

Pitkin Thomas I Manager Report I December 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
- Regular Communications to Membership regarding roads and infrastructure
- Prepare Expense Requests for EMC Staff and Volunteers
- Work with Contractors to provide EMC services

Additional Work Performed:

- Facilitated December 2023 Board Meeting
- Okanogan County/Josh Unser on Sewage Fees and Plans
- Drafted Letter on EMC Invoicing to Membership
- Updated Neighborhood Groups on Master List of EMC Contacts
- Sold Bela, the EMC Tractor
- Worked with our accountant and the Finance Committee to finalize invoicing
- Provided several members with E4 Keys
- Met with Palm in regards to EMC Contracts

Next Steps:

- Send out invoices for 2024
- Pursue Estimates for Road Improvements
- Assist the Garbage Facility Committee in Furthering the Project
- Assist Roads Committee in furthering road improvements and policies
- Provide Assistance to Other EMC Committees, as Needed
- Prepare for February board meeting