Erin	Entered Budget/Renewed Ground Solutions Membership	0.50						
2/8/2024	Jennifer	CCLT Council Meeting Agetna/Working on items fromt he 2/7/2024 CCLT meeting	2.50						
2/9/2024	Molly	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	Jacob	Talk with realtor about 1103 N 8th	0.25						
2/12/2024	Jennifer	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	Jennifer	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	Jennifer	CCLT ARPA Agreement	0.75						
2/16/2024	Molly	Receive ground lease payments, talk with 1103 N 8th buyer and lender, review sales contract	1.25						
2/19/2024	Molly	Review 1103 N 8th contract, organize board member contact info, process bills	1.50						
2/20/2024	Jake	Email and check on 113 Lynn Home for sale	1.00						
2/20/2024	Molly	Process bills, review emails from board members	1.25						
2/20/2024	Jennifer	CCLT ARPA Agreement	1.50						
2/21/2024	Jake	Email about property, check on Cullimore lots	1.00						
2/21/2024	Jennifer	Potential Property	0.50						
2/21/2024	Jennifer	CCLT ARPA Agreement	1.50						
2/21/2024	Molly	Process bills, schedule board meetings	0.75						
2/22/2024	Jake	check on CCLT Lots	0.25						
2/22/2024	Jennifer	CCLT ARPA Agreement	2.00						
2/23/2024	Jake	Doug Emails	0.50						
2/23/2024	Jennifer	CCLT emails	0.25						
2/23/2024	Molly	Phone call with 1103 N 8th buyer, draft email to lender	0.75						
2/24/2024	Jennifer	CCLT emails	0.25						
2/26/2024	Jake	Email About 1101 and 1103 N 8th	1.00						
2/27/2024	Molly	Receive and deposit ground lease payment, reply to board emails, talk with CCLT realtor, send out ground lease payment reminders	0.75						
2/29/2024	Molly	Review CCLT application for 1103 N 8th	0.75	47.25	billed on MKF timesheet ending 3/2/24				
3/1/2024	Molly	Review CCLT application for 1103 N 8th and email with lender	3.00						
3/4/2024	Molly	Review CCLT agenda items and materials, receive ground lease payments, post agenda	2						
3/4/2024	Jacob	Review CCLT agenda items and materials, emails with Board members	1.5						
3/4/2024	Jennifer	Review CCLT agenda items and materials	1						
3/4/2024	Jennifer	Review CCLT emails	1						
3/5/2024	Jennifer	Review CCLT emails	1						
3/6/2024	Molly	Deposit ground lease payment, email board, discuss development	1						
3/6/2024	Jennifer	Review CCLT emails	1						
3/7/2024	Molly	Send meeting calendar invites, email board, talk with 1103 N 8th buyer	0.75						
3/8/2024	Jennifer	CCLT address change	1						
3/11/2024	Jacob	Respond to appraisal for 1103 N 8th	0.25						
3/11/2024	Molly	Review 1103 N 8th buyer application, respond to appraiser for 1103 N 8th	1						
3/12/2022	Jacob	Lynn, Oak, King, Cullimore check. Review CMCA Agreement-Needs more work	2						
3/12/2024	Molly	Review 1103 N 8th buyer application, reconcile ground lease payment spreadsheet with quickbooks	2						
3/13/2024	Molly	Send late ground lease payment reminders and email homeowners, receive ground lease payments	1						
3/19/2024	Molly	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	Jacob	Cullimore and Lynn Check. 1103 N 8th walk through	2						
3/22/2024	Molly	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 lease payments	1.5						
3/28/2024	Molly	Phone call with 1103 N 8th buyer	0.5						
3/29/2024	Molly	ARPA ACH document, work on 1103 N 8th closing, work on CCLT meeting agenda, publish agenda, process bills, reconcile bank statements	3.25						
3/29/2024	Jennifer	CCLT Agenda for 4/3/2024 Meeting	1	34.50	billed on MKF timesheet ending 4/13/24				
4/1/2024	Molly	Receive ground lease payments, email with 1103 N 8th buyer/lender	0.75						
4/1/2024	Jennifer	Outreach re: cancelled CCLT meeting	2						
4/2/2024	Molly	Talk with Steve Smith about 1103 N 8th closing, email board about quorum, work on 1103 N 8th docs and email to lender/title/buyer/CCLT attorney	4.5						
4/3/2024	Molly	Receive ground lease payments, process bills, email about 1103 N 8th closing, emails/phone calls with board about meeting	1.5						
4/3/2024	Jacob	CCLT Meeting Looked at agenda and potential Ideas-Meeting Cancelled	2						
4/3/2024	Jennifer	Rescheduling CCLT meeting	2						
4/4/2024	Jacob	Look in to potential project for CCLT	1						
4/4/2024	Molly	Prep docs for 1103 N 8th closing, attend closing	2						
4/10/2024	Jacob	Kirkin Home discussion, Anthony Discussion about potential projects	3						
4/11/2024	Molly	Send meeting invites, process bills, process ground lease payments	0.25						

4/11/2024	Jennifer	CCLT meeting agenda update	0.75						
4/12/2024	Molly	Process bill and home sale proceeds, train Tracy on receiving and depositing ground lease payments	0.75						
4/12/2024	Tracy	Creating and publishing agenda; walking payments to the bank for deposit	2						
4/15/2024	Jacob	look at properties/maint.	1						
4/15/2024	Tracy	Amending agenda, corresponding re meeting changes and quorum, reposting agenda	0.5						
4/16/2024	Tracy	CCLT meeting prep for monthly meeting	1						
4/16/2024	Molly	Organize and file documentation for 1103 N 8th closing	1.25						
4/16/2024	Tracy	Attend CCLT meeting	1.75						
4/16/2024	Jennifer	Attend CCLT meeting	1.75						
4/16/2024	Jacob	Attend CCLT meeting	1.75						
4/16/2024	Molly	Attend CCLT meeting	1.75						
4/17/2024	Tracy	Processed ground lease payment	0.25						
4/17/2024	Tracy	Meeting cleanup and start on draft minutes	1						
4/17/2024	Molly	Organize and file documentation for 1103 N 8th closing	1.5						
4/18/2024	Jacob	Discuss 1103 closing, Look at emails for CCLT	1						
4/18/2024	Molly	Email CCLT attorney regarding homeowner bankruptcy proceedings, train Tracy on processing CCLT bills, help set up CCLT bank account access	1.25						
4/18/2024	Tracy	Routing agreement for signatures; training on processing CCLT bills; obtain bank account access	1						
4/19/2024	Tracy	Drafting meeting minutes from April meeting; email to CCLT re agenda items	2.25						
4/22/2024	Tracy	Reviewing bank statements and training on process.	1						
4/24/2024	Tracy	Training on invoices and ground lease pledges	1						
4/24/2024	Jacob	Look into potential ARPA projects for CCLT	1						
4/24/2024	Molly	Training on invoices and ground lease pledges	1						
4/25/2024	Tracy	Sent Ground Lease Payment reminder emails	0.5						
4/25/2024	Molly	Review bank statements, calculate Q1 admin expenses and email both to accountant	0.75						
4/26/2024	Tracy	Prepping agenda for May meeting; cleaning up bylaw document	1						
4/29/2024	Tracy	Finalizing, posting, emailing May agenda. Adding previously approved minutes from 2023 & 2024 to Granicus for public access.	3						
4/30/2024	Tracy	Processing ground lease payments; email reminders to members and presenters for meeting.	0.25	51.00	billed on MKF timesheet ending 5/25/24				
5/1/2024	Tracy	Prepping for monthly meeting; attending meeting; taking meeting minutes.	3						
5/2/2024	Tracy	checking with clerk about vacancies; emailing CCLT info; Meeting cleanup from 5/1 and generating draft minutes	3						
5/2/2024	Tracy	Processing land trust payments and deposit; prep agreement and routing re: CCLT CHDO Agreement-CMCA_210 and 212 Hickman Ave	0.75						
5/6/2024	Tracy	Meeting to discuss CCLT items with staff from May monthly meeting	1						
5/6/2024	Molly	Meet with staff to discuss CCLT items from May monthly meeting, email with CMCA about 210 212 Hickman homes	1.25						
5/7/2024	Molly	Review CCLT financials	0.25						
5/9/2024	Molly	Review CCLT donations and compile spreadsheet	1.75						
5/9/2024	Jennifer	Review donations	0.25						
5/13/2024	Tracy	emailing/answering questions and scheduling meeting with Finance re arpa funds	0.25						
5/15/2024	Tracy	Processing CCLT bills and reviewing financial statements	0.75						
5/16/2024	Jacob	Draft email to CCLT homeowner, discuss agreement between CCLT and CMCA with CMCA	1						
5/16/2024	Molly	Pull docs and draft email to CCLT homeowner, email with potential CCLT homebuyer	0.5						
5/17/2024	Jacob	Research and prep response email to homeowner that responded about not mowing	1						
5/17/2024	Tracy	Process land payment and bank deposit	0.25						
5/20/2024	Tracy	Process invoices/payments; following up with late land lease accounts	0.75						
5/20/2024	Jacob	Look at CCLT properties. All were mowed, discuss agreement for CMCA and CCLT via Email	1.5						
5/20/2024	Molly	Review CCLT insurance documents	0.75						
5/23/2024	Tracy	Sent Ground Lease Payment reminder emails and processed payments	1.5						
5/3/2024	Jennifer	Press outreach to Anthony	0.25						
5/28/2024	Molly	Email with CCLT insurance agent, process insurance payment	1						
5/28/2024	Tracy	Generating June 5th agenda for CCLT; processing ground lease payments; processing invoices	1						
5/29/2024	Tracy	Emails about agenda and invoices; Updated draft meeting agenda for June 5th.	0.5						
5/30/2024	Molly	Assemble insurance documentation, review with board officers, pay bill and transfer funds	1.5						
5/30/2024	Jacob	Meet with Finance, CCLT board members about ARPA, Meet with Alex and Anthony about insurance, Housing	2						
5/31/2024	Molly	Discuss CCLT ARPA with Jake and Becky, pay insurance bill	1.25	27.00	billed on MKF timesheet ending 6/8/24				
6/3/2024	Jacob	Look at lots for mowing, discuss Hickman agreement	0.75						
6/3/2024	Tracy	Updating room/calendar invite; email re quorum; draft agenda review. Process ground lease payments.	0.75						
6/4/2024	Tracy	Finalizing, posting, emailing June agenda.	1						
6/4/2024	Molly	Update website	0.75						
6/5/2024	Molly	Review meeting materials and prep for meeting, talk with possible lender for 210 & 212 Hickman, process insurance bill	2						
6/5/2024	Jacob	Write RFP research Solar RFP Research Bioretention, discuss meeting, Hickman, Attend meeting	5.25						
6/5/2024	Molly	Attend CCLT meeting	2						
6/5/2024	Jennifer	Attend CCLT meeting	2						
6/5/2024	Jake	Attend CCLT meeting	2						
6/5/2024	Tracy	Prep, set up, and attend CCLT meeting	3						
6/6/2024	Molly	Transfer money between bank accounts, pay bill	0.75						
6/6/2024	Tracy	Cleanup after CCLT meeting; posting May minutes; working on June minutes; emailing homeowners re board vacancy	3.5						
6/10/2024	Tracy	Ground lease reminders and phone calls; routing invoices; bank deposit	1.5						
6/11/2024	Tracy	Review bank statements from May 2024	0.75						
6/11/2024	Jake	Discuss RFP for land Trust, Check on mowing	1						
6/17/2024	Tracy	Processing and depositing ground lease payments	0.5						
6/20/2024	Tracy	Processing invoices, updating contact list, making name plate, emails	0.75						
6/21/2024	Tracy	Processing invoices, emailing members	0.5						
6/24/2024	Molly	Review ground lease for overdue lease payment procedure and email about same	0.5						
6/24/2024	Tracy	Ground lease reminders sent; processing payments; overdue payments email	1.75						
6/24/2024	Jake	Check on mowing of Land trust lots, discuss RFP for land trust	1						
6/25/2024	Tracy	Ground lease overdue letters drafted and emailed for review; processed ground lease payments	0.5						
6/26/2024	Tracy	Ground lease letters prepared for mailing and mailed certified; added to file in Neighborly	0.5						
6/27/2024	Jennifer	RFP Banking	1						
6/28/2024	Jake	Talk with Doug about Brochure, Discuss land trust Ground lease payments	1.5	35.5	billed on MKF timesheet ending 7/20/24				
7/1/2024	Jake	Email Anthony About RFP, Discuss RFP with Becky, Check on Mowing of Lots	1						
7/1/2024	Tracy	Ground lease payment processing, bank statements, and letters for delinquent ground lease payments	0.5						
7/2/2024	Molly	Review donation of real estate policy and email regarding same	0.5						
7/2/2024	Jake	Discuss possibilities of donations to Land trust. Call and email, discuss with Molly	0.5						
7/2/2024	Tracy	Met with Mid Mo Bank to discuss adding/removing authorized users, emailed Doug and Jeremy about process to add them, entering ground lease payments	1						
7/3/2024	Molly	Reply to email from interested CCLT buyer	0.25						
7/5/2024	Tracy	Generating July 10th agenda and processing ground lease payments	1						
7/5/2024	Jake	Work/Discuss RFP	1						
7/8/2024	Tracy	Finalize, publish, post, and email July 10th meeting agenda; checking with new member (Rikki) about certificate; reached out to clerk about swearing Rikki in at meeting	1						
7/9/2024	Jake	Check on Mowing, discuss ARPA	1						
7/9/2024	Tracy	Deposited ground lease payment at bank; reviewing bank statements for June	1.5						
7/9/2024	Molly	Review accounting discrepancy with Tracy	0.25						
7/10/2024	Tracy	Prep materials, prep room, and attend CCLT meeting	2						
7/10/2024	Jennifer	Attend CCLT meeting	1.25						
7/10/2024	Jake	Attend CCLT meeting	1.25						
7/11/2024	Tracy	Cleanup after CCLT meeting; posting June minutes; research and gather marketing materials	2						
7/11/2024	Jake	Discuss CCLT Meeting	1						
7/12/2024	Jake	Discussion of ways to spend ARPA funds for CCLT	1						
7/12/2024	Tracy	Finished draft minutes from July meeting; processed ground lease payments	1						
7/15/2024	Tracy	Sending ground lease overdue payment reminders	0.5						
7/16/2024	Jennifer	Sec of State	0.75						
7/16/2024	Jake	Work on Land Trust property	1						

7/16/2024	Tracy	Prepping and routing purchase order request Mo Secretary of State	0.5						
7/17/2024	Jacob	Attend Prebid for Cullimore Cottages, discuss after meeting	2						
7/18/2024	Tracy	Sending emails; Obtaining signatures for Bank Checking Account changes	0.5						
7/19/2024	Jennifer	SOS	0.5						
7/19/2024	Jacob	Discuss Arpa land trust with Jobpoint. Discuss how muc subsidy with different nonprofits	2.5						
7/19/2024	Tracy	Processing Ground lease payments; brought paperwork re: checking account updates to bank; SOS payment processing	1						
7/22/2024	Jacob	Work on Land Trust/Job Point Agreement,	1						
7/23/2024	Molly	Review meeting materials	0.5						
7/23/2024	Jacob	Work on ARPA funding	1						
7/24/2024	Molly	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	Molly	Phone call with Doug Hunt about possible donation of homes	1						
7/30/2024	Jake	Phone call with Doug Hunt about possible donation of homes	1						
7/31/2024	Tracy	Process ground leases payments	0.25						
7/31/2023	Jacob	Meet with Job point, discuss land trust	1	38.75	Billed on CFM timesheet ending on 11/9/24				
8/2/2024	Molly	Review Quickbooks renewal information and budget	0.25						
8/5/2024	Tracy	Touch base with Becky on CCLT items; work on draft agenda; schedule meeting to discuss August agenda	0.5						
8/6/2024	Jennifer	Land Trust Meeting Prep	1						
8/6/2024	Molly	CCLT meeting prep	1						
8/6/2024	Tracy	CCLT meeting prep; finalizing land trust meeting attachments for agenda; finalizing agenda, publishing and posting agenda	2.5						
8/7/2024	Tracy	Prepping for monthly meeting; getting check ready for Columbia Landcare for payment; bank statement review	2						
8/7/2024	Jennifer	Bank statement review	0.25						
8/7/2024	Jennifer	CCLT Meeting prep	0.25						
8/7/2024	Molly	CCLT meeting prep and attend meeting	3						
8/7/2024	Tracy	Attend CCLT August meeting - room setup/cleanup and minute taking	2.75						
8/7/2024	Jennifer	Attend CCLT August meeting	2.25						
8/8/2024	Tracy	Cleanup from August CCLT meeting; publishing July agenda; sourcing room for extra meeting; emailing members	1						
8/8/2024	Molly	Email Doug regarding lenders, review Q2 admin expenses, review 6 Fourth Ave docs	1						
8/8/2024	Tracy	Processing invoices; working on minutes from August meeting; starting to gather estimate for trip to conference	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	Jennifer	Ground lease letters prepared for mailing and mailed certified; added to file in Neighborly	0.25						
8/14/2024	Tracy	Processed ground lease payments and paid invoice.	0.5						
8/13/2024	Jacob	Discuss 903 funding, look at mowing on lots	1.5						
8/15/2024	Tracy	Discuss/meeting and preparing closed session agenda for August 20, 2024 meeting.	0.5						
8/15/2024	Jake	Discussion of 903 N Garth, job point money, transfer	1						
8/16/2024	Molly	Email with CMCA realtor regarding Hickman homes, discuss CCLT with lender	1						
8/19/2024	Tracy	Finalizing and posting Aug. 20, 2024 agenda; process ground lease payment/bank deposit; preparing RFP meeting packets; preparing invoices for payment and routing for approval	3						
8/19/2024	Jacob	Bids for Cullimore review	2						
8/19/2024	Molly	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	Jennifer	Meeting prep	0.5						
8/20/2024	Jake	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	Jake	Attempt to Call Anthony/Prep for call	0.5						
8/23/2024	Molly	Discuss and research CCLT donation of homes	0.75						
8/23/2024	Jake	CCLT home Donation guidelines	1						
8/26/2024	Tracy	Sent ground lease invoices for Sept and processed some payments; hotel reservations for Anthony conference in St. Louis	1.75						
8/27/2024	Molly	Return call from lender regarding CCLT homes, review ground lease	0.5						
8/27/2024	Jake	Email Caleb about 7th street, discuss about donations	1						
8/27/2024	Tracy	Conference registration and payment for Anthony; emailed Anthony re: St. Louis conference; emailed hotel tax exemption doc; processed ground lease; Returned call to individual re: ground lease arrearages	1						
8/28/2024	Tracy	Processing ground lease payment and adding conference registration costs to QuickBooks	0.5						
8/28/2024	Jake	Discuss not making 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	51.25	Billed on CFM Timesheet ending 11/23/24				
9/3/2024	Jake	Work on 6 4th Ave plans for CCLT	1						
9/4/2024	Tracy	Processing ground lease payments; emails about mystery check	0.5						
9/4/2024	Jennifer	Paperwork processing	0.5						
9/6/2024	Tracy	Met with Bank to discuss donation check; processed ground lease payments; emails with board re: donation	1						
9/6/2024	Jacob	Discuss donation of homes, discuss unspecified check, email potential CCLT homebuyer	1						
9/9/2024	Molly	Review agenda and items for agenda	0.75						
9/9/2024	Jacob	Meet with Travis at 903 Garth to discuss build with landtrust and potential for build on other lots with land trust	1						
9/9/2024	Tracy	Email for quorum check; reviewing bank statements; discussing and finalizing agenda items and posting/publishing/emailing agenda for Sept 11 meeting	2.25						
9/10/2024	Tracy	Discussed donation check to CCLT with City staff and bank; deposited into bank and did paperwork; meeting prep	1.5						
9/10/2024	Jake	Print off info for CCLT meeting, get plan together for 6 4th ave, flood plain for 7th st.	1						
9/10/2024	Molly	Discuss agenda, discuss CCLT homes with possible buyer	0.75						
9/11/2024	Molly	Discuss agenda items/prep for meeting, inform people of meeting cancellation	1						
9/11/2024	Jacob	Prep for CCLT meeting, inform people of meeting cancellation	2						
9/11/2024	Tracy	Prep for CCLT meeting, tidying and printing documents for meeting, taking steps to cancel meeting, inform people of meeting cancellation	2						
9/12/2024	Molly	Update website	0.5						
9/16/2024	Tracy	Sent ground lease reminders, processing ground lease payments/deposit, and prepping Anthony's travel packet for conference in October	0.75						
9/17/2024	Jake	Check on Lots for mowing, review info for 7th st potential donation	1						
9/17/2024	Tracy	Closing out canceled agenda items in Granicus and moving them to new agenda for October meeting.	0.5						
9/18/2024	Jennifer	CCLT review	0.5						
9/18/2024	Tracy	Processing ground lease payments; bank deposit	0.25						
9/19/2024	Molly	Review CCLT emails, receive ground lease payment	0.5						
9/19/2024	Tracy	Process and deposit ground lease payment; add donation deposit and documentation into Quickbooks	0.5						
9/23/2024	Tracy	Processing/paying invoice from attorney.	0.25						
9/24/2024	Molly	Reply to CMCA about Hickman homes, reply to CCLT accountant	0.25						
9/24/2024	Tracy	Sending out October ground lease invoices; processing ground lease payments; and reviewing overdue accounts	1						
9/24/2024	Jennifer	Email to new council person	0.25						
9/25/2024	Tracy	Emails about October meeting; processing ground lease payments; finishing draft agenda for review by staff	0.75						
9/26/2024	Tracy	Updating draft October agenda with attachments and closed item language	0.5						
9/26/2024	Jake	Discuss with Alex on phone about potential build on 4th ave, Discuss after phone call with staff on best plan to move forward	1						
9/27/2024	Jake	Discuss with Staff what to reply in Email for 4th ave build questions, Email Alex	1						
9/27/2024	Tracy	Processing ground lease payments; Prepping October agenda and finalizing, publishing, and emailing	2	27.75	Billed on CFM Timesheet ending 12/7/24				
10/1/2024	Jacob	Draft email to Alex Labrunerie, discuss meeting items	0.75						
10/1/2024	Molly	Review email to Alex Labrunerie, discuss meeting items	0.5						
10/1/2024	Tracy	Discuss meeting items, processing ground lease payments	0.5						
10/1/2024	Jennifer	Working on Annual meeting/Admin Agreement	1						
10/1/2024	Jacob	Discuss rental compliance, Potential rental guidelines, ARPA, home donations with Rose and Becky	3						
10/2/2024	Jacob	Discuss CCLT Build, Rental, Send Emails, attend meeting	4.5						
10/2/2024	Molly	Discuss CCLT rental and prep for meeting, attend meeting	4						
10/2/2024	Tracy	Prepping for October meeting; setting up room; attending meeting; cleanup after meeting	4.5						

10/2/2024	Jennifer	CCLT prep						0.5
10/2/2024	Jennifer	CCLT Meeting						3
10/3/2024	Molly	Review action items from 10/2 meeting, transfer funds from MMDA account to billpay checking						1
10/3/2024	Tracy	Meeting cleanup started: post approved minutes, research, pay invoices, started minutes, route agreement for 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
10/7/2024	Tracy	Updated and restarted Council agenda item; finished draft meeting minutes from October meeting; started Nov. draft agenda; prepared packet for attorney re: overdue ground lease resident						2.5
10/8/2024	Tracy	Reviewed bank statements; processed ground lease payment/bank deposit						1
10/8/2024	Jennifer	Bank statement review						0.25
10/9/2024	Molly	Process City CCLT admin services bill						0.5
10/10/2024	Jennifer	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	42.25	Billed on CFM Timesheet ending 12/21/24				10
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
10/17/2024	Tracy	Processing ground lease payments; emails regarding updated brochure; processing and depositing check for 2024 administrative services.						1
10/14-10/18/24	Jake	Discuss overdue lease, Agenda, listen to audio, Look not ARPA Cullimore, 7th discussion, Agreements review						10
10/21/2024	Tracy	Processing ground lease and bank deposit						0.25
10/22/2024	Tracy	Processing ground lease and bank deposit						0.25
10/24/2024	Tracy	Sending November ground lease invoices; processing incoming payments						1
10/24/2024	Tracy	Processing ground lease payments; bank deposit						0.5
10/21-10/25/24	Jake	Discussions and emails, look up guidelines, ARPA Cullimore, 7th discuss.						8
10/28/2024	Tracy	Processing ground lease payments; processing invoices for payment						0.5
10/30/2024	Tracy	Working on November agenda items; processing ground lease payments						0.5
10/28-10/31/24	Jake	Look at Agenda, Check on website, Discuss Cullimore, Discuss ARPA, Emails for ARPA, Cullimore,						8
10/31/2024	Tracy	Processing ground lease payments; bank deposit; quorum emails/calendar invite; working on November agenda	32.25	Billed on CFM's Timesheet Ending on 1/4/25, did not run correctly per payroll, need to run again now that payroll issue is resolved (-MKF 11/4/25)				1
11/1/2024	Molly	Review draft agenda, review website hosting information						0.5
11/1/2024	Tracy	Finalizing November agenda, verifying quorum, post and email final agenda						1.25
11/4/2024	Tracy	Updating Cullimore Cottages attachments on Nov. agenda, republish/repost/redistribute; ground lease payment processing; prep and process invoices for payment, discussing via email with Anthony reimbursement for conference expenses						1.5
11/4/2024	Jennifer	Land Trust Meeting Prep						0.5
11/5/2024	Tracy	Prepping for meeting and getting checks ready for signatures						1
11/6/2024	Molly	CCLT meeting prep						0.5
11/6/2024	Cari	CCLT Meeting prep						0.5
11/6/2024	Cari	CCLT Meeting						2
11/6/2024	Tracy	CCLT meeting prep and attend meeting						2.5
11/7/2024	Tracy	Meeting cleanup - processing/mailling checks; publish October minutes; draft minutes, research and emailing items						4
11/8/2024	Tracy	Mailing Tracey Bush-Cook's reimbursement and updating team on to do list; sent ground lease reminders; emailed balance sheet for Tibbs ground lease payments; processed ground lease payments						1.25
11/8/2024	Cari	Looking for the "fundraiser bill of rights"						0.75
11/4-11/8/2024	Jake	Agreements, Discussions with contractors, CCLT Meeting, Lots check, Discussions with CCLT board						12
11/12/2024	Molly	Update account information/remove Tracy from CCLT accounts, verify if Glynite was paid for inspections						0.5
11/14/2024	Molly	Review Bluehost renewal information and review status of bills						0.5
11/15/2024	Molly	Process attorney bill						0.5
11/11-11/15/2024	Jake	Discuss payments, Agreements, ARPA, Check on property, Discussions with CCLT members, RFP ARPA						10
11/18/2024	Molly	Receive and deposit ground lease payment						0.5
11/19/2024	Molly	Review status of bills						0.75
11/21/2024	Molly	Process and pay attorney bill						0.5
11/18-11/22/24	Jake	Email ARPA Cullimore, Discuss groundlease pmt, Check on lots, Discuss CCLT w/CMCA,						8
11/25/2024	Molly	Respond to interested homebuyer email, discuss purchase of closed session houses with Jake						0.5
11/26/2024	Molly	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	Receive ground lease payment and sent ground lease reminders.						1
11/26/2024	Jake	Discuss CCLT meeting agenda and seventh st houses						1.5
11/26/2024	Jennifer	Discuss CCLT meeting agenda and prepare draft budget						1
11/27/2024	Molly	Receive ground lease payments	56.75	Billed on CFM's timesheet Week Ending 1/18/25				0.25
12/2/2024	Molly	Receive ground lease payments, review overdue ground lease payments, review bluehost renewal, review and publish board meeting agenda	1.75	*** Cari billed this as 52.75, will bill additional 4 hours in March 2025				1.75
12/4/2024	Molly	Review board member appointments and terms, receive ground lease payment, prep for meeting, attend meeting						6
12/4/2024	Jake	Prep for meeting, attend meeting						3
12/4/2024	Jennifer	Prep for meeting, attend meeting						3
12/5/2024	Molly	Meeting cleanup, work on meeting minutes						1.5
12/9/2024	Molly	Send out 2025 meeting invites						0.25
12/9/2024	Cari	Process Columbia Landcare invoice and emailed Anthony about mail recieved in office						1
12/10/2024	Jennifer	Real Estate Flyer						1
12/10/2024	Jennifer	Entering 2025 meetings into Legistar						0.5
12/12/2024	Molly	Respond to interested homebuyer email, discuss realtor RFP						0.75
12/13/2024	Jennifer	Distribute CCLT flyers re: realtor search						1
12/16/2024	Molly	Train Cari on processing CCLT bills, receive ground lease payment, send reminders for overdue ground lease payments						0.5
12/16/2024	Cari	Learned about processing CCLT bills and payments						0.5
12/17/2024	Molly	Receive ground lease payments, review FY25 budget						0.75
12/17/2024	Cari	Set FY25 budget up in Quickbooks						0.5
12/18/2024	Jennifer	CCLT correspondence						0.25
12/20/2024	Molly	Discuss BOI with Jennifer, receive ground lease payment, draft meeting minutes						1.5
12/23/2024	Molly	Review letter from Cincinnati Insurance, receive and deposit ground lease payments, renew Grounded Solutions Network membership, draft meeting minutes						2
12/23/2024	Cari	Ground leases and corrections to spreadsheets for ground lease tracking						1
12/23/2024	Jennifer	Reach out Cincinnati Insurance and TIG Advisors						0.5
12/30/2024	Molly	Receive and deposit ground lease payments						0.5
12/30/2024	Jennifer	BOI						0.75
12/30/2024	Jennifer	January 2025 CCLT meeting prep						0.75
12/30/2024	Jake	Cullimore cottages and other misc. items throughout the month						20
12/31/2024	Molly	Receive ground lease payment, finish draft meeting minutes, review draft agenda for january meeting	50.75	Billed on CFM timesheet WE 2/1/25				1.5

[illegible]