

Foundation

POLICIES FOR ACCEPTANCE OF GIFTS MAY 2025

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MAPLE KNOLL COMMUNITIES' FOUNDATION
FOR THE BENEFIT OF MAPLE KNOLL COMMUNITIES

MAPLE KNOLL COMMUNITIES' FOUNDATION GIVING PHILOSOPHY:

Gifts are accepted by the Maple Knoll Communities' Foundation to support Maple Knoll Communities' mission of providing care and services for older adults. The Development Program provides donors many opportunities to manifest a tangible expression of care and interest in Maple Knoll Communities Foundation by sharing their resources in a meaningful way and by helping donors meet their needs.

I. PROTECTION OF DONOR'S INTEREST

Maple Knoll Communities' Foundation and its representatives shall always consider the donor's financial situation, and no donor shall be encouraged to make an inappropriate gift. All donor gifts and records and prospect donor information will remain confidential to Development staff and other authorized personnel.

II. FUNDING

Maple Knoll Communities' Foundation may receive gifts of cash, securities, life insurance policies, individual retirement account plans, crypto currency, real estate or personal property which may be an outright gift or deferred gift. Maple Knoll Communities Foundation maintains the right to accept or reject any gift.

III. AUTHORITY OF NEGOTIATION

The following persons are authorized to accept gifts from donors: Chairman of the Board, Board of Directors, President, CEO, Chief Financial Officer, Vice President of Finance, Corporate Development Director, General Manager of WMKV/WLHS 89.3 & 89.9 FM, Executive staff, Development staff and any designated representative by the President, CEO, all of whom have been trained in this area. The President, CEO and the Corporate Development Director approval are necessary for:

1. Gifts of real or valuable property.

2. Gifts which call for the distribution of funds to other charities or individuals.

The President, CEO, Vice President of Finance, Chief Financial Officer, Chairman of the Board, and Corporate Development Director are authorized to sign gift agreements.

IV. USE OF LEGAL COUNSEL

Maple Knoll Communities' Foundation shall seek advice of legal counsel in all matters pertaining to its giving programs; gift agreements may be reviewed by legal counsel. All prospective donors will be urged to seek their own counsel in matters of estate planning, taxes, and planned gifts. It is not the province of The Maple Knoll Communities' Foundation & BHI staff to give legal advice; the donor's counsel must bear responsibility for all legal conclusions and advice.

V. PROCEDURES FOR MANAGING AND PROCESSING GIFT VEHICLES

Stock or Securities

1. The Maple Knoll Communities' Foundation is interested in receiving gifts that may be in the form of negotiable stock or securities.

2. The donor should be advised that, in most cases, upon receipt of the Securities certificates or electronic transfers, The Maple Knoll Communities' Foundation will turn such securities over to the Institution's brokers for sale.

3. Special care needs to be taken to protect tax advantages that a donor may gain by making a gift of appreciated stock or securities to The Maple Knoll Communities Foundation.

4. It is preferred that the stock certificates be sent unendorsed with the properly executed stock power form being mailed in a separate envelope.

5. If the certificates have already been endorsed by the owner, it is preferable that they be **hand delivered** to the Corporate Development Director, Vice President of Finance, or any designated representative by the President or CEO.

Note: A signed stock certificate is negotiable and special care should be taken with these instruments. In these events, it would be wise to enter The Maple Knoll Communities' Foundation as the transferee on an endorsed certificate, and care should be taken to avoid loss of the certificate during delivery to an appropriate broker or place of safe keeping.

6. Advise the owner to complete the Stock Power in the fashion which will correspond with the name or names written on the face of the certificate. One Stock Power Form will suffice for several certificates of the same company so long as the donor's name is identical on all certificates. In this instance, the certificate number should be listed on the Stock Power Form.

7. It is desirable that the donor provide The Maple Knoll Communities' Foundation with a letter describing any terms accompanying the gifts and to ensure that the gift is properly credited.

8. For electronic transfers, the donor will be given written instructions by Development staff for the proper transfer procedures. Currently, electronic transfers are being conducted through Huntington National Bank.

Gifts of Closely Held Stock

1. In the case of closely held stock, there should not be any legally-binding prearrangement for the sale of the securities back to the corporation. In many instances, however, the corporation will prove to be the most practical purchaser for such securities.

2. For tax purposes, if there is any regular market for the stock, the value of the gift is the average between the highest and lowest selling price on the date the gift is completed. The gift is deemed complete when the certificate has been delivered to someone authorized to accept gifts for The Maple Knoll Communities' Foundation or placed in the mail and properly addressed. In cases of closely held stock, the donor should obtain a qualified appraisal of the value of the securities.

Charitable Gift Annuity

1. The Maple Knoll Communities' Foundation will utilize the services of the National Gift Annity Foundation (NGAF) to manage and administer all CGAs. The National Gift Annity Foundation is the country's largest independent charitable gift annuity pool and offers immediate, deferred, and flexible gift annuity structures, allowing donors to meet their lifetime income payment needs. The minimum gift requirement is $20,000, which is consistent with NGAF's standard minimum for Charitable Gift Annuity contracts.
2. Per the National Gift Annuity Foundation policies, annuities are payable over the life of one or two individuals, living at the time the annuity is issued.
3. The foundation will follow the underwriting guidelines of the NGAF with the minimum age of 55 for income beneficiaries to begin receiving annuity payments. Payments are currently offered on payment schedules on a quarterly, semi-annual, or annual basis.
4. The Maple Knoll Communities' Foundation will accept cash and appreciated securities as funding assets for CGAs as reviewed and determined acceptable to the NGAF. Other assets like real estate may be considered if acceptable to NGAF and the foundation but will be individually considered and take longer to consider and process.
5. To ensure compliance and sustainability, the National Gift Annity Foundation has adopted the American Council on Gift Annuities suggested maximum rates.
6. The National Gift Annuity Foundation has the capability to issue gift annuities in compliance with state regulations, across multiple states.

7. The National Gift Annity Foundation, working with the Maple Knoll Communities' Foundation will work together to help facilitate that the annuity contracts are signed by designated officers of the National Gift Annuity Foundation and the donor.

8. The foundation will utilize all documentation and paperwork of the NGAF to open and administer the annuities but is not a party to the contract and has no liability of any kind to the contract.

9. The foundation will periodically review the NGAF's operating procedures, capabilities, and matters as an on-going concern to help assess the appropriateness of utilizing their services for our donors.

Life Insurance Policies

1. All inquiries should be referred to the Corporate Development Director or other qualified financial development officer for review.

2. The donor can give life insurance to The Maple Knoll Communities' Foundation by making it the irrevocable owner and beneficiary of the policy.

3. The Maple Knoll Communities' Foundation may be named the beneficiary of the policy. The beneficiary designation may be primary, secondary, or as final beneficiary.

4. Since these beneficiary designations are revocable, policy holders will probably want to retain the policies in their possessions. Any of the above may be for a fractional part of the policy.

5. Ask the insurance company to notify The Maple Knoll Communities' Foundation if a premium has not been paid within the grace period.

6. Upon notice that the premium is unpaid, The Maple Knoll Communities' Foundation shall determine whether to pay the premium.

Real Property

1. While The Maple Knoll Communities' Foundation readily accepts gifts of real property, each gift transaction must be examined on its individual merits. Valuable property sometimes may be turned down for a variety of reasons including:

   a. Potential liability.

   b. Public relations considerations.

   c. Outstanding debt or maintenance associated with the property.

   d. Other responsibilities or encumbrances associated with the property.

   e. Questionable salability of the property.

f. Donor(s) requests that the property be held "in perpetuity" or encumbers it in other ways.

g. Environmental audit is not favorable.

2. After determining that The Maple Knoll Communities' Foundation wishes to receive a gift of real property, it may be advisable to obtain title or other insurance coverage.

   a. It is most desirable that The Maple Knoll Communities' Foundation acquire complete title to the property in "fee absolute" rather than as a part owner.

   b. Special consideration should be given in examining the property for encumbrances including various easements for utility line setbacks, right-of-way, etc.

   c. It may be advisable to have the property appraised by The Maple Knoll Communities' Foundation as well as a separate qualified appraisal to be obtained by the donor. Such appraisal is necessary for tax purposes in most instances.

   d. The President, CEO, Chief Financial Officer, or Vice President of Finance, in conjunction with the Corporate Development Director of Maple Knoll Communities must approve the acceptance or sale of all gifts of real estate.

Tangible Property

1. A gift of tangible property may only be accepted upon review and approval by the Corporate Development Director, President, or CEO.

2. Tangible personal property includes jewelry, antiques, automobiles, coin or stamp collections, art, or any other personal property item owned by a donor.

3. Each potential tangible personal property gift will be reviewed as to its marketability; applicability to The Maple Knoll Communities' Foundation mission, values, and objectives; undue restriction on the use, display, or sale of the property; and any costs for the property before approving the acceptance of said property.

4. The Internal Revenue Service requires that any donor, who has a gift valued at more than $5,000 and wishes to claim a charitable deduction, must complete Form 8283, Sections A & B, which requires a qualified appraisal by a qualified appraiser. If any appraisal is required, the gift must be made within 60 days after the date of the appraisal.

5. The Development Department will acknowledge all gifts of tangible personal property that will include a description of the item and a statement of whether The Maple Knoll

Communities' Foundation provided any goods or services in return for the gift. Determining the fair market value of the item will be the responsibility of the donor.

Retirement Plans

1. Donors can make current or deferred planned gifts from retirement plans to The Maple Knoll Communities' Foundation.

2. Donors can name The Maple Knoll Communities' Foundation as their first, second or last beneficiary of any eligible retirement plan.

3. A change of beneficiary form required by the retirement plan administrator can be provided by The Maple Knoll Communities' Foundation.

4. Spousal waiver must be obtained by donor and given to The Maple Knoll Communities' Foundation as spouses have legal rights to retirement plans.

5. Because of continuous changes in the law, The Maple Knoll Communities' Foundation will consult their attorneys before accepting any contributions from retirement plans.

Bequests

To further the mission of The Maple Knoll Communities Foundation, donors can designate gifts to The Maple Knoll Communities' Foundation through a will or a codicil to a will. Bequests can be unrestricted or restricted to a specific program component. A donor can make a bequest to The Maple Knoll Communities' Foundation by naming a certain sum of cash, securities, or property to the organization. A donor can also designate a percentage of an estate or residual of an estate or balances of any entry fees.

Suggested Language for a Bequest

Specific Bequest

A donor can make a specific bequest by naming a certain sum of cash, securities, or property to be given to the organization. The following suggested language is appropriate for a bequest of a specific dollar amount:

I give, devise, and bequeath the sum of $_____ to The Maple Knoll Communities' Foundation, Cincinnati, Ohio, 45246, (to be used or disposed of as its Board of Directors in its sole discretion deems appropriate) **OR** (to be directed and used for the Future Care Fund Benevolent Care Program or other specific purpose previously agreed upon).

Percentage of Estate

Because most donors do not know what the exact size of the estate will be at death, using a percentage is an appropriate way to divide the estate. It also

enables the donor to benefit organizations and individuals in relative proportion. The following is sample bequest language for a donor who wishes to leave a percentage of his/her estate to our organization:

I give, devise, and bequeath (all) or (_____ percent) of the remainder of my property to the Maple Knoll Communities' Foundation, Cincinnati, Ohio, 45246, (to be used or disposed of as its Board of Directors in its sole discretion deems appropriate) **OR** (to be directed and used for the Future Care Fund Benevolent Care Program or other specific purpose previously agreed upon).

Establishment of a Restricted or Named Fund

1. Requests from individuals or organizations for establishing special funds within Maple Knoll Communities' Foundation shall be routed to the Corporate Development Director:

   a. Draft an agreement stipulating the criteria for the fund, secure approval of the contributor and the President, CEO, Chief Financial Officer, and Vice President of Finance, of Maple Knoll Communities' Foundation.

   b. Make sure that institutional guidelines and policies are followed.

2. Documentation: All funds established within The Maple Knoll Communities' Foundation shall be supported by written agreement between the contributor or representative of those establishing the fund and the President or CEO. This and other documentation should be distributed to:

   a. The donor.

   b. The President of Maple Knoll Communities or CEO of BHI.

   c. The Business Office.

   d. The legal counsel's office.

   e. File copies should remain in the Development Office.

3. Reasonable minimums should be set for endowed or restricted funds and provisions should be made for the distribution of funds if the fund does not reach the minimum stated endowment level within a stipulated time or it becomes impractical to follow the agreement.

4. Written consent of the contributor, where practical, will be requested to allow for the redesignation of the gift. If a program is eliminated or becomes impractical for any

reason, The Maple Knoll Communities' Foundation should try to follow the original attempt of the agreement and select an appropriate use as close as possible to the original intent. This should be mentioned in the agreement.

VI. SOLICITATION OF VENDORS

The principal basis for making a charitable gift to The Maple Knoll Communities Foundation should be a desire on the part of the donor to support the work of The Maple Knoll Communities' Foundation. All vendor solicitations will be carried out with ethical practices. Contributions received from vendors, either business or individual, will not affect The Maple Knoll Communities' Foundation professional judgment regarding the goods or services it purchases, recommends or provides for its residents and clients.

VII. DONOR RECOGNITION

Living Legacy Society

The Living Legacy Society was founded in 1992 to recognize those individuals who make gifts in special ways. This elite group consists of donors who have named Maple Knoll Communities Foundation (MKCF) in their estate plans or through a planned gift. In addition, any donor who has contributed $50,000 to MKCF and/or $25,000 to The Knolls of Oxford (TKO) or more in his or her lifetime will be a member of the Living Legacy Society. Members of the Living Legacy Society are permanently recognized in MKV's commemorative display in Heritage Hall. TKO Members of the Living Legacy Society are permanently recognized in TKO's commemorative display at the Commons. New members of the Living Legacy Society are recognized each year at Maple Knoll Village and The Knolls of Oxford.

Corporate Annual Campaign

Each year all program components are involved in The Maple Knoll Communities' Foundation Annual Campaign drive. Donors have an opportunity to participate in the following giving clubs: Circle of Life - ($2,000.00 +), Circle of Gold - ($1,500.00 +), Circle of Silver - ($1,000.00 +), Circle of Bronze - ($500.00 +), Circle of Friendship - ($250.00 +)All current donors to the Annual Campaign are invited to the donor and volunteer recognition reception at the conclusion of the Annual Campaign drive. All donors are recognized in The Maple Knoll Communities' Foundation Development Dispatch, and major donors will be listed in the Annual Report.

Capital Campaigns

Named giving opportunities may be utilized for capital campaigns to attract major donors. Recognition and named gift opportunities are approved by the Maple Knoll Communities' Foundation Board prior to the start of the campaign. Recognition plaques and other recognition vehicles are based on the size of the donor gift.

Named Endowments

As part of The Maple Knoll Communities' Foundation needs to continuously grow to meet the challenges of providing quality care and services to our residents and our aging community, named endowment opportunities are available to donors. Current gifts and irrevocable deferred gifts for $100,000 or more are accepted with the Maple Knoll Communities' President and Maple Knoll Communities' Foundation Board of Directors' approval.

VIII. HIPAA – Health Insurance Portability and Accountability Act

There are three major provisions of HIPAA that relate to fund development. These include: (1) Notice of Privacy Practices, (2) Permissible use of Protected Health Information, and (3) Opt-Out Clause.

To comply with these new HIPAA regulations, all current and new residents are given the Notice of Privacy Practices. The Notice of Privacy Practice is also located on The Maple Knoll Communities' Foundation website. The fundraising section for this notice states:

We may use certain protected health information to contact you in an effort to raise money for The Maple Knoll Communities' Foundation and its operations. We may disclose protected health information to a foundation related to Maple Knoll Communities so that a foundation may contact you in raising money for the Maple Knoll Communities. In doing so, we would only release contact information, such as your name, address and phone number and the dates you received treatment or services at Maple Knoll Communities. The money raised will be used to expand and improve the services and programs we provide to the community and you. You have the right to "opt-out" of receiving fundraising materials and may do so by sending your request to: The Maple Knoll Communities' Foundation Development Department, 11100 Springfield Pike, Cincinnati, OH 45246. All reasonable efforts will be taken to ensure that you will not receive any fundraising communications from us.

In addition, opt-out provisions will be included in all direct mail fund raising materials. A "Do not mail/call" system has been put in place to execute opt out requests in a timely manner. Individuals who opt out of receiving fundraising solicitations from Maple Knoll Communities' Foundation or any of our program components, will be coded in the donor database and become exempt from all fundraising solicitations.

The following opt-out clauses have been developed for use with Maple Knoll Communities' Foundation fundraising requests:

If you would prefer not to receive information about The Maple Knoll Communities' Foundation fundraising programs in the future, please send your request to: Maple Knoll Communities Foundation Development Department, Maple Knoll Village,

11100 Springfield Pike, Cincinnati, OH 45246. All reasonable efforts will be taken to ensure that you will not receive any fundraising communications from us.

Please write to us at our address if you wish to have your name removed from the list to receive fundraising requests supporting The Maple Knoll Communities Foundation in the future.

The Corporate Development Director will be responsible for implementing, maintaining, enforcing and communicating this policy to all fundraising staff. The database maintained by the Development Department is only accessible via individual passwords assigned to development staff.