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 5, 2018

Top Tier Gardens, LLC
DBA: Top Tier Gardens, LLC
Via email: toptiergardens01@gmail.com

Re: Limited Marijuana Cultivation Facility License #17916

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**
  - Andrew, on page 3 of this form you initialed all boxes, but one box should not apply to you. Please re-read the statements and correct this page accordingly.

- **MJ-01 Operating Plan**
  - Page 2:
    - 3.2: on the very first line of your answer in this box states: *"All processess are in accordance…., with three (1) licensee/employee/agent….."* I do not understand what '(1)' means in this sentence. Furthermore, although you do not anticipate more than five visitors, please describe how you will comply with the licensee/employee/agent to visitor ratio under 3 AAC 306.710 which is 1:5.
  - Page 3:
    - 3.4: the attachment you reference here is the diagram, however, the diagram will not be part of the MJ-01 form itself. If you wish to reference an attachment, and that attachment is the diagram, please reference the MJ-02.
  - Page 4:
    - 3.5: Please add to your answer in this box and describe what actions will be taken by the person beign notified of a breach of security. ALSO, describe how you will comply with 3 AAC 306.715(e), please read it, it is a farily new subjection of the regulation.
  - Page 10:

        - 9.2: you stated you attached something, but not sure what you are referring to. Please respond to the question in the box.

- **MJ-02 Premises Diagram**
    - Please number the diagrams according to the guide on MJ-02. I need to be able to cross reference the requirements of each diagram you submit with the guide. Please make sure that all the diagrams have the required information. For example, a couple of the diagrams you submitted do not have the true north arrow, the name of the business, or the license number, yet, you marked off the check boxes.
    - On the diagram that shows the interior layout of the building:
        - In addition to numbering the diagram according to the guide, please grab a color you have not yet used and outline the perimeter of the licensed premises and restricted access area. Label that color as licensed premises and restricted access area (since you state the entire building is restricted access area). HOWEVER, leave the bathroom as licensed but not restricted access area.

- **MJ-04 Cultivation Supplemental**
    - Page 2:
        - 4.1: please reference the MJ-02 as your attachments. The diagrams submitted with the MJ-04 form itself will not be part of the MJ-04.
    - Page 3: there is a new version of MJ-04 on our website because we added a section for pesticides. I am not requesting for you to fill out the entire application, but you do need to take page 3 of this new form and basically transfer the information from your old/current one to this new page. The new section is 4.6 which needs to be filled out with the requested information, and of course, you can attach separate pages as if you need more space. Here is the link to the form: https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MarijuanaApplication/MJ-04.pdf
    - Page 5: you initialed that you attached documentation of odor control exemption, but this contradicts with the box you checked immediately above. Please correct.
    - Page 6: please re-review 3 AAC 306.470 and 3 AAC 306.475. This whole page is confusing, first on 8.1 you imply you will not be selling pre-packaged marijuana for direct re-sale by the retail marijuana store, then in your answer to 8.2 you imply you will. Please re-do this whole page. ALSO, please provide a sample of the shipping label required under 3 AAC 306.475(e). AND, what is the label you submitted here for? Retail? Again, this whole page is confusing.

- **MJ-09 Statement of Financial Interest**
    - Andrew, your MJ-09 needs your date of birth.

It is very important that you submit the above corrections and/or documents as soon as possible 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,

Jane Sawyer, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	"Whitney Parsley"; Marijuana Licensing (CED sponsored)
Cc:	Mom; toptierak@gmail.com
Subject:	Follow up on corrections received 1.4.19-Top Tier Gardens, LLC license 17916
Date:	Tuesday, January 15, 2019 9:41:00 AM
Attachments:	17916 1.4.19 MJ-01.pdf 17916 1.4.19 MJ-02.pdf

Andrew,

I have reviewed your corrections, the application is still incomplete:

- MJ-01, page 10, you attached the logo, but still did not describe the potential medium types where you would advertise your business. Please do include them in the box.
- Diagram 1, the blue outline/licensed premises must be tightly around the perimeter of the licensed premises. AND, please remark the text of the surveillance room, bathroom, and desk.

Please call me if you have any questions.

This email does not extend the 90-day deadline to get this application complete which is 2.3.19, you will start over if deadline is not met. Furthermore, the application is subject to get returned altogether if corrections are not adequate second time around.

Respectfully,

Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
907-269-0350

From: Whitney Parsley <wparsley@tatitlek.com>
Sent: Friday, January 04, 2019 11:22 AM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Cc: Mom <waparsley@yahoo.com>; toptierak@gmail.com
Subject: Top Tier Gardens, LLC - License Application #17916
Importance: High

Hi Jane,

I hope that this email finds you well…Sorry that our response is so far behind! We had some email confusion, I hope that you had a wonderful holiday season!

Anyway, please find attached the following documents:

- ✓ Deficiencies Letter (dated 2018-11-05);
- ✓ TTG – MJ-00 Application Certifications – Andrew D. Hurst (REVISED) (as

submitted 2019-01-04);

- ✓ TTG – MJ-01 Marijuana Establishment Operating Plan Pg 2, 3, 4, & 10 (as submitted 2019-01-04);
- ✓ TTG – MJ-02 Premises Diagram – REVISED (as submitted 2019-01-04);
- ✓ TTG – MJ-04 Marijuana Cultivation Facility REVISED (as submitted 2019-01-04); and
- ✓ TTG – MJ-09 Stmt of Financial Interest – Andrew D Hurst REVISED (as submitted 2019-01-04).

Please let me know if you need any further information, and I will get it to you as soon as possible.

Thank you! Take care, and enjoy the rest of your day!

Whitney A. Parsley
Corporate Compliance Specialist/Corporate Paralegal

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From:	Marijuana Licensing (CED sponsored)
To:	"toptiergardens01@gmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application Notice-Top Tier Gardens, LLC license #17916
Date:	Monday, November 05, 2018 1:34:00 PM
Attachments:	17916 Incomplete Application Notice.pdf

Hello,

Your marijuana establishment license application has been reviewed, attached is correspondence regarding corrections, additional documents, and/or resubmittals that need to be addressed.

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 Letter.

Please let me know if you need copies of the transfer paperwork I have. I want to make sure you receive this email and its attachment first. Send any documents/correspondence to marijuana.licensing@alaska.gov

Respectfully,
Jane Sawyer
Occupational Licensing Examiner
Alcohol and Marijuana Control Office
550 W 7th Avenue Ste. 1600
Anchorage, AK 99501
907-269-0350