CORRESPONDENCE

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

November 8, 2018

AKO Farms, LLC
DBA: AKO Farms LLC
Via email: akofarmsllc@gmail.com

Re: Marijuana Concentrate Manufacturing Facility License #16767

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 ACC 306.025(e)(2) that your application is incomplete and additional items are needed to complete the application. The additional items that need correction or resubmittal are listed below—please be sure to read the entire letter. **Please note that if the corrections and/or additional documents submitted in response to this letter are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure.**

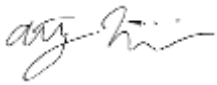
- **MJ-00 Application Certifications**
  - Page 3, Section 4 – Certifications for all officials:
    - One of the statements requiring certification by signing initials has been left blank. A Marijuana Concentrate Manufacturing Facility is under the category of a marijuana products manufacturing facility.
- **MJ-01 Operating Plan**
  - Page 2, Section 3.2:
    - Expand upon your response to include the information that is recorded in the visitor's log book.
  - Page 3, Section 3.5:
    - Please describe the alarm system in more detail. For example, are any of the doors in the facility covered by it?
  - Page 5, Section 3.11:
    - It has been certified that the surveillance room or area is clearly defined on Form MJ-02. However, this area or room is not depicted in the diagrams you submitted.
  - Page 7, Section 6.4:
    - Per the instructions for this section, please describe any training that will be provided to employees and agents **apart from** a marijuana handler course.
  - Page 8, Section 8.1:
    - Include a description of the secure storage compartments to be used in the vehicle transporting marijuana product.
- **MJ-02 Premises Diagram**
  - All Diagrams:

        - Please number your diagrams according to the list on Page 1 of Form MJ-02.
        - Each diagram must be labeled with your license number and DBA.
        - The location of security cameras and other security devices (such as motion sensors or panic buttons) should not be depicted on your diagrams.
    - Diagram of the Licensed Premises:
        - Please label the boundary of the licensed premises for the manufacturing facility, as well as the boundary of the restricted access areas within that premises.
            - Note that restrooms should not be designated as restricted access areas, and must be labeled as appropriate.
        - The copy of this diagram with security cameras present depicts a freezer and a different room (labeled as a booth, but the first word is illegible) that are not depicted in the other diagram provided. Which diagram accurately depicts the layout of the proposed premises?
    - As-Built Diagram:
        - Outline and label where the licensed premises is located.
    - Aerial Photo:
        - Please include a label including the license number and DBA.
- **MJ-05 Manufacturing Supplemental**
    - Page 3 and 4 (Certified Statements)
        - Statements requiring certifications by signing your initials must be hand-signed. In addition, the document was signed and certified by Justin Brown on Page 7, but a different licensee initialed these statements.
    - Page 3, Section 4.2:
        - The sequence of events in your waste disposal procedures is unclear. As a reminder, 3 AAC 306.740 requires that you provide AMCO with written notice three days before rendering marijuana unusable and disposing of it. Please revise your response for clarity.
    - All Products:
        - Separate copies of Page 6, Section 7 must be submitted for each product.
        - Include a description of the materials used in the secondary packaging.
        - Include specific examples of the amount of product that will be packaged in containers (for example, some of the product descriptions reference the product being sold in 0.5 gram or 1 gram amounts).
        - Provide a sample label that will be affixed to each marijuana product that meets the requirements under 3 AAC 306.570. The sample label that was provided with your application would be affixed to a shipping container and not the individual products.
    - Shatter – Standard Production Procedure:
        - Include a description of the standard production procedure in the space provided.
    - Crumble – Standard Production Procedure:
        - Include a description of the standard production procedure in the space provided.
    - Sugar Wax – Standard Production Procedure:
        - Include a description of the standard production procedure in the space provided.
    - Distillate – Standard Production Procedure:
        - The information provided in this section does not describe how the product will be produced.
- **Entity Documents**
    - The following documents are required:

- A copy of the LLC's Operating Agreement
- A list of all members of the LLC and their ownership percentage

It is very important that you submit the above corrections and/or documents in a timely manner so that AMCO staff has adequate time to review the corrections and/or additional documents which must be found to be complete within 90 days of the date of this letter.

Respectfully,



TJ Zielinski, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	AKO FARMS LLC.
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - AKO Farms LLC License #16767
Date:	Thursday, November 08, 2018 1:47:55 PM
Attachments:	16767 Incomplete Notice.pdf image001.png

Good afternoon,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. See the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application.

Please make sure to read the entire letter. If the submitted corrections are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Notice.

Let us know if you require copies of any documents that were submitted.

If you have any questions or concerns, please address them to marijuana.licensing@alaska.gov.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	AKO FARMS LLC.
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - AKO Farms LLC License #16767
Date:	Tuesday, November 13, 2018 12:24:02 PM
Attachments:	image002.png

Good afternoon,

I am confirming receipt of your emails with attached corrections. I do have a question before proceeding with your review. In the Entity Documents attached, you have listed that Marty Martin and Elizabeth Martin are separate LLC Members with 25% ownership interest each. However, the information provided to the Division of Corporations, Business and Professional Licensing (CBPL) shows Marty & Elizabeth Martin as a single LLC Member holding 50% ownership interest, as seen on https://www.commerce.alaska.gov/cbp/main/Search/EntityDetail/10037708.

Can you clarify why Marty and Elizabeth are listed together with CBPL?

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: AKO FARMS LLC. <akofarmsllc@gmail.com>
Sent: Tuesday, November 13, 2018 11:52 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Here is MJ-00 and Entity.

AKO FARMS LLC
POBOX 2426
Sitka, AK 99835
907-623-0417
#12253
akofarmsllc@gmail.com

From: Marijuana Licensing (CED sponsored)
Sent: Thursday, November 8, 2018 1:47 PM
To: AKO FARMS LLC.
Cc: Marijuana Licensing (CED sponsored)
Subject: Incomplete Application - AKO Farms LLC License #16767

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550 West 7th Avenue, Suite 1600
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From:	Marijuana Licensing (CED sponsored)
To:	AKO FARMS LLC.
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - AKO Farms LLC License #16767
Date:	Wednesday, November 14, 2018 9:55:05 AM
Attachments:	image002.png

Good morning,

Thank you. I have finished reviewing your revisions and see that many of the corrections were made, but there are still some additional revisions required in order to deem your application complete which will be listed below.

Form MJ-02: Premises Diagram

Diagram No. 1 & 2:

- Please include a label for the "Licensed Premises" of this proposed establishment. It may be the same line that presently depicts the Restricted Access Area. Also, for the Restricted Access outline, please enclose the line at the doorways in order to clearly depict where the restricted areas end.
- You have this diagram labeled as Diagram No. 1 & 2, but it does not meet the requirements of Diagram 2 (a diagram showing all areas that you have legal right of possession to) because it only shows the location of the proposed Manufacturing Facility.

Diagram No. 1 & 5 and Diagram No. 2 & 5

- On these diagrams, please outline and label the licensed premises for the Manufacturing Facility, and separately outline and label the licensed premises for the Cultivation Facility.

Form MJ-05: Manufacturing Supplemental

Page 6, Section 7 for Concentrates – Shatter, Crumble, Wax, Bubble Hash, and Rosin:

- In the Packaging Description, you state that the amount of THC in every container will be no more than 1 gram. Do you perhaps mean that 1 gram of the product itself will be in every container? I just want to make sure.
- There is a word missing in the fourth warning statement, which should read "For use **only** by adults twenty-one and older. Keep out of the reach of children".

Page 6, Section 7 for Cannabis Oil Distilled:

- In the Packaging Description, include what materials the vape pen cartridges and the child-resistant locking bags are made of. Also, you state that the cartridges will hold between 0.5 to 1 gram of product, but the Product Description states that it ranges from 0.5 to 1.5 grams of product.
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Entity Documents/AKO Farms, LLC Ownership

When you applied for License #12253, Marty and Elizabeth Martin were separately listed as 25% owners each. I do not see that the change of ownership was ever reported, which is required under 3 AAC 306.040(a): A licensed marijuana establishment shall, not later than 10 days after an

ownership change, report the change on a form prescribed by the board. To resolve this, one of two things will need to happen:

1. File a Notice of Change of Officials with the Division of Corporations, Business and Professional Licensing (CBPL) to separately list Marty and Elizabeth as LLC Members with 25% ownership interest. As proof that this has been filed, a copy of the Notice that has been stamped received by CBPL could be provided, or we would need to wait for the CBPL website to update (which can sometimes take a few weeks), or
2. File Form MJ-17: Ownership Change and pay the required $250.00 fee for License #12253. This form and instructions for completing it can be found at https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MarijuanaApplication/MJ-17.pdf.

Please let me know how you will proceed, and let me know if you have any questions.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: AKO FARMS LLC. <akofarmsllc@gmail.com>
Sent: Tuesday, November 13, 2018 3:00 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Thanks for confirming the emails.

We listed Marty and Elizabeth as husband and wife on the LLC as a single member. They have 50% Ownership. Attached is a revised Entity Document for you, I hope this is what you are looking for. If not please let me know and we will get back to you as soon as we can. We appreciate you getting through all this with us. Have a good rest of your day!

AKO FARMS LLC
POBOX 2426
Sitka, AK 99835
907-623-0417
#12253
akofarmsllc@gmail.com

From: Marijuana Licensing (CED sponsored)
Sent: Tuesday, November 13, 2018 12:24 PM
To: AKO FARMS LLC.
Cc: Marijuana Licensing (CED sponsored)
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Can you clarify why Marty and Elizabeth are listed together with CBPL?

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Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

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Sent: Tuesday, November 13, 2018 11:52 AM

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Subject: RE: Incomplete Application - AKO Farms LLC License #16767

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akofarmsllc@gmail.com
cid:image001.jpg@01D40184.7750C580

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To:	AKO FARMS LLC.
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - AKO Farms LLC License #16767
Date:	Thursday, November 15, 2018 11:11:02 AM
Attachments:	image002.png

Good morning,

Thank you, I am confirming receipt of your attachments and will review them once the other revisions are received. How did you decide to proceed with the ownership of this Entity?

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: AKO FARMS LLC. <akofarmsllc@gmail.com>
Sent: Thursday, November 15, 2018 9:25 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Thank you for getting back to us. Attached to this email is MJ-02 and MJ-05, we are still working on the entity document part. Let me know if you there is anything else. Thanks again!

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POBOX 2426
Sitka, AK 99835
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Cc: Marijuana Licensing (CED sponsored)
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Diagram No. 1 & 2:

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When you applied for License #12253, Marty and Elizabeth Martin were separately listed as 25% owners each. I do not see that the change of ownership was ever reported, which is required under 3 AAC 306.040(a): A licensed marijuana establishment shall, not later than 10 days after an ownership change, report the change on a form prescribed by the board. To resolve this, one of two things will need to happen:

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Please let me know how you will proceed, and let me know if you have any questions.

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Sent: Tuesday, November 13, 2018 3:00 PM
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cid:image001.jpg@01D40184.7750C580

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Cc: Marijuana Licensing (CED sponsored)
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Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	hello
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - AKO Farms LLC License #16767
Date:	Thursday, November 15, 2018 1:22:37 PM
Attachments:	image001.png

Good afternoon,

In this instance, Form MJ-17 and the $250.00 payment will be the only items required. Payment can be made by check, cashier's check, or money order, so I will not be able to take your payment over the phone. Note that on Page 2 of Form MJ-17, Marty and Elizabeth must be listed as a single "Entity Official" to be consistent with what is reported with CBPL.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: hello <akofarmsllc@gmail.com>
Sent: Thursday, November 15, 2018 12:43 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Hey There,
We have decided to go the M-17 route…the other way would take to long. So Im going to send the M-17 to you but am wondering about the payment. Can I call and do it over the phone? Also is this M-17 form filled out all I need to send you? Anything else please let us know.
Thank You,

AKO FARMS LLC

Sent from Mail for Windows 10

From: Marijuana Licensing (CED sponsored)
Sent: Thursday, November 15, 2018 11:11 AM
To: AKO FARMS LLC.
Cc: Marijuana Licensing (CED sponsored)
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

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When you applied for License #12253, Marty and Elizabeth Martin were separately listed as 25% owners each. I do not see that the change of ownership was ever reported, which is required under 3 AAC 306.040(a): A licensed marijuana establishment shall, not later than 10 days after an ownership change, report the change on a form prescribed by the board. To resolve this, one of two things will need to happen:

1. File a Notice of Change of Officials with the Division of Corporations, Business and Professional Licensing (CBPL) to separately list Marty and Elizabeth as LLC Members with 25% ownership interest. As proof that this has been filed, a copy of the Notice that has been stamped received by CBPL could be provided, or we would need to wait for the CBPL website to update (which can sometimes take a few weeks), or
2. File Form MJ-17: Ownership Change and pay the required $250.00 fee for License #12253. This form and instructions for completing it can be found at https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MarijuanaApplication/MJ-17.pdf.

Please let me know how you will proceed, and let me know if you have any questions.

Sincerely,

Blue

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: AKO FARMS LLC. <akofarmsllc@gmail.com>
Sent: Tuesday, November 13, 2018 3:00 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>

Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Thanks for confirming the emails.

We listed Marty and Elizabeth as husband and wife on the LLC as a single member. They have 50% Ownership. Attached is a revised Entity Document for you, I hope this is what you are looking for. If not please let me know and we will get back to you as soon as we can. We appreciate you getting through all this with us. Have a good rest of your day!

AKO FARMS LLC
POBOX 2426
Sitka, AK 99835
907-623-0417
#12253
akofarmsllc@gmail.com

cid:image001.jpg@01D40184.7750C580

From: Marijuana Licensing (CED sponsored)
Sent: Tuesday, November 13, 2018 12:24 PM
To: AKO FARMS LLC.
Cc: Marijuana Licensing (CED sponsored)
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Good afternoon,

I am confirming receipt of your emails with attached corrections. I do have a question before proceeding with your review. In the Entity Documents attached, you have listed that Marty Martin and Elizabeth Martin are separate LLC Members with 25% ownership interest each. However, the information provided to the Division of Corporations, Business and Professional Licensing (CBPL) shows Marty & Elizabeth Martin as a single LLC Member holding 50% ownership interest, as seen on https://www.commerce.alaska.gov/cbp/main/Search/EntityDetail/10037708.

Can you clarify why Marty and Elizabeth are listed together with CBPL?

Sincerely,

Blue

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: AKO FARMS LLC. <akofarmsllc@gmail.com>
Sent: Tuesday, November 13, 2018 11:52 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - AKO Farms LLC License #16767

Here is MJ-00 and Entity.

AKO FARMS LLC
POBOX 2426
Sitka, AK 99835
907-623-0417
#12253
akofarmsllc@gmail.com
cid:image001.jpg@01D40184.7750C580

From: Marijuana Licensing (CED sponsored)

Sent: Thursday, November 8, 2018 1:47 PM
To: AKO FARMS LLC.
Cc: Marijuana Licensing (CED sponsored)
Subject: Incomplete Application - AKO Farms LLC License #16767

Good afternoon,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. See the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application.

Please make sure to read the entire letter. If the submitted corrections are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Notice.

Let us know if you require copies of any documents that were submitted.

If you have any questions or concerns, please address them to marijuana.licensing@alaska.gov.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501