

BOARD MEETING

September 26, 2024

3:00 pm – Towne Properties Location

Attendance Don Volland, Lucille Rodwich, Mike Ramage, Pete Linstruth, Tony Gallo, Victor Schneider, Tamara Krauch ,Amy Sekula

The Board unanimously named Tamara Krauch Finance Committee Chair

Landscape report submitted by Pete Linstruth, reviewed by the board and approved to be posted on website

Creative Image selected as Landscape contractor for 2025 with additional two years. Signed by board member. Contract will be posted to web site for community by Pete or Mike

Financial Statement reviewed by board. Tamara has a few questions/issues about classification. Tamara will work with Amy for clarification and change if necessary. Tamara is also looking into community electric usage. Tamara is reviewing capital reserve positions; what needs to be accounted for as normal or ongoing expenses and what should be considered capital expenditures.

Board members is reviewing 3 year contract renewal for Towne Property. The expectation is to complete process by Oct 15 (This process has been delayed due to medical issue of board member)

Projected budget due to Board from Towne by Oct 1. Meeting for budget to discuss details scheduled Oct 14 at 3:00 Towne location. The goal to have it finalized for Community meeting scheduled for Nov 7

Victor Introduced new corporate regulation which will cost community \$500 then \$250 per year as officers change. Board subsequently voted 3 (Linstruth, Ramage, Gallo) /1 (Rodwich)/1(Volland) to do this work in house. Person responsible has not been named.

CORPORATE TRANSPARENCY ACT

"CTA"

1. What is the CTA?

The Corporate Transparency Act is a federal law aimed at stopping illegal activities like tax fraud, money laundering, trafficking, and funding for terrorism.

It is intended to provide law enforcement with beneficial ownership information to detect this type of misconduct through business entities.

According to Congress, using shell corporation and anonymously owned businesses is a widely used tactic that affects national security and economic integrity.

2. FinCEN Exemptions

- a. CTA provides 23 exemptions, most of which are entities like public companies and financial institutions
- b. HOAs that were formed as a 501(c)(4) social welfare organizations or charitable HOAs.
- c. Unincorporated HOAs. If an HOA was not created by the filing of a document with the Secretary of State then it is not a domestic reporting company and may be exempt.

3. Who must file?

a. Reporting Companies

- 1) Towne Properties
- 2) Homeowners Associations

b. Beneficial Owners of the HOAs

Beneficial Owners are:

- 1) Board Members
- 2) Any lot owner who owns more than 25% of the lots in the association

4. What is required in the report?

a. Reporting Company:

- 1) Full legal name
- 2) Any trade or "doing business as" names, whether registered or not
- 3) Complete current address, which means a physical address within the community
- 4) State jurisdiction of formation
- 5) IRS Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)

b. Beneficial Owners

- 1) Full legal name
- 2) Date of birth
- 3) Residential address
- 4) Photocopy of ID including
 - Non-expired passport issued by the US government
 - Non-expired identification document issued by a State or local government
 - Non-expired driver's license issued to the individual by a State; or
 - Non-expired passport issued by a foreign government, if the individual does not possess any of the other documents

Pete research unused mowings question:

There was discussion about unused mowings today. It is imperative we understand issue our contract addresses what is to be done when Mother Nature impacts mowings (deduction in monthly fee, other functions to replace mowing, or nothing). Towne regional manager has experience with RFP that may enhance understanding of these matters.

Pete advised board:

Pete talked to Decor and our new provider Creative image about unused mowings in both our existing landscape contract with Decor and our 2025 contract with Creative Image. Both said in the unlikely event that mother nature doesn't permit community to get in all 25 mowings/mulching visits they would substitute other services like extra bed maintenance or fall leaf removal; but no adjustments to the regular contracted monthly payments will be made. (Mike has used at least one of our unused mowings for storm debris removal.)

Maturing CD Approval Lucille, Pete, Mike, Tony pending new rate shop close to maturity date of Oct 24 2024

Finance report posted after approval by Don Volland, Mike Rumage, Lucille Rodwich, Pete Linstruth, Tony Gallo – Tamara will continue to work with Towne to understand and or reclassify and undedrstand expenses

Board schedule a meeting Oct 14, 2024 3:00 Towne location to discuss budget and other pending matters

Submitted by Lucille Rodwich