

Oakline Property Co., LLC

a Florida limited liability company

Minutes of a Regular Meeting of the Members

Friday, September 4, 2026

TIME AND PLACE

6:40 PM to 8:35 PM, at Harbor & Vine, 412 Lakeview Ave, Orlando, FL.

ATTENDANCE

- Jordan Morgan, Member
- Casey Morgan, Member

2 of 2 on the roster of the Members being present, a quorum was present and the meeting was called to order.

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.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:35 PM.

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 five substantiation elements required by IRC §274(d) and IRS Publication 463 are recorded on the separate Business Meal Substantiation Record for 2026-09-04, retained with the books of account.

Jordan Morgan

Member

Casey Morgan

Member

Approved by Jordan Morgan on 2026-09-04 at 21:48 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.

SAMPLE