

Edgewood at Everlands Homeowners Association Board of Directors Reimbursement Policy

Per the Edgewood at Everlands HOA By-Laws 4.4 Compensation: No Director shall receive compensation for any service rendered as a Director to Association; provided, however, any Director may be reimbursed for actual expenses incurred as a Director. Requests for reimbursement for any out-of-pocket expenses incurred by a Director, along with accompanying receipts, must be submitted to the property management company within 45 days and are subject to Board approval.

Reimbursement for mileage is not standard practice in HOAs. Directors of the Edgewood at Everlands HOA will not be reimbursed for local mileage. However, a Director who travels a distance of more than 50 miles one way on official HOA business may submit for mileage reimbursement provided they include proper documentation, which is critical for maintaining transparency and supporting the association's tax-exempt status. Directors submitting mileage for reimbursement must:

- Complete a mileage reimbursement form, including the date, purpose of travel, starting location, destination, and total miles driven for each trip.
- Attach any supporting documentation.
- Submit the completed reimbursement claim within 45 days following travel.

Mileage claims will be reviewed and approved at the discretion of the Board.

Mileage will be reimbursed at the current rate established by the Internal Revenue Service (IRS) or relevant governing authority. The IRS rate is reviewed annually and adjusts for inflation and operating costs.

- The current IRS standard mileage rate can be found on the official IRS website.
- If the HOA chooses to set a rate different from the IRS standard, the alternative rate must be clearly documented and approved by the Board.

Policy adopted on August 13, 2025 at a properly noticed meeting of the HOA Board of Directors.