CORRESPONDENCE

From:	Marijuana Licensing (CED sponsored)
To:	"andysburton@gmail.com"
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Follow up on corrections received 2.27.19-Highliner Crafts, LLC license 19532 *Still Incomplete*
Date:	Wednesday, March 06, 2019 12:21:00 PM
Attachments:	Old version of form again.-MJ-00 Signed.pdf did not read reg-MJ.01.page4.pdf Typo on date-COMMERCIAL LEASE AGREEMENT.pdf Old version of form again-MJ-09-WTrentHeadleyJr_Redacted..pdf

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Andrew,

I am following up on the corrections I received 2.27.19, the application is still incomplete. This email does not extend the 90-day deadline to get your application in complete and accurate, the deadline is 5.13.19. However, and I cannot stress this enough, your application is subject to get returned to you altogether (and start over including fees) if you do not submit a complete and accurate application the second time around and within the 90-day deadline.

Trent, the 'corrected' MJ-00 you submitted is a very old version of the form. Not sure where you are getting the 2016 version because we updated this long time ago. I need this corrected as I indicated on the original incomplete notice BUT on the new version of the form. Excerpt from original incomplete notice to you:

Trent, please complete your name on section 2 of this form including the 'Jr.', AND on page 3, you initialed that you are applying for a marijuana testing facility, but this is an application for marijuana cultivation facility, please correct.

MJ-01, page 4, 3.5: did you actually read the regulation I cited on my original incomplete notice? because your amended response to this box does not reflect that. You really need to read the regulation. Excerpt from original incomplete notice to you:

Page 4, 3.5: re-review 3 AAC 306.715(e) and add to your answer in this box by describing how you will comply with that regulation.

Trent, the 'corrected' MJ-09 you submitted is a very old version of the form. Not sure where you are getting the 2016 version because we updated this long time ago. I need this corrected as I indicated on the original incomplete notice BUT on the new version of the form. Excerpt from original incomplete notice to you:

Trent, please complete your name on section 2 of this form, you omitted the 'Jr.'

I believe there is a typo on the lease in regards to the Payment Schedule

section of it: PAYMENT SCHEDULE
Start Date: March 1st 2019 End Date: December 31st 2019 Payment $1 per month
Start Date: January 1st 2020 End Date: December 31st 2019 Payment $1200 per month

Please let me know you received this email and read it.

Respectfully,

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

From: Marijuana Licensing (CED sponsored)
To: "andysburton@gmail.com"
Cc: Marijuana Licensing (CED sponsored)
Subject: Incomplete Application Notice-Highlinder Crafts, LLC license 19532
Date: Tuesday, February 12, 2019 3:46:00 PM
Attachments: 19532 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

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development

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

February 12, 2019

Highliner Crafts, LLC
DBA: Highliner Crafts, LLC
Via email: andysburton@gmail.com

Re: Limited Marijuana Cultivation Facility Facility #19532

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 AAC 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**
  - Trent, please complete your name on section 2 of this form including the 'Jr.', AND on page 3, you initialed that you are applying for a marijuana testing facility, but this is an application for marijuana cultivation facility, please correct.

- **MJ-01 Operating Plan**
  - Page 4, 3.5: re-review 3 AAC 306.715(e) and add to your answer in this box by describing how you will comply with that regulation.
  - Page 8, 8.1: re-review 3 AAC 306.750 and add to your answer in this box by describing how you will comply with recording/tracking/manifest requirements.

- **MJ-02 Premises Diagram (this is overall decent, just need little more)**
  - I did not see Diagram 2, or is Diagram 1 supposed to be 1&2? This depends on the proof of right to possession.
  - Diagram 1:
    - The red outline/Restricted Access Area should also be labeled as Licensed Premises, and you should know the difference between the two terms.
    - Please use a different color for the windows, it is undistinguishable from the color of the "Cultivation Areas".
    - Take a different color, tightly outline the perimeter of the enclosure of the toilet, and label that licensed but not restricted access area.
  - Diagrams 3b & 4: assuming that the rectangle on each depicts the entire lot, the label on each should really just be pointing out and identifying where the proposed location is (it should be labeled licensed premises, because you are not licensing the entire lot).

- If you do not understand what I am requesting or saying, please call me.

- **MJ-04 Cultivation Supplemental**
  - Page 4, 5.2: please provide your response to this question in the box (there is plenty of room for it), in the process, add to the answer and describe how you will store and manage the marijuana waste during the three-day waiting period **before** it is rendered unusable and mixed. Re-review 3 AAC 306.740 if necessary. Call me if you have questions.
  - Page 6:
    - 8.1: in this box, you are not entirely addressing the question. Re-review 3 AAC 306.470(a)(1) and add to your answer describing how you will comply with that regulation. The label on the separate page is fine.
    - 8.2: will you not be wholesaling to licensed manufacturing facilities? If you are, please thoroughly describe how you will ensure the marijuana sold meets the packaging requirements. You only talked about retail marijuana stores.

- **MJ-09 Statement of Financial Interest**
  - Trent, please complete your name on section 2 of this form, you omitted the 'Jr.'

- **Proof of Possession for Proposed Premises**
  - The Warranty Deed you submitted as proof of right to possession is inadequate.
  - Provide proof that shows Highliner Crafts, LLC has legal right to possession of the proposed licensed premises. If you are going to submit a lease from the owner of the property to the LLC, it must be a legally binding lease that includes the following clauses:
    - An acknowledgment from the landlord/lessor that the premises will be used as a licensed marijuana establishment
    - Landlord/lessor will not remove from the premises or take possession of marijuana or marijuana product, and AMCO enforcement will be contacted (this is usually under the 'Default' section of the lease).
    - Please contact an attorney for further guidance if necessary.

- **Entity Documents**
  - Please provide Highliner Crafts, LLC's Operating Agreement, make sure it includes a list of the members with accurate percentage owned as indicated on your Initial Biennial Report.

- **Residency**
  - Andrew Robinson, and Walter Trent Headley Jr., will you be applying for PFD this year?. If you are, please apply for it immediately –respectfully- then let me know. If you are truly not, then I need to know also. Either way, I need to know.

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