Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	MBJ Reviewed	Notes	Status
26-001	1/13/2026 10:42:23	tdonjuan@cityofchipley.com	Document/Contract Review	**Can you provide me with a total for the lien and attorney fees for Case No. 808, Redd Whyte, LLC, 550 Bennett Drive?**	1/13/2026	1/20/2026	Tamara Donjuan	1/19/2026	Sent total to TD	complete
26-002	2/12/2026 12:28:48	ptanner@cityofchipley.com	Draft Document	**City Council asked that you prepare a policy for the cemetery per the discussion at the January meeting. I have attached the minutes and I am emailing the audio of the meeting so you can hear what they are looking for. Thank you.**	2/12/2026	3/2/2026	Patti Tanner	6/8/2026	Sent cemetery and animal control ordinances to PT	complete
26-003	2/17/2026 13:53:15	tdonjuan@cityofchipley.com	Document/Contract Review	**Michelle these are two code enforcement cases that have tax deed surplus. Will you complete them for the city. 550 Bennett Dr and 499 Martin Luther King Dr**	2/17/2026	3/3/2026	Tamara Donjuan	2/27/2026	Sent surplus claim forms to TD	complete
26-004	2/20/2026 14:06:04	ptanner@cityofchipley.com	Draft Document	**We need legal authority letters for the attached resolution please.**	2/20/2026	2/24/2026	Patti Tanner	3/2/2026	Sent letters to PT	complete
26-005	4/14/2026 10:20:43	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	**Pamela Moore Etal & David Marshall, 869 Chesnut Hill, has an active code case. I need a lien amount and attorney fees break down. I will attach the order below. Thank you.**	4/14/2026	4/21/2026	Tamara	4/17/2026	Sent fines to TD	complete
26-006	4/15/2026 10:25:45	ptanner@cityofchipley.com	Draft Document	**Draft amnesty letters to 746 West Blvd/618 Bennett/618 9th Street re: resolution for fees/costs**	4/15/2026	4/22/2026	Patrice Tanner	5/1/2026	Sent draft and memo to PT and TD	complete
26-007	4/16/2026 14:11:07	tdonjuan@cityofchipley.com	Draft Document	**Can you prepare a release of lien for Latonia McKinnie, 1167 6th Ave.? She paid the attorney fees on 11/13/25. I have attached the order for your reference.**	4/16/2026	4/23/2026	Tamara Donjuan	5/1/2026	Sent draft to TD	complete
26-008	4/24/2026 15:40:18	tdonjuan@cityofchipley.com	Draft Document	**Attached is the receipt for 1471 S Railroad Ave. Can you please submit a release and cancel the court hearing?**	4/24/2026	5/1/2026	Tamara Donjuan	5/1/2026	Sent draft and memo to TD	complete
26-009	5/13/2026 10:20:05	tdonjuan@cityofchipley.com	Document/Contract Review	**Can you complete a satisfaction for Code Case 470? Attached are the order and receipt for attorney fees.**	5/13/2026	5/20/2026	Tamara Donjuan	5/27/2026	Sent draft settlement and release to TD	complete
26-010	6/24/2026 9:26:08	tdonjuan@cityofchipley.com	Draft Document	**Michelle has there been a satisfaction done for code case 243, Richard L and Diana Barrentine Estate, 1214 Johnson Ave? I have attached the settlement and release document. Will a separate satisfaction be needed? Document attached.**	6/24/2026	6/30/2026	Tamara Donjuan	7/2/2026	Sent draft to TD	complete
26-011	7/22/2026 7:45:13	PTanner@cityofchipley.com	Draft Document	**Michelle, Just a reminder that we will need a deed for the church for 1278 Holley Avenue. Thank you, Patti**	7/22/2026	7/24/2026	Patrice Tanner	7/24/2026	Sent memo and deed and resolutions to PT	complete
26-012	9/2/2026 8:57:13	ptanner@cityofchipley.com	Document/Contract Review	**Attached are the Bid Documents for the North 2nd Street Project. I will have to email you the construction contract because the file is too large.**	9/2/2026	9/3/2026	Patti Tanner	9/3/2026	Sent memo to PT, pending further correspondence	PENDING
26-013	9/4/2026 8:42:11	ptanner@cityofchipley.com	Document/Contract Review	**WildStar is requesting the change to the insurance requirements per our previous discussion. I wanted to send this to you for review prior to adding it to the agenda.**	9/4/2026	9/4/2026	Patti Tanner	9/8/2026	Emailed revisions	Complete
26-014	9/4/2026 8:51:35	ptanner@cityofchipley.com	Document/Contract Review	**We discussed through email the Facebook Policy to be put in place for turning off comments. I am sending you our current Facebook Policy. This one was last addressed in February of 2021.**	9/4/2026	10/1/2026	Patti Tanner	9/21/2026	Sent revised social media policy to PT	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	MBJ Reviewed	Notes	Status
26-015	9/4/2026 11:56:05	ptanner@cityofchipley.com	Draft Document	**Sandra Brewer called and asked about a lien reduction application on the following case:** **Code Fines – 746 West Blvd. Mrs. Tanner stated Impulsive Expressions LLC is requesting fines to be waived for property located at 746 West Blvd. Attorney fees as of 07/07/2026 total $2,571,85. Total fines through July 7, 2026 at $61,500.00. Attorney Jordan stated this is an active foreclosure case, but the property has since been brought into compliance. This request was approved previously for a different individual.** **A motion was made by Council Member Russell and seconded by Council Member Cain to collect the attorney fees in the amount of $2,571.85 for the property located at 746 West Blvd. The motion passed unanimously.** **They have not paid the attorney fees as of today.**	9/4/2026	9/8/2026	Patti Tanner	09/15/202	Directed debtor to PT for payment plan	Complete
26-016	9/4/2026 13:24:33	ptanner@cityofchipley.com	Draft Document	**At the August meeting Ms. McCall brought up about registered sex offenders. You stated you would bring additional information regarding this matter to the September meeting. Do we need to add something to the agenda since we do not discuss department reports, or will you just bring it up during the meeting? If we need to add it to the agenda we can do that today because we have a couple of other items to send out today.**	9/4/2026	9/4/2026	Patti Tanner	9/30/2026	Sent proposed redlines and ordinance changes for council review	Complete
26-017	9/9/2026 13:15:52	ptanner@cityofchipley.com	Document/Contract Review	**Please update the attached agreement to include the insurance requirements approved by council on 09/08/2026. Once we receive it back we will get it signed by WildStar.**	9/9/2026	9/11/2026	Patti Tanner	9/18/2026	Emailed approved agreement to PT	Complete
26-018	9/17/2026 13:48:46	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	**We have someone interested in purchasing 1209 Campbellton. Can you please send me the attorney fees due on this property. And then once I receive the offer I will send it to you for your review prior to placing it on the agenda in October.**	9/17/2026	9/18/2026	Patti Tanner	9/18/2026	Emailed report to PT	Complete
26-019	9/28/2026 15:00:48	ptanner@cityofchipley.com	Document/Contract Review	**Attached is the information we spoke about earlier today from Habitat for Humanity. Please let me know if you need anything else from me so I do not hold up the process. Thank you.**	9/28/2026	9/30/2026	Patrice Tanner	9/29/2026	Pending review of property survey	PENDING
26-020	10/8/2026 8:12:03	ptanner@cityofchipley.com	Draft Document	**As discussed yesteray afternoon, please prepare a Local State of Emergency document for our meeting today at 3 pm.**	10/8/2026	10/8/2026	Patti Tanner	10/8/2026	Sent SOE document to PT	Complete
26-021	10/19/2026 7:14:40	ptanner@cityofchipley.com	Draft Document	**It was brought up in the August meeting about E-Bikes and golf carts. Can you please prepare some information for the November meeting for review and discussion by the City Council on these topics and what other communities are doing.**	10/19/2026	11/3/2026	Patrice Tanner	10/27/202	Sent memo to PT and CMR, preparing memo for November meeting	PENDING

Attorney	Court Judge Docket No.	Parties	Case Status	Case Name	Description	Outside Counsel	Opposing Counsel	Defendant Name	Street Address	Street Address Add't
Goldhagen, Matt	**Court:** Washington Co. - County Civil **Case No.** 2024-CA-61 **Judge:** Frederick Peel **Magistrate Judge:** N/A	**Plaintiff(s):** City of Chipley **Defendant(s):** Terry Davis, Washington Co. Clerk of Court and Washington County Tax Collector	5/12/26 - Status Hrg scheduled for 8/10/26. 8/10/26 - Case will be closed if no record activity/settlement in 60 days. Settlement reached. Order of dismissal entered.	COC v. Terry Davis	Foreclosure of Code Enforcement Lien / 504 MLK Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689		Davis, Terry	504 MLK Dr.	
Goldhagen, Matt	**Court:** Washington Co. - County Civil **Case No.** 2024-CC-094 **Judge:** Colby Peel **Magistrate Judge:**	**Plaintiff(s):** City of Chipley **Defendant(s):** Impulsive Expressions, LLC	2/18/26 - CMC held. 5/12/26 - Status Hrg scheduled for 8/10/26. 8/10/26 - Case will be closed if no record activity/settlement in 60 days.	COC v. Impulsive Expressions, LLC	Foreclosure of Code Enforcement Lien / 746 West Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9703	R. Wes Adkison, Esq. Kerry Adkison, P.A. P. O. Box 669 Chipley, FL 32428 Phone: (850) 638-2643 office@adkisonfirm.com kayla@adkisonfirm.com	Impulsive Expressions	746 West Blvd	
Goldhagen, Matt	**Court:** Washington Co. - County Civil **Case No.** 2024-CA-120 **Judge:** Federick Peel **Magistrate Judge:** N/A	**Plaintiff(s):** City of Chipley **Defendant(s):** Gwaun Reed & Ken Naker, Washington Co. Tax Collector	2/23/26 - Need to send discovery once approved by MG. 5/22/26 - Need to Draft MSJ. 7/30/26 - MSJ drafted. 8/10/26 - MSJ filed. 9/3/26 - MSJ hearing scheduled for 10/21/26. 10/21/26 -MSJ granted. Waiting for FSJ to be entered.	COC v. Gwuan Reed	Foreclosure of Code Enforcement Lien / 618 Bennett Dr. & 618 9th St	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9688		Reed, Gwuan	618 Bennett Dr.	618 9th St.