

Pitkin Thomas I Manager Report I April 2024

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:

- Meeting with ACC
- Completed Sod Hut renovations
- April Board Meeting
- Finance Committee Meeting
- Purchased Signs for Roads and Pool
- Produced Sign-Up Form for Chipping Event

Next Steps:

- 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 Annual Meeting and BBQ
- Process Checks for EMC Dues
- Work with Jeremy to improve EMC functions
- Inspect Cattle Fence

Jeremy Sisneros | Manager Report | April 2024

Monthly Duties:

- Water testing
- Read Water Meters
- Road Maintenance
- Campground Maintenance
- Accessory Building Maintenance
- Inventory Review
- Transfer files from previous Ops Manager
- Water Distribution Certificate Class

Additional Work Performed:

- Begin Toilet replacement at Sod Hut

Next Steps:

- Pursue Estimates for Road Improvements
- Prepare pool for opening day May 25th
- Provide Assistance to Other EMC Committees, as Needed
- Spray Meadow for Whitetop
- Continue with Water Distribution Certification classes
- Prepare all equipment for use