

Pitkin Thomas I Manager Report I January 2025

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
- Assist Realtors in Sales and Transfers
- Coordinate Snow Removal Efforts
- Provide EMC Keys to members, as needed

Additional Work Performed:

- Meeting with Larry, Ed and Jeremy regarding roads, and waterline replacement.
- Traveled to Omak to purchase the new EMC Truck, also outfitted it with snow tires.
- Purchased and installed a 'Sand Can' for the entrance of Edelweiss and removed Santa.
- Phone call with Sam Naney to understand grooming on E. Fawn., followed up with a survey to the community and emails to Roads Committee & Cascade Concrete.
- Hosted a Finance Committee meeting to review Samdal's study and make edits.
- Removed snow from dumpster at the request of WasteWise.
- Attended HOA meet-up via Zoom.
- Various phone conversations with members to help them understand the 2025 fees.

Next Steps:

- Meet with OCEC regarding the Waterline Project, *hopefully in February.*
- Pursue Competitive Estimates for Waterline Project, *I reached out to a dozen contractors now waiting for replies.*
- Assist Roads Committee in furthering road improvements and policies, *hosting Roads Meeting on Feb. 5th.*
- Provide Assistance to Other EMC Committees, as Needed

- Collect Late EMC Dues, *two members are completely unresponsive.*
- Work with Jeremy to improve EMC functions
- Move Forward with Sunflower Road Issue, *still waiting on a response from our attorneys.*
- Work with Garbage Facility Committee to further project.

Jeremy Sisneros | Manager Report | January 2025

Monthly Duties:

- Water testing. Monthly samples sent to OK County Public Health
- Read Water Meters. Monthly water usage recorded per meter/owner
- Road Maintenance.
- Campground Maintenance. Cleaning of Sod Hut
- Accessory Building Maintenance. Check pumps, equipment, valves, etc for req maintenance

Additional Work Performed:

- Daily road condition check, sanding and plowing as necessary
- Pick up new work truck in Omak
- Obtain estimates for new snow plow and sand spreader for truck.

Next Steps:

- Pursue Estimates for Road Improvements
- Provide Assistance to Other EMC Committees, as Needed