

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE

100 LINCOLN ST·SITKA, AK 99835

PH 747-1822

RECEIVED JAN 16 2024

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2024.**

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

Return applications to: **100 Lincoln St, Sitka, Alaska 99835.** Telephone assistance is available at 907-747-1822.

ASSESSMENT YEAR APPLIED FOR: 2024

Parcel Identification Number: 2-5604-000

ORGANIZATION NAME: Youth Advocates of Sitka

Property Address: 3411 Halibut Point Road

Property Description: (type of property, building size, lot size, etc)

Residential house with 2-bedroom apartment
Building 5,494 sf
Lot 13,703 sf

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable D.) Non-profit Community Purpose _____

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES NO _____

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES NO
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES NO
5. Is any portion of the building or lot used for other purposes? YES NO
6. Is there a fee to use or enter the property? YES NO
7. If a fee is charged, how much does it cost? _____ Membership Fees? _____
8. Was any of this property used for rental purposes last year? YES NO
9. Previous years? YES NO , if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

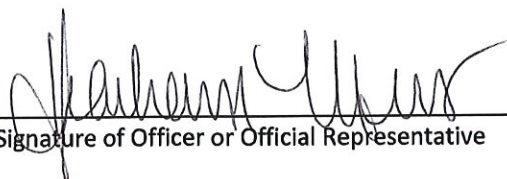
10. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

Property is used for VAS programming, VAS is a 501C3 agency

11. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

VAS is a non-profit agency using property for their mental health programs with clients - both agency & property are 501C3

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER AS 11.56.210


Signature of Officer or Official Representative

1/16/2024
Date

Heather Meuret
Printed Name


Phone contact

Executive Director
Title

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

PLEASE SUBMIT THE FOLLOWING INFORMATION ALONG WITH YOUR COMPLETED APPLICATION.
AN APPLICATION NEEDS TO BE SUBMITTED FOR EACH PARCEL YOU ARE REQUESTING AN EXEMPTION FOR:

1. Current copy of Articles of Incorporation, Names of Director and Board members, and minutes of the last meeting. ✓
2. Latest copy of the Constitution and By-Laws. ✓
3. Documents to support the organizations non-profit status, (i.e. IRS 501(c) (3) or 501 (c) (4) determination letters, or the equivalent) ✓
4. City and Borough of Sitka sales tax license or exemption determination. ✓
5. A detailed statement regarding the nature of the organization and current use of the property. ✓
6. An explanation of any grants or reimbursements from any government agency. ✓
7. Current schedule of fees. N/A

STATE OF ALASKA

32

DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT

Certificate of Incorporation

The undersigned, as Commissioner of Commerce & Economic Development of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of YOUTH ADVOCATES OF SITKA, INC.

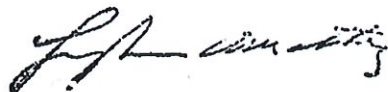
duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce & Economic Development, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

YOUTH ADVOCATES OF SITKA, INC.

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed my official seal, at Juneau, the Capital, this
11th day of December A.D. 19 75



LANGHORNE A. MOTLEY
COMMISSIONER OF COMMERCE
& ECONOMIC DEVELOPMENT



FILED FOR RECORD

ARTICLES OF INCORPORATION

OF

DEC 11 1975

YOUTH ADVOCATES OF SITKA, INC.

STATE OF ALASKA
DEPARTMENT OF COMMERCE
& ECONOMIC DEVELOPMENT

A NON-PROFIT CORPORATION

KNOW ALL MEN BY THESE PRESENTS, that we, NANCY DeBASTE, ROGER ROBINSON, SHIRLEY YOCUM, PETE J. KARRAS and MARILYN HANSON, being natural persons of full age, have this day united and associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Alaska and the laws of the United States of America applicable thereto and we do hereby make, sign and acknowledge in triplicate, the following Articles Of Incorporation:

I

NAME

The name of the corporation shall be YOUTH ADVOCATES OF SITKA, INC.

II

PURPOSES

The purposes for which the corporation is organized are:

(a) To establish and operate, for charitable purposes, one or more foster group homes or institutions, providing care for children who can benefit from group living and who either cannot or do not receive the care and training they need in their home or who have no other home;

(b) To exercise all appropriate or necessary corporate powers set out in AS 10.20.011;

(c) To do all things necessary and proper to carry out the purposes of its creation.

III

DURATION

The duration of the corporation shall be perpetual.

IV

MEMBERSHIP

Any person is eligible for membership in the corporation. Membership dues are \$3.00 per year. Payment of the dues may be waived by a majority of the board of directors. Membership is terminated when a member fails to pay the required dues or when he withdraws from the corporation.

V

METINGS OF MEMBERS

The annual meeting shall be held in September on a day designated by the board of directors.

Special meetings of the members for any purpose may be called at any time by the chairman, vice-chairman, secretary-treasurer, by any two members of the board of directors, or upon written request of ten per cent (10%) of the registered members.

Notice of any meetings shall be given to the members by the secretary-treasurer. Each member shall register his mailing

address and telephone number with the secretary and notices of meetings shall be mailed or telephoned to him at that address. Notice of each meeting, regular or special, shall be given at least ten days and not more than fifty days in advance of the meeting and shall state in general the nature of the business to be transacted. Ten per cent (10%) of the members, or their proxies, constitutes a quorum. The board of directors shall adopt rules of order for meetings of the corporation by a majority vote. These rules of order may be amended by a two-thirds vote of the board of directors or the general membership at a regular or special meeting.

VI

VOTING

Each member is entitled to one vote.

All proxies shall be in writing, signed by the member and delivered to the secretary of the corporation prior to the meeting at which it is to be used. Each proxy applies to one meeting only and shall state the meeting for which it applies.

VII

INCORPORATORS AND BOARD OF DIRECTORS

The affairs of the corporation shall be managed by a board of five directors which includes the officers of the corporation as set out in Article IX. Meetings of the board of directors shall be held at times and places to be established by the board of directors. A majority of the board members constitutes a quorum.

The incorporators as listed below shall constitute the initial board of directors, shall have one year terms and shall be as follows:

NAME

ADDRESS

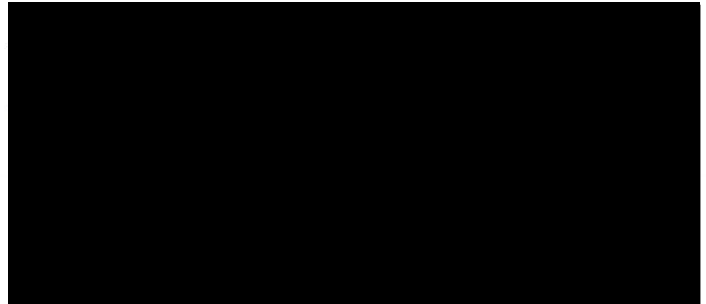
Roger Robinson

Nancy Debaste

Shirley Yocum

Pete J. Karras

Marilyn Hanson



They shall organize themselves thereafter.

At the first general membership meeting in September of 1976, two directors shall be elected to hold office for a period of one year and three directors shall be elected to hold office for a period of two years. Thereafter, directors shall hold office for a period of two years.

Members of the board of directors shall be elected at large in the following manner:

Sixty days prior to the annual meeting the secretary of the corporation shall cause to be mailed to each registered member a nominating petition. The nominating petition shall advise the membership of the election for the board of directors to be held at the next annual meeting and shall state the number of vacancies on the board of directors and

shall require that all nominations for such vacancies be received in the office of the secretary at least thirty days prior to the annual meeting. The election shall be by secret ballot at the annual meeting.

VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

(a) The board of directors has power to:

- (1) approve all capital and equipment expenditures;
- (2) select and dismiss all employees and to adopt and publish regulations relating to the qualifications, duties and selection of all employees;
- (3) exercise for the corporation all power, duties and authority vested in and delegated to the corporation, except those reserved for the general membership by these articles or the statutes of the State of Alaska.

(b) It is the duty of the board of directors to:

- (1) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at their annual meeting each year;
- (2) request the proposals of the members, and to act as the advisory and policy making body for all programs and projects;
- (3) cause to be prepared a budget showing the planned income and expenditures of the corporation for each fiscal year;
- (4) cause to be designated the officers of the corporation empowered to sign cheques and notes in the corporate name.

(5) provide for an advisory board to be made up of representatives of the various agencies and interested persons who will be giving help including, but not limited to, technical and financial help to the corporation.

IX

OFFICERS

The board of directors shall choose from its membership a chairman, a vice-chairman, a secretary-treasurer, who shall be members of the corporation and of the board of directors. The persons so chosen by the board of directors shall serve as the officers of the board of directors and of the corporation. Officers, starting with the chairman, shall be elected on secret ballot, and no nominations for vice-chairman may be received until the chairman has been elected, and no nominations for secretary-treasurer may be received until the vice-chairman has been elected.

Officers shall be elected by the board of directors at the first meeting of the board of directors held after the annual membership meeting in each fiscal year.

X

AMENDMENTS

The articles may be amended at a regular or special meeting of the general membership by two-thirds vote of the members present in person or by proxy. Provided, that notice of all amendments have been mailed to each member of the corporation fifteen (15) days prior to the meeting at which such amendment shall be considered.

XI

REGISTERED AGENT

The registered agent for the corporation shall be Christianson and Krumm, Attorneys at Law, Post Office Box 4, Sitka, Alaska 99835.

XII

DISSOLUTION

On dissolution, any funds, money or property held by the corporation shall be distributed to such persons or associations as the board of directors may prescribe unless such distribution, upon dissolution, may be otherwise required by law.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this 25th day of September, 1975.

Randy Kivaste
Roger Robinson
Shirley Johnson
Pete J. Cronas

Marilyn Hanson

SUBSCRIBED and SWORN to before me this 25 day of Sept, 1975.

Wm C. [Signature]
Notary Public for Alaska
My commission expires: 10-24-75



2023-2024

**Youth Advocates of Sitka, Inc
Board Members**

Name	Role	Employment/Professional Affiliation	Contact
Shauna Thornton	President	Bank President and Sitka Rotary	[REDACTED]
Brita Speck	Vice-President & Treasurer	Local Attorney	[REDACTED]
Keith Brady	Secretary	Local Realtor	[REDACTED]
John Waite	Member	USCG	[REDACTED]
Rachel Jones	Member	Local Attorney	[REDACTED]

Terms: Every board position is voted on each year at the annual meeting. Board members re-apply to continue on the board after two years of service. There are no term limits.

Committees: on an as needed basis for Finance, Planning, Fundraising

Outside agency emergency contact number will be Shauna Thornton: cell phone: 907-598-1171

December 12, 2023

6:00pm

YAS Board Meeting Agenda

805 Lincoln Street

Brita online

Heather, Rachel, John, Shauna, and Keith in person

Meeting called to order at 6:03pm

1. Approve minutes from October 3, 2023 meeting
 - a. Brita motioned, John seconded, passed, and approved by the board
2. 3411 HPR Appeal Update
 - a. Discussed an amicus brief with Northern Justice Project (NJP):
 - i. Discussed with NJP about the need and strategy to engage.
 - ii. Fixed fee: Possibly \$5000 or if an insurance claim could be filed
3. Fire Suppression repairs at 805 Lincoln approval
 - a. Motion made for ED to move forward with the work on the fire suppression system to bring it up to code and get the sign-off from the Fire Marshall. Keith motioned, Rachel seconded, and approved by the board
4. Hot Tub removal and sale at Coastal Haven
 - a. 20 years old, asking \$5000, no lower than \$3500, buyers haul off. Keith motioned, John seconded, and approved by the board
5. FYI CARF 1/29-1/30
6. QuickBooks Timekeeping approval
 - a. Keith motioned, John seconded, and approved by the board
7. FYI IT plan
 - a. Need an IT specialist for all properties
 - i. Need and waiting for an estimate
8. Pay Scale revisions
 - a. John motioned, Keith seconded, and approved by the board
9. Addressing Board deficiencies – Foraker training
 - a. ED to look into cost and due date for training to be completed by
10. Reminder Annual Review for Executive Director due – CARF requirement
 - a. Shauna provided an outline for the ED review.

ED Report:

- Contractor is on hold for Coastal Haven until the lawsuit is concluded

Next meeting set for January 11, 2023 6pm

Meeting Adjourned - 7:48pm

Keith motioned, John seconded

BY-LAWS
OF
YOUTH ADVOCATES OF SITKA, INC.
A NON-PROFIT CORPORATION

I
MEMBERSHIP

Any interested person may upon their request be placed on the membership list of Youth Advocates Of Sitka, Inc. Each member must renew their request for membership on a yearly basis at the time of the annual meeting of the Corporation, or at any other time. Membership will be discontinued if there is not a request for renewal. Members will be provided periodic information on the activities of the Corporation, should the Board Of Directors choose to provide any information. Members shall not have any voting rights, but may nominate persons for the Board Of Directors.

II
MEETING OF MEMBERS

There shall be an Annual Meeting of the Board Of Directors and all members of the Corporation on the third Tuesday in November of each year. Notice of the Annual Meeting of the members shall be given by the Secretary of the Corporation. Notice to each of the members, shall be given at least ten days, and not more than fifty days, in advance of the meeting and shall

state in general the nature of the business to be transacted at the end of the meeting. The Board Of Directors shall adopt Rules Of Order for the meetings of the Corporation by a majority vote. The Rules Of Order may be amended by a two-thirds vote of the Board Of Directors of the general membership at a regular meeting or special meeting.

III
MEETING OF BOARD OF DIRECTORS

The Board Of Directors of the Corporation shall meet from time to time. The times for regular meetings shall be established by the Chairman. Special meetings may be called by the Chairman, Vice-Chairman, Treasurer, or by any two members of the Board Of Directors.

IV
BOARD OF DIRECTORS

The affairs of the Corporation shall be managed by a board of not less than five, nor more than seven, directors which includes the Chairman, Vice-Chairman, and Treasurer. Meetings of the Board Of Directors shall be held at times and places to be established by the Board Of Directors. The majority of the board members constitutes a quorum. Provided, however, that a Director who is unable to attend a meeting may by proxy appoint any other Director to vote for him in his place and stead, as if he were present. Proxies shall count in determining whether there is a quorum of the Board Of Directors.

The terms of the Directors shall be such that the terms expire on January 1st of the calendar year. The terms shall be

established so that no more than two Directors shall have a term that expires at the same time. This provision is provided to maintain continuity among the Board Of Directors.

Members of the Board Of Directors shall be elected in the following manner:

A. Thirty days prior to the Annual Meeting the Secretary of the Corporation shall cause to be mailed to each current member of the Corporation, Notice Of The Annual Meeting.

B. Notice shall advise the membership of the election for the Board Of Directors to be held at the next Annual Meeting and shall state the number of vacancies on the Board Of Directors.

C. Nominations for the Board Of Directors will be accepted from the floor at the time of the Annual Meeting.

V

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

A. The Board Of Directors has the power to:

(1) Approve all capital and equipment expenditures;

(2) Select and dismiss all employees and to adopt and publish regulations relating to qualifications, duties, and selection of all employees;

(3) Exercise for the Corporation all power, duties, and authority vested and delegated to the Corporation, by these Articles or the Statutes of the State Of Alaska.

B. It is the duty of the Board Of Directors to:

(1) Cause to be kept a complete record of all of it's acts and corporate affairs and to present a statement thereof to the members at their Annual Meeting each year;

(2) Receive proposals of the members, and to act as the advisory and policy making body for all programs and projects;

(3) Cause to be prepared a budget showing the planned income and expenditures of the Corporation for each fiscal year;

(4) Cause to be designated the officers of the Corporation and the power to sign checks and notes in the Corporate name.

VI OFFICERS

The Board Of Directors shall choose from it's membership, a Chairman, a Vice-Chairman, and a Treasurer, who shall be members of the Corporation and of the Board Of Directors. The persons so chosen by the Board Of Directors shall serve as the Officers of the Board Of Directors and of the Corporation. Officers, starting with the Chairman, shall be elected by secret ballot, and no nominations for Vice-Chairman may be received until the Chairman has been elected, and no nominations for Treasurer may be received until the Vice-Chairman has been elected.

Officers shall be elected by the Board Of Directors at the Annual Meeting, or at the first meeting of the Board Of Directors held after the Annual Meeting in each fiscal year, or as the Board may so choose.

VII AMENDMENTS

The By-Laws of the Corporation may be amended at a regular or special meeting of the Board Of Directors. A two-thirds vote of the Board Of Directors shall be required to amend

the By-Laws. Provided, however, that Notice Of All Amendments have been mailed to each Board Of Director of the Corporation fifteen days prior to the meeting at which such amendment shall be considered.

VIII
ARTICLES OF INCORPORATION

If any provision of these By-Laws is inconsistent with the Articles Of Incorporation, the Articles Of Incorporation shall govern. To the extent possible, these By-Laws are to be construed in a manner consistent with the Articles Of Incorporation.

Internal Revenue Service
District Director

Department of the Treasury

EP/EO:EO-1:JPJ

Date: NOV 3 1978

Employer Identification Number:
[REDACTED]

Accounting Period Ending:
December 31

Form 990 Required: Yes No

Person to Contact:

Patricia D. Grenier

Contact Telephone Number:
[REDACTED]

▷ Youth Advocates of Sitka, Inc.
Box 1066
Sitka, AK 99835

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

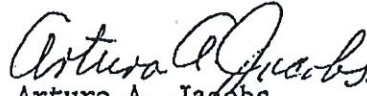
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Arturo A. Jacobs
District Director

This determination letter modifies our letter of April 26, 1978.



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

November 30, 2023

Youth Advocates of Sitka, Inc.
805 Lincoln St
Sitka, AK 99835

Greetings,

Thank you for submitting your application for a nonprofit sales tax exemption. Your application has been approved for a period of two years. Enclosed is your Certificate of Exemption for the years 2024 and 2025.

The exempt number [REDACTED] should be given to any business or individual from whom your organization will be making a purchase of contract. This number will exempt you from Sitka's sales tax only. This does not exempt you from bed tax. Please feel free to call the sales tax office 907-747-1840 with any tax questions you may have.

Sincerely,

Tax Specialist
City and Borough of Sitka



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

Youth Advocates of Sitka, Inc.

EIN. # [REDACTED]

SALES TAX EXEMPTION CERTIFICATE GOVERNMENT SUPPORTED AGENCY

EXEMPT # [REDACTED]

Purchases made by Youth Advocates of Sitka, Inc. of Sitka, Alaska for its sole use and ownership, are exempt from Sitka's sales tax. Sellers are hereby authorized to make sales to this government supported agency without the collection of any sales tax. This does not exempt bed tax.

This certificate is of a renewable nature and must be renewed every other year with agencies keeping active accounts within the City and Borough of Sitka.

City & Borough of Sitka

Nastasha Suarez
Tax Specialist

ISSUED: 11/30/2023
EXPIRATION: 12/31/2025



Youth Advocates of Sitka

Empowering the youth of Alaska.

805 Lincoln St.

Sitka, AK 99835

Phone: 907-747-3687

Fax: 907-747-3627

January 16, 2024

City and Borough of Sitka
Assessor's Office
100 Lincoln Street
Sitka, AK 99835

Application for Non-Profit Property Tax Exemption

Detailed Statement Regarding the Nature of the Organization and Current Use of the Property

Youth Advocates of Sitka will be using 3411 Halibut Point Road for their new program, Coastal Haven, that will house up to 10-12 homeless youth. Coastal Haven will provide 24/7 residential mental health treatment, clinical services, life skills training, and employment services for youth ages 15 to 18 who are homeless or at risk of being homeless. These youth will mainly be from Sitka, but also be referred to the program from other communities within the state. Both the apartment and the main house will be used for YAS programming. The apartment will house the Coastal Haven clients, while the apartment will house the transitional living program clients who are ages 17 to 21. The agency has already received a Conditional Use Permit from the City of Sitka to operate the program in the residential zone.

Explanation of Any Grants or Reimbursements from Government Agency

Youth Advocates of Sitka (YAS) has received a \$2 million Congressional Appropriation through Senator Murkowski for a statewide demonstration project, Coastal Haven, to provide services to vulnerable youth experiencing homelessness, at risk for homelessness, trafficking, disenfranchisement, and exploitation. This funding is provided through the Housing and Urban Development, Community Project Funding. The grant funds must be expended by September 2030.

Sincerely,


Heather Meuret

Executive Director

Youth Advocates of Sitka

heather.meuret@sitkayouth.org