

Pitkin Thomas I Manager Report I January 2026

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:

- Facilitated Roads Committee Meeting
- Spent time communicating with Jordan on his new position
- Tabs on new truck
- Started processing checks for 2026 Dues
- Numerous address updates for 2026 Invoicing
- Communications regarding an abandoned truck in the campground

Next Steps:

- Provide Assistance to EMC Committees, as Needed
- Collect EMC Dues
- Work with Jordan to improve EMC functions
- February 2026 Board Meeting

Jordan Houze | Manager Report | January 2026

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:

- Sand Homestead and Highland
- Dangerous tree removal
- Ordered 2 loads sand

Next Steps:

- Continue road assessments
- Provide Assistance to Other EMC Committees, as Needed