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 1, 2018

Tip Top, LLC
DBA: Tip Top, LLC
Via email: coltman@gci.net

Re: Retail Marijuana Store Facility #14359

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 1, Section 1 – Establishment Information for Magdalena Balean and Nick Coltman:
    - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
    - The Premises Address on this form does not include Suite 1, as provided on your Online Application.
- **MJ-01 Operating Plan**
  - Page 1, Section 1 – Establishment & Contact Information:
    - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
  - Page 4, Section 3.5:
    - The requirements under 3 AAC 306.715 have been updated since your application was submitted. Please review 3 AAC 306.715(e) and expand upon your response to include when AMCO is contacted in the event of an unauthorized breach.
  - Page 4, Section 3.6:
    - Your response in this section is very difficult to read. When you resubmit corrections for this page, pleasure ensure that all responses are legible.
  - Page 10, Section 9.2:
    - The wording from 3 AAC 306.360 was provided as your response in this section, but this does not describe any advertising that you intend to distribute, include the medium types, or show your business logo(s).
- **MJ-02 Premises Diagram**
  - Page 1, Section 1 – Establishment Information:

        - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
    - Diagram 1:
        - Please outline and label the boundary of the licensed premises, as well as the restricted access areas within that premises using a different color. Note that restrooms should not be a restricted access area.
        - A legend or key is required.
        - Room dimensions are required.
        - Counters or tables on the premises must be depicted in your diagram.
        - If the locations of cameras are shown on this diagram, please remove them.
- **MJ-03 Retail Supplemental**
    - Page 1, Section 1 – Establishment Information:
        - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
    - Page 4, Section 6.2 (Sample Label):
        - The sample label must include the name and license number of the cultivation facility where the marijuana was grown, or the name and license number of the product manufacturing facility that produced the marijuana product.
        - The listed warnings must be verbatim. The fourth warning listed omits the word "only" from "For use only by adults twenty-one and older", and the word "the" from "Keep out of the reach of children".
    - Page 5, Section 8.1:
        - As a reminder, 3 AAC 306.740 requires that the board be given notice three days before marijuana waste is rendered unusable and disposed of. Your response states that the board will be given notice three days before disposal of waste. Please correct accordingly.
- **MJ-07 Public Notice Posting Affidavit**
    - Section 1 – Establishment Information:
        - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
- **MJ-08 Local Government Notice Affidavit**
    - Section 1 – Establishment Information:
        - The "Doing Business As" must be listed as Tip Top, LLC to be consistent with your state business license.
- **Proof of Possession for Proposed Premises**
    - The documents provided are inadequate to show that Tip Top, LLC has proof of possession of the premises. A legally-binding lease will be required between Tiger Investments, LLC as the landlord/lessor and Tip Top, LLC as the tenant/lessee. The lease must also contain the following:
        - Acknowledgement from the landlord/lessor that the premises will be used as a marijuana establishment.
        - A disclaimer that the landlord/lessor will not take possession of or remove marijuana from the premises, and that AMCO will be contacted in the event that this is necessary (typically under the "Default" section of the lease).
- **Entity Documents**
    - Please submit the following documents:
        - A copy of Tip Top, LLC's Operating Agreement
        - A list of all members and managers 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:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Tip Top, LLC License #14359
Date:	Tuesday, October 02, 2018 2:39:42 PM
Attachments:	14359 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.

Additionally, I see that you had started an application for a Retail Marijuana Store on the same day as this application for Indigo, LLC License #14358, but the application was not submitted. Did you intend to proceed with this application also, or would you like it to be voided?

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:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Thursday, November 01, 2018 8:42:19 AM
Attachments:	14359 Incomplete Notice - Amended.pdf image001.png

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Good morning Nick,

Certainly, please see attached for an amended Incomplete Notice. There are a few things to note:

- The date that the notice was originally sent (October 2, 2018) is unchanged on the amended notice for the purposes of the 90-day deadline to submit corrections.
- It will no longer be necessary to re-advertise in the newspaper or apply for a new Food Safety Permit.
- You will not need to re-post your Public Notice to meet the requirements of MJ-07 or provide copies to your local government for MJ-08, but the "Doing Business As" names on the forms will need to be corrected.

Please let me know if you have any questions,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Wednesday, October 31, 2018 12:11 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Incomplete Application - Tip Top, LLC License #14359

Hi TJ - Thanks for your help over the phone last week. We've decided to license the shop under the name Tip Top and forego the dba Smoking Coho. Would you be able to send me an updated letter highlighting the items we need to complete to have our application considered complete?

Best Regards,

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

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From:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaska.gov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaska.gov>
Sent:
Tue, 2 Oct 2018 22:39:36 +0000
Subject:
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Alcohol & Marijuana Control Office

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Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Monday, November 19, 2018 2:41:18 PM
Attachments:	image001.png

Good afternoon Nick,

That is great to hear. If you have any questions about the corrections that are needed (or need clarification on any that were requested), I can assist with that. However, it sounds like you may be asking to set up a meeting to have the corrections that you are submitting reviewed first before officially submitting them, which I will not be able to do. Is that accurate?

Sincerely,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Monday, November 19, 2018 2:04 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

Hi TJ.

I'm almost done completing the application. Since we only get one opportunity to submit it, can I set up a meeting with you to go over the changes we made so that I can make sure the whole thing is acceptable?

Thanks,

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To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaskagov>
Sent:
Thu, 1 Nov 2018 16:42:16 +0000
Subject:
RE: Incomplete Application - Tip Top, LLC License #14359

Good morning Nick,

Certainly, please see attached for an amended Incomplete Notice. There are a few things to note:

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Additionally, I see that you had started an application for a Retail Marijuana Store on the same day as this application for Indigo, LLC License #14358, but the application was not submitted. Did you intend to proceed with this application also, or would you like it to be voided?

Sincerely,

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550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Tuesday, November 20, 2018 3:32:55 PM
Attachments:	image001.png

Hello,

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From: NICK COLTMAN <coltman@gci.net>
Sent: Tuesday, November 20, 2018 2:21 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

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To:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Wednesday, November 21, 2018 8:02:27 AM
Attachments:	image001.png

Good morning Nick,

Either method will be acceptable, but if you do correct by hand then please sign your initials next to the change.

Sincerely,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Tuesday, November 20, 2018 4:14 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

Thanks TJ.

Do you prefer that I hand correct each occurrence of changing the DBA from Smoking Coho to Tip Top, LLC on the original or print a new corrected copy?

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

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Cc:
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Sent:
Wed, 21 Nov 2018 00:32:53 +0000

Subject:
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To:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Thursday, November 29, 2018 8:28:58 AM
Attachments:	image001.png

Good morning Nick,

That is great to hear. Dropping off the hard copies is fine, or you can also email your corrections in.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
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From: NICK COLTMAN <coltman@gci.net>
Sent: Wednesday, November 28, 2018 6:38 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

Hey TJ,

I'm good to go with all the changes. May I drop off hard copies or do I need to submit via the web portal?

Thanks

Nick

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----- Original Message -----
From:
"Marijuana Licensing (CED sponsored)" <marijuanalicensing@alaska.gov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)" <marijuanalicensing@alaska.gov>
Sent:
Wed, 21 Nov 2018 17:02:25 +0000
Subject:

RE: Incomplete Application - Tip Top, LLC License #14359

Good morning Nick,

Either method will be acceptable, but if you do correct by hand then please sign your initials next to the change.

Sincerely,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Tuesday, November 20, 2018 4:14 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

Thanks TJ.

Do you prefer that I hand correct each occurrence of changing the DBA from Smoking Coho to Tip Top, LLC on the original or print a new corrected copy?

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

----- Original Message -----
From:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaska.gov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaska.gov>
Sent:
Wed, 21 Nov 2018 00:32:53 +0000
Subject:
RE: Incomplete Application - Tip Top, LLC License #14359

Hello,

That is understandable. I won't begin to review your corrections until they have all been submitted. Generally speaking, if most of your needed corrections are made but a small number of items require additional clarification, I will give you a chance to correct the remaining outstanding issues.

Sincerely,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Tuesday, November 20, 2018 2:21 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

I just wanted to make sure that everything I turn in is correct as I don't want to have to start the whole process over again. Although, I assume as long as I submit everything on your check list at the same time, we have a little wiggle room to correct the odd mistake?

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

----- Original Message -----
From:
"Marijuana Licensing (CED sponsored)"
<marijuana.licensing@alaska.gov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)"
<marijuana.licensing@alaska.gov>
Sent:
Mon, 19 Nov 2018 23:41:15 +0000
Subject:
RE: Incomplete Application - Tip Top, LLC License #14359

Good afternoon Nick,

That is great to hear. If you have any questions about the corrections that are needed (or need clarification on any that were requested), I can assist with that. However, it sounds like you may be asking to set up a meeting to have the corrections that you are submitting reviewed first before officially submitting them, which I will not be able to do. Is that accurate?

Sincerely,

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Monday, November 19, 2018 2:04 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: Incomplete Application - Tip Top, LLC License #14359

Hi TJ.

I'm almost done completing the application. Since we only get one opportunity to submit it, can I set up a meeting with you to go over the changes we made so that I can make sure the whole thing is acceptable?

Thanks,

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

----- Original Message -----
From:
"Marijuana Licensing (CED sponsored)"
<marijuana.licensing@alaskagov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)"
<marijuana.licensing@alaskagov>
Sent:
Thu, 1 Nov 2018 16:42:16 +0000
Subject:
RE: Incomplete Application - Tip Top, LLC License #14359

Good morning Nick,

Certainly, please see attached for an amended Incomplete Notice. There are a few things to note:

- The date that the notice was originally sent (October 2, 2018) is unchanged on the amended notice for the purposes of the 90-day deadline to submit corrections.
- It will no longer be necessary to re-advertise in the newspaper or apply for a new Food Safety Permit.
- You will not need to re-post your Public Notice to meet the requirements of MJ-07 or provide copies to your local government for MJ-08, but the "Doing Business As" names on the forms will need to be corrected.

Please let me know if you have any questions,

TJ Zielinski
Occupational Licensing Examiner

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

From: NICK COLTMAN <coltman@gci.net>
Sent: Wednesday, October 31, 2018 12:11 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Incomplete Application - Tip Top, LLC License #14359

Hi TJ - Thanks for your help over the phone last week. We've decided to license the shop under the name Tip Top and forego the dba Smoking Coho. Would you be able to send me an updated letter highlighting the items we need to complete to have our application considered complete?

Best Regards,

Nick

Nick Coltman
coltman@gci.net
(907) 229-6364
Anchorage, AK

----- Original Message -----
From:
"Marijuana Licensing (CED sponsored)"
<marijuana.licensing@alaska.gov>

To:
"NICK COLTMAN" <coltman@gci.net>
Cc:
"Marijuana Licensing (CED sponsored)" <marijuana.licensing@alaska.gov>
Sent:
Tue, 2 Oct 2018 22:39:36 +0000
Subject:
Incomplete Application - Tip Top, LLC License #14359

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.

Additionally, I see that you had started an application for a Retail Marijuana Store on the same day as this application for Indigo, LLC License #14358, but the application was not submitted. Did you intend to proceed with this application also, or would you like it to be voided?

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:	NICK COLTMAN
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Tip Top, LLC License #14359
Date:	Thursday, December 06, 2018 8:42:34 AM
Attachments:	14359 Incomplete MJ-01 Sample Logo.pdf image001.png

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Good morning Nick,

I have finished reviewing the revised documents that you submitted yesterday and see that most of the needed corrections have been made. There is one remaining issue that will need to be corrected: on the sample logo provided with Form MJ-01, you have listed four of the five required warning statements but omitted the statement "Marijuana should not be used by women who are pregnant or breast feeding". I attached a copy of the sample logo for reference.

Sincerely,

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