

Business Meal — Substantiation Record

Prepared 2026-09-04 · Oakline Property Co., LLC meeting · Retain with the transaction in the books of account.

Amount (final, incl. tip) \$175.20 (pre-tip \$146.20, tip \$29.00)

Date & time Friday, September 4, 2026, 6:40 PM – 8:35 PM

Place Harbor & Vine, 412 Lakeview Ave, Orlando, FL

Booked to Oakline Property Co., LLC

Deductible (50%) \$87.60 — IRC §274(n)

ATTENDEES & BUSINESS RELATIONSHIP

- Jordan Morgan — Member, Oakline Property Co., LLC
- Casey Morgan — Member, Oakline Property Co., LLC

BUSINESS PURPOSE

Meeting of Oakline Property Co., LLC (members) — review of business, decisions recorded in each entity's minutes.

BUSINESS DISCUSSED — MINUTES

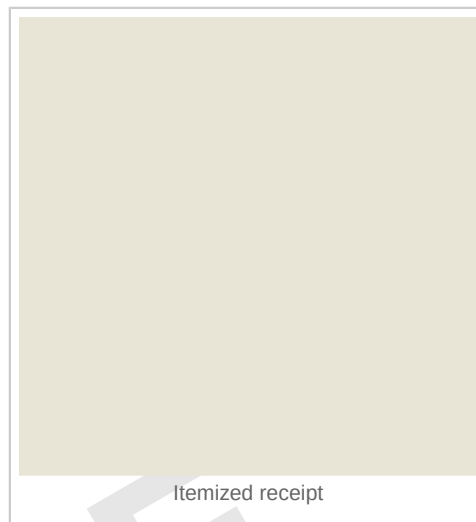
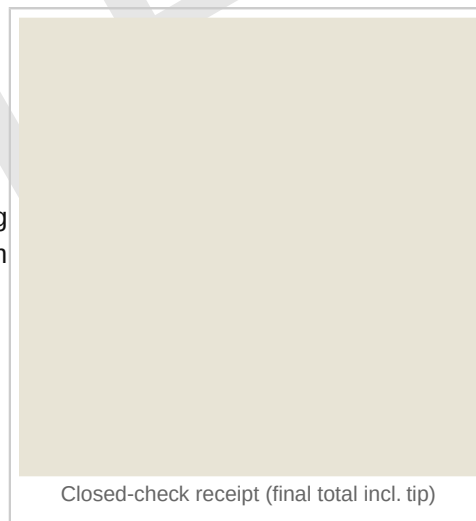
Oakline Property Co., LLC

- **Quarterly review.** Reviewed Q3 operating results for the Maple Street duplex: both units occupied, rent collected in full, one plumbing repair of \$412 in August.
- **Insurance and risk.** Landlord policy renews October 15. Discussed raising the liability limit and adding an umbrella policy; quotes to be requested from the current broker and one other.
- **Cash, distributions and reserves.** Operating account holds about 4 months of expenses. Agreed the reserve target stays at 6 months before any distribution is considered.

Full minutes with attendance, quorum, resolutions and signatures follow in this document.

ITEMS ORDERED (ITEMIZED)

Grilled snapper	\$38.00
Short rib	\$42.00
Two glasses Rioja	\$28.00
Shared dessert	\$14.00
Sparkling water	\$6.00
Sales tax	\$18.20



Local business meal: deductible under IRC §162, limited by §274(k) and §274(n) (50%), records kept per §6001. Elements recorded to the §274(d) / Treas. Reg. §1.274-5T standard — amount, time, place, business purpose, business relationship — which governs directly when the meal is incurred while traveling away from home. Prepared the same night by the officer named on the minutes using Dinner Minutes; not tax advice.

Oakline Property Co., LLC

a Florida limited liability company

Minutes of a Regular Meeting of the Members

Friday, September 4, 2026

PLACE AND DURATION

Harbor & Vine, 412 Lakeview Ave, Orlando, FL. The meeting lasted approximately 2 hours.

ATTENDANCE

- Jordan Morgan, Member
- Casey Morgan, Member

2 of 2 on the roster of the Members being present, a quorum was present.

BUSINESS DISCUSSED

Quarterly review

Reviewed Q3 operating results for the Maple Street duplex: both units occupied, rent collected in full, one plumbing repair of \$412 in August.

Insurance and risk

Landlord policy renews October 15. Discussed raising the liability limit and adding an umbrella policy; quotes to be requested from the current broker and one other.

Cash, distributions and reserves

Operating account holds about 4 months of expenses. Agreed the reserve target stays at 6 months before any distribution is considered.

RESOLUTIONS

Resolved: the Company shall obtain at least two quotes for a \$1,000,000 umbrella liability policy before the October 15 renewal, and the Members shall select a carrier by written consent.

Resolved: no member distribution shall be made for the third quarter of 2026; excess cash shall be retained until the operating reserve reaches 6 months of expenses.

CARRIED FORWARD

- Decide whether to refinance the Maple Street mortgage when the current rate lock window opens in November.

Cross-reference. A business meal in the amount of \$175.20 (including gratuity) was incurred in connection with this meeting. The itemized receipts and the substantiation elements for that meal are recorded on the Business Meal Substantiation Record that opens this document, retained with the books of account.

Jordan Morgan

Member

Casey Morgan

Member

Approved by Jordan Morgan on 2026-09-04 at 23:10 UTC and signed by the signatories present, whose signatures were applied by the approving officer. Prepared by the Company's own officer using a template; Dinner Minutes is not a law firm and this is not legal advice.