

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Brianna Hoxie

DEPARTMENT

Deputy Clerk

MONTH

December 2023

TASKS COMPLETED

Utility Billing Payments, Move in move outs, Late notices, Red Door, CC Meeting Minutes, Closing batches, Accounting, billing with Kyla.
Reviewed Claims. Well Logs

PROJECTS IN PROGRESS

CC Meeting Minutes
Payments
Filling Claims
Making sure Claims are all scanned in
Fixing some accounts in black mountain

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS