

Pitkin Thomas I Manager Report I November 2023

Monthly Duties:

- Pay Invoices
- Produce Monthly Newsletter
- Website Updates
- EMC Mail
- Deliver Checks to Bradshaw's Office
- Collect EMC Dues and Fees
- Maintain EMC Membership Contact Information
- Preserve EMC Records
- Assist HOs with Problems and Concerns
- Produce Monthly Manager's Report

Additional Work Performed:

- Collected Final Overdue Payments
- Merl Kirkley Backfill
- Assisted Firewise Committee with Information for Grant
- Meeting with Nicki
- Filed Annual Report for Non-Profits w/ Wa State
- Worked with the Finance Committee to Initiate 2024 Invoicing
- Reached Out to New Members, and Sent Welcome Packets
- Facilitated Roads Committee Meeting
- Facilitated Garbage Facility Meeting
- Filed USFS Special Use Permit
- Organized December Board Meeting
- Obtained a New Batch of E4 Keys

Next Steps:

- Work with the Finance Committee and Our Accountant to Finalize Invoicing for 2024
- Assist the Garbage Facility Committee in Furthering the Project
- Provide Assistance to Other EMC Committees, as Needed
- Sell 'Bela' the EMC Tractor
- Pursue Estimates for Road Improvements
- Assorted End of Year Duties

Craig Hook:

A water main leak on Mustard Mtn was repaired.

The drainage repair between Fawn Road and the entrance has been postponed until next year. The ditch along the edge of the pavement was filled with gravel. The final section of culvert at the intersection of Highland/Homestead was installed. A temporary concrete patch was installed in the pavement because no paving contractor was interested in such a small job. Issac Buzzard has some asphalt jobs for next season and he will add it to the list.

An aggravating back and forth with the county was concluded with the addition of the new house on the corner of Cassal/Homestead to the LOSS system.