

**BOARD OF DIRECTORS MEETING
EDGEWOOD AT EVERLANDS HOMEOWNER ASSOCIATION, INC.**

Date: Wednesday, August 13th, 2025

Time: 4:00PM

Location: Zoom

Meeting Minutes

1. Call to Order – Michael called the meeting to order at 4:02pm
2. Establishment of a Quorum
 - a. Board members Michael Norrie, Cynthia Kushner, and Janet Distaso were present, quorum certified. Christina Bush from Elite was present.
 - b. Homeowners- Anthony Dulmer and Carlos Sainte were also in attendance.
3. Proof of Notice –
 - a. Proof of notice was posted on the mailbox, in the pool house, on the website, and AppFolio.
4. Board Reports – None
5. Old Business – **Ratify reimbursement of mileage to previous board president**
 - a. The HOA Board met in executive session following the meeting to discuss a request for mileage reimbursement submitted by former HOA Board President Tim Paterson on the last day of his service as a member of the Board. Mr. Paterson requested mileage reimbursement for FY 2024 in the amount of \$210.92 and for FY 2025 in the amount of \$338.52 for a combined reimbursement total of \$549.44 for driving while on official HOA business. The Board felt it was irregular that Mr. Paterson waited until his last day of service on the Board to submit a request for mileage reimbursement when he previously had not requested to be reimbursed during his tenure as President. After consulting with the new property management company, the Board made a unanimous decision to pay out Mr. Paterson's mileage request to conclude his involvement with the Board.
 - b. The Board ratifies the reimbursement of \$549.44 in mileage expenses paid to former Board President Tim Patterson, which was previously approved in an executive session on July 8th.
 - c. Cynthia motioned to ratify the decision, Janet 2nd, all were in favor, motion passes.

6. New Business – Board Compensation Policy

- a. The Board discussed adopting a new reimbursement policy clarifying that directors will not be reimbursed for local mileage but may submit for reimbursement when traveling more than 50 miles one way on official HOA business, with proper documentation required within 45 days.
 - i. The policy specifies that mileage will be reimbursed at the current IRS rate and all reimbursement requests are subject to Board approval.

See policy:

**Edgewood at Everlands Homeowners Association
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.
- b. Janet motioned to adopt the new policy, Michael 2nd, all were in favor, motion passes.

7. Owner Comments – None

8. Adjournment – Cynthia motioned to adjourn the meeting at 4:10pm.