Part 2 – CHECKLIST FOR ALL FORMS, ANNEXES, EXHIBITS, DOCUMENTS, AND DELIVERABLES

FORM/Exhibit #	Name/Description	Included Yes
CC Form 1	Application Information Sheet, Taxpayer Status, Notices and Affirmations executed by a duly authorized signatory of Applicant.	☒
CC Form 2	Disclosure of Owners and Other Interest Holders executed by a duly authorized signatory of Applicant	☒
	Attached Organizational chart	☒
	Attached Schedule of effective ownership interests and compensation/remuneration as described in Section III of the CC Form 2, in compliance with § 1.2(C)(4)(h) of the Regulations	☒
CC Form 3	Interest Holder Certification Statement executed by a duly authorized signatory of Applicant.	☒
CC Form 4	Certification Regarding Nonprofit Status and Compliance executed by a duly authorized signatory of Applicant.	☒
	Attached Annex A – Nonprofit Documents	☒
	Attached Annex B – Management Companies	☒
	Attached Annex C – Vendors	☒
	Attached Annex D – Contracts	☒
	Attached Annex E – Related Party Transactions	☒
	Attached Annex F – Real Estate	☒
	Attached Annex G – Equipment	☒
	Attached Annex H – Annual Compensation	☒
CC Form 5	Disclosure executed by a duly authorized signatory of Applicant of all applications, licenses and/or registrations in any jurisdiction, and any withdrawals, denials, suspensions, revocations, consents orders/agreements and/or other enforcement or regulatory actions in any jurisdiction, including copies thereof in compliance with § 1.2(C)(4)(m)(1) and (2) of the Regulations	☒

Application Fee	$10,000 nonrefundable Application Fee, payable to the General Treasurer, State of Rhode Island, in the form of a cashier's check or money order only in compliance with § 1.2(C)(4)(a) of the Regulations	☐
CC Exhibit A	Disclosure of any material financial interests or control in another compassion center, cultivator, cooperative cultivation or other marijuana establishment licensee, and a plan of divestiture in compliance with §§ 1.2(C)(4)(i) and 1.2(F)(7) of the Regulations	☒
CC Exhibit B	Evidence of appointment of a Compliance Officer for the proposed Compassion Center and including Applicant's legal and operational compliance plan in accordance with § 1.2(C)(4)(l) of the Regulations	☒
CC Exhibit C	Applicant's Business Plan for the Compassion Center with all information and in compliance with § 1.2(C)(4)(c) of the Regulations	☒
CC Exhibit D	Applicant's Security and Safety Plan with all information and in compliance with § 1.2(C)(4)(d) of the Regulations	☒
CC Exhibit E	Applicant's Operations Manual for the Compassion Center with all information and in compliance with § 1.2(C)(4)(e) of the Regulations	☒
CC Exhibit F	Per § 1.2(C)(4)(f)(1) – (5) of the Regulations, a description of the proposed Licensed Premises, including street address, plat/lot number and zoning district	☒
Submission of Required Electronic and Paper Copies of Entire Application		
Version A – Paper	Complete unredacted signed paper copy of the entire Application	☒
Version A - Electronic	Complete electronic copy of the Version A paper application on a USB thumb drive	☒
Version B - Paper	Complete paper copy of entire application redacted as instructed in Part 3 of this Application	☒
Version B – Electronic	Complete electronic copy of entire application redacted as instructed in Part 3 of this Application on a USB thumb drive	☒
Version C – Paper	Complete paper copy of entire application redacted as instructed in Part 3 of this Application	☒
Version C – Electronic	Complete electronic copy of entire application redacted as instructed in Part 3 of this Application on a USB thumb drive	☒

Part 4 – Compassion Center Required Application Forms

CC FORM 1 – GENERAL CONTACT INFORMATION, TAXPAYER IDENTIFICATION AND AFFIRMATIONS

1	**COMPANY NAME** **(legal name, and any d/b/a name(s), if applicable)**	Company Name Co-Op City I Inc
	Application ZONE#	Zone 4 **(note separate applications and application fees are required to apply to multiple zones)**
2	**BUSINESS STREET ADDRESS**	Street Address 580 Central Ave
3	**CITY, STATE, ZIP**	City, State, Zip Pawtucket, RI 02861
4	**STREET ADDRESS OF PROPOSED LICENSED PREMISES FOR RETAIL SALES OF MEDICAL MARIJUANA**	Street Address 75 Byfield Street Unit #4
5	**CITY, STATE, ZIP**	City, State, Zip Warwick, RI 02888

6	**PLAT#/LOT# OF PROPOSED LICENSED PREMISES FOR RETAIL SALES OF MEDICAL MARIJUANA**	Assessor's Plat 285 Lot 310
7	**SQUARE FOOTAGE OF PROPOSED FACILITY FOR RETAIL SALE OF MARIJUANA**	2235 square feet
8	**FEIN:** (Federal Employer Identification Number)	[redacted]
9	**TELEPHONE NUMBER**	**AREA CODE NUMBER EXTENSION** [redacted] **Ext._____**
10	**FAX NUMBER (if not applicable, put "N/A")**	**AREA CODE NUMBER EXTENSION** (N/A) _____ - _____ **Ext._____**
11	**TOLL FREE NUMBER (if not applicable, put "N/A")**	**AREA CODE NUMBER EXTENSION** (N/A) _____ - _____ **Ext._____**
12	**COMPLIANCE OFFICER Identification and Contact Information**	**Applicant must appoint a Compliance Officer to whom information, notices, and documents will be sent. The Department reserves the right to contact and/or send notices and other correspondence to Applicant by email and/or post mail. It is Applicant's responsibility to ensure that the Compliance Officer information is correct and up to date at all times following application and throughout licensure.**
	Name:	Name Robert Hansen
	Title:	Title Chief Compliance Officer

	Mailing Address:	A[redacted]
	Email Address:	Email Address [redacted]
	Phone Number	[redacted] **Ext.**_____ **AREA CODE NUMBER EXTENSION**
	Fax Number (if not applicable, put "N/A")	(N/A)_____-_____ **Ext.**_____ **AREA CODE NUMBER EXTENSION**

TAXPAYER STATUS

All persons and entities applying for or renewing any license, registration, permit, or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by R.I. Gen. Laws Chapter 5-76, except as noted below.

PLEASE CHECK ONE BOX BELOW OR APPLICATION WILL BE CONSIDERED INCOMPLETE

☒ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.

☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.

☐ I am currently pursuing administrative review of taxes owed to the state.

☐ I am in federal bankruptcy. (Case #_____)

☐ I am in state receivership. (Case #_____)

☐ I have been discharged from Bankruptcy. (Case #_____)

Robert Hansen
Name of Taxpayer/Entity

[redacted]
Social Security or Federal Tax Identification Number

	Mailing Address:	A[redacted]
	Email Address:	Email Address [redacted]
	Phone Number	[redacted] **Ext.**_____ **AREA CODE NUMBER EXTENSION**
	Fax Number (if not applicable, put "N/A")	(N/A)_____-_____ **Ext.**_____ **AREA CODE NUMBER EXTENSION**

TAXPAYER STATUS

All persons and entities applying for or renewing any license, registration, permit, or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by R.I. Gen. Laws Chapter 5-76, except as noted below.

PLEASE CHECK ONE BOX BELOW OR APPLICATION WILL BE CONSIDERED INCOMPLETE

☒ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.

☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.

☐ I am currently pursuing administrative review of taxes owed to the state.

☐ I am in federal bankruptcy. (Case #_____)

☐ I am in state receivership. (Case #_____)

☐ I have been discharged from Bankruptcy. (Case #_____)

Christopher Morgan
Name of Taxpayer/Entity

[redacted]
Social Security or Federal Tax Identification Number

	Mailing Address:	[redacted]
	Email Address:	Email Address [redacted]
	Phone Number	[redacted] **Ext.**_____ **AREA CODE NUMBER EXTENSION**
	Fax Number (if not applicable, put "N/A")	(N/A)_____-_____ **Ext.**_____ **AREA CODE NUMBER EXTENSION**

TAXPAYER STATUS

All persons and entities applying for or renewing any license, registration, permit, or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by R.I. Gen. Laws Chapter 5-76, except as noted below.

PLEASE CHECK ONE BOX BELOW OR APPLICATION WILL BE CONSIDERED INCOMPLETE

☒ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.

☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.

☐ I am currently pursuing administrative review of taxes owed to the state.

☐ I am in federal bankruptcy. (Case #_____)

☐ I am in state receivership. (Case #_____)

☐ I have been discharged from Bankruptcy. (Case #_____)

Kyle Seyboth
Name of Taxpayer/Entity

[redacted]
Social Security or Federal Tax Identification Number

	Mailing Address:	[redacted]
	Email Address:	Email Address [redacted]
	Phone Number	[redacted] **Ext.**_____ **AREA CODE NUMBER EXTENSION**
	Fax Number (if not applicable, put "N/A")	(N/A)_____-_____ **Ext.**_____ **AREA CODE NUMBER EXTENSION**

TAXPAYER STATUS

All persons and entities applying for or renewing any license, registration, permit, or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by R.I. Gen. Laws Chapter 5-76, except as noted below.

PLEASE CHECK ONE BOX BELOW OR APPLICATION WILL BE CONSIDERED INCOMPLETE

☒ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.

☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.

☐ I am currently pursuing administrative review of taxes owed to the state.

☐ I am in federal bankruptcy. (Case #_____)

☐ I am in state receivership. (Case #_____)

☐ I have been discharged from Bankruptcy. (Case #_____)

Douglas Bosswick
Name of Taxpayer/Entity

[redacted]
Social Security or Federal Tax Identification Number

CC Form 1 - AFFIRMATIONS

Applicant hereby understands and affirms the following:

1. The burden of proving an Applicant's qualifications rests on the party applying for the license.
2. The Department of Business Regulation may deny an Application that contains a material misstatement, omission, misrepresentation, or untruth.
3. An Application shall be complete in every material detail.
4. The Department of Business Regulation may rescind its approval of a Compassion Center License if Applicant has not completed the pre-requisites for issuance of the license as described in the Regulations within nine (9) months of their approval.
5. Regarding the location of the licensed premises, Applicant commits to the following:
   a. The premises and operations of Applicant shall conform to local zoning requirements.
   b. The Compassion Center License shall be conspicuously displayed at the licensed premises.
6. Regarding manufacturing, Applicant commits to having any form of manufacturing that uses a heat source or flammable/combustible material approved by the State Fire Marshal and/or the local fire department.
7. Applicant commits to not using any compressed, flammable gas as a solvent in any solvent extraction process, manufacturing or for any other purpose.
8. Applicant commits to not acquiring medical marijuana from anyone other than a licensed cultivator in accordance with the Act and the Regulations.
9. Applicant commits to the limitations set forth in the Act and the Regulations and understands that they are limited to possessing marijuana only as permitted in the Act and the Regulations.
10. Applicant understands that the licensed premises may not be within 1,000 feet of the property line of a preexisting public or private school.
11. Applicant hereby acknowledges that its employees covered by the National Labor Relations Act or the Rhode Island State Labor Relations Act have the right to form, attempt to form or join a union in the workplace. Applicant acknowledges that its covered employees may be fairly represented by a union if one is formed. Applicant also acknowledges that its employees have the right to refuse to do any or all of these things and that Applicant may not interfere with, restrain or coerce employees in the exercise of these rights.
12. Applicant understands that a licensed compassion center and any interest holders/key persons thereof may not have any material financial interest or control in another Rhode Island licensed compassion center, licensed cultivator or a licensed cooperative cultivation or in a Rhode Island Department of Health approved third party testing provider and vice versa.

SIGNATURE FOR CC FORM 1

The undersigned attests that Applicant organization understands and will adhere to the all requirements of the Act and the Regulations, including but not limited to those listed above, and that they have the authority to bind Applicant organization to all requirements.

The undersigned Authorized Signatory of Applicant hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes to the entirety of this Application for Medical Marijuana Compassion Center License and shall provide written notice to the Department within thirty (30) days of any change of the information provided herein including all Forms, Annexes, Exhibits, Documents and Deliverables submitted in connection with or as part of the application process; each such notice shall include an updated Form, Annex, Exhibit, Document or Deliverable, as the case may be.

Under penalty of perjury, the undersigned hereby declares and verifies that all statements on and information contained in this Application including all Forms, Annexes, Exhibits, Documents and Deliverables submitted herewith, are complete, true, correct and accurate.

AUTHORIZED SIGNATORY SIGNATURE	
SIGNATURE:	**DATE:** Click here to enter a date. 12/05/2020
Print Name: Robert Hansen	
Print Title: Chief Compliance Officer	

Updated to 7/16/2020

CC FORM 2
Disclosure of Owners and Other Interest Holders

Name of Applicant/Licensee: Co-op City I Inc

Section I: Owners and Other Interest Holders

List (A.) all persons and/or entities with any ownership interest with respect to applicant/licensee, **and** (B.) all officers, directors, members, managers or agents of applicant/licensee, **and** (C.) all persons or entities with managing or operational control with respect to applicant/licensee, its operations, the license and/or licensed facilities whether they have an ownership interest or not, **and** (D.) all investors or other persons or entities with any financial interest whether they have ownership interest or not, **and** (E.) all persons or entities that hold interest(s) arising under shared management companies, management agreements, or other agreements that afford third-party management or operational control with respect to applicant/licensee, its operations, the license and/or the licensed facilities (all persons and entities described in (A)-(E) being hereinafter individually referred to as an "Interest Holder" and collectively referred to as "Interest Holders").

To the extent that any Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level. Attach a separate sheet(s) if necessary.

A. LIST ALL PERSONS AND/OR ENTITIES WITH ANY OWNERSHIP INTEREST IN APPLICANT/LICENSEE (including corporation stockholders, LLC members, and partners if a partnership; this includes parent companies if applicant/licensee is a subsidiary of another entity).

To the extent that any Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

Name	Title	SSN/FEIN	DOB	App submitted?
Christopher Morgan	C.O.O.	[redacted]	[redacted]	☒Yes ☐No

Address (residence if an individual)		State	Z	Phone Number
[redacted]	[redacted]	[redacted]	[redacted]	([redacted] [redacted]

Business Associated with (Applicant, parent business or sub-entity)	Own. % Business Associated with	Effective Own. % in Applicant
Applicant Entity (Co-op City I Inc)	[redacted]	[redacted]

Name	Title	SSN/FEIN	DOB	App submitted?
Kyle Seyboth	C.E.O.	[redacted]	[redacted]	☒Yes ☐No

Address (residence if an individual)	City	Stat	ZI	Phone Numbe
[redacted]	[redacted]	[redacted]	[redacted]	([redacted] [redacted]

Business Associated with (Applicant, parent business or sub-entity)	Own ness Associated with	Eff wn. % in Applicant
Applicant Entity (Co-op City I Inc)	[redacted]	[redacted]

Name	Title	SS	DO	App submitted?
Robert Hansen Chief Compliance	Officer	[redacted]	[redacted]	☒Yes ☐No

Address (residence if an individual)	Ci	S	ZI	Phone Number
[redacted]	[redacted]	[redacted]	[redacted]	([redacted] [redacted]

Business Associated with (Applicant, parent business or sub-entity)	Own. % Business Associated with	Eff Own. % in Applicant
Applicant Entity (Co-op City I Inc)	[redacted]	[redacted]

Name	Title	SSN/FEIN	DOB	App submitted?
Douglas Bosswick	C.F.O	[redacted]		☒Yes ☐No

Address (residence if an individual)	City	State	ZI	Phone Number
[redacted]	[redacted]	[redacted]	[redacted]	([redacted] [redacted]

Business Associated with (Applicant, parent business or sub-entity) Applicant Entity (Co-op City I Inc)	Own. % Business Associated with [redacted]	E[redacted]ve Own. % in Applicant

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual)	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity)	Own. % Business Associated with	Effective Own. % in Applicant

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual)	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity)	Own. % Business Associated with	Effective Own. % in Applicant

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual)	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity)	Own. % Business Associated with	Effective Own. % in Applicant

B. LIST ALL OFFICERS, DIRECTORS, MANAGERS, MEMBERS OR AGENTS OF APPLICANT/LICENSEE AND ANY OTHER ENTITIES DESCRIBED IN SECTION A.

To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)	

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)	

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)	

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No

Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Title (officer, director, manager, etc.)			

C. LIST ALL PERSONS OR ENTITIES WHO HAVE MANAGING OR OPERATIONAL CONTROL WITH RESPECT TO APPLICANT/LICENSEE, ANY OTHER ENTITIES DESCRIBED IN SECTIONS A OR B, ITS OPERATIONS, THE LICENSE, AND/OR LICENSED FACILITIES (WHETHER THEY HAVE AN OWNERSHIP INTEREST OR NOT).

To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Role, interest, etc.			

D. LIST ALL INVESTORS OR OTHER PERSONS OR ENTITIES WHO HAVE ANY FINANCIAL INTEREST WITH RESPECT TO APPLICANT/LICENSEE, ANY OTHER ENTITIES DESCRIBED IN SECTIONS A, B OR C, ITS OPERATIONS, THE LICENSE, AND/OR LICENSED FACILITIES (WHETHER THEY HAVE AN OWNERSHIP INTEREST OR NOT).

To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )

Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			

E. LIST ALL PERSONS OR ENTITIES THAT HOLD INTEREST(S) ARISING UNDER SHARED MANAGEMENT COMPANIES, MANAGEMENT AGREEMENTS, OR OTHER AGREEMENTS THAT AFFORD THIRD-PARTY MANAGEMENT OR OPERATIONAL CONTROL WITH RESPECT TO APPLICANT/LICENSEE, ITS OPERATIONS, THE LICENSE AND/OR THE LICENSED FACILITIES.

To the extent that any such Interest Holder is an entity (corporation, partnership, LLC, *etc.*), list all Interest Holders in that entity until all such Interest Holders are identified and disclosed down to the individual person level.

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			
Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			

Name N/A	Title	SSN/FEIN	DOB	App submitted? ☐Yes ☐No
Address (residence if an individual) N/A	City	State	ZIP	Phone Number ( )
Business Associated with (Applicant, parent business or sub-entity) N/A	Interest			

Section II: List all persons (including individuals, firms, partnerships, corporations, limited liability companies, trusts), besides the owners and other Interest Holders previously listed in this Form [2], who/that will loan, give, or otherwise provide money, property interests, equipment, inventory, furniture, licensing or other proprietary rights to or for use in this business, or hold a security interest therein; or who will receive money, profits, proprietary rights or other interests from this business. Attach a separate sheet if necessary. If any such person is an entity, list all persons with any ownership in or control of that entity.

Name	**Date of Birth**	**SSN/FEIN**	**Interest/Dollar Amount**
N/A			
N/A			
N/A			

Section III:

A. Attach an organizational chart that clearly depicts all Interest Holders identified in this Form 2.

B. Attach a list of all Interest Holders identified in Section I(A) and I(D) of Form 2 that are individual persons and include the effective ownership percentage and dollar amount of each Interest Holder's interest with respect to Applicant/Licensee, its operations, the license and/or licensed facilities. List them in order of their effective ownership percentage.

C. Attach a list of all Interest Holders identified in Section I(A), I(B), I(C) and I(E) of Form 2 and include the dollar amount of annual compensation/remuneration paid/to be paid to such Interest Holders with respect to Applicant/Licensee, its operations, the license and/or licensed facilities for the last five years.

The organizational chart and accompanying lists should follow the form and structure of the sample charts and lists included with this form.

Updated to 7/16/2020

CERTIFICATION AS TO CC FORM 2

The undersigned duly authorized signatory of Applicant/Licensee, in his/her capacity as such, for and on behalf of Applicant/Licensee, after due inquiry, hereby certifies to the Office of Cannabis Regulation of the Department of Business Regulation (the "Department" or "DBR") that it/he/she has disclosed to the Department in this Form 2:

(A) With respect to Applicant/Licensee, all persons and entities that:

- (i) Are owners, members, officers, directors, managers, or agents of Applicant/Licensee; and
- (ii) Have/will have managing or operational control with respect to Applicant/Licensee, its operations, the license and/or licensed facilities whether they have an ownership interest or not; and
- (iii) Are investors or have any other financial interest therein; and
- (iv) Hold interest(s) arising under shared management companies, management agreements, or other agreements that afford third-party management or operational control with respect to Applicant/Licensee, its operations, the proposed license, and/or the licensed facilities (any person or entity in the foregoing (i), (ii) and (iii) being herein individually referred to as an "interest holder" and all such persons and entities in the foregoing (i), (ii), (iii), and (iv) being collectively referred to as the "interest holders"); and

(B) To the extent that any interest holder described in (A) above is an entity, all interest holders in that entity until all such interest holders are identified and disclosed down to the individual person level.

The undersigned, after due inquiry, further certifies to the Department that, except for the license that is the subject of this Form 2 and except as permitted under R.I. Gen. Laws § 21-28.6-12(b)(10), no "interest holder" disclosed herein is an "interest holder" with respect to any other license issued by, or license application made to, the Department as to a "marijuana establishment licensee" as defined in R.I. Gen. Laws § 21-28.6-3(17).

The undersigned hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes and shall provide written notice to the Department within thirty (30) days of any change of the persons/entities/interest holders described and the certifications made in this Form 2 and that each such notice shall include an updated Form 2.

Under penalty of perjury, I hereby declare and verify that all statements on and information submitted with this Form 2 are complete, true, correct, and accurate.

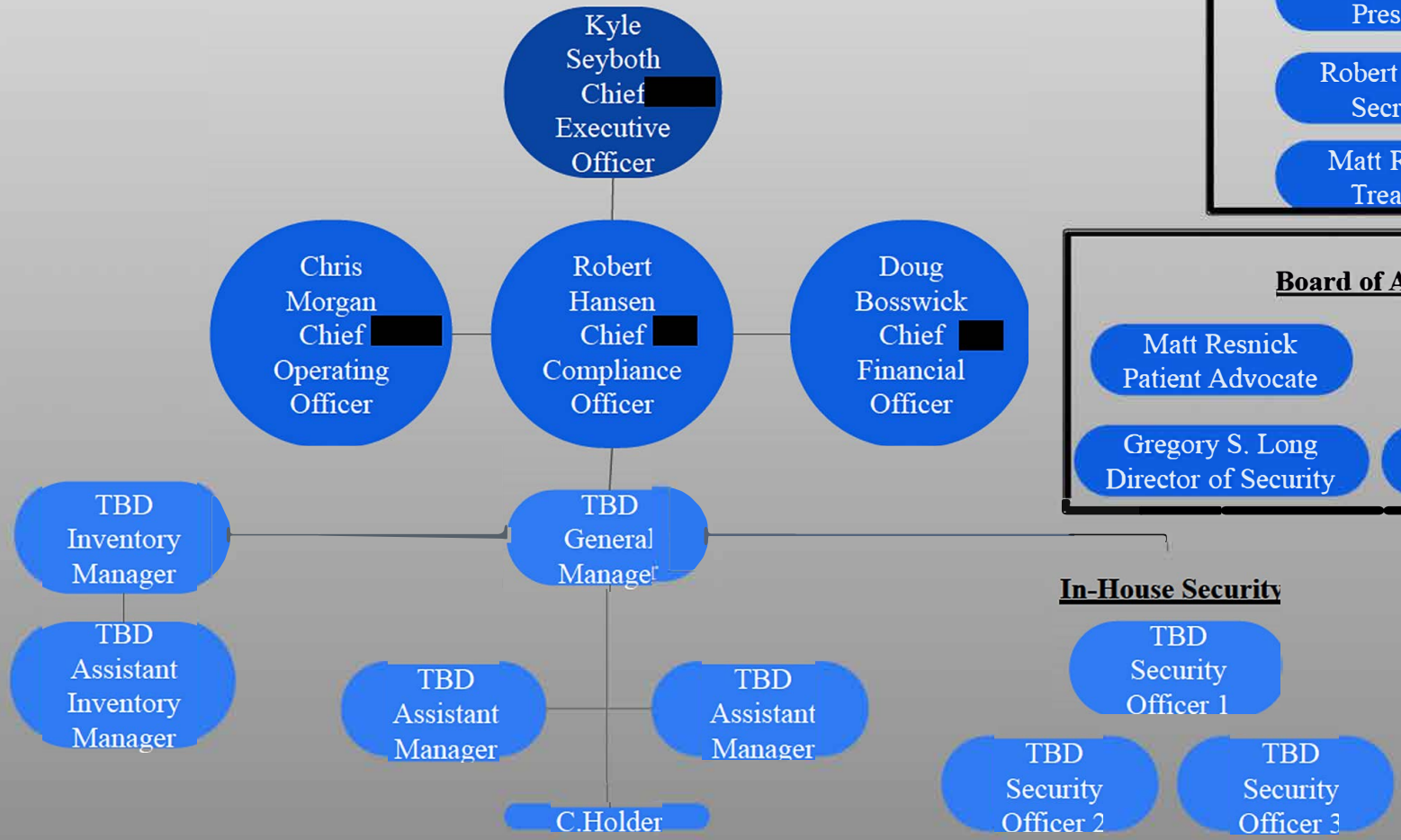
Signature of Authorized Signatory

12/05/2020
Click here to enter a date.
Date

Printed Name Robert Hansen

Printed Name Robert Hansen
Print Title: Chief Compliance Officer
Print Name of Applicant/Licensee: Co-op City I Inc

Applicant: Co-op City I, Inc. Organizational Chart



Directors of Non-Profit Corporation

- Chris Morgan President
- Robert Hansen Secretary
- Matt Resnick Treasurer

Board of Advisors

- Matt Resnick Patient Advocate
- Margaret Long Pharmacist
- Gregory S. Long Director of Security
- Dr. Albert J. Marano Neurologist

Co-op City I, Inc.

Owners by Effective Percentage of Ownership	Effective Percentage of Ownership	Capital Contributions, if any
Seyboth, Kyle	[redacted]	[redacted]
Morgan, Chris	[redacted]	[redacted]
Bosswick, Doug	[redacted]	[redacted]
Hansen, Robert	[redacted]	[redacted]

Directors, Officers, and Key Persons

Name	2021 Comp	2022 Comp	2023 Comp
Seyboth, Kyle	[redacted]	[redacted]	[redacted]
Morgan, Chris	[redacted]	[redacted]	[redacted]
Bosswick, Doug	[redacted]	[redacted]	[redacted]
Hansen, Robert	[redacted]	[redacted]	[redacted]

*Co-op City I, Inc._Compassion Center_Appendix B Schedule of Effective Ownership Interests

CC FORM 3

Owners and Interest Holders Certification Statement Form

On behalf of Applicant, and with respect to Applicant and each of the Interest Holders/Key Persons described in Form 2, the undersigned certifies as follows:

1. Has the Applicant or any Owner or Interest Holder or any marijuana business entity or its equivalent in which such persons hold or have held an interest or a medical marijuana or other marijuana or cannabis license, registration or authorization in another state or jurisdiction, ever been disciplined (discipline includes without limitation any denial, suspension, revocation, fines or other sanction of the license, registration or authorization) by any state or jurisdiction? If "Yes" provide a brief explanation, copies of all documentation and name/address/phone number/contact person for the licensing/registration/authorization authority. _____ _____ _____	Yes ☐	No ☒
2. Has the Applicant and/or any Owner or Interest Holder ever been denied a professional license, privilege of taking an examination, or had a professional license or permit disciplined by a licensing authority in Rhode Island or any other state or jurisdiction (discipline includes without limitation any denial, suspension, revocation, fines or other sanction of the license, registration or authorization)? If "Yes" provide a brief explanation, copies of all documentation and name/address/phone number/contact person for the licensing/registration/authorization authority. _____ _____ _____	Yes ☐	No ☒
3. Is any Owner or Interest Holder employed by the State of Rhode Island? If "Yes" please describe below.	Yes ☐	No ☒
_____ _____ _____		

4. Does the Applicant, or any Owner or Interest Holder have any "material financial interest or control" (as defined in § 1.1.1(A)(30) of the Regulations) in another Rhode Island licensed cultivator, a compassion center, a licensed cooperative cultivation, or a Rhode Island DOH-approved third party testing provider or vice versa. If "Yes" describe below:	Yes ☐	No ☒
_____ _____		
5. Applicant acknowledges that it fully understands that:		
a. Marijuana is a Schedule I controlled substance under the Controlled Substances Act of 1970 (21 U.S.C. 801 *et seq.);*	Yes ☒	No ☐
b. The manufacturing, distribution, cultivation, processing, possession, or possession with intent to distribute a Schedule I controlled substance, or conspiring or attempting to do so, are offenses subject to harsh penalties under federal law and could result in arrest, prosecution, conviction, incarceration, fine, seizure of property, and loss of licenses or other privileges;	Yes ☒	No ☐
c. Any activity regarding marijuana that does not comply with Rhode Island law or regulations is a violation of State law and could result in arrest, prosecution, conviction, incarceration, fine, seizure of property, and loss of licenses or other privileges; and	Yes ☒	No ☐
d. Applicant must comply with the requirements of R.I. Gen. Laws § 21-28.6-12(c)(7) and § 1.4(C) of the Regulations pertaining to criminal identification records checks prior to licensure.	Yes ☒	No ☐
6. Applicant acknowledges that Application Fees are non-refundable.	Yes ☒	No ☐
7. Applicant acknowledges that in filing an Application for a license, the following: a. The Department of Business Regulation is vested with certain authority and discretion under the Act and Regulations with respect to review and approval of a Compassion Center License; and b. The Department of Business Regulation's decision in approving or denying an Application shall be final subject to the provisions of the Administrative Procedures Act codified in R.I. Gen. Laws § 42-35-1 *et seq.*	Yes ☒ Yes ☒	No ☐ No ☐

Updated to 7/16/2020

The undersigned hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes and shall provide written notice to the Department within thirty (30) days of any change of the information provided and the certifications made in this Form 3 and that each such notice shall include an updated Form 3.

Under penalty of perjury, I hereby declare and verify that all statements on and information submitted with this Form 3 are complete, true, correct, and accurate.

Signature of Authorized Signatory

12/05/2020
Click here to enter a date.
Date

Printed Name Robert Hansen

Printed Name Robert Hansen
Print Title: Chief Compliance Officer
Print Name of Applicant/Licensee: Co-op City I Inc

CC FORM 4
CERTIFICATION REGARDING NONPROFIT STATUS AND COMPLIANCE

The undersigned duly authorized signatory of Applicant/Licensee, in his/her capacity as such, for and on behalf of Applicant/Licensee, after due inquiry, hereby certifies to the Office of Cannabis Regulation of the Department of Business Regulation (the "Department" or "DBR") as follows:

1. Nonprofit Status and Operation

   A. The Applicant/Licensee is and shall be operated on a not-for-profit basis for the mutual benefit of its patients in compliance with The Edward O. Hawkins and Thomas C. Slater Medical Marijuana Act, Chapter 21-28.6 of the Rhode Island General Laws and the regulations promulgated thereunder.

   B. Compassion centers shall not be organized, structured or operated in a manner that violates R.I. Gen. Laws § 21-28.6-12(f), or which would cause medical marijuana and medical marijuana products to be priced at unreasonable rates, as determined by DBR, in accordance with R.I. Gen. Laws § 21-28.6-12(d)(2)(iii).

   C. The Applicant/Licensee is a nonprofit corporation organized, existing and in good standing under the laws of the State of Rhode Island, including the Rhode Island Nonprofit Corporation Act, R.I. Gen. Laws Chapter 7-6, as evidenced in Annex A attached hereto, which includes the following documents:

      i. A written overview of Applicant's corporate structure as a nonprofit entity, a listing of all board members, officers, and other key persons along with copies of their resumes, job descriptions, roles and duties.
      ii. Applicant's nonprofit Articles of Incorporation filed with RI Secretary of State (SOS) in accordance with R.I. Gen. Laws Chapter 7-6;
      iii. Applicant's corporate Bylaws;
      iv. Applicant's Certificate of Good Standing from the RI SOS; and
      v. If applicable, documentation evidencing tax-exempt organization status under US Internal Revenue Code.

2. Management Companies and Vendors

   A. All contracts and agreements, including any loan or other financing agreements, with all management companies and vendors shall be on commercially reasonable terms and provide for compensation/remuneration at fair market value for the subject services, supplies, equipment, and other goods.

   B. Attached hereto as Annex B is a list of all management companies used/to be used to supply services, supplies, equipment and/or other goods to the compassion center Applicant/Licensee. This list must also include a list of all persons (names and addresses)

who have any ownership or financial interest (officers, directors, stockholders of 5% or more, LLC managers or members, and/or partners) in or operations or managerial control over the management company.

C. Attached hereto as Annex C is a list of all anticipated vendors used/to be used to supply services, supplies, equipment and/or other goods to the compassion center Applicant/Licensee of $100,000 or more per calendar year. This list must also include a list of all persons (names and addresses) who have any ownership or financial interest (officers, directors, stockholders of 5% or more, LLC managers or members, and/or partners) in or operations or managerial control over the management company.

D. Attached hereto as Annex D are copies of any/all agreements, contracts and proposals with management companies, vendors, or other contractors, including copies of any proposed management agreements, leases, loans, contracts, or any other documentation reflecting the terms and conditions of any relationships and/or interests between the nonprofit entity and these agents, persons, or entities. Applicant must include any subsidiaries/parent companies associated with these agents, persons, or entities in the overview and organizational chart and/or any other entities engaged in similar cannabis activities which have shared owners, officers, directors or key persons.

3. Related Party Transactions

A. Attached hereto as Annex E is a list of all financial transactions between Applicant/Licensee, on the one hand, and any immediate family member(s)[1] (whether directly or through an entity in which such family member(s) has an interest) of an officer, director, manager or other person having managerial or operational control of Applicant/Licensee, on the other hand.

B. All such financial transactions are on commercially reasonable terms and provide for compensation/remuneration at fair market value for the subject matter thereof.

4. Real Estate and Equipment

A. Attached hereto as Annex F is a list of all real estate to be purchased or leased by Applicant/Licensee; and

B. Attached hereto as Annex G is a list of all equipment to be purchased or leased by Applicant/Licensee involving compensation/remuneration of $100,000 or more per calendar year.

C. Such purchase and lease transactions are on commercially reasonable terms and provide for compensation/remuneration at fair market value for the subject matter thereof.

[1] "Family members" means and includes a spouse, parent, grandparent, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law and includes adopted, half and step members.

5. Compensation of Officers, Directors and Employees

   A. Attached hereto as Annex H is a schedule of annual compensation as to:
      i. All officers, directors, managers, and other persons having managerial or operational control of Applicant/Licensee; and
      ii. The ten (10) other persons with the highest-level annual compensation.

   B. Applicant/Licensee is in compliance with the compensation, dividend and loan provisions of the Rhode Island Nonprofit Corporation Act, R.I. Gen. Laws Chapter 7-6, including §§ 7-6-26.1, 7-6-31, and 7-6-32.

6. Revenue Sharing

   Applicant/Licensee is not and shall not become a party to any revenue or profit-sharing agreements or other arrangements involving sharing of, or compensation/remuneration based upon a percentage of, the compassion center's revenues or profits.

The undersigned hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes and shall provide written notice to the Department within thirty (30) days of any change of the information provided and the certifications made in this Certification and that each such notice shall include an updated Certification and all annexes hereto.

Under penalty of perjury, the undersigned hereby declares and verifies that all statements on this Certification are complete, true, correct and accurate and all applicable information and deliverables required by this form are attached in Annexes A through H.

Signature of Authorized Signatory

12/05/2020
Click here to enter a date.
Date

Printed Name Robert Hansen
Printed Name Robert Hansen
Print Title: Compliance Officer
Print Name of Applicant/Licensee: Co-op City I Inc

INSTRUCTIONS FOR CC FORM 4 ANNEXES

Attach separate pages for each Annex, A through H, to CC Form 4. If the information to be provided on any Annex is "none", put "none" on that Annex page.

The materials must demonstrate Applicant's understanding of and ability to comply with the requirements under the Act and the Regulations.

Annex A

Includes:

- Written overview of corporate structure as a non-profit entity, a listing of all board members, officers, and other key persons along with copies of their resumes, job descriptions, roles and duties
- Non-profit Articles of Incorporation filed with the RI Secretary of State
- Corporate Bylaws
- Certificate of Good Standing from RI Secretary of State

Co-op City I, Inc. Corporate Structure

Co-op City I, Inc. (COC) comprises a team of professionals featuring construction, real estate, finance, and hospitality. COC's team also has decades of collective medical marijuana sales experience in multiple states; such as Massachusetts, Arkansas, Colorado, Maryland, Virginia, Pennsylvania, and California.

Members of COC's Ownership Team have worked in all aspects of legal marijuana sales since its inception, including assisting in the development of state inventory tracking systems and other point-of-sale software systems, navigating highly regulated sales of medical marijuana to maintain full compliance with state and local laws, rules, and regulations.

COC's Ownership Team and Board of Advisors pride themselves on being role models within the regulated marijuana industry and are committed to helping the State of Rhode Island (RI) in building out its Medical Marijuana Program. Being able to provide alternative medicine to RI's active patients, and caregivers, is a privilege. COC is committed to executing its plan to build a business that provides safe, and quality, medical cannabis. Additionally, it is COC's commitment to meet the current demand of almost 20,000 active patients and/or caregivers, all the while staying in compliance with RI's Medical Marijuana Program Regulations.

The Co-op City I, Inc's Ownership Team will utilize its experience to successfully build out its Non-Profit Corporation. Co-op City I, Inc's Ownership Team understands that even the most financially sound organization can go through challenging situations as it builds out its Non-Profit Corporation. Co-op City I, Inc's Ownership Team has plans to handle common trouble situations that can change quickly such as funding sources, policy changes, and other conditions that can affect organizational priorities. Co-op City I, Inc prides itself on its small group of highly committed and cohesive leaders and board members. These talented members will spend most of their time and generosity focused on the organization and believe strongly that innovation and growth come after the fundamentals of good governance. The importance of the nonprofit sector has never been greater. Board members will assist in evaluating staff and impact, and look forward to becoming deeply familiar with the operations of the nonprofit as well as have a strong understanding of the mission and strategy. Board members will also be involved in the recruiting process and will be responsible for conducting performance data reviews that accurately measure the success of the organization.

From working with the board to volunteer management to fundraising, Co-op City I, Inc's Ownership Team understands that building relationships is everything. Community engagement will be a huge component of Co-op City I, Inc's mission and objectives. Respectful, helpful, and collaborative relationships will open doors to new contacts, conversations, and opportunities. Co-op City I, Inc. has narrowed its mission's focus to fit the skills and resources it has, which mostly come from experience in start-up and competitive industries such as real-estate, cannabis, finance, and construction. The mission will be understood and embraced by the board, management, and other key stakeholders of the Corporation.

Co-op City I, Inc's Ownership Team will be focused on impact evaluations, including evaluations of the leadership of the nonprofit to ensure there isn't any neglect. At the end of each year, the board chair plus one or two others will agree on the goals for the organization over the next year. Then at the end of the following year, there will be a discussion with the President and the Secretary about which goals have been achieved. These goal-setting efforts will be tied to compensation and performance evaluation.

Ownership Team

Kyle Seyboth (Chief Executive Officer)
The Chief Executive Officer (CEO) of Co-op City I, Inc. will oversee all Compassion Center operations from seed to sale. The CEO will be responsible for the general well-being of the company, monitoring its daily operations, overseeing all aspects of the business, and planning the overall direction of the company. The CEO will manage department heads, implement company policies, supervise the company budget, and be responsible for ensuring the company complies with all state laws regarding the cultivation and processing of medical marijuana. The CEO will also be responsible for implementation of the Diversity/Affirmative Action Plan.
*To review job description specifics, please refer to "*Co-op City I, Inc._Compassion Center_Appendix T_Chief Executive Officer Job Description*."

Chris Morgan (Chief Operating Officer)
The Chief Operating Officer (COO) will work closely with the executive team to further the company's goals and vision for future growth and scale. The COO will oversee and provide support, guidance, and resources to all department heads across the organization. The COO will meet regularly with department heads to have visibility into what is happening on the ground floor and communicate that information up to the executive team and board of advisors. The COO will collaborate with the executive team and department heads to develop operational infrastructure and departmental budgets.
*To review job description specifics, please refer to "Co-op City I, Inc._*Compassion Center_Appendix U_Chief Operating Officer Job Description*."

Robert Hansen (Chief Compliance Officer)
The Chief Compliance Officer is responsible for all legal, regulatory and compliance issues; including the training of employees. The Chief Compliance Officer oversees the General Manager and Inventory Manager. On a day to day basis, the Chief Compliance Officer oversees compliance with all applicable laws and regulations and handles any legal issues related to the Company.
*To review job description specifics, please refer to "*Co-op City I, Inc._Compassion Center_Appendix W_Chief Compliance Officer Job Description*."

Doug Bosswick (Chief Financial Officer)
The Chief Financial Officer (CFO) will work closely with the executive team and the board of advisors to set budgets, provide fiscal direction, and financial forecasting for the future success of the organization. The CFO will provide timely and accurate analysis of budgets, financial trends, and financial reports as well as develop, track and manage finance department goals and success metrics. The CFO will continuously look to uncover financial opportunities and efficiency improvements for the non-profit corporation.
*To review job description specifics, please refer to "*Co-op City I, Inc._Compassion Center_Appendix V_Chief Financial Officer Job Description*."

Board of Advisors

Gregory Long (Director of Security)
The Director of Security is responsible for helping to oversee the security of the facility. Mr. Long will work one-on-one with COC's Director of Security on subjects such as scheduling of security guards, vitor procedures, preparation of incident reports regarding any security incidents, and oversight of compliance with all safety and security Standard Operating Procedures. The Director of Security provides insight and assistance to training provided to all employees on safety, diversion prevention, and how to respond in event of a robbery, fire or other emergency. Mr. Long acts as a liaison to all departments on security measures, procedures and needs.

Margaret Long (Pharmacist Advisor)
Ms. Long will assist in developing patient and caregiver educational materials and help consult and train COC employees together with Dr. Albert J Marano (Medical Advisor) on different training subjects including, but not limited to:

1. Dissemination of information to patients
    a. Educational handouts
    b. Guidelines on how not to provide specific medical advice
    c. Special populations
2. Substance abuse training
3. Refusal of medical marijuana
4. Supplemental information for COC employee training

Ms. Long will also be a resource for COC employees to use in order to get advice and guidance on any patient/caregiver questions or concerns relating to topics such as medical marijuana product types, dosage suggestions, debilitating ailments, adverse reactions, etc.

Dr. Albert J Marano (Medical Advisor)
Dr. Marano will assist in developing patient and caregiver educational materials and help consult and train COC employees together with Margaret Long (Pharmacist Advisor) on different training subjects including, but not limited to:

5. Dissemination of information to patients
    a. Educational handouts
    b. Guidelines on how not to provide specific medical advice
    c. Special populations
6. Substance abuse training
7. Refusal of medical marijuana
8. Supplemental information for COC employee training
    a. Dr. Albert J Marano is board certified in neurology and has been practicing in Rhode Island since 1993. He is Chief of Neurology at Saint Joseph's Health Services and is the respective national speaker on multiple neurological conditions including chronic migraine, multiple sclerosis, neuropathic pain management, Parkinson's disease, epilepsy and Alzheimer's disease. Throughout his career he has treated thousands of patients and continues to be on the forefront of new treatment options.

Matthew Resnick (Patient Advocate & Director of Non-Profit Corporation)
Mr. Resnick will help serve as one of the three Director's for Co-op City I, Inc.'s Non-Profit Corporation, as well as assist in being a patient advocate for Rhode Island's Medical Marijuana Program and will assist in creating educational material for individuals looking to receive their medical card. Mr. Resnick will also use and participate in external outlets such as Rhode Island Patient Advocacy Coalition (RIPAC). RIPAC is RI's state's grassroots medical marijuana community of patients, caregivers, and advocates working to support and implement the RI medical Marijuana Act. RIPAC connects patients and educates doctors, nurses, lawyers, police, and residents.

Co-op City, I, Inc. is structured so that every COC employee understands where they fit in the hierarchy of the company. This means that all COC employees will directly report to the General Manager and Assistant Manager(s), respective of their department. Conversely, all Assistant Managers will report directly to the General Manager, respective of their department. The General Manager will report directly to all Executive Team Members. The primary goal of establishing a clear chain of command is to ensure that all COC employees understand where to seek authority in circumstances that would affect compliance and quality control.

General Manager (TBD)
*To review job description specifics, please refer to "Co-op City I, Inc._*Compassion Center_Appendix M_General Manager Job Description*." attachment.

Assistant Manager(s) (TBD)
*To review job description specifics, please refer to "Co-op City I, Inc._*Compassion Center_Appendix N_Assistant Manager Job Description*." attachment.

Company	*Co-op City I, Inc.*
Job title	*Chief Compliance Officer*
Reports to	*C-Suite/Executive Team*

Job purpose

The Chief Compliance Officer is responsible for ensuring local and state compliance, overseeing employees, the seed-to-sale inventory tracking system, equipment maintenance and calibration, facility safety management, maintaining accurate and up-to-date records, scheduling inspections, scheduling and executing internal audits, training staff as required, and reporting to management.

Duties and responsibilities

Operations

- Understanding of compliance requirements: RI's Medical Marijuana Program Regulations, City Zoning and Planning, Department of Business Regulation, Department of Health, and Warwick Fire Department
- Track, route, and redirect problems and issues to the correct resources
- Develop, facilitate implementation and maintenance of Good Manufacturing Practices (GMP) processes and quality systems (QC checks and audits) within departments to ensure product quality and compliance; responsible for compliance with all sections of DBR rules
- Maintain Quality Assurance program –
    - Performs documentation reviews;
    - Executes documentation change control and ensures up to date training materials;
    - Establish and maintain controls for the identification, storage, protection, retrieval, retention time, and disposition of quality management system records;
    - Maintain compliant operation against all work instructions, requirements and SOPs; working with the Dispensary Management Team in the collection of necessary documentation or data and maintaining auditable records;
    - Development of quality control standards for all departments including test verifying and analyzing Certificate of Analysis, test methods and sampling instructions (maintain product specification sheets for all products);
- Provide first level contact for Agrisoft inventory resolutions – generate incident reports when necessary
- Maintain Compliance Binder and Compliance Binder TOC
- Generate and process test lab samples
- Label verification prior to its use

- Oversee Agrisoft Seed to Sale tracking system
- Oversee quality control checks (when developed)

Operations – quarterly and annual reports

- Quarterly - List of Products and Cannabinoid Content
- Annual – Minority, employees and owners report
- Annual – Verification of background check (CJIS runs it)
- Annual - Nutrient Management Plan
- Annual - GAP Certification

Operations - Audit Planning and Execution

- Inventory Audits
- Certificate of Analysis Audits (monthly)
- Employee File Audits (quarterly)
- Finished package audits including shipping, testing, and quarantine vaults (monthly)
- Transportation Manifest Binder Audits (monthly)
- MSDS binder Audits (monthly)
- Green Waste Log (monthly)
- Visitors Logs (monthly)
- Packaging & Labeling Audits (monthly)
- Discount Audits
- Flower Gram Equivalent Audit

Equipment and Maintenance

- Maintain Calibration and Calibration Log
- Ensure the maintenance of the Equipment Maintenance Log
- Monitor and review contract service records and communicate findings
- Ensure good status of Preventive Maintenance program – production area and equipment, external grounds maintenance

Safety

- Prepare for and participate in all Department inspections
- Product Recall reporting and execution
- Review and handle product related changes and complaints
- Conduct quarterly safety meeting with OSHA presentation for new employees
- When necessary, conduct Hazard Analysis and establish personal protective equipment (PPE) and employee training for any job hazards, current or new

Qualifications

Required Qualifications:

- At least 4-years' experience in project management
- Bachelor's degree in project management, business administration, business management, operations management or related field
    - Exceptions may be made for individuals with exceptional job experience
- In-depth knowledge of the medical marijuana industry procedures, equipment, IBC and OSHA standards

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*General Manager*
Reports to	*C-Suite/Executive Team*

Job purpose

The General Manager shall oversee the full, daily operations of their high-end Compassion Center. The General Manager is responsible for ensuring that Co-op City I, Inc. operates in compliance with local and State regulations and overseeing all operations.

Duties and responsibilities

Operations

- Manage and oversee full Dispensary operations and supervise a team of 10-15 Dispensary Employees (5-8 during any given shift).
- Guide staff to achieve their maximum performance, including developing methods of measuring performance and conducting reviews with each staff member.
- Develop process flows for Patient/Caregiver experience, Patient/Caregiver service, Point-of-Sale (POS) and inventory handling practices, with a focus on enhancing the Patient/Caregiver experience and ensuring Patient/Caregiver retention.
- Maintain Standard Operating Procedures, the Operations Manual, the Employee Handbook, and train all new and existing staff accordingly.
- Analyze sales and revenue reports, make forecasts, and provide ongoing training and support to personnel to increase revenue and drive growth.
- Ensure the Dispensary operates efficiently and effectively to maximize revenue by:
    - Preparing and controlling the store's budget to minimize expenditures and maximize efficiency.
    - Tracking inventory levels and purchases to ensure they stay within budget and to minimize loss.
- Ensure the Dispensary fulfills all legal, health, and safety guidelines, including ongoing adaptation to changing marijuana regulations and employment law.
- Collaborate with the Merchandising, Materials and/or Inventory Procurement to ensure optimal product selection, availability and pricing.
- Keep updated on all aspects of marijuana Dispensary operations (legal, regulatory, technology, and research) and share that information with Dispensary Employees, training them in a timely fashion.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma or equivalent required; Bachelor's degree or higher highly desired, but not required.
- 5+ years of successful experience as a store, hotel, bar or restaurant manager; previous medical and/or retail marijuana Dispensary or similar management experience highly preferred.
- Solid understanding of diverse business subjects such as sales, marketing, Patient/Caregiver service, and inventory control.
- Ability to be an effective manager to motivate personnel to perform with excellence.
- Ability to lead efforts to curate the experience Patients/Caregivers have from the moment they walk through the door until they leave.
- Adaptability and be an independent self-starter with a "can-do" attitude.
- Proven track record of success in employee management and development.
- Knowledge of hospitality and/or retail management best practices.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Assistant Manager*
Reports to	*General Manager*

Job purpose

The Assistant Manager(s) shall assist in overseeing the full, daily operations of their high-end Compassion Center. The Assistant Manager(s) shall assist the General Manager in being responsible for ensuring that Co-op City I, Inc. operates in compliance with local and State regulations and overseeing all operations.

Duties and responsibilities

- Assists the General Manager in managing and overseeing effective dispensary operations.
  - Supervise the operation of the Compassion Center and COC's employees, opening/closing/changing shifts, task delegation and scheduling COC's employees.
  - Supervise the control of cash handling including register counts, withdrawals from Greenwood Credit Union, armored car pickups, safe deposits, change orders, and assist with certain aspects of bookkeeping.
  - Assign daily operational responsibilities/tasks and set expectations for COC's employees.
- Ensures excellent patient/caregiver service by:
  - Modeling and sharing patient/caregiver service best practices with all COC employees to deliver a distinctive and delightful patient/caregiver experience.
  - Monitoring/analyzing the patient/caregiver service provided by COC employees and providing feedback and coaching.
  - Greeting patients/caregivers and offering assistance with products and services that are relevant to the needs of a patient/caregiver.
  - Resolving patient/caregiver complaints.
- Supervises and manages inventory by:
  - Ordering items, keeping stock, and leveraging company resources to avoid stock-outs and overstock.
  - Receiving, stocking, pricing, returning, and transferring of inventory.
  - Learning to analyze inventory trends and present weekly analyses to the General Manager.
- Ensures that the Compassion Center and grounds are clean and presentable; manages repairs and maintenance; responds to emergencies.
- Ensures the Compassion Center remains in strict compliance with all applicable laws and regulations.

- Stays updated on all computer and technology systems and software (e.g. registers, POS, Agrisoft, etc). Responds to all system problems by contacting the Compassion Center 's information technology support to ensure solutions.
- Complies with all company policies and procedures; maintains respectful relationships with coworkers.
- Completes special assignments and other tasks as assigned, including assisting COC employees as needed.
- Manages Compassion Center employee performance by assigning responsibilities, setting goals and expectations, observing performance, providing feedback and giving recognition. Manages employee career progression.
- Ensures training of Compassion Center employees; provides coaching and mentoring.
- Issues constructive discipline and makes discipline recommendations.
- Promotes teamwork and motivates Compassion Center employees by establishing expectations, tracking results, showing enthusiasm and sharing vision.
- Ensures compliance with all corporate policies, and applicable employment laws.
- Develops and delivers performance management for direct supervisees.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- Bachelor's Degree prior to position start date or High School Diploma/GED and 1 year of retail supervisory experience.
- Must be at least 21 years of age.
- Must be fluent in reading, writing, and speaking English.
- Willingness to work flexible schedules including extended days, evenings, and weekend hours.

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Compassion Center Agent*
Reports to	*General Manager & Assistant Manager(s)*

Job purpose

Compassion Center Agents directly interact with all patient/caregiver and advise them compliantly on usable medical marijuana products and non-medical marijuana products that are for sale. Compassion Center Agents are responsible for both managing money and inventory and elevating the patient/caregiver experience above all else. A Compassion Center Agent is also expected to work in other facets of the operation, including but not limited to:

- Check-In Vestibule Duties
- Cleaning & Sanitation Duties
- Packaging Duties
- Product/Merchandise Storage Duties

Compassion Center Agents must be enthusiastic, friendly, and able to provide basic information regarding the Compassion Center and its products.

Duties and responsibilities

- Ensure an excellent patient/caregiver experience:
  - Providing the best patient/caregiver experience to whoever walks through the door.
  - Building rapport with patients/caregivers to ensure they become repeat customers.
  - Welcoming each person entering the Compassion Center with a warm, friendly greeting.
  - Educating patient/caregiver on COC's message, strains, products, delivery methods, potency, serving size, tolerance, etc.
  - Guide patient/caregiver to appropriate resources including website and internet menus.
- Must be on time and prepared for all scheduled shifts.
- Verify that patient/caregiver are qualified and active with the Department by:
  - Conducting patient/caregiver check-in and all ID checking (both at front desk and again before purchase).
  - Conducting patient/caregiver entry into POS and Inventory Tracking Systems.
- Answer phones appropriately and maintain proper phone etiquette.
- Allocate guest badges and provide oversight on all vendor/visitor sign-ins to remain compliant.
- Make recommendations based on training about and knowledge of medical marijuana products sold and on the symptoms of the patient/caregiver.

- Complete daily checklists (AM or PM), maintain the Compassion Center facility appearance and cleanliness, daily store opening and closing duties.
- Maintain compliance following all COC's procedures when completing a sale.
- Keep updated on and provide the patient/caregiver with accurate knowledge of product price points.
- Utilize product upsell lists appropriately.
- Ensure the security of all money and inventory on the sales floor or in designated POS stations.
- Maintain workstations in an orderly manner.
- Keep updated on all aspects of marijuana Compassion Center operations (legal, regulatory, technology, and research) and share that information with COC employees.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Success working closely with a myriad of different personality types.
- Genuine enthusiasm and love for marijuana and the marijuana industry.
- Must possess basic knowledge of marijuana weights, industry products, strain classifications, genetics, and compliance.
- Positive attitude in high volume sales settings.
- Can work long hours at standing sales stations.
- Proficiency with Microsoft Office and Apple OS.
- Good communication skills including ability to speak and work proactively with patient/caregiver.
- Attention to detail.
- Willingness to work flexible schedules including extended days, evenings, and weekend hours.
- Knowledge of state equivalency rules and patient/caregiver medical limits.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Inventory Manager*
Reports to	*General Manager & Chief Compliance Officer*

Job purpose

The Inventory Manager will be responsible for maintaining the point of sale and inventory tracking system at the Compassion Center. This includes managing inventory, assisting other team members with day to day tasks and the cleaning/organizing of the office. Computer and IT experience are a must as are excellent verbal and written communication skills. This is a positive work environment dedicated to providing a friendly and caring atmosphere for our patients.

Duties and responsibilities

Inventory Management

1. Input physical data from transport manifests to seed-to-sale digital inventory tracking system.
2. Weighing and counting medical marijuana product(s) and ensuring all finished medical marijuana product(s) abide by the Rhode Island standards for packaging and distribution.
3. Weighing medical marijuana product(s) and abiding by COC's standards for packaging, storing and distribution (labeling, bagging, etc.).
4. Maintaining an up to date and accurate inventory by conducting physical inventory audits and comparing the results to the digital inventory.

Reports

1. Creating weekly inventory reports for the Compassion Center.
2. Exporting and manipulating the data into simple charts and graphs.
3. Running various reports via seed-to-sale database for managers and owners.

Hardware and Software

1. Troubleshooting normal office hardware and various peripherals (printers, barcode scanners etc.).
2. Installing software updates and patches for the POS (point of sale) system and Inventory Tracking System.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- 2 year degree at an accredited University or comparable experience in an IT field.

- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Inventory Assistant Manager*
Reports to	*Inventory Manager*

Job purpose

The Inventory Assistant Manager is responsible for maintaining accurate inventory controls while adhering to all company, state, and federal laws and policies. They help prevent loss by performing daily product audits and reconciliations as well as managing any expiring product. They keep all products in the vault organized and work with management to replenish the sales floor back-stock as necessary. The inventory specialist will work with COC Management to place bi-weekly orders based on the stores sales and projected needs. They must possess excellent math, organizational, and time management skills and must work well in a team setting.

Duties and responsibilities

<u>Inventory Management</u>

- Analyze store metrics and work with management to place bi-weekly orders based on projected needs of the store
- Create inventory budgets based on store metrics
- Perform daily physical inventory counts of all active sales floor medicated products
- Reconcile any discrepancies as needed and identify causes of shrink
- Receive all in-house or wholesale *(when applicable)* products and enter them compliantly into the company and state approved inventory control system, Leaf Logix
- Ensure all product received in store is compliant with company, state, and federal laws
- Audit store transactions to ensure compliance with company, state, and federal laws
- Stay up to date on Rhode Island's marijuana packaging laws to ensure all in-house and wholesale products are continually compliant
- Create manifests in accordance with state regulations for the transfer of any product out of store
- Keep documents such as manifests and invoices maintained and organized
- Barcode each SKU accordingly after an order is received and entered into system
- Maintain organization of back stock and active product
- Coordinate the rotation of inventory after each delivery to ensure that the oldest product is always sold first
- Identify opportunities to improve efficiencies
- Restock products from the vault to sales floor in the morning and throughout day as needed
- Communicate after reconciliations and report any discrepancies
- Communicate expiring edibles in timely manner so product is given priority to be sold
- Schedule end of month and end of year inventory audits

- Keep organized record of all monthly and yearly inventory audits
- Maintain expired/damaged product log
- Assist in coaching the staff about the importance of inventory integrity

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- 2 year degree at an accredited University or comparable experience in an IT field.
- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Executive Officer*
Reports to	*N/A*

Job purpose

The Chief Executive Officer (CEO) controls all strategic and business aspects of the company. The CEO will be responsible for overseeing all operations and business activities to ensure desired results are consistent with the overall strategy and mission. Strong leadership experience and background in cannabis, beverage, or food industries. Production industry experience is the critical requirement.

Duties and responsibilities

- Develop business strategies and plans ensuring alignment with short-term and long-term objective
- Lead and motivate team to advance employee engagement; develop high-performing managerial team
- Oversee all operations and business activities to ensure desired results and consistency with overall strategy and mission
- Enforce adherence to legal guidelines and in-house policies to maintain company's legality and business ethics
- Review financial and non-financial reports to devise solutions or improvements
- Maintain a deep knowledge of the markets and industry of the company

Qualifications

Required Qualifications:

- Proven cannabis experience as CEO;
- Experience in developing profitable strategies and implementing vision;
- Top organizational and leadership skills, and;
- Strong analytical and problem-solving skills

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Operating Officer*
Reports to	*Chief Executive Officer*

Job purpose

The Chief Operating Officer (COO) will have experience managing diverse business operations in a fast-paced high growth, cannabis cultivation, processing, distribution and/or retail facility. Additionally, The COO shall have previous startup experience in an executive leadership role for a cutting edge startup in an emerging industry, and/or firms in highly-regulated industries such as pharma, cannabis, big alcohol, etc.

Duties and responsibilities

1. Work closely with the executive team to further the company's goals and vision for future growth and scale
2. Oversee and provide support, guidance, and resources to all department heads across the organization
3. Meet regularly with department heads to have visibility into what is happening on the ground floor and communicating that information up to the executive team and board of advisors
4. Collaborate with executive team and department heads to develop operational infrastructure and departmental budgets

Qualifications

Required Qualifications:

- 8-10 years of COO experience in a highly regulated industry, cannabis industry COO experience highly desired
- Experience managing teams of 50+ personnel
- Bachelors in Business Administration or a related field, and a masters or MBA
- Deep knowledge of scaling a business rapidly in an ever changing regulatory and legal landscape

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Financial Officer*
Reports to	*Chief Executive Officer*

Job purpose

The Chief Financial Officer (CFO) will have a background and experience in finance and accounting and previous success in an executive financial role for a cutting edge startup in an emerging industry, and/or firms in traditional highly-regulated industries including pharma, cannabis, alcohol, etc. The CFO will work closely with the executive team and the board of advisors to set budgets, and provide financial direction and forecasting for the future success of the organization.

Duties and responsibilities

1. Provide timely and accurate analysis of budgets, financial trends, and financial reports
2. Develop, track and manage finance department goals and success metrics
3. Work directly with executive team and Board of Advisors to uncover financial opportunities and efficiency improvements for business
4. Work with Controller to develop cash optimization practice and cash handling best practices
5. Oversee M&A activity and provide due diligence on personnel and cash flow management

Qualifications

Required Qualifications:

- Masters in finance, accounting, or a related field
- CPA, CFA, Big Four, and/or MBA highly desired
- 8-10 years of experience in a senior VP of Finance or CFO/COO role in a high-regulated industry
- Well versed in SEC rules and regulations

Working conditions

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Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Director of Security*
Reports to	*Chief Compliance Officer & General Manager*

Job purpose

The Director of Security provides oversight and coordination ensuring the implementation of Co-op City I, Inc.'s (COC) security procedures. The Director of Security will work closely with the General Manager of the facility and be a resource for the staff on regulatory compliance relating to security and ensure the safety and security of the facility and the protection of company employees and assets. The Director of Security shall be responsible for monitoring the site grounds, facility, visitors, vendors and staff. The Director of Security is additionally responsible for operation and monitoring of the sites video surveillance system, access control system and perimeter security system ensuring its functionality and compliance.

Duties and responsibilities

1. Possess an in-depth understanding of the regulations and laws as it pertains to the Medical Marijuana program including Compassion Center operational regulations
2. Ensure the complete and strict adherence of COC's operational security & safety plan, and SOP
3. Establish pertinent SOP, or update existing SOP and procedures for security operations
4. Train security personnel and staff on regulatory and operational compliance
5. Possess complete working knowledge and understanding of the operation of the internal security system including camera system, access controls, and perimeter security alarm system
6. Work in conjunction with the General Manager of the Compassion Center as it relates to all security, SOP and regulatory compliance
7. Develop internal controls and policies designed to ensure that all compliance needs are met from a security and safety perspective for COC's operations
8. Establish and ensure access control parameters for visitors and employees

Qualifications

Required Qualifications:

1. Military, law-enforcement or security background strongly preferred
   Bachelor's or associate degree in Criminal Justice, Public Administration, or related subjects preferred
   Recommended but not required, certification or training in Senior Security Management,
2. Supervisory training, or like credentials
   Unarmed self defense
   Conflict resolution, de-escalation and redirection communication skills

3. Use of Force matrix
4. Excellent verbal and written communication skills
5. Highly motivated, self-directed, innovative and able to work independently or among teams with keen judgement, common sense and resourcefulness
6. Adapts and thrives in a demanding, fast-paced environment
7. Possesses a high level of critical thinking
8. Operates with a high level of professionalism and integrity, including dealing with confidential information
9. Must have a solid understanding of the Cannabis laws, rules and regulations and passion to further their understanding and knowledge of the industry and the laws

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Security Officer*
Reports to	*Director of Security*

Job purpose

The Security Officer works within Co-op City I, Inc.'s Security Team and is responsible for ensuring company facilities, employees, patients and products are well secured in accordance with established procedures and policies. The Security Officer is responsible for conducting security checks, viewing security monitors, and reporting significant problems to authorities, state regulators and Company leaders. The Security Officer will also complete scheduled security reports and assist company personnel with special needs as needed.

Duties and responsibilities

1. Secures premises and personnel by patrolling property and monitoring surveillance equipment
2. Inspecting building, equipment, and access points
3. Responsible for managing employee access cards by activating new key cards and deactivating key cards when employees are terminated from the company as well as setting proper access controls based on active employee's roles
4. Inspects and adjusts security systems, equipment and machinery as needed to ensure operational use and detect evidence of tampering, troubleshoots malfunctions, calling for repairs as needed and evaluates new equipment and techniques
5. Monitors and authorizes entrance and departure of employees, visitors, vendors and other persons, asking for appropriate documentation and/or authorization in order to stop suspicious people and guard against theft and maintaining security of premises
6. Investigates and reports disturbances, hazards, and suspicious activities to local law enforcement for correction actions
7. Writes reports of daily activities and irregularities, such as security / surveillance equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences in a timely and accurate manner and within established protocols and guidelines
8. Ensures reports, records and other documentation is accurate, complete, timely and in accordance with established policies and procedures

Qualifications

Required Qualifications:

1. High school diploma or GED required

2. Previous experience as a safety or security professional, law enforcement or military experience preferred
3. Ability to work a flexible FT/PT work schedule
4. Ability to handle typical and crisis situations efficiently and effectively
5. Formal training in nonviolent communication, conflict de-escalation and/or assertiveness
6. Proven surveillance skills, attentive to detail
7. Proactive in auditing security issues on a daily basis
8. Knowledge of security equipment and devices and the operation thereof
9. Demonstrated ability to implement security and safety procedures
10. Ability to communicate effectively both orally and in writing with staff, patients and the public

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Robert R. Hansen

Address: [redacted]

Phone: [redacted] E-Mail: [redacted]

Work Experience

General Cannabis: Denver, Colorado **June 2016 – Present**

Director of Compliance: Currently oversee the Compliance Department for Next Big Crop. Responsible for ensuring all cultivation, distribution, and manufacturing facilities within Next Big Crop's portfolio are operating in compliance with all state and local ordinances, rules, and regulations. To ensure all facilities comply at a state and local level, I am responsible for the oversight and development of all internal Quality Management/Quality Assurance Systems, HACCP Programs, Operational Documentation, Document Control, Preventative Maintenance, Quality Control, Data Collection, Integrated Pest Management Programs, and Equipment/Machinery Maintenance/Calibration.

Portfolio:

- 50,000-square foot Medicinal Marijuana Cultivation Facility - Frederick, MD
- 1,000-square foot Recreational Marijuana Dispensary - Parachute, CO
- 50,000-square foot Recreational Marijuana Cultivation Facility - Aurora, CO
- 15,000-square foot Recreational Marijuana Hybrid Greenhouse - Glenwood Springs, CO
- 500-square foot Recreational Marijuana Dispensary - Aspen, CO
- 1,000-square foot Medicinal Marijuana Dispensary - Towson, MD
- 2,000-square foot Medicinal Marijuana Dispensary – Frederick, MD
- 1,000-square foot Medicinal Hydro-Carbon Extraction Facility – Bishopville, MD

Additional Accomplishments: Assisted in procuring business licenses in the following states: Maryland, Pennsylvania, Ohio, Virginia, California, and Arkansas.

Current Qualifications include:

- OSHA/NIOSH Certified
- ASTM Member
- METRC Certified

Inspirato: Denver, Colorado **October 2015 - May 2016**

- Regional Director of Membership for Austin, TX

Devil's Thumb Ranch: Winter Park, Colorado **March 2015 - September 2015**

- Guest Services Manager: Overseeing Front Desk, Concierge, and Bell/Valet Staff. Responsible for: Scheduling, Payroll, Purchasing, Labor Control, Group Movement, and Glitch Revamp for entire resort.

Four Seasons: Denver, Colorado **January 2012 - March 2015**

- Laundry Director: Overseeing and directing the daily responsibilities of Laundry Operations, Valet Laundry, and Uniform Room.
- Hotel Assistant Manager: Managing Front Desk, Concierge, Bell Staff, Front Drive, and Grand Foyer. Responsible for Departments Scheduling and Payroll. Stand as the face of the hotel by managing guest relations and being the liaison to directing management. Position requires strong personable and communication skills.
- Relief Housekeeping Manager/Housekeeping Supervisor: Overseeing the nightly responsibilities of Turndown Service, Laundry, and overall cleanliness of hotel **Honors: Department Employee of the Month*. Overseeing and directing the daily responsibilities of the Housekeeping team in concert with Four Seasons quality standards

** Organized Marathon ran by Four Seasons employees to help raise money for American Cancer Foundation.*

Ocean House: Watch Hill, Rhode Island **May 2011-January 2012**

- Floor Valet: Managing Housekeeping, Room Service and Guest Relations requests
- *Honors:* The only Rhode Island AAA 5-Diamond, 5-Star, and Relais & Chateaux award- Winning Luxury Boutique Resort and played an important role on the management team in this award.

Internships

Harvard University; Cambridge, MA (August 2009 - January 2010) *Intern/Department of Athletics; Communications*: Updated Crimson Website, Developed Programs/Media Guides, Worked Game-Day Operations, Dealt with Media/Press, Recorded Statistics for a variety of different sports

Education

Endicott University August 2006-May 2011

Bachelor Degree (GPA 3.2) Major: Sports Management; Minor: Hospitality

Masters Degree (GPA 3.7) Accelerated One Year Degree in Business Management. Thesis: *"A View at the Ritz Carlton: A Luxury Hotel"*

Gregory S. Long

Utilize my leadership and strong interpersonal skills acquired from thirty-(39) years in law enforcement with the Rhode Island State Police, and the Providence College's Office of Public Safety. I will bring instant credibility and expertise to any position in a security environment.

SUMMARY OF QUALIFICATIONS

- Experienced in all aspects of the Administration of Justice
- Established college campus public safety supervisor
- Teamwork oriented
- Outstanding investigation skills
- Excellent communications skills

PROFESSIONAL EXPERIENCE

Providence College, Office of Public Safety
2005-2020
Shift Supervisor/Sergeant

Supervise all supervisors, security officers, dispatchers and civilian personnel, to ensure that students, faculty, staff and visitors at Providence College are safe and that buildings and properties are secure. Maintain communications with officers through memos, general orders and email, handle investigations, and oversee the Office's Record Management System. Accountable for all equipment, uniforms, radios, and department supplies. Establish the weekly work schedule, payroll and oversee all exception time. Utilize my strengths in communication and experiences to strengthen cooperation and teamwork at all levels.

Rhode Island State Police, North Scituate, RI
1980-2005

Night Executive Officer
2003-2005
Lieutenant/Officer-in-Charge

Planned, coordinated and supervised the operations of all patrol barracks operations located throughout the state under reduced staffing conditions during late patrol hours, 8 PM to 8 AM.

Barracks Commander, Chepachet
2001-2003
Lieutenant/Officer-in-Charge

Supervised fifteen to thirty-seven troopers stationed at each barracks. Planned and coordinated
Barracks operations. Developed and implemented strategies that accomplished Division initiatives that related to traffic safety and strict enforcement of the Rhode Island General Laws.

Patrol Bureau
Sergeant/Corporal

1990-2001

Acted as the first and second line supervisor at the Hope Valley and Portsmouth Barracks, supervising and mentoring twenty to thirty troopers in traffic enforcement, criminal investigations and court presentations.

Detective Bureau

1982-1990

Detective

Conducted preliminary, detailed and follow-up investigations for the following specialized units dealing with civil and/or criminal offenses.

- Auto Theft & Insurance Fraud Unit
- Detective Unit
- Intelligence Unit
- Bureau of Criminal Identification Unit
- Narcotics Unit

Patrol Bureau

1980-1982

Trooper

Stationed at all five barracks throughout the State and enforced all traffic and criminal violations of the Rhode Island General Laws.

SPECIALIZED TRAINING/SKILLS

- Incident Command (ICS)
- Title IX investigations
- Diversity Training
- Student mentoring
- Anti-Terrorism Training
- Rhode Island State Police Tactical Team Member
- Basic and Advanced Tactical Training
- Weapons proficiency certifications at "Combat Master"
- Media Relations
- Leadership/Management Training and Development
- National Crime Insurance Bureau Fraud Investigations
- Background Investigations School
- State Police Division Instructor for both the Patrol and Detective Bureau
- First Aid/CPR

AWARDS/COMMENDATIONS

- Twelve (12) State Police Commendations
- Two (3) State Police Special Commendations
- Trooper of the Month, Hope Valley, Lincoln Barracks
- Detective of the Month, Detective Bureau

EDUCATION

Roger Williams University, Bristol, RI
1984
B.S. Criminal Justice

Anna Maria College, Paxton, MA 1994
MS Criminal Justice

Rhode Island State Police Training Academy, Foster, RI
1980

LaSalle Academy 1976

MATTHEW A. RESNICK

[redacted] -phone

Experience

10/01/2018 – CURRENT
CO-FOUNDER/OWNER, CBD CENTER OF R.I. INC.
Responsibilities include staff and in-store management, customer education and retention, community outreach, as well back end management of accounting and payroll.

8/31/2010- CURRENT
BRANCH MANAGER, NORTHPOINTE BANK
Duties include mortgage origination, customer acquisition and retention, and ongoing partner educational programs.

11/3/2003 - CURRENT
BRANCH MANAGER, ALLIED HOME MORTGAGE CAPITAL CORP.
Originated purchase and refinance mortgages while managing a sales team of several loan officers.

Education

May 2002
BA, UNIVERSITY OF RHODE ISLAND

MAY 1998
LASALLE ACADEMY

Skills

- Strong interpersonal and communication skill
- Natural Leader
- Expert Negotiator
- Problem-Solver

Albert J. Marano, M.D.
Albert J Marano MD, Inc
[redacted]

Rhode Island Medical License #: [redacted]

Address:	Albert J. Marano MD, Inc [redacted]
Telephone:	[redacted]
Personal Information:	Date of Birth: [redacted] Place of Birth: [redacted] Married: Natalie Marano Children: Albert J. Marano, Jr. and Carolyn N. Marano
Certification:	Board Certified in Neurology and Psychiatry Board Eligible in Internal Medicine
Employment History:	Albert J Marano MD, Inc. Johnston, Rhode Island 1993 – present Chief Division of Neurology St. Joseph Health Services 1997-present President and CEO Neuroline Solutions 2013 – present Medical Director CBD Center of RI 2019 – present President and CEO Infinity Med Spa and Infusion Center 2019-present
Education:	American University of the Caribbean School of Medicine Medical Degree, 1988 Providence College, Bachelor of Science in Biology, 1984 Saint Raphael Academy, High School Diploma, 1980
Post-Graduate Training:	Regional Speaker, Lundbeck Onfi Regional Speaker, Acorda Therapeutics Ampyra Regional Speaker, Teva Pharmaceuticals Azilect, Copaxone Regional Speaker, Novartis Gilenya Regional Speaker, Allergan Botox Local Speaker, Forest Pharmaceuticals Nameda, Savella Local Speaker, Transdermal Therapeutics Topical Pain Creams Local Speaker, Questcor Pharmaceuticals Acthar Gel
Honors:	Top Doctor, Neurology, Rhode Island Monthly, 1998 Top Doctor New England, 2000

Resident of the Year Award, Neurology, University of Vermont, 1992-1993
Top Resident presentation Vermont New Hampshire Neurological Society 1992-1993
Chief Resident, Neurology, University of Vermont, 1992 -1993
Program Achievement Award, New Britain General Hospital 1989-1990

Memberships:

American Academy of Neurology
American Medical Association
Rhode Island Medical Society
Neurological Association of Rhode Island

Margaret M. Long
[redacted]

OBJECTIIVE:

To secure a position utilizing my skills, education, and interpersonal skills

EDUCATION:

2009	***Citizens Police Academy, Scituate, RI***
2003	***New England City and Town Clerks Academy Salve Regina College***
1978-	***University of Rhode Island College of Pharmacy***
1983	***Scituate High School, Scituate, RI***
1974-	*College Prep Courses*
1978	*Who's Who in America*

SKILLS:

Knowledge of Pharmacy practice and procedures
Worked last 20 years in the municipal government setting as an Elected Town Clerk
Excellent communication skills with Medical and Government Officials

COMPUTER SKILLS:

Word	*Microsoft Works*
Excel	*Access*
PowerPoint	

WORK EXPERIENCE:

2001--present ***Town of Scituate-Town Clerk's Office***
Town Clerk
1983- *Staff Pharmacist Memorial Hospital of RI*
1997 *Part time Pharmacist Cranston General Hospital*
1987- *Part time Pharmacy work at Greg's Pharmacy-Scituate*
1992 *Brook's Pharmacy-Scituate*
1996- *Rite Aid Pharmacy-Scituate and Greenville*
2018

References Available Upon Request

Ms. Margaret McGraw Long is a Pharmacist formerly based out of North Scituate, Rhode Island and her medical specialization is Pharmacist. She practices in North Scituate, Rhode Island and has the professional credentials of RPH (Registered Pharmacist). The NPI Number for Ms. Margaret McGraw Long is [redacted] and she holds a License No. [redacted] (Rhode Island).

Margaret has been a registered Pharmacist since 1983 and has never had any disciplinary actions against her.

Twenty years ago she decided to combine her love for pharmacy and her love of politics. She continues to serve the people of Scituate in both capacities. Many people ask why the two careers.

I feel that both are careers are where the main focus is to help people.

PROFILE

Broker Owner and Founder of the Seyboth Team, Kyle is one of the most trusted and top-selling realtors in RI. He truly values the trust that his clients place in him and is committed to working hard for every buyer and seller. His responsiveness to clients and expertise of the local residential and commercial real estate market has earned him the Top Realtor Nationwide. He was also nominated Top 10 National Real Estate Producer by the Wall Street Journal. In 2019 he sold over 517 units resulting in over $140 mil in sales. As a seasoned property investor, he is also sought by real estate investors looking to grow their portfolio in RI and MA.

CONTACT

PHONE:

[redacted]

WEBSITE:

[redacted]

EMAIL:

[redacted]

KYLE SEYBOTH

Broker Owner/ Realtor

EDUCATION

College of Our Lady of the Elms
2001 - 2005
B.S., Accounting

Suffolk University
2007 - 2008
MBA, Finance

WORK EXPERIENCE

Keller Williams Realty • Licensed Real Estate Agent
January 2010 - July 2020
Top KW Realtor Nationwide 2016-2019
2018 Wall Street Journal/Real Trends Top 10 Realtor
2019 Wall Street Journal/Real Trends #1 Realtor Nationwide

Century 211 The Seyboth Team- Broker Owner/Licensed Real Estate Agent
July 2020- present

SKILLS

Real Estate
Selling Homes
Leadership
Asset Management
Financial Analysis
Equities Investments
Wealth Management
Equity Research

Douglas S. Bosswick

[redacted]

PROFESSIONAL EXPERIENCE

Acreage Holdings (ACRGF) **New York, NY**

Manager, New Market Development **May 2019 – February 2020**

- Analyzed and drove market strategy in all states with new medical or adult-use cannabis programs
- Developed financial models and prepared presentation for investment opportunities
- Created expansion strategy and updated C-Suite on changing market dynamics
- Ensured all necessary due diligence and on-boarding of local partners and site locations
- Acted as the General Manager and Project Manager for initial operations in new states
- Built strong relationships with government officials in medical and adult-use cannabis markets

General Cannabis Corporation (CANN) – Next Big Crop **Denver, CO**

General Manager **April 2018 – April 2019**

- Formulated long and short-term strategic plans with C-Suite to increase revenue, market share, and profits
- Researched, prospected, and secured cannabis licenses for nationwide client base in highly competitive markets
- Communicated with new M&A targets from the time of initial contact through negotiations
- Created financial models for an MSO who is expected to generate $90m in revenue this year and $160m in 2021
- Supervised a team of 10 employees to design, build-out, and manage dispensaries, cultivation facilities, and processing labs, highlighted by a 265,000-sf greenhouse in CA and 274,000-sf cultivation/processing facility in PA
- Oversaw dispensary operations in Towson, MD and Aspen, CO

Director of Business Development **July 2016 – March 2018**

- Developed business plan that increased revenues by 193% in 2016 and 323% in 2017
- Led negotiations and closed the largest single transaction in the company's history
- Spoke at key industry conferences which resulted in increased revenues and market share
- Created proprietary financial models to forecast production, revenue and COGS
- Implemented and directed use of CRM software

Blackridge Capital **New York, NY**

Associate **March 2014 – June 2016**

- Worked alongside Principal to manage internal operations and business development activities
- Conducted analysis, forecasting, and budgeting for financial products
- Drove sales of financial products to family offices and high-net-worth individuals
- Expanded client base by identifying new sales leads from existing clients

Berdon LLP **New York, NY**

Tax Intern **August 2013 –February 2014**

- Prepared profit and loss statements from original source data
- Gathered and assembled information for tax return preparation
- Organized documentation, prepared spreadsheets, and analyzed data to support in-house professionals

EDUCATION

University of Colorado, Boulder, CO **May 2013**

- B.A., Economics and Communications (double major)

MEMBERSHIPS & PROFESSIONAL SKILLS

Cannabis Business Times

- Interviewed and published in business magazine "Create a Winning License Application: 15 Tips"

NCIA

- Pro-business alliance created to help educate the general public about the economic and community benefits of a safe, regulated medical and recreational cannabis industry.

Professional Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook), CRM applications, cannabis SaaS software
- Financial modeling skills (three statement, DCF, accretion/dilution)

CHRIS MORGAN
[redacted] Cell: [redacted] Email: [redacted]

EXPERIENCES:

CBD Center of RI **Johnston, East Greenwich, Wakefield- RI**
Co-Founder 1-2019 to Current

- Established the first CBD-only retail store in RI, as seen on local news and media outlets
- Quickly expanded operations with an impressive distribution network of both wholesale and retail customers
- Daily management of a team of CBD Center employees to grow their product knowledge and ensure a best in class customer experience
- Responsible for promotional events and local partnerships with other reputable businesses.

ProGarden Solutions Field based
Owner/Operator 2017 to Current

- Create strong relationships with local dispensaries, cultivators, and patients in New England, to build a brand that is trusted and respected.
- Rent and sell Centurion Pro machines to support customer during harvest times
- Partner closely with growers to support organic safe growing practices to maximize quality and yield
- Attend local event and national conferences to network and successfully build expertise and client base

Bryant University Smithfield, RI
Assistant Softball Coach 9-2013 to 2015

- Primarily support catchers and pitchers; including strength and conditioning, fundamentals, game preparation/strategy and pitch calling
- Recruit nationally to identify and sign emerging talent, and ensure a positive collegiate athletic experience in Rhode Island
- Assist with scouting teams to better prepare Bryant Bulldogs for successful competition

Providence College Providence, RI
Assistant Softball Coach 9-2010 to 6-2012

- Promoted to assistant coach to work with Pitcher/Catcher development, hitting workouts, base running drills, and sports specific exercises.
- Attended local recruiting showcases and networked with top coaches to recruit best talent to PC.
- Met with athletes weekly to discuss goals and implement milestones and strategies for achievement.

Fidelity Investments Smithfield, RI

Registered Investment Consultant- Sales 7-2008 to 9-2011

- Successfully managed and grew historically difficult territory of Kentucky, Tennessee and West Virginia, ranking 3rd overall in revenue generation.
- Adhered to stringent compliance guidelines and SEC and NASD government regulations.
- Left company on good terms for family reasons and to pursue outside interests.

Investors Capital Corporation Cranston, RI
Financial Consultant 6-2006 to 6-2008

- Provide clients with comprehensive wealth management services covering all aspects of their financial well being including: cash flow analysis,
  risk management, retirement, college and
  estate planning.
- Focused on the highest level of customer care, always going above and beyond to exceed expectations.
- Left company for a great opportunity at Fidelity.

Pioneer Financial Group Warwick, RI
Financial Advisor- Inside and Outside Sales 2-2004 to 3-2006

- Developed a book of business for investment clients by conducting educational seminars, networking and developing referrals through family, friends and associations.

EDUCATION:

University of Massachusetts, Amherst- May 2003
Bachelor of Science Degree from Isenberg School of Management- Sports Management major

KEY ACHIEVEMENTS

- Grew the CBD Center to 3 locations in RI, and established key business partnerships
- ProGarden Solutions grew its customer base to support professional grow operations
- Honored as Coaching Staff of the Year 2014, by the NEC Conference
- Successfully passed NCAA certification exam, CPR training class, and background check
- Selected to the All-New England 2000 and Regional All-Star in 2003 while at UMass
- New England Collegiate Baseball League (NECBL) Batting Champion Title 1999
- Four-year letter winner at Bishop Hendricken High school, leading team to State titles in 1997 & 1998
- Two-time All-State, and three-time All-Division and USA Today National Baseball honorable mention

References available upon request

State of Rhode Island
Office of the Secretary of State

Fee: $35.00

Division Of Business Services
148 W. River Street
Providence RI 02904-2615
(401) 222-3040

Non-Profit Corporation
Articles of Incorporation
(Chapter 7-6-34 of the General Laws of Rhode Island, 1956, as amended)

ARTICLE I

The name of the corporation is Co-op City I Inc.

ARTICLE II

The period of its duration is X Perpetual __

ARTICLE III

The specific purpose or purposes for which the corporation is organized are:

PROVIDING ACCESS TO LEGAL MEDICAL MARIJUANA TO RHODE ISLAND PATIENTS LIVING
WITH DEBILITATING MEDICAL CONDITIONS AS WELL AS ANY OTHER LAWFUL ACTIVITIES
PURSUANT TO RIGL 7-6-4.

ARTICLE IV

Provisions, if any, not inconsistent with the law, which the incorporators elect to set forth in these articles of incorporation for the regulation of the internal affairs of the corporation are:

NO DIRECTOR OR OFFICER SHALL HAVE ANY PERSONAL LIABILITY TO THE CORPORATION
OR ITS MEMBERS, IF ANY, FOR MONETARY DAMAGES FOR BREACH OF FIDUCIARY DUTY AS
A DIRECTOR OR OFFICER NOTWITHSTANDING ANY PROVISION OF LAW IMPOSING SUCH
LIABILITY; HOWEVER, DIRECTORS AND OFFICERS SHALL HAVE LIABILITY AS DIRECT ORS
OR OFFICERS, RESPECTIVELY, A) FOR ANY BREACH OF SUCH DIRECTOR'S OR OFFICER'S
DUTY OF LOYALTY TO THE CORPORATION OR ITS MEMBERS, B) FOR ACTS OR OMISSI ONS
NOT IN GOOD FAITH OR WHICH INVOLVE INTENTIONAL MISCONDUCT OR A KNOWING
VIOLATION OF LAW, OR C) FOR ANY TRANSACTION FROM WHICH THE DIRECTOR OR

OFFICER DERIVED AN IMPROPER PERSONAL BENEFIT. 2. OTHER LAWFUL PROVISIONS ARE

SET FORTH IN THE BYLAWS OF THE CORPORATION. 3. IF THERE IS ANY CONFLICT BETWEEN THE PROVISIONS OF THESE ARTICLES OF ORGANIZATION AND THE BYLAWS OF
THE CORPORATION, THE PROVISIONS OF THESE ARTICLES SHALL GOVERN.

ARTICLE V

The street address (post office boxes are not acceptable) of the initial registered office of the corporation is:

No. and Street: 580 CENTRAL AVE.
City or Town: PAWTUCKET State: RI Zip: 02861

The name of its initial registered agent at such address is KYLE SEYBOTH

ARTICLE VI

The number of directors constituting the initial Board of Directors of the Corporation is 3
and the names and addresses of the persons who are to serve as the initial directors are:

Title	Individual Name First, Middle, Last, Suffix	Address Address, City or Town, State, Zip Code, Country
DIRECTOR	ROBERT HANSEN	[redacted]
DIRECTOR	CHRIS MORGAN	[redacted]
DIRECTOR	MATTHEW RESNICK	[redacted]

ARTICLE VII

The name and address of the incorporator is:

Title	Individual Name First, Middle, Last, Suffix	Address Address, City or Town, State, Zip Code, Country
INCORPORATOR	JEFFREY PADWA	[redacted]

ARTICLE VIII

Date when corporate existence is to begin 11/19/2020
(not prior to, nor more than 30 days after, the filing of these Articles of Incorporation)

Signed this 19 Day of November, 2020 at 11:50:43 AM by the incorporator(s). *This electronic signature of the individual or individuals signing this instrument constitutes the affirmation or acknowledgement of the signatory, under penalties of perjury, that this instrument is that individual's act and deed or the act and deed of the corporation, and that the facts stated herein are true, as of the date of the electronic filing, in compliance with R.I. Gen. Laws § 7-6.*

Enter signature(s) below.
JEFFREY PADWA, ESQ.

State of Rhode Island
Department of State | Office of the Secretary of State
Nellie M. Gorbea, *Secretary of State*

I, NELLIE M. GORBEA, Secretary of State of the State of Rhode Island,

hereby certify that this document, duly executed in accordance with the provisions

of Title 7 of the General Laws of Rhode Island, as amended, has been filed in this

office on this day:

November 19, 2020 11:49 AM

Nellie M. Gorbea
Secretary of State

BYLAWS OF

CO-OP CITY I, INC.

A RHODE ISLAND NON-PROFIT CORPORATION

Initial Adoption Date: 11/19/20 by Vote of the Board of Directors

TABLE OF CONTENTS

Article 1. General Provisions

1.1. Name

1.1.1. The name of the Corporation shall be as set forth in the Articles of Organization.

1.2. Seal

1.2.1. The Board may adopt and alter, from time to time, the seal of the Corporation.

1.3. Principal Office

1.3.1. The principal office of the Corporation shall be located in the State of Rhode Island at a place to be determined by the Board.

1.3.2. The principal office may be changed by the Board from time to time.

1.3.3. The Corporation may conduct business from additional offices as determined by the Board.

1.4. Registered Agent

1.4.1. The Board may, from time to time, appoint a registered agent.

1.4.2. In the absence of an appointed registered agent, the Clerk shall fulfill all functions of a registered agent.

1.5. Mission

1.5.1. The Corporation is organized for non-profit purposes including, but not limited to, providing safe access to legal medical marijuana and services to Rhode Island patients living with debilitating medical conditions.

1.5.2. As permitted by law, the Corporation may engage in any and all activities in furtherance of, related to, or incidental to these purposes which may lawfully be carried on by a Corporation formed under R.I.G.L. Section 7-6-1 et seq..

1.5.3. Any revenue from the Corporation shall be used solely in furtherance of its nonprofit purpose.

Article 2. Definition of Roles

2.1 Directors

2.1.1 The Corporation shall have a board of directors (collectively the "Board" or the "Directors", and each individually a "Board Member" or a "Director").

2.2 Members

2.2.1 The corporation shall have the members listed on Schedule A, attached hereto.

2.2.2 Any action or vote required or permitted by law to be taken by members of the Corporation shall be taken by action or vote of the Board.

2.2.3 Members shall serve until they resign.

2.2.4 Members shall not be entitled to vote on Board decisions, or any other matter.

2.2.5 Members shall be eligible to receive compensation as determined by the Board.

2.2.6 Members may transfer their membership interest only by majority approval of the Board.

2.3 Officers

2.3.1 The Officers of the Corporation shall be President, Treasurer and Clerk of the Board of Directors and other such officers as may be determined by the Board (collectively the "Officers" and each individually an "Officer").

2.3.2 Officers shall be appointed by the Board.

2.4 Advisors

2.4.1 The Corporation may have advisors to the Board and to the Officers (collectively the "Advisors", and each individually an "Advisor") for the provision of independent, non-binding advice and guidance to assist the Corporation, the Board and the Officers in better fulfilling the Corporation's purpose and mission.

2.4.2 Advisors shall be appointed by the Board.

2.5 Board Observers

2.5.1 The Board may have certain individuals attend board meetings in an observatory role for a defined period of time ("Board Observers").

2.5.2 Board Observers shall be appointed by the Board.

2.5.3 Board Observers shall have no Board Votes.

Article 3. Board of Directors

3.1. Number of Directors

3.1.1. The Board shall comprise no fewer than three (3) and no greater than seven (7) Directors.

3.2. Election of Directors

3.2.1. Each Director shall be elected by the current Directors at the Annual Board Meeting.

3.3. Term of Directors

3.3.1. The Board shall determine the length of terms to be served by Directors.

3.4. Powers of the Board of Directors

3.4.1. The Board shall have, and may exercise, all the powers, rights and privileges of the Corporation as permitted by law.

3.4.2. The Board shall have general power to control and manage the business, affairs and property of the Corporation. Such powers, or a subset thereof, may be delegated as determined by the Board.

3.5. Board Voting

3.5.1. Each Director shall be entitled to one (1) vote in Board decisions (a "Board Vote" or in the plural, "Board Votes").

3.5.2. The vote of a majority of Directors at a Board Meeting at which there is a quorum shall be the act or decision of the Board, unless otherwise provided by law or unless these Bylaws require a decision by a supermajority of Board Votes.

3.5.2.1. A majority shall be greater than fifty percent (50%)

3.5.2.2. A supermajority shall be greater than sixty-six percent (66%)

3.5.3. Any action required or permitted to be taken at any Board Meeting may be taken without a meeting if all the Directors consent to the action in writing and such written consents are filed with the records of the meetings of the Directors. The Clerk shall ensure such written consents are filed appropriately. Such consents shall be treated for all purposes as a vote at a meeting of the Board.

3.5.4. Board voting by proxy shall be permitted.

3.6. Quorum

3.6.1. In order for any meeting of the Board (a "Board Meeting", including any or all Annual Board Meetings and Special Board Meetings) to be valid and in effect, a quorum consisting of all Directors must be represented in person, by phone, by video conference or by similar medium which has live and real-time voice communication among all attendees ("Present" as it relates to persons, or "Represented" as it relates to Board Votes)

3.7 Board Meeting Agenda

3.7.1 The President shall fix the agenda (a "Board Agenda"), including but not limited to discussion topics and items put to a vote, of each Board Meeting.

3.7.1.1. Discussion topics may be modified by a majority of Board Votes, either in advance or during a Board Meeting.

3.7.1.2. No item may be put to a vote unless it was specifically disclosed in the Board Agenda or if a supermajority of Board Votes approves the vote be taken at such Board Meeting.

3.8 Minutes

3.8.1 Minutes of all Board Meetings shall be taken, or caused to be taken, by the Clerk. Such minutes shall include, but not be limited to:

3.8.1.1. Date of the meeting;

3.8.1.2. Attendees who are Present at the meeting, including the medium through which such Directors are deemed Present (either in person, by phone, by video conference or by similar medium which must be specified);

3.8.1.3. Board Agenda, including any modifications in advance and during the Board Meeting;

3.8.1.4. Material topics of discussion at the meeting, including a paraphrasing of relevant content discussed; and

3.8.1.5. Votes, decisions, actions or other matters resolved by the Board.

3.9 Board Materials

3.9.1 Presentations and discussion materials, which shall be in PDF format only, to be presented to the Board for review or discussion at each Board Meeting ("Board Materials") shall be retained, or caused to be retained, by the Clerk.

3.10 Board Committees

3.10.1 The Board, by majority vote, may create such standing and special committees as it determines to be in the best interest of the Corporation

3.10.2 The Board may delegate to any such committee any or all of their powers, provided that any committee to which the powers of the Directors are delegated shall consist solely of Directors.

3.10.3 The Board shall determine the duties, powers and composition of any such committee, except that the Board shall not delegate to such committees those powers which may not be delegated by law.

3.10.4 Any committee may be terminated, for any reason or no reason at all, at any time by the Board.

3.10.5 Any Committee shall remain active at the pleasure of the Board.

3.10.6. Any Director serving on any committee shall remain in such office at the pleasure of the Board.

3.11. Annual Board Meetings

3.11.1. Frequency. The Board shall conduct annual meetings ("Annual Board Meetings", or in the singular, an "Annual Board Meeting") one (1) time per year.

3.11.2. Access. Annual Board Meetings may only be attended by Directors and Board Observers.

3.11.3. Advance Notice. The President shall notify Directors, or cause Directors to be notified, of the time, place and Board Agenda of an Annual Board Meeting no less than thirty (30) days in advance, provided that if all Directors agree to a modification, any of the time, place or agenda may be modified with less than thirty (30) days notice.

3.11.4. Advance Distribution. The President shall distribute copies, or cause copies to be distributed, by email and in PDF format only, of all Board Materials no later than one (1) week in advance of each Annual Board Meeting.

3.12. Special Board Meetings

3.12.1. Frequency. From time to time, as may be required or appropriate, the Board may call meetings outside the ordinary course of business ("Special Board Meetings").

3.12.1.1. Special Board Meetings may be called by the President, Treasurer, CEO or a majority of Board Votes.

3.12.2. Access. Special Board Meetings may only be attended by Directors and Board Observers.

3.12.3. Advance Notice. The President shall notify Directors, or cause Directors to be notified, of the time, place and Board Agenda of such Special Board Meetings no less than two (2) days in advance, provided that if all Directors agree to a modification, any of the time, place or agenda may be modified with less than two (2) days notice.

3.12.4. Advance Distribution. The President shall distribute copies, or cause copies to be distributed, by email and in PDF format only, of all Board Materials no later than two (2) days in advance of each Special Board Meeting. Notwithstanding the foregoing, if all Directors agree, Board Materials may be distributed with less than two (2) days notice.

3.13. Director Attendance

3.13.1. There shall be no attendance requirement for Directors.

3.14 Directors' Insurance

3.14.1 The Corporation may purchase Directors' Insurance with coverage and provisions consistent with good business practice for Corporations or other entities of similar size or function, as determined by the Board.

Article 4. Officers

4.1 Director

4.1.1 The duties, rights, roles and responsibilities of all Directors shall include, but not be limited to:

4.1.1.1. At any reasonable time, inspect all books, records, and documents of every kind of the Corporation, inspect the physical properties of the Corporation, and have such other rights to inspect the books, records, and properties of this Corporation as may be required under the Articles of Organization, other provisions of these Bylaws and provisions of law.

4.1.1.2. Register a primary email address with the Clerk and acknowledge that all notices of meetings sent to them via email at such email address shall be valid notices thereof.

4.2 President

4.2.1 The Board shall elect a Director from its ranks to serve as President for a period of one (1) year. The election of a President shall be determined by the Director receiving the most Board Votes, provided such Director desires and agrees to serve in such capacity. The duties, rights, roles and responsibilities of the President shall include, but not be limited to:

4.2.1.1. Preside at all Board Meetings except as the Directors shall otherwise determine;

4.2.1.2. Fix and provide notice of the time and location of Board Meetings;

4.2.1.3. Fix and distribute the Board Agenda of Board Meetings; and

4.2.1.4. Other duties as prescribed by the Board from time to time

4.3 Treasurer

4.3.1 The Board shall elect a Director from its ranks to serve as Treasurer for a period of one (1) year. The election of a Treasurer shall be determined by the Director receiving the most Board Votes, provided such Director desires and agrees to serve in such capacity. The duties, rights, roles and responsibilities of the Treasurer shall include, but not be limited to:

4.3.1.1. Oversee financial activities of the Corporation including budgeting, reporting, audit, receipt of funds, payment of funds, record keeping and other related financial matters;

4.3.1.2. Preside at Board Meetings in the absence of the President; and

4.3.1.3. Other duties as prescribed by the Board from time to time

4.4 Clerk

4.4.1. The Board shall elect a Director to serve as Clerk for a period of one (1) year. The

election of a Clerk shall be determined by the Director receiving the most Board Votes, provided such Director desires and agrees to serve in such capacity. The duties, rights, roles and responsibilities of the Clerk shall include, but not be limited to:

4.4.1.1. Ensuring that minutes of all meetings of the Board are taken;

4.4.1.2. Ensuring that minutes of all meetings of the Board are approved by all Directors who were Present at the Board Meeting;

4.4.1.4. Act as custodian of records, ensuring the Corporation's records are consistently and appropriately maintained

4.4.1.5. File appropriate documents with the State of Rhode Island; and

4.4.1.6. Other duties as prescribed by the Board from time to time

Article 5. Resignation, Removal and Vacancies

5.1. Resignation

5.1.1. Any Director, Officer or Advisor may resign at any time by delivering his or her resignation in writing to any Director. Such resignation shall be effective upon receipt unless specified to be effective at a later time; however the Board may choose to make the effectiveness of such resignation immediate.

5.2. Removal

5.2.1. Any Director may be removed with cause at any time by a majority of Board Votes. Directors may not be removed without cause.

5.2.2. Any Officer, Advisor or Board Observer may be removed with or without cause at any time by the Board.

5.3. Vacancies

5.3.1. Vacancies in any office may be filled by a Board vote.

5.3.2. A Director shall not be precluded from filling a vacancy and serving the Corporation in any other capacity.

Article 6. Financial Management

6.1. Fiscal Year

6.1.1. The fiscal year of the Corporation shall end on the last day of the month of June, unless otherwise determined by the Board.

6.2. Books and Records

6.2.1. The Corporation's books and records shall be maintained in accordance with applicable laws and regulations.

6.3. Compensation

6.3.1. Directors may be compensated for their services as Directors.

6.3.2. Directors shall not be precluded from serving the Corporation in any other capacity and receiving reasonable compensation for any such services.

6.3.3. Members, Board Observers and Advisors may be entitled to compensation from the Corporation in their capacity as Members, Board Observers or Advisors as determined by the Board in its sole discretion.

6.4. Reimbursement of Expenses

6.4.1. The Corporation shall provide cash reimbursement to Directors for expenses incurred either in the fulfillment of their duties or on behalf of the Corporation, in each case provided they submit credible proof of purchase and receive approval from the Treasurer or CFO.

Article 7. Other Provisions

7.1. Conflicts of Interest

7.1.1. Directors with a financial or personal interest (an "Interested Party") in any matter coming before the Board shall:

7.1.1.1. Fully disclose the material facts of the Director's interest and/or relationship, and the nature of the interest;

7.1.1.2. Withdraw from discussion, lobbying and voting on the matter.

7.1.2. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determine that it is in the best interest of the Corporation to do so.

7.1.2.1 In case the Corporation enters into a contract or transacts business with any firm, corporation or association of which one or more of its directors is a member, stockholder, trustee, director, officer, or employee, such contract or transaction

shall not be invalidated or in any way affected by the fact that such director or directors have or may have interests therein that are or might be adverse to the interests of the corporation as long as the contract or transaction is fair and reasonable to the Corporation.

No director or directors having disclosed such adverse interest shall be liable to the Corporation or to any creditor of the Corporation or to any other person for any loss incurred by it under or by reason of any such contract or transaction, nor shall any such director or directors be accountable for any gains or profits to be realized thereon.

7.1.2..2 Notwithstanding the foregoing, nothing in this section shall require a director who is a member, stockholder, trustee, director, officer or employee of an affiliate of the corporation to disclose his or her relationship with such affiliate in connection with a discussion of, or vote on, any matter dealing with such affiliate and such relationship shall not be deemed a conflict of interest for any purpose, unless otherwise expressly determined by an affirmative vote of a majority of all the directors then in office. For purposes of this section, an affiliate shall include Co-op City LLC.

7.1.3. Minutes of Board Meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval, including confirmation that the decision taken, if any, shall ensure that funds are used solely in furtherance of the non-profit mission.

7.1.4. It shall be within the Board's discretion to address, or otherwise seek an appropriate remedy, to any conflict of interest.

7.2. Nondiscrimination Policy

7.2.1. The Corporation shall not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin or disability.

7.2.2. Persons of all races, colors, religions, genders, sexual orientations, national origins and disabilities shall be entitled to all the rights and privileges generally made available by the Corporation through the activities and programs that it conducts.

7.3. Execution of Papers

7.3.1. Except as provided by law or as the Board may otherwise authorize, generally or in particular cases, all deeds, leases, transfers, contracts, bonds, notes, releases, checks, drafts and other documents or instruments to be executed on behalf of the Corporation must be signed by the President or Treasurer.

7.4. Construction

7.4.1. If there is any conflict between these Bylaws and the Articles of Organization, the Articles of Organization shall govern.

7.5. Compliance with Law

7.5.1. The Corporation intends to comply with all applicable laws and regulations governing its activities. No agent of the Corporation is authorized to violate any applicable law or regulation on behalf of the Corporation.

7.6. Gender, Singular and Plural

7.6.1. Wherever appropriate, any reference herein to the singular shall include the plural, any reference to the masculine shall include the feminine, and any reference to "it" shall include "his" or "her" or vice versa, as the case may be.

7.7. Severability

7.7.1. If any provision, provisions or portions of these Bylaws shall be held to be invalid, illegal, or unenforceable for any reason whatsoever:

7.7.1.1. The validity, legality, and enforceability of the remaining provisions of these Bylaws (including, without limitation, each portion of any paragraph or clause containing any such provision held to be invalid, illegal, or unenforceable, that is not itself held to be invalid, illegal, or unenforceable) shall not in any way be affected or impaired; and

7.7.1.2. To the fullest extent possible, the provisions of these Bylaws (including, without limitation, each such portion of any paragraph or clause containing any such provision held to be invalid, illegal, or unenforceable) shall be construed so as to give effect to the intent manifested by the provision held invalid, illegal, or unenforceable.

7.8. Dissolution

7.8.1. In the event of dissolution of the Corporation, the Board shall make appropriate provisions for the payment of all debts and liabilities of the Corporation; and dispose of remaining assets of the Corporation as the Board views to be in the best interest of the Corporation, consistent with applicable law, and in accordance with Section 7.8.2

7.8.2 The assets of the Corporation in the process of dissolution shall be applied and distributed in accordance with the following priorities:

(1) All liabilities and obligations of the Corporation shall be paid and discharged, or adequate provision shall be made for their payment and discharge;

(2) Assets held by the corporation upon condition requiring return, transfer, or

conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with the requirements;

(3) Assets received and held by the corporation subject to limitations permitting their use only for charitable, religious, eleemosynary, benevolent, educational, or similar purposes, but not held upon a condition requiring return, transfer, or conveyance by reason of the dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, societies, or organizations engaged in activities substantially similar to those of the Corporation;

(4) Any other assets shall be distributed to the members in accordance with the membership percentages listed on Schedule A;

(5) Any remaining assets may be distributed to any persons, societies, organizations, or domestic or foreign corporations, whether for profit or nonprofit.

7.9. Indemnification

7.9.1. The Corporation shall indemnify and hold harmless any person who was or is a party defendant, or is threatened to be made a party defendant, to a pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a Director or capital contributor to the Corporation, employee or agent of the Corporation, or is or was serving at the request of, or acting on behalf of, the Corporation, against expenses (including attorney fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding if the Board determines that he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the Corporation, and with respect to any criminal action proceeding, and has no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of "no lo Contendere" or its equivalent, shall not in itself create a presumption that the person did or did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was lawful.

Article 8. Amendments

8.1 Amendments

8.1.1 The Articles of Organization may be amended or repealed, in whole or in part, by a supermajority vote of the Board.

8.1.2 These Bylaws may be amended or repealed, in whole or in part, by a supermajority vote of the Board.

We do hereby certify that the above stated Bylaws of Co-op City I, Inc. were approved by the Board of Directors of Co-op City I, Inc. on November 19, 2020 and constitute a complete copy of the Bylaws of the Corporation.

President: _____
Name:

Clerk: _____
Name:

SCHEDULE A
TO
BYLAWS
OF
CO-OP CITY I, INC.

Name	**Membership Percentage**
Chris Morgan	[redacted]
Kyle Seyboth	[redacted]
Doug Bosswick	[redacted]
Robert Hansen	[redacted]

Co-op City I, Inc.

Corporate Resolution of the Board of Directors of Co-op City I, Inc.

The undersigned directors of Co-op City I, Inc., a Rhode Island nonprofit corporation ("Corporation"), by consent in writing pursuant to the authority contained the Rhode Island Nonprofit Corporation Act ("Act"); the Articles of Incorporation of the Company, ("Articles"), and the Bylaws of the Company ("Bylaws"), hereby affirms, approves and consents to the following:

Item 1 - Ratify and adopt prior acts of the sole Incorporator

1. The Articles of Incorporation of Co-op City I, Inc. (hereinafter "Corporation") as filed with the Rhode Island Secretary of State by the incorporator of the Corporation, and the filing of the Articles of Incorporation, are hereby approved, adopted, ratified and confirmed.
2. That all other actions taken or authorized by the sole incorporator with respect to the Corporation, which were necessary and in the best interests of the Corporation are hereby ratified and confirmed.
3. The resignation of the Incorporator of the Corporation is hereby accepted.

Item 2 - Approve and Adopt Bylaws

APPROVED – by majority vote

1. The Bylaws attached hereto as Exhibit A are approved and adopted as the Bylaws of the Corporation.

Item 3 - Election of Directors

APPROVED – by majority vote

1. The following individuals are elected as directors of the corporation:

Director:	Robert Hansen
Director:	Chris Morgan
Director:	Matthew Resnick

Item 4 - Election of Officers

APPROVED – by majority vote

1. The following officers are elected to the offices designated next to their names:

President:	Chris Morgan
Secretary:	Robert Hansen
Treasurer:	Matthew Resnick

The elected officers accepted their respective offices

Item 5 - Appointment of Members

APPROVED – by majority vote

1. The following individuals are appointed as members of the corporation with the percentage of membership interest as indicated:

Member:	Robert Hansen [redacted]
Member:	Chris Morgan [redacted]
Member:	Kyle Seyboth [redacted]
Member	Doug Bosswick [redacted]

Item 6 - Authorize payment of Corporation's expenses

APPROVED – by majority vote

1. The officers of the Corporation are hereby authorized and directed to pay or reimburse the expenses associated with the incorporation and organization of the Corporation.

Item 7 - Approve Banking Resolutions

APPROVED – by majority vote

1. The President and Treasurer are hereby authorized to file for and obtain a federal employer identification number on behalf of the Corporation.
2. The President and Treasurer are hereby authorized to open, maintain, and close account(s) of the Corporation at one or more banks, trust companies, or other similar financial institutions as may be necessary for the conduct of the Corporation's business and purposes.
3. The officers of the Corporation are hereby authorized to deposit, or cause to be deposited, funds of the Corporation, including, without limitation, cash, and cash equivalents, in any authorized account of the Corporation, and to endorse checks, drafts or other instruments for such deposit.
4. The President and Treasurer are hereby authorized to sign or countersign (a) checks, drafts, or other orders for the payment of money issued in the name of the Corporation against any funds deposited in an authorized account, and (b) instruments or documents for the withdrawal of money from and authorized account of the Corporation.

Item 8 - Adopt Accounting Year

APPROVED – by majority vote

1. The Corporation adopts the accounting year as follows:

Date the accounting year begins:	July 1
Date the accounting year ends:	June 30

Item 9 - General Authority of Officers

APPROVED – by majority vote

1. The officers of the Corporation are hereby authorized to execute and deliver all documents and instruments, and to take all necessary actions on behalf of the Corporation, as may be necessary or appropriate to implement the foregoing resolutions, and such other organizational matters of the Corporation as may be necessary.

This Corporate Resolution is executed pursuant to the provisions of the Act as well as the Company's Articles of Incorporation and Bylaws. This Corporate Resolution shall be treated for all purposes as votes taken at a meeting.

Chris Morgan
President

State of Rhode Island
Department of State | Office of the Secretary of State
Nellie M. Gorbea, *Secretary of State*

CERTIFICATE OF GOOD STANDING

I, Nellie M. Gorbea, Secretary of State and custodian of the seal and corporate records of the State of Rhode Island, hereby certify that:

Co-op City I Inc.

is a Rhode Island Non-Profit Corporation organized on **November 19, 2020.** I further certify that revocation proceedings are not pending; articles of dissolution have not been filed; all annual reports are of record and the corporation is active and in good standing with this office.

This certificate is not to be considered as a notice of the corporation's financial condition or business practices; such information is not available from this office.

SIGNED and SEALED on

November 30, 2020

Secretary of State

Certificate Number: 20110122870

Verify this Certificate at: http://business.sos.ri.gov/CorpWeb/Certificates/Verify.aspx

Processed by: dantonelli

Annex B

None.

Annex C

None.

Annex D

Includes:

- Agreements with vendors
  - LOI with RI Cultivators
  - LOI with Non-profit
  - LOI with Alarm/Security Company

Co-op City I, Inc.

12/09/2020

Re Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen

Ocean State Botanicals, LLC is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc , in the event that Co-op City I Inc Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties

Sincerely,

Justin Blair
Founder/Chief Financial Officer

12/10/2020

Co-Op City Owner

12/10/2020
Date

Co-op City I, Inc.

12/09/2020

Re: Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen.

Mammoth Incorporated is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc , in the event that Co-op City I, Inc Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island. The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Spencer Blier
Chief Executive Officer

12/10/2020

Co-Op City Owner

12/10/2020
Date

Co-op City I, Inc.

12/09/2020

Re: Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen,

IDBP, LLC is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc., in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island. The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Antonio Barone
Member IDBP, LLC

12/10/2020

Co-Op City Owner

12/10/2020
Date

Co-op City I, Inc.

12/09/2020

Re: Charity Agreement

Dear Robert Hansen,

Gloria Gemma Breast Cancer Resource Foundation is pleased to submit this non binding letter of intent to commit and allow Co-op City I, Inc. to make charitable donations as well as provide volunteer services on behalf of the charitable organization, in the event that Co op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island.

This letter, though non binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Maria Gemma Correlli
Executive Director

12/10/2020

Co-Op City Owner

12/10/2020
Date

12/08/2020

Re: Letter of Intent to Electronic Alarms

Dear Robert Hansen,

Electronic Alarms is pleased to submit this non-binding letter of intent to utilize Electronic Alarm for all of Co-op City I, Inc.'s security/surveillance needs in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

12/8/20

Paul Santa
System Consultant

Co-Op City Owner

12/08/2020

Date

Annex E

None.

Annex F

Includes:

- List of all real estate to be leased
- LOI for real estate to be leased

Real Estate to be leased:

- 75 Byfield Street Unit #4 Warwick, RI, 02888

Co-op City I, Inc.

12/09/2020

Re: Letter of Intent To Lease Property

Dear Robert Hansen,

75 Byfield Street LLC is pleased to submit this non-binding letter of intent to lease property to Co-op City I, Inc. in the event that Co-Op City Applicant is successful in their bid to receive a "Compassion Care Center License" pursuant to the laws of Rhode Island. The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Ron Goldsmith

Ronald Goldsmith
Owner

Co-Op City Owner Signature

12/09/2020

Date

Annex G

None.

Annex H

Includes:

- Schedule of annual compensation for all officers, directors, managers, other persons having managerial or operational control and the ten other persons with the highest-level annual compensation

Co-op City I, Inc. Annual Compensation Summary

Title	# of Employees	Category Description	2021 Yearly Payroll	2022 Yearly Payroll	2023 Yearly Payroll
CEO	1 (Kyle Seyboth)	Full-Time	[redacted]	[redacted]	[redacted]
COO	1 (Chris Morgan)	Full-Time	[redacted]	[redacted]	[redacted]
CCO	1 (Robert Hansen)	Full-Time	[redacted]	[redacted]	[redacted]
CFO	1 (Douglas Bosswick)	Full-Time	[redacted]	[redacted]	[redacted]
General Manager	1 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
Assistant Manager	2 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
Inventory Manager	1 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
Inventory Assistant Manager	1 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
Compassion Center Agent Cardholder	12 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
Security Officer	3 (TBD)	Full-Time	[redacted]	[redacted]	[redacted]
		Annual Total	[redacted]	[redacted]	[redacted]

CC FORM 5

BUSINESS LICENSE IDENTIFICATION FORM

Applicant hereby state(s) as follows:

With respect to Applicant and any Owner or Interest Holders described in Form 2, Section I, such persons have either applied for or are currently or have been previously licensed, registered or authorized to produce or otherwise deal in the manufacture or distribution of marijuana in any form, in the below states or jurisdictions and corresponding agency or authority.

State & Name of Agency	Type of License	Name of Licensee	License or Registration #
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Applicant disclosed and provided any and all denial, suspension, revocation, fines, or other sanction of the license, registration or authorization listed above as instructed in CC FORM 3.

Applicant hereby authorizes: (1) the Rhode Island Department of Business Regulation to contact the agencies indicated above for information regarding Applicant and the licenses/registrations listed above; and (2) such other state agencies to provide any and all information requested by the Department regarding the licenses/registrations. If requested by the Department, Applicant will provide any additional authorization required by any of the state agencies in order to provide information requested by the Department.

The undersigned hereby acknowledges and agrees that Applicant/Licensee has a continuing obligation to disclose any changes and shall provide written notice to the Department within thirty (30) days of any change of the information provided and the statements made in this Form 5 and that each such notice shall include an updated Form 5.

Updated to 7/16/2020

Under penalty of perjury, I hereby declare and verify that all statements on and information submitted with this Form 5 are complete, true, correct, and accurate.

Signature of Authorized Signatory

12/05/2020
Click here to enter a date.
Date

Printed Name Robert Hansen

Printed Name Robert Hansen
Print Title: Chief Compliance Officer
Print Name of Applicant/Licensee: Co-op City I Inc

CC Exhibit A – Disclosure of Material Financial Interests/Divestiture Plan

None.

CC Exhibit B - Compliance Plan

Co-op City I, Inc. (COC) has chosen Robert Hansen, one of the minority Owners to serve as Chief Chief Compliance Officer (Please refer to Co-op City I, Inc._*Compassion Center_Appendix G_ Chief Chief Compliance Officer LOI*).

Robert Hansen has worked in the regulated cannabis industry since 2016. Robert's journey in cannabis began in Denver Colorado, where he helped open and operate one of the largest licensed cannabis cultivation facilities in the State of Colorado. Over the past five years, Robert has helped open four large scale Medical and/or Adult-Use Cultivation Facilities, five Medical and/or Adult-Use Dispensaries, and one Medical Processing Lab in multiple states, including Colorado, Maryland, Pennsylvania, Arkansas, and Virgina. Robert's primary focus and involvement has been in Compliance. During the first four years in the cannabis industry, Robert oversaw the Compliance Department for Next Big Crop, a subsidiary management company under General Cannabis Holdings. Robert was responsible for ensuring all cultivation, distribution, and manufacturing facilities within Next Big Crop's portfolio were operating in compliance with all state and local ordinances, rules, and regulations. Robert was responsible for the oversight and development of all internal Quality Management/Quality Assurance Systems, 3rd-Party Testing Procedures from certified and accredited Independent Testing Laboratories, HACCP Programs, Operational Documentation, Document Control, Preventative Maintenance, Quality Control, Data Collection, Integrated Pest Management Programs, and Equipment/Machinery Maintenance/Calibration.

Robert currently serves as the Compliance Director for Commonwealth Alternative Care (subsidiary company under TILT Holdings), a vertically integrated medical marijuana facility in Taunton, MA.

Roberts current Compliance Director responsibilities include:

1. Overseeing, maintaining and developing all compliance policies, procedures and framework required to ensure all operations operate in full accordance with the requirements of all relevant rules and regulations on a global basis.
2. Leading and developing an effective compliance team through communication, performance management, development plans and reward/recognition practices.
3. Interacting with all relevant business leaders, senior executives on changing laws, policies, and regulations.
4. Partnering with company executives to mitigate emerging compliance risks; and implement compliance programs and policies to ensure no breaches of relevant policies and procedures.

5. Overseeing and continuing to develop processes to ensure that compliance performance is measured through monitoring and testing activities, and the results of such activities are recorded and escalated as appropriate.
6. Overseeing the compliance department's risk assessment process and lead implementation of action plans to appropriately mitigate residual risks.
7. Promoting awareness and responsibility through training and regular communication across the enterprise.
8. Directing and implementing effective strategies and policies for managing compliance risk while ensuring adherence to all company policies.
9. Proactively assist in identifying and containing compliance risk, foster a compliance culture and optimize relations with state regulators.

Robert has also helped form and operate CAC's Diversity Committee and Community Outreach Program.

Additional Certifications
● OSHA/NIOSH Certified
● ASTM Member
● METRC Certified
● Servsafe Certified

Robert has been heavily involved in the buildout of this specific Compassion Center Application and will be responsible for building out an internal Quality Management System for the Compassion Center should COC be awarded a license. COC's goal is to develop a compliance culture that will inform day-to-day operations and address changing regulations in this evolving industry. This includes, but is not limited to the development and build out of COC's Inventory Tracking System (Agrisoft) and Point of Sale System (Leaf Logix), Standard Operating Procedures, HACCP Program, Safety & Security Program, Audit Program, Maintenance Program, Testing Protocols, etc.

As mentioned within the Operations Plan of this application, COC's Chief Compliance Officer has for more than a decade been instrumental in training staff on best practices in patient confidentiality (including Health Insurance Portability and Accountability Act - HIPAA). COC will ensure that all records pertaining to one or more registered qualifying patients, registered primary caregivers or authorized purchasers will be considered confidential health care information under applicable Rhode Island law and protected under HIPAA. COC will train all employees on its privacy and confidentiality procedures geared at employee/company private information, information pertaining to patients and/or caregivers, intellectual property, etc. Out-of-state patient information shall be maintained confidentially in accordance with § 1.6.6(D)(2) of RI's Medical Marijuana Program Regulations.

As mentioned within the Operations Plan of this application, COC will train its employees on how to conduct sales to out-of-state patient cardholders in accordance with R.I. Gen. Laws § 21-28.6-4(o). COC employees will ensure the out-of-state patients have a valid medical marijuana card, or its equivalent, which has been issued by the applicable regulating authority for the medical marijuana program of the issuing U.S. state/jurisdiction/territory. The patient must also be able to present valid government issued identification matching the name on their medical marijuana card.

COC will require each out-of-state patient to complete an intake form (upon a form acceptable to DBR) which includes at minimum the home state card registration number (or if the home state registration number is not available, a unique identifier assigned by the compassion center). COC will log and track all transactions with each out-of-state patient cardholder in Agrisoft according to the issuing state's patient card registration number or the unique identifier assigned to that person by COC.

Lastly, COC will provide each out-of-state patient cardholder with a notice regarding the requirements and prohibitions under the Act and any regulations promulgated thereunder that apply to dispensing and use of medical marijuana within the State of Rhode Island, including without limitation notice of medical marijuana dispensing and possession limits, prohibition of taking medical marijuana and medical marijuana products across state lines and prohibition of smoking in public places

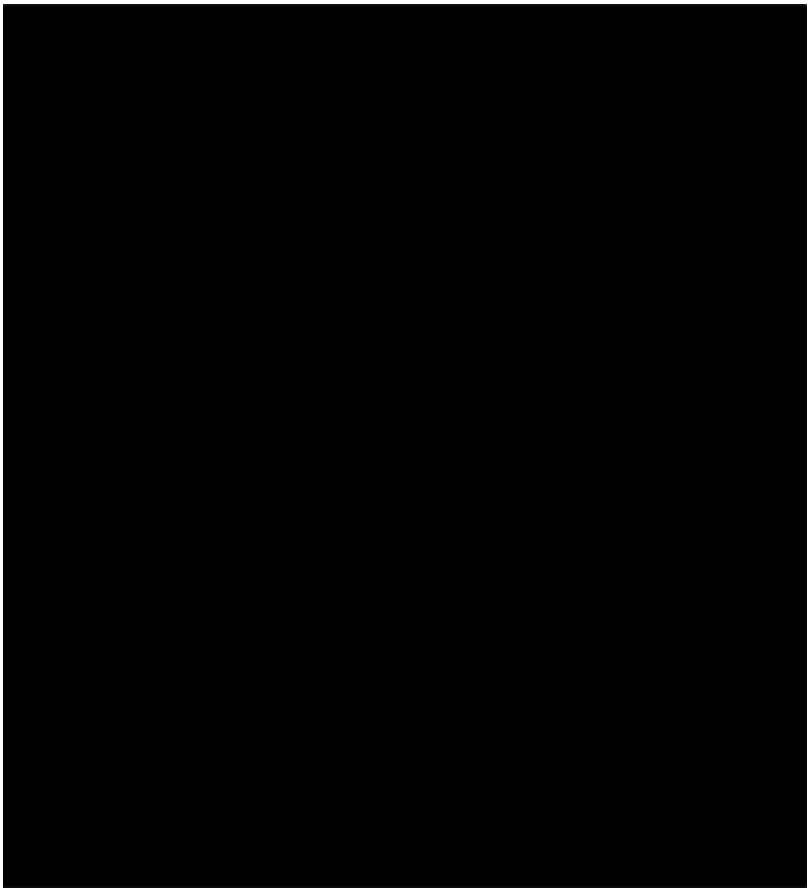
Agents will only have access to unrestricted areas and areas within the departments they are assigned to. This is intended to limit the number of contact employees with limited security access will have to medical marijuana product(s) at or near its usable (finished) form. COC will train employees in their permissible work areas depending on their positions and responsibilities. At no point, unless under direct supervision from a department manager, are employees allowed within the Vault/Server Room or Office. COC's security system will utilize fob-controlled door locks. The Chief Compliance Officer/General Manager will maintain and update the associated door-locking software to specify who can access certain areas. Each access-controlled door within the facility will have an associated access code. These codes dictate which employee fobs will open which doors.

It is the responsibility of the employee to maintain possession of their fob and to notify the Chief Compliance Officer/General Manager immediately if their fob is lost or malfunctioning. Key fobs are the property of the Compassion Center and shall be forfeited immediately upon termination or resignation. Employees will be assigned access codes depending on their position and duties. These codes are associated with each employee's fob and dictate which doors in the facility will unlock for that employee. As employees are promoted to new positions or they are

assigned new responsibilities, their access codes will be updated by the Chief Compliance Officer/General Manager to grant them access to the areas where they have assigned tasks.

The access control software that controls the site's door locks will maintain a record of who opened which doors and at what time each day. The Chief Executive Officer, the Chief Financial Officer, the Chief Operating Officer, the Chief Chief Compliance Officer, the General Manager and all Security Personnel will be granted access to all areas within each facility (Security Personnel will be required to be accompanied by either the COO, a Director, Chief Compliance Officer/General Manager or Inventory Manager to enter any secure storage areas). All other remaining employees will not be granted access to storage or limited-access areas without the accompaniment of either Ownership and/or Management.

Signage for all Limited Access Area and Restricted Access Area will be posted on the door to each secure area. An updated map identifying camera locations, direction of coverage, camera numbers, limited & restricted access areas, and all medical marijuana product storage areas will be kept onsite and filed.



*Please refer to Co-Op City I, Inc._*Compassion Center_Appendix D_ Facility Limited Access Areas*.

With a staffing focus on workplace diversity and inclusion, a total of 24 full-time jobs will be added to the local community within one year of being authorized to sell medical marijuana at COC's Compassion Center.

COC is committed to bettering its community. COC will abide by Federal EEOC guidelines and attracting diverse candidates is priority. Beyond employment opportunities, COC will focus on creating employee development plans and commit to offering its staff educational opportunities in business, management, leadership and industry knowledge so that, beyond being "workers," they are able to benefit the local community as valuable career professionals.

Besides focusing on it's staff, COC has partnered with Gloria Gemma Breast Cancer Resource Foundation (Please refer to Co-op City I, Inc._*Compassion Center_Appendix L_Gloria Gemma Breast Cancer Resource Foundation LOI*). COC Ownership and Management will work with the foundation to come up with innovative ways to contribute and help fight against as well as create awareness for breast cancer. Ways to give to this foundation include, but are not limited to volunteer opportunities, monetary donations, participation in events, discounts for patients suffering from breast cancer, etc.

As such, we are devoted to enriching the overall economic health of Warwick, with a stated goal to support and promote the quality of life and local economy through a community engagement plan that demonstrates an understanding of the community, its values and unique aspects, and how the business will integrate into the community.

In addition to enhanced tax revenue, COC will prioritize local suppliers and vendors as much as is feasible, with a particular emphasis on those owned by minorities, veterans, women and other diverse populations. Our facility has already procured LOI's for three local licensed cultivators and manufacturers to purchase their product for COC's potential Compassion Center. Not only will COC increase revenue for typical goods and services related to medical marijuana, but COC's beautification efforts surrounding the proposed site (E.g. landscapers) will be a boost, as well.

Giving back to the community is a privilege. It is important to give back to the community to develop trust and support of the local community. COC has already identified multiple nonprofits and community groups who will be a mutually beneficial match, as COC intends to perform outreach for education, diversity-oriented employment opportunities and connecting with low-income qualifying patients.

As mentioned within the Operations Plan of this application, COC will enforce a strict alcohol, smoke, and drug-free environment that pertains to all COC employees, patients/caregivers, and visitors. COC has written an SOP providing information regarding COC's alcohol, smoke, and drug-free procedures.

COC employees will refrain from using, possessing, or soliciting narcotics or other illegal drugs, alcohol, marijuana, or prescription medication that is not prescribed to the COC employee or that

negatively affects an employee's ability to work safely and effectively while on company property or while performing a duty on the clock.

Smoking is only permitted during break times at the designated outdoor smoking area. COC employees are also welcome to smoke (tobacco ONLY) within their vehicles, away from the view of patients or caregivers. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. When disposing of smoking debris, employees will use cigarette waste disposal units.

If, at any point during employment, an individual comes to work, is present on the premises of the company or its customers, or is conducting company business, and is found to be intoxicated from a substance, they will face disciplinary action, potential termination, or may be subject to a substance abuse screening.
To ensure compliance with this policy, a substance abuse screening may be conducted in the following situations:

> **For Cause:** Upon reasonable suspicion that the COC employee is under the influence of alcohol or drugs that could affect or has adversely affected the COC employee's job performance.
> **For Safety:** Upon involvement with any accident while on company property or while performing services for the company that results in either the need for medical treatment beyond first aid, and/or damage which is estimated to be over $500.

COC employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable local, state, and federal law.

COC will not accept any medical marijuana product(s) from other licensees until a Certificate of Analysis for each medical marijuana product type being delivered is emailed to COC's Chief Chief Compliance Officer, General Manager, and Inventory Manager and verified. In order to be received at COC, all medical marijuana products needs to have successfully passed all required testing via a third-party analytical testing laboratory licensed by DOH, in coordination with 216-RICR-60-05-6 Licensing Analytical Laboratories for Sampling and Testing Medical Marijuana (the "DOH Testing Regulations").

Co-op City I, Inc. will ensure the Corporation's books and records will be maintained in accordance with applicable laws and regulations. The Chief Chief Compliance Officer will conduct Monthly/Quarterly Audits (General Audits), aside from marijuana and non-marijuana product audits. These audits include a review of information systems, review of recordkeeping policies, review of the accounting system, review of internal controls policies, and a review of all tax returns. The Chief Chief Compliance Officer is responsible for weekly, quarterly, and annual audits using generally accepted accounting principles (GAAP). A weekly audit of Quickbooks will be conducted to ensure cash and credit received matches the POS weekly sales report. Quarterly financial statements including income statements, balance sheets, and all weekly marijuana and marijuana product audit results within that quarter will be prepared and made

immediately available upon request. A C.P.A will audit the Compassion Center under the G.A.A.P. principles within three months of the end of the first operating year (The fiscal year of the Non-Profit Corporation shall end on the last day of the month of June, unless otherwise determined by the Board). Performing regular internal audits will show external auditors that Co-op City I, Inc. has a means to improve its internal controls and thereby manage its Corporation effectively.

In order to ensure exceptional financial compliance, Co-op City I, Inc. will hire a 3rd-party financial auditor to conduct an annual external audit and will review accounting records, internal control policies, and accounts in accordance with industry-accepted accounting and Non-Profit Corporation standards.

CC Exhibit C– Business Plan

Proprietary Information

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CC Exhibit D - Security & Safety Plan

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CC Exhibit E - Operations Manual Required Content

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CC Exhibit F - Compassion Center Premises

Illustration of Co-op City I, Inc.'s Proposed Premises

Description of Proposed Licensed Premises

1. 75 Byfield Street, Warwick, RI (Unit #4)
2. Assessor's Plat 285, Lot 310
3. Located in a General Industrial (GI) zoning district.

Location Summary

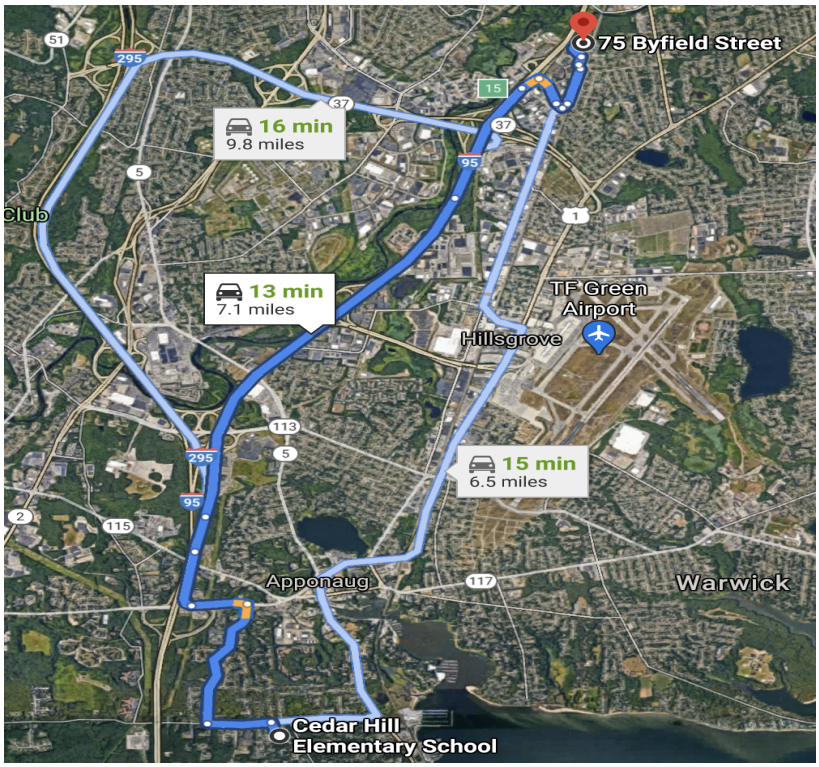
Co-op City I, Inc. 's (COC) proposed location is at the end of a cul de sac right off of Interstate I-95 located within a General Industry (GI) zoning district. The proposed location is a multi-unit modernized warehouse. The space within the multi-unit facility is located within the back end of the building and provides up to 20 parking spots, three of which are ADA accessible. COC has also received permission from a neighboring property with extra parking to utilize ten-to-fifteen extra parking spaces for COC's patients and/or caregivers. The physical structure is 25 yards from the front property line leading to streets and public areas. There are no major public attractions nearby, only other industrial-style warehouses and businesses. COC isn't easily viewable from the nearest main street (Onset St. & Jefferson Blvd). Blackout window adhesive film will be applied to all exterior windows affixed to the outer walls of Unit #4 so no one from the outside can see into any part of COC's Compassion Center.

Evidence of compliance for the location with the local zoning laws in the form of a certificate or letter from an authorized zoning official.
Co-op City I, Inc. has received zoning approval and has been issued an active Zoning Certificate from the Building Department of the City of Warwick.
*Detailed specifications can be referenced in the "Co-Op City I, Inc._*Compassion Center_Appendix H_Zoning Certificate*" attachment.

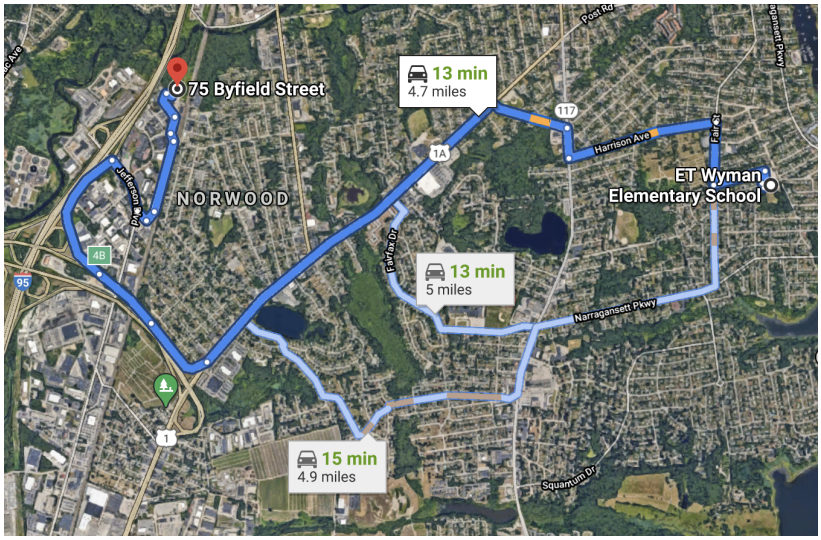
Evidence that the physical location is not located within one thousand feet (1,000') of the property line of a preexisting public or private school in compliance with R.I. Gen. Laws § 21-28.6-12(f)(2).

<u>Public Elementary Schools</u>

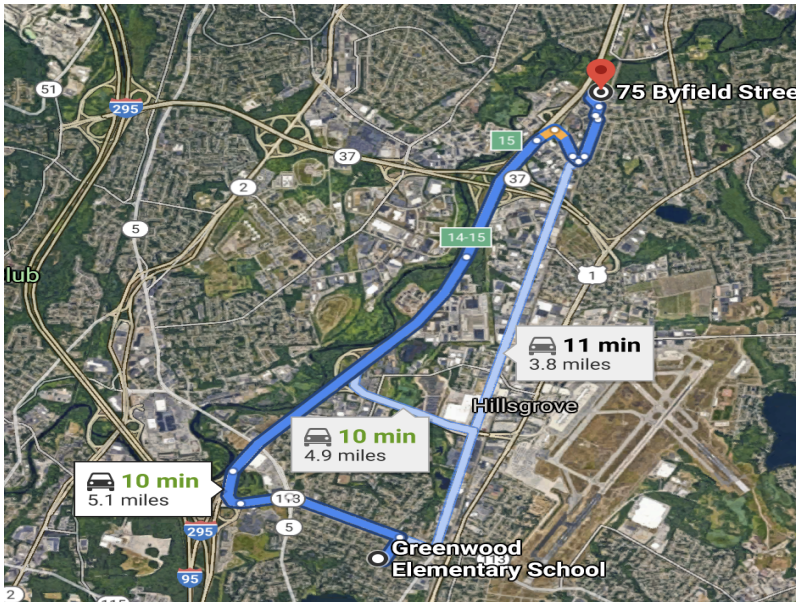
Cedar Hill Elementary



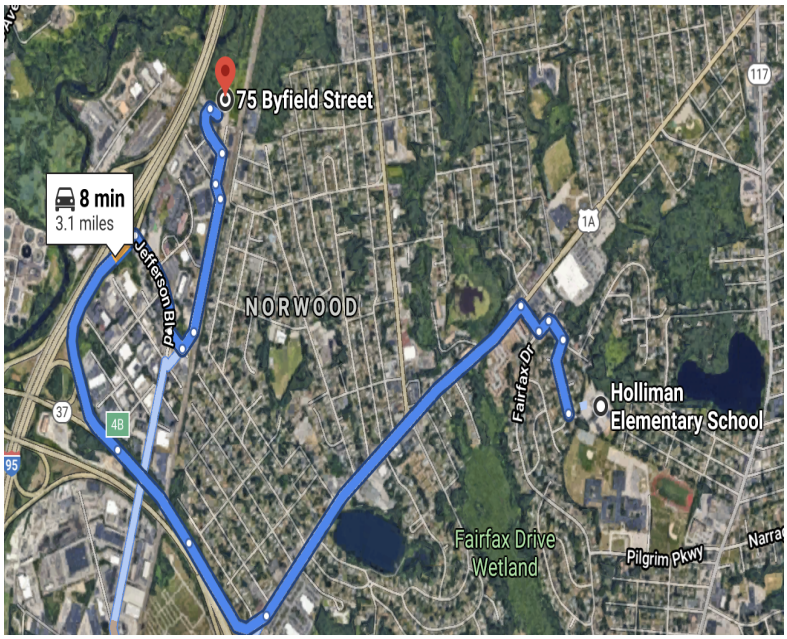
E.T. Wyman Elementary



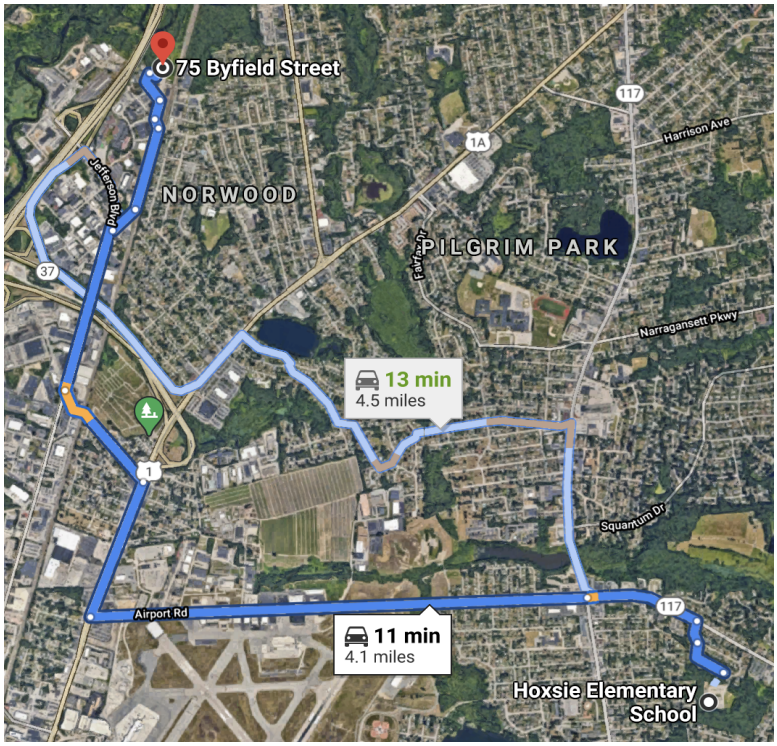
Greenwood Elementary



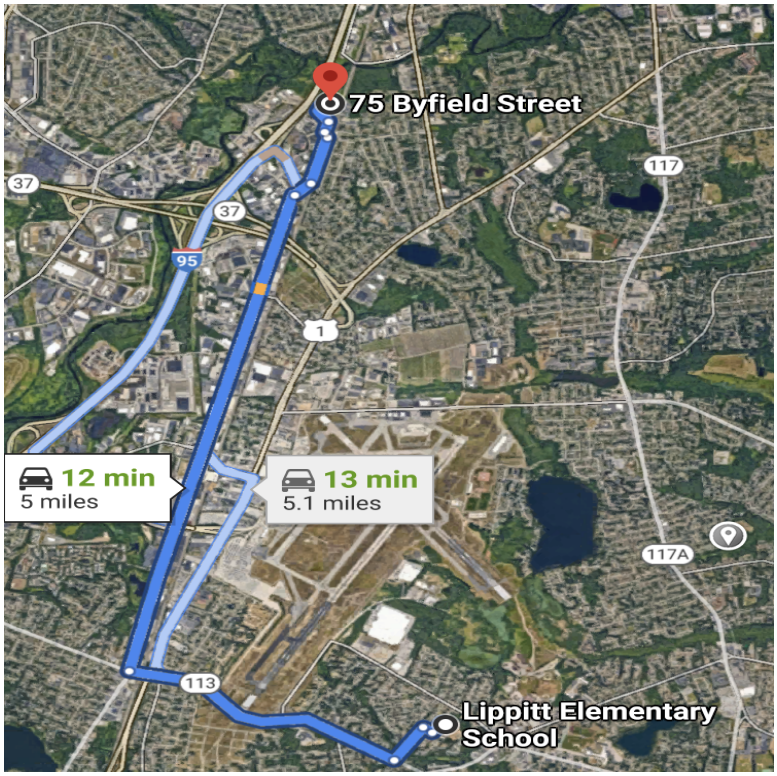
Holliman Elementary



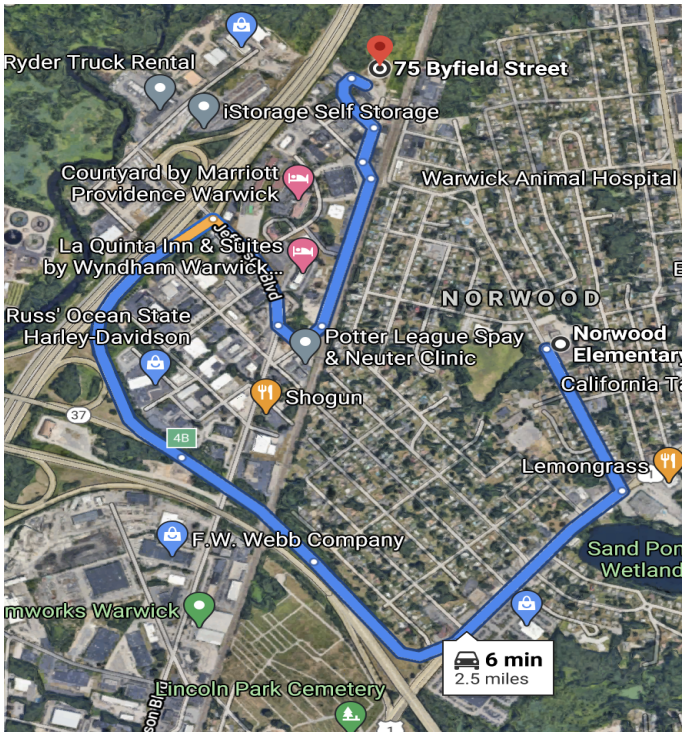
Hoxsie Elementary



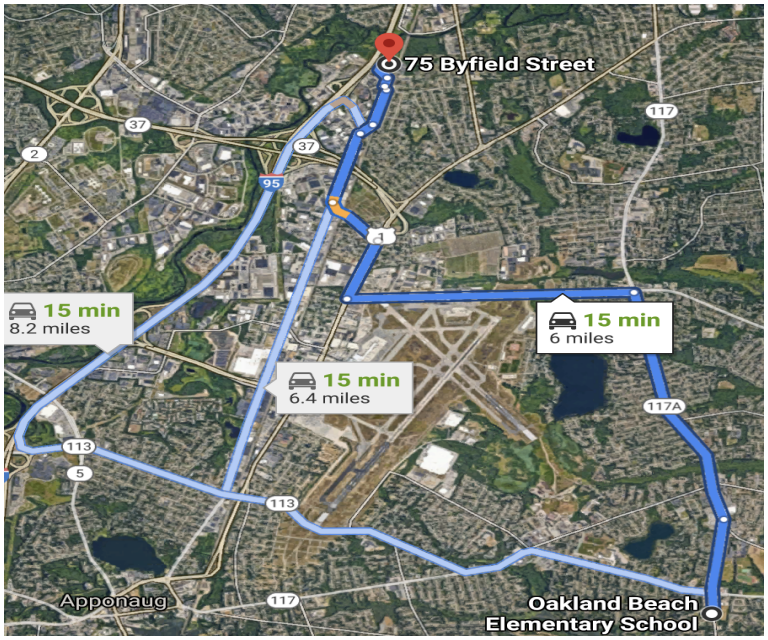
Lippitt Elementary



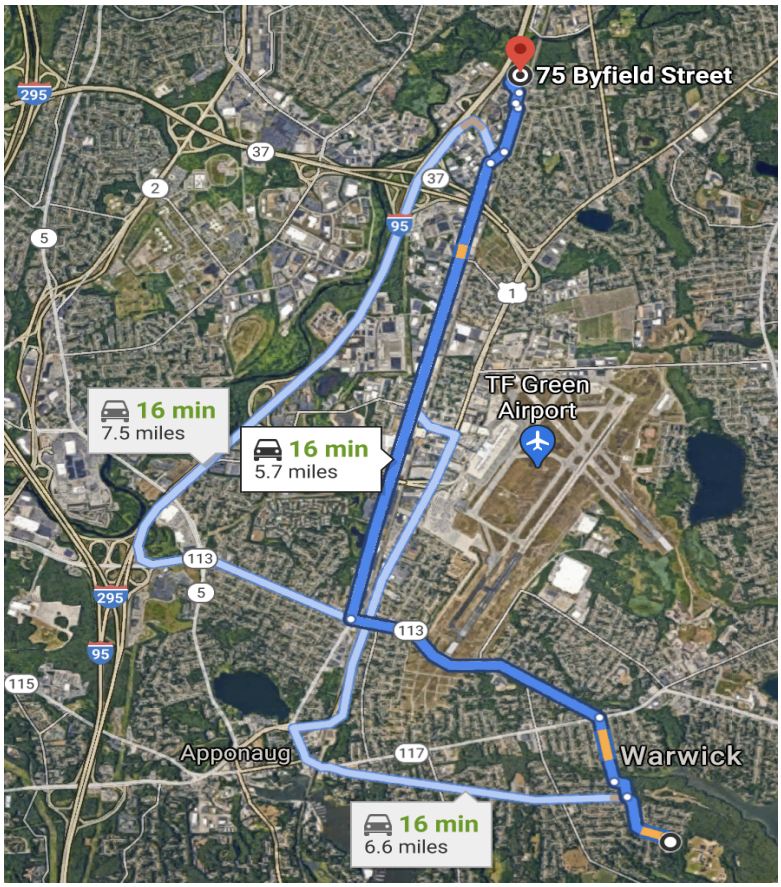
Norwood Elementary



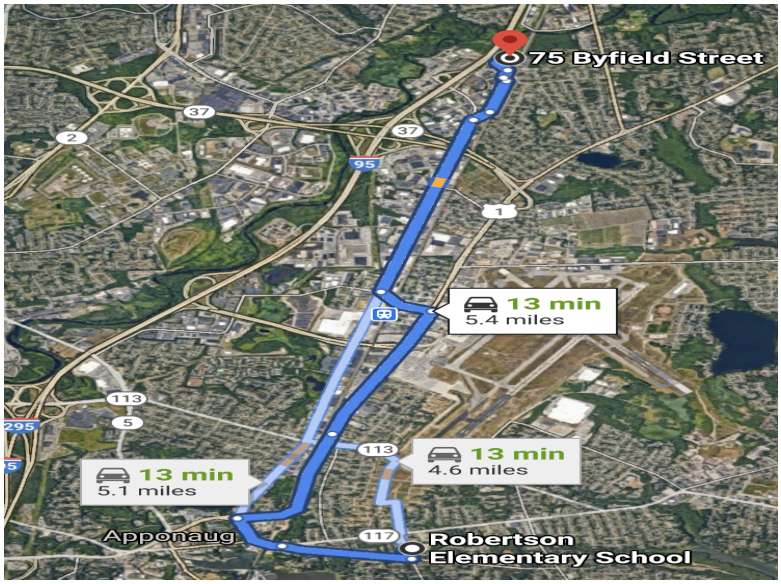
Oakland Beach Elementary



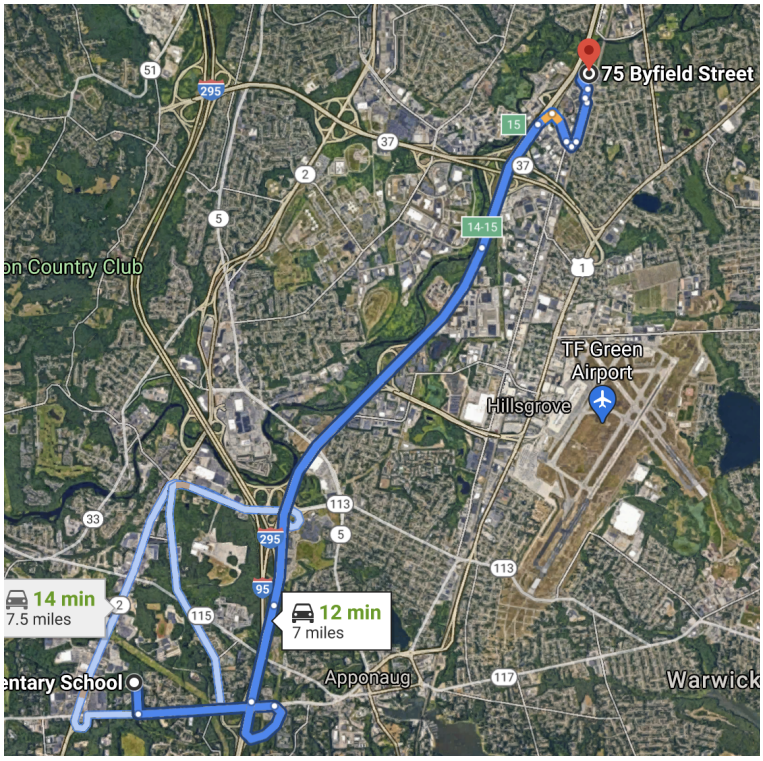
Park Elementary



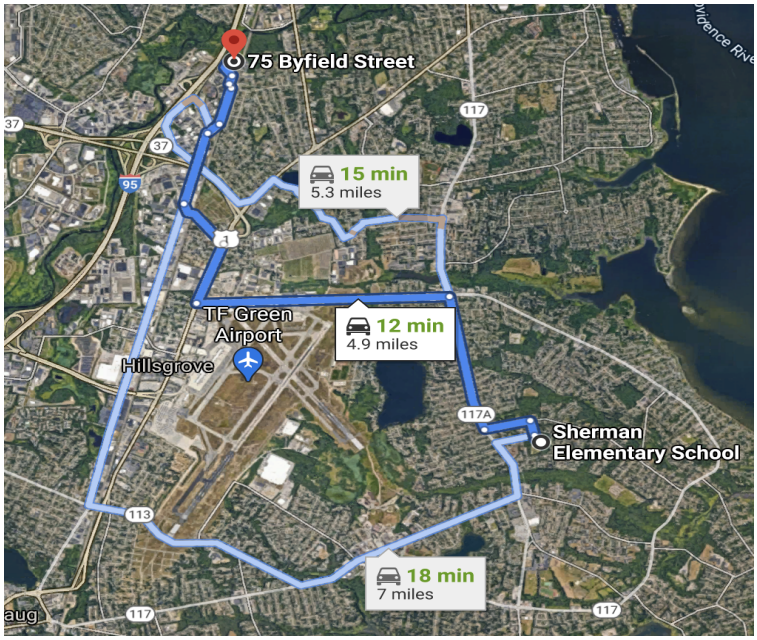
Robertson Elementary



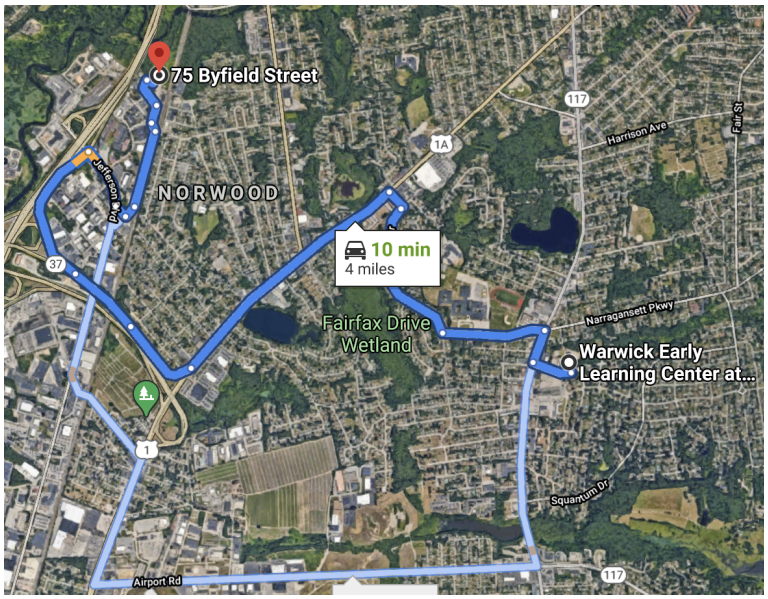
Scott Elementary



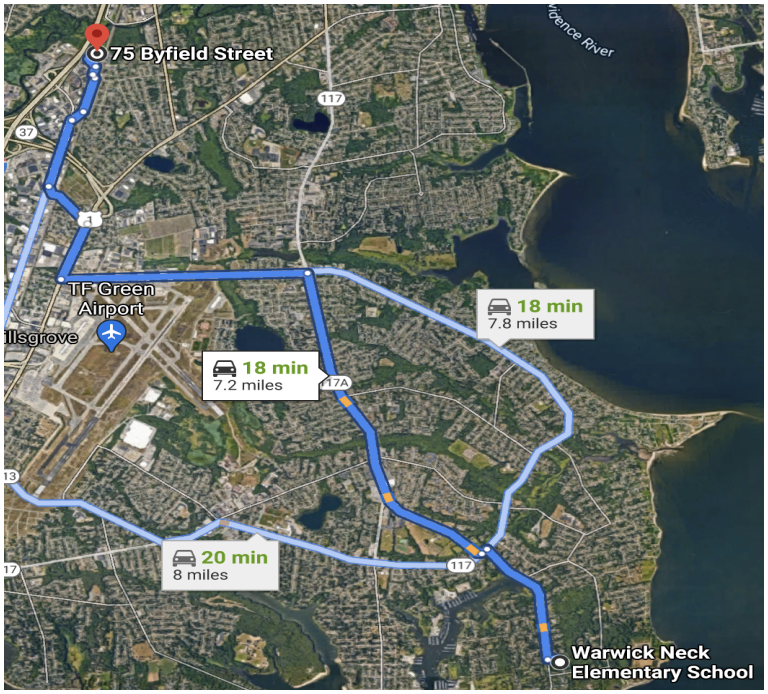
Sherman Elementary



Warwick Early Learning Center at John Brown Francis

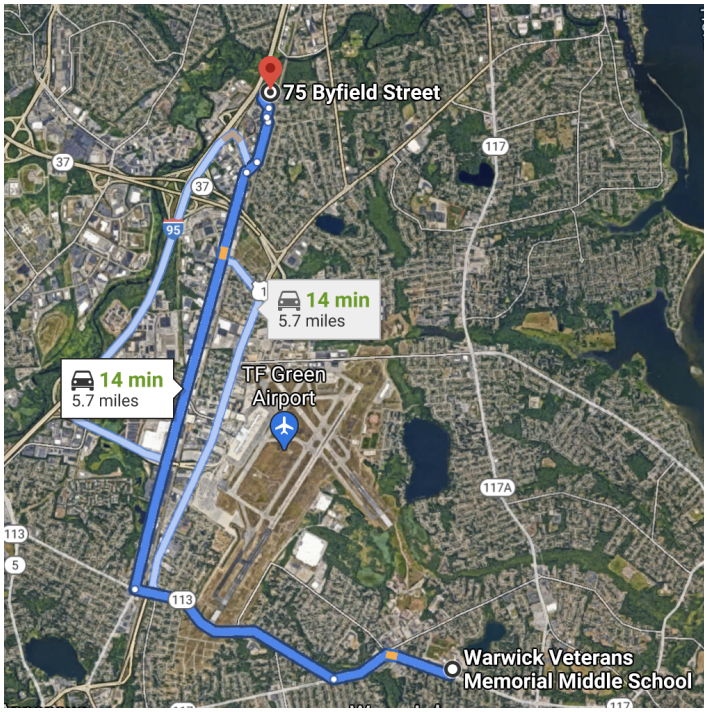


Warwick Neck Elementary

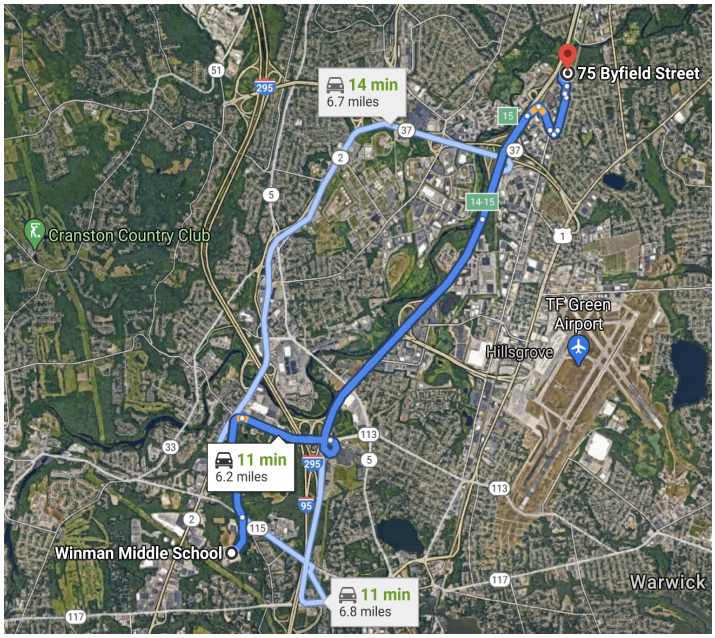


Public Middle Schools

Veterans Middle School

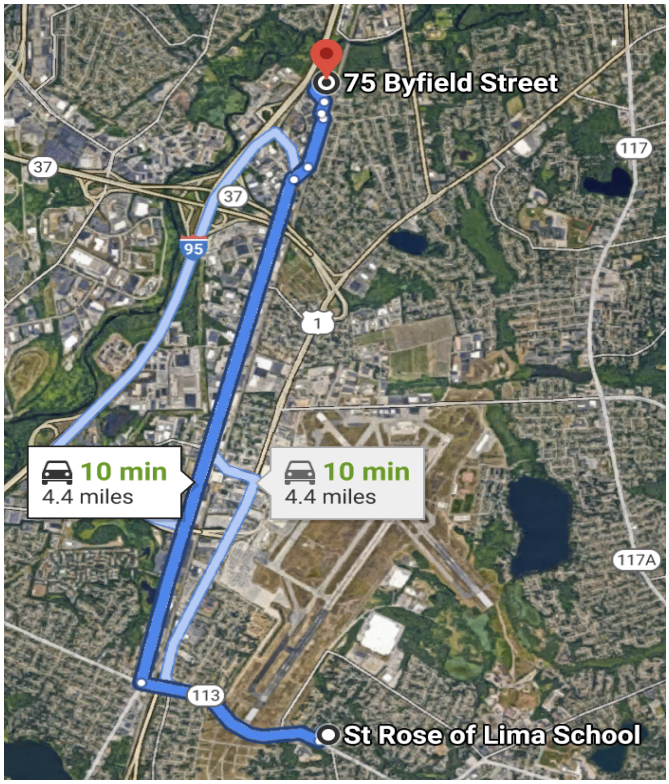


Winman Middle School

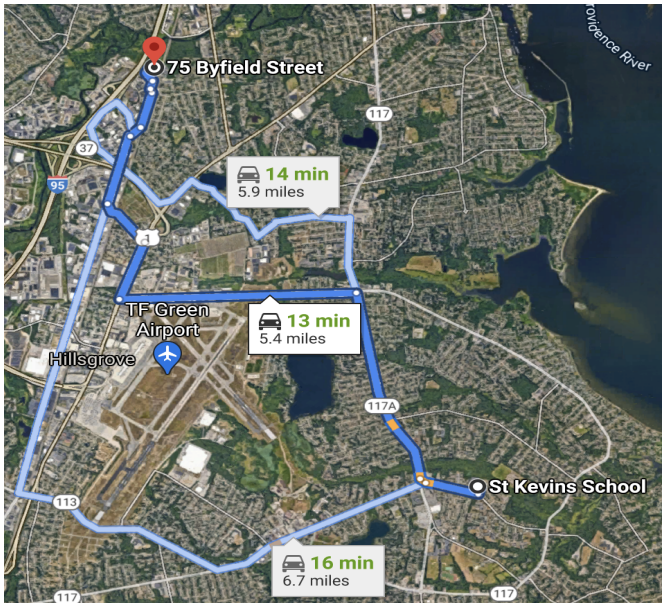


<u>Private Middle Schools</u>

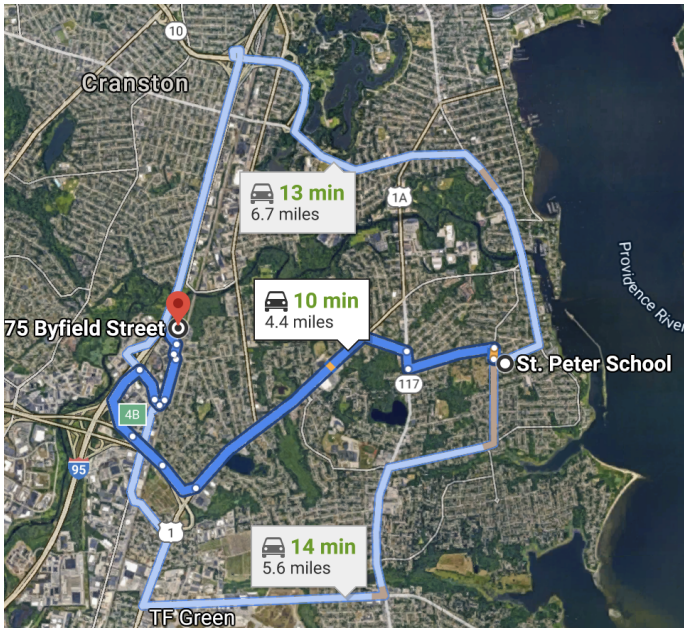
St. Rose of Lima School



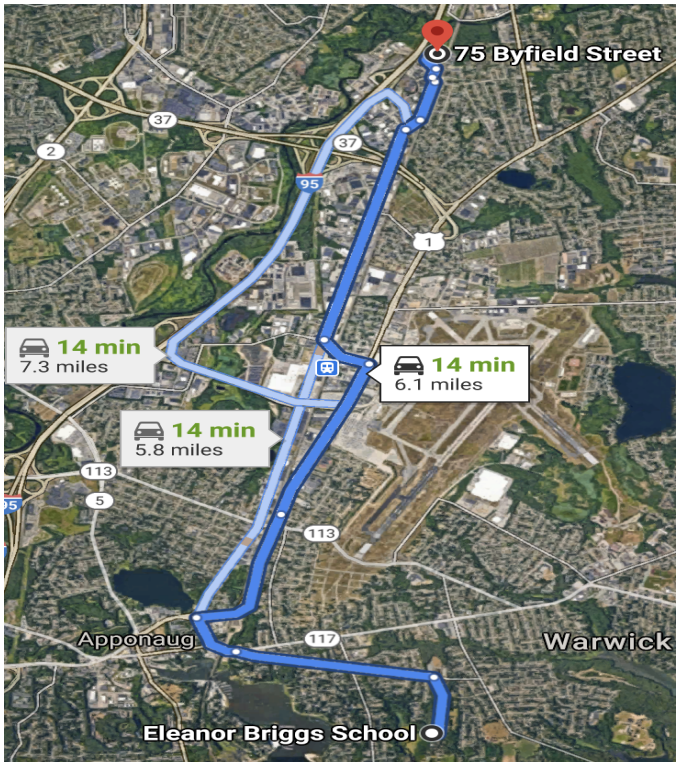
Saint Kevin School



St. Peter School

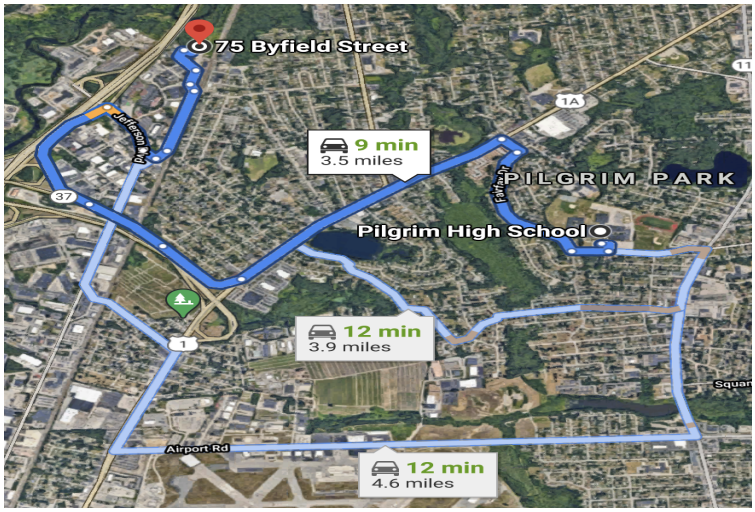


Eleanor Briggs School

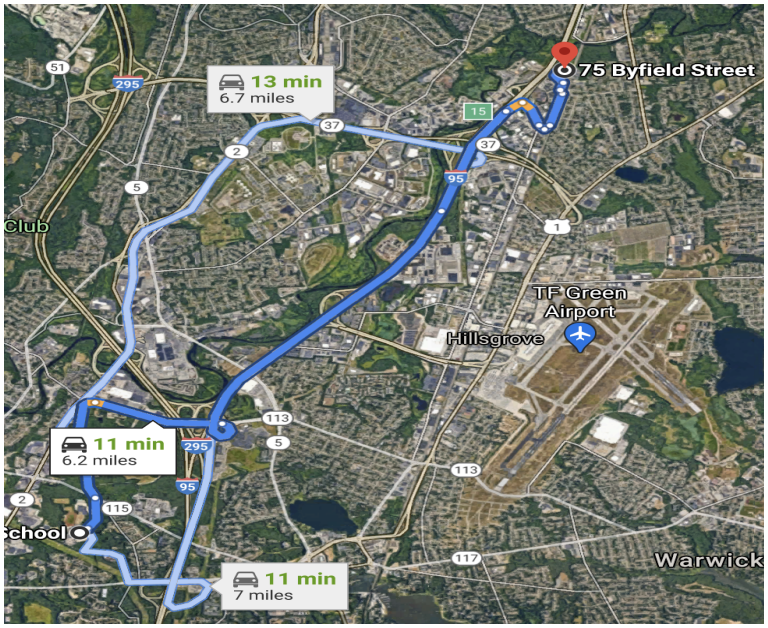


<u>Public High Schools</u>

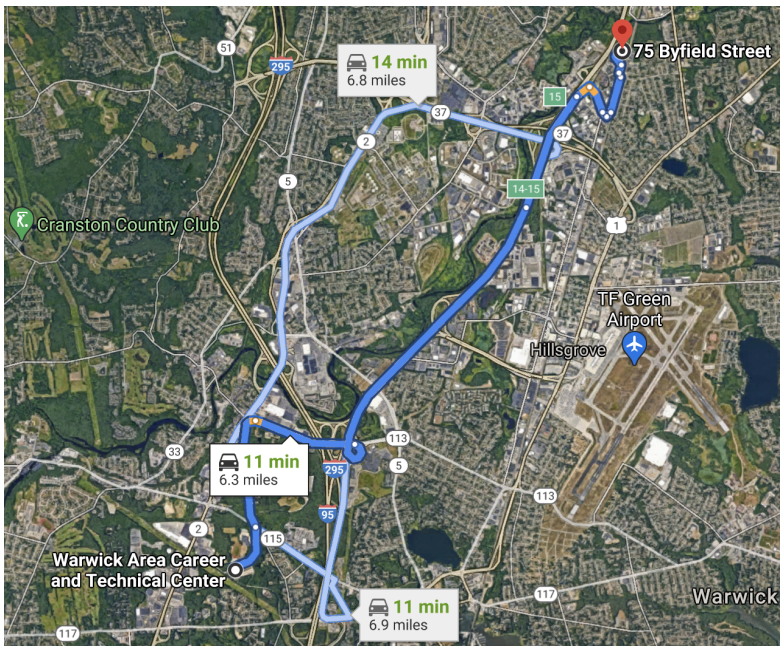
Pilgrim High School



Toll Gate High School

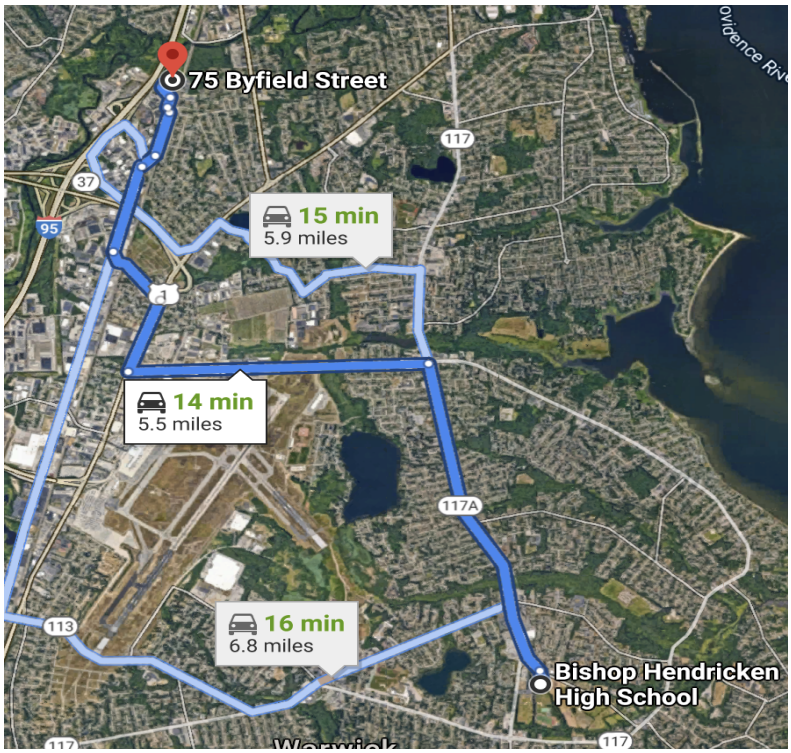


Warwick Area Career & Technical Center



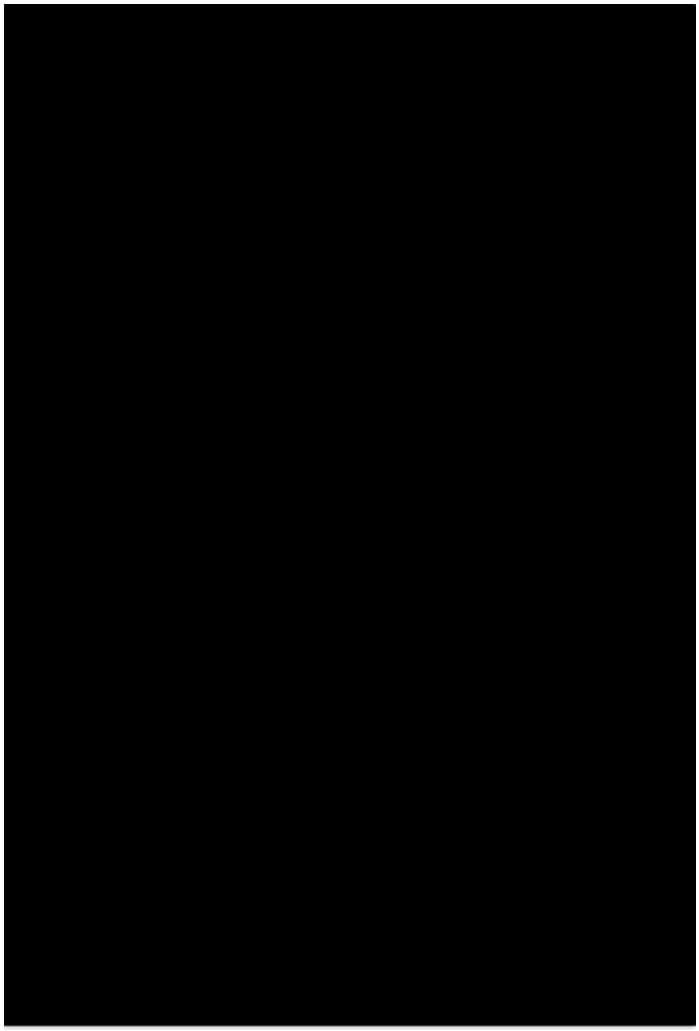
Private High Schools

Bishop Hendricken High School



A draft diagram, shown to scale, no smaller than 8.5” by 11” and no larger than "11X17" of the proposed facilities showing: (1) Where medical marijuana will be stored, processed, packaged, manufactured and dispensed; (2) The restricted-access areas, limited-access areas, walls, partitions, entrances, exits and location of security alarms, cameras, and surveillance recording equipment locations; (3) Patient access areas including areas designated for patient enrollment, waiting, and education; (4) Any public transportation services nearby, (5) A diagram of all proposed on-site and off-site parking capacity (including spaces for persons with disabilities); and (6) How the facility will provide ADA-compliant access for persons with disabilities.

General Premises Conceptual Space Plan

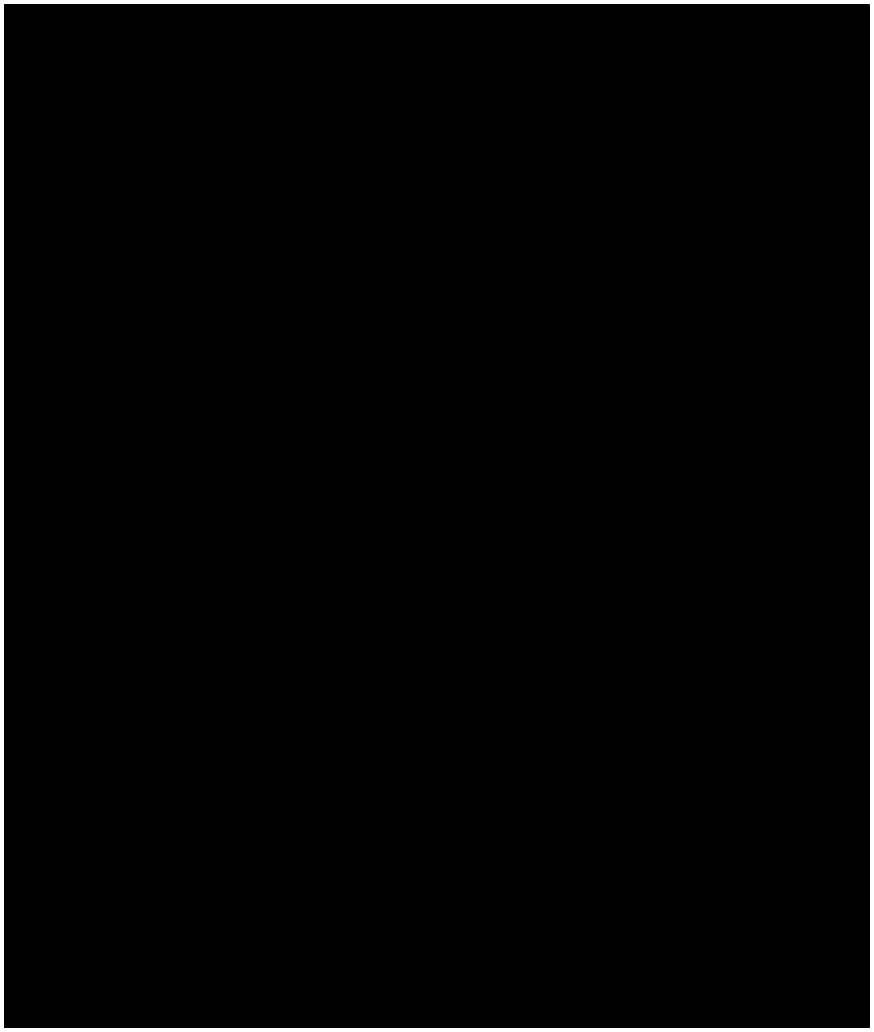


*Detailed specifications can be referenced in the "Co-op City I, Inc._*Compassion Center_Appendix C_General Premises Conceptual Space Plan*" attachment.

General Premises Conceptual Space Plan Cont.

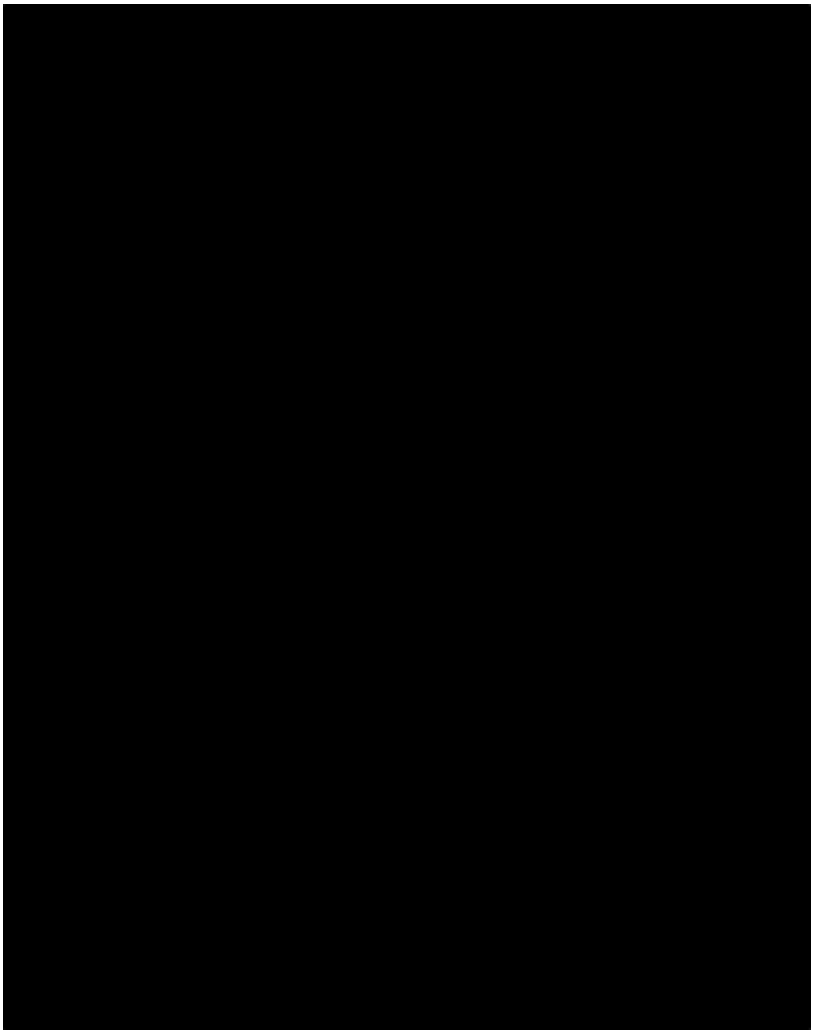
*Detailed specifications can be referenced in the "Co-op City I, Inc._*Compassion Center_Appendix C_General Premises Conceptual Space Plan*" attachment.

Limited Access Area(s) & Non Limited Access Area(s)



*Detailed specifications can be referenced in the "Co-Op City I, Inc._*Compassion Center_Appendix D_ Facility Limited Access Areas*" attachment.

Security & Surveillance Layout



*Detailed specifications can be referenced in the "Co-op City I, Inc._*Compassion Center_Appendix E_Security:Surveillance Plan*" attachment.

Product/Cash Storage

Storage of medical marijuana product will occur in two different areas of the Compassion Center:

Vault/Server Room - Medical marijuana product(s) will be stored within two identical Nationwide Hunter Large 1-Hr Fireproof Safes that will be bolted securely into the ground. Please find safe specifications below:

[redacted]

POS/Sales Floor - Medical marijuana product(s) will be brought out to the POS/Sales Floor at the beginning of each day and all medical marijuana product(s) will be stored within lockable cabinets behind the POS counters. All medical marijuana product(s) stored within the lockable cabinets behind the POS counter will have specific PAR levels to help identify when Management needs to replenish inventory during normal business hours.

The POS/Sales Floor will be the area in which sales transactions occur and all patients and/or caregivers obtain their medical marijuana product(s). COC will not process, manufacture, or package medical marijuana product(s) within the Compassion Center. All medical marijuana product(s) will come pre-packaged by the licensee that delivered the product(s).

Patient Access Areas

All patients, caregivers, and visitors will enter through the "Patient Entrance" identified on the COC Floor Plan. When qualified individuals enter through the "Patient Entrance," they will enter into the Waiting Area and check-in at the Reception Area to provide the appropriate credentials to enter into the POS/Sales Area. Patients and caregivers will have access to educational materials within the Waiting Area so patients and caregivers can review while waiting to gain

entry into the POS/Sales Area. Additional educational material will also be made available within the POS/Sales Area for patients and caregivers.

Nearby Public Transportation

COC's proposed location is only 4.6 miles away from the City Centre of Warwick. This is the public transportation hub of Warwick, RI. Combined with direct highway access to Interstate 95, the district offers seamless connections for travelers and MBTA commuter trains between Southern Rhode Island, Warwick, Providence and Boston. A new option for RIPTA bus service is also available to connect to air, rail and rental cars. Public Transportation options within the City Centre of Warwick include:

Train Service - MBTA
700 Jefferson Blvd. Warwick, RI 02886
800-392-6100

Weekday MBTA commuter rail service is available between Southern Rhode Island (Wickford Junction), Green Airport and downtown Providence, Attleboro, Boston (Back Bay & South Stations), Canton Junction, Mansfield, Sharon and South Attleboro, MA.

InterLink
The InterLink offers multiple transportation functions, with a consolidated rental car facility for Green Airport serving MBTA commuter trains traveling between Southern RI, Warwick, Providence and Boston. It also provides a new option for RIPTA bus service to connect to the air, rail and rental cars.

Connecting MBTA commuter trains, a commuter parking garage, rental car services and a skywalk to the airport terminal, the InterLink is located at 700 Jefferson Boulevard, Warwick, RI.

Proposed On-Site and Off-Site Parking Capacity at COC

*Detailed specifications can be referenced in the "Co-op City I, Inc._*Compassion Center_Appendix C_General Premises Conceptual Space Plan*" attachment.

ADA Requirements

COC is prepared to abide by all regulations set forth within the American With Disabilities Act Accessibility Guidelines (ADAAG) and the American National Standards Institute's standard (ICC/ANSI A117.1), as well as city and state ADA regulations, including but not limited to:

Parking

COC will offer three ADA parking spaces, two of which are designated for COC only and are located directly next to the Patient Entrance. COC will install an ADA ramp that goes from the parking lot to the sidewalk leading up to the Patient Entrance to ensure all wheelchairs, walkers, and other ADA equipment can make it up to the sidewalk. An additional ADA ramp will be installed adjacent to the Patient Exit as well. Both ADA ramps are identified in the drawing above.

Bathroom

COC restrooms will have counter tops no higher than 34 inches from the ground, a 29-inch clearance from the ground, 30 inches wide, and 11 to 25 inches deep. A 30-by-48-inch clearance space will be provided for the sink. Exposed pipes and surfaces will be insulated and no sharp or abrasive surfaces will be found under the counter area. The sink will include push-type faucets with self-closing valves and will be able stay open for at least 10 seconds (users won't have to exert more than 5 pounds of force to use the faucet). Urinals will be stall-type and will be 17 to

19 inches from the floor (measured from the floor to the top of the toilet seat). Grab bars will be at least 36 inches long on the rear wall and 42 inches on the side wall and will be mounted 33-36 inches above the floor. A gripping surface of at least 1.25 inches will be provided, mounted at least 1.5 inches from the wall. All grab bars will be able to withstand at least 250 pounds of pressure. Lastly, COC will ensure to work with the general contractors and subcontractors to ensure a standard wheelchair can complete a full 180 degree turn within COC's restroom.

Counter Space
The Reception Counter within the Waiting Area and the POS Sales Counter within the POS/Sales Area will have designated portions of counter space that will not exceed 36" in height in order for patients and caregivers to access the counters comfortably while in a wheelchair.

Documents evidencing either ownership of property or lease agreement with owner of property to allow the operation of a compassion center on the property, if property has already been purchased or leased at the time of the application or a signed letter of intent for such a sale or lease.
COC Ownership has obtained a Letter of Intent from Ronald Goldsmith (Owner of Proposed Property) to lease Unit #4 at 75 Byfield Street, Warwick, RI 02888.
*Detailed specifications can be referenced in the "Co-op City I, Inc._*Compassion Center_Appendix F_Letter of Intent to Lease Property*" attachment.

2020 MEDICAL MARIJUANA PROGRAM ANNUAL REPORT TO THE RHODE ISLAND GENERAL ASSEMBLY

SEPTEMBER 2020

In accordance with the Edward O. Hawkins and Thomas C. Slater Medical Marijuana Act, § 21-28.6-6(m), the Department of Health (RIDOH) respectfully submits this annual report on applications for the use of medical marijuana for symptom relief.

1) **The total number of applications for registration as a qualifying patient, primary caregiver and authorized purchaser made to RIDOH.**
   For the fiscal year, July 1, 2019 to June 30, 2020 RIDOH received 4,797 new patient applications, 160 caregiver applications and 289 authorized purchaser applications.

2) **The total number of applications for registration as a qualifying patient, primary caregiver and authorized purchaser approved**:
   For the fiscal year, July 1, 2019 to June 30, 2020 RIDOH approved and issued 4,855 patient registrations, 161 caregiver registrations and 294 authorized purchaser registrations.

   The number of applications approved is larger than the number received due to there were a percentage of applications that were incomplete upon receipt prior to July 1, 2019. When we receive the requisite documentation and/or fees for incomplete applications, the application is approved, and the registration is issued at that time.

3) **The nature of the debilitating conditions of qualifying patients:**
   Practitioner Written Certifications contained the following debilitating conditions for the time period of July 1, 2019 to June 30, 2020:

   Please note that many patients have more than one diagnosis code. Therefore, the count of diagnosis codes will always be higher than the number of patients.

Qualifying Debilitating Condition	Percentage of Total Patients	Number of Patients
Severe Debilitating, Chronic Pain	62.48%	3718
Severe Nausea	7.43%	442
Post-Traumatic Stress Disorder (PTSD)	13.19%	785
Cancer or Treatment	6.40%	381
Severe and Persistent Muscle Spasms	5.01%	298
Seizures, Including Epilepsy	1.56%	93
Cachexia or Wasting Syndrome	1.14%	68
Hepatitis C or Treatment	0.64%	38

Glaucoma or Treatment	0.81%	48
Positive Status for HIV or Treatment	0.50%	30
AIDS or Treatment	0.08%	5
Autism Spectrum Disorder	0.44%	26
Agitation Related to Alzheimer's Disease	O.12%	7

4) **The number of registrations revoked:**
One registration was revoked in accordance with §21-28.6-9 of the Act during the time period of July 1, 2019 to June 30, 2020.

5) **Specializations, if any, of practitioners providing written certification for qualifying patients:** *PLEASE NOTE: The percentages and patient count data listed below are based upon the total number of currently active patients.*

As of June 30, 2020, the specializations of Rhode Island practitioners who provided written certifications were as follows. These percentages are grouped by profession then sorted by patient count per specialty.

Specialty	**Number of Patients**	**Percentage of Total Patients**
Internal Medicine	4,308	39.01%
Family Practice	2,840	25.72%
Surgery	379	3.43%
Anatomic Pathology	24	0.22%
Neuropathology-Pathology	2	0.02%
Surgical Critical Care	240	2.17%
Neurology	613	5.55%
Rheumatology	353	3.20%
Physical Medicine & Rehabilitation	194	1.76%
Medical Oncology	242	2.19%
Hematology	163	1.48%
Psychiatry	147	1.33%
Gastroenterology	66	0.60%
Orthopedic Surgery	66	0.60%
Neurologic Surgery	84	0.76%

Infectious Disease	65	0.59%
Specialty	**Number of Patients**	**Percentage of Total Patients**
Obstetrics and Gynecology	56	0.51%
Pulmonary Disease	30	0.27%
Emergency Medicine	56	0.51%
Pediatrics	49	0.44%
Nephrology	34	0.31%
Gynecologic Oncology	13	0.12%
Pediatric Infectious Disease	17	0.15%
Ophthalmology	20	0.18%
Anesthesiology	38	0.34%
Child Neurology	15	0.14%
Pain Management-Anesthesiology	17	0.15%
Critical Care Medicine	1	0.01%
Urology	14	0.13%
Clinical Neurophysiology-Psychiatry & Neurology	11	0.10%
Geriatric Medicine-Internal Medicine	8	0.07%
Radiation Oncology	12	0.11%
Cardiovascular Disease	2	0.02%
Otolaryngology	4	0.04%
Allergy & Immunology	1	0.01%
Child Psychiatry-Psychiatry & Neurology	10	0.09%
Endocrinology Diabetes & Metabolism (IM)- Internal Medicine	2	0.02%
Thoracic Surgery	4	0.04%
Adolescent Medicine	1	0.01%
Child & Adolescent Psychiatry-Psychiatry & Neurology	1	0.01%
Colon & Rectal Surgery	1	0.01%
Dermatology	1	0.01%
Diagnostic Radiology	1	0.01%
General Preventive Medicine	1	0.01%
Pediatric Emergency Medicine	1	0.01%

6) **The number of active qualifying patient, primary caregiver and authorized purchaser registrations as of June 30 of the preceding fiscal year.**
For the fiscal year ending June 30, 2020, there was a total of 19,803 active patient registrations, 803 active caregiver registrations and 867 active authorized purchaser registrations.

7) **An evaluation of the costs permitting the use of marijuana for symptom relief, including any costs to law enforcement agencies and costs of any litigation.**
RIDOH costs for the Medical Marijuana Program (MMP) for the fiscal year July 1, 2019 to June 30, 2020 was $319,025.95.

The cost of administration of the Medical Marijuana Program includes four (4) staff dedicated solely to MMP, a percentage of one (1) Health Program Administrator whose duties include oversight of the program; and database, secure photo ID equipment and maintenance costs.

There was no litigation regarding medical marijuana during the 2020 fiscal year.

8) **Statistics regarding the number of marijuana-related prosecutions against registered patients and caregivers, and an analysis of the facts underlying those prosecutions.**
There were no prosecutions against any registered patients, caregivers or purchasers during the 2020 fiscal year.

9) **Statistics regarding the number of prosecutions against physicians for violations of this chapter.**
There were no prosecutions against physicians during the 2020 fiscal year.

10) **Whether the United States Food and Drug Administration has altered its position regarding the use of marijuana for medical purposes or has approved alternative delivery systems for marijuana.**
There has been no change in the FDA position.

Applicant: Co-op City I, Inc. Organizational Chart

Kyle Seyboth
Chief [redacted] Executive Officer

Chris Morgan
Chief [redacted] Operating Officer

Robert Hansen
Chief [redacted] Compliance Officer

Doug Bosswick
Chief [redacted] Financial Officer

TBD
Inventory Manager

TBD
Assistant Inventory Manager

TBD
General Manager

TBD
Assistant Manager

TBD
Assistant Manager

C.Holder

In-House Security

TBD
Security Officer 1

TBD
Security Officer 2

TBD
Security Officer 3

Directors of Non-Profit Corporation

Chris Morgan
President

Robert Hansen
Secretary

Matt Resnick
Treasurer

Board of Advisors

Matt Resnick
Patient Advocate

Margaret Long
Pharmacist

Gregory S. Long
Director of Security

Dr. Albert J. Marano
Neurologist

Co-op City I, Inc.

Owners by Effective Percentage of Ownership	Effective Percentage of Ownership	Capital Contributions, if any
Seyboth, Kyle	[redacted]	[redacted]
Morgan, Chris	[redacted]	$0.00
Bosswick, Doug	[redacted]	$0.00
Hansen, Robert	[redacted]	$0.00

Directors, Officers, and Key Persons

Name	2021 Comp	2022 Comp	2023 Comp
Seyboth, Kyle	$0.00	[redacted]	[redacted]
Morgan, Chris	$0.00	[redacted]	[redacted]
Bosswick, Doug	$0.00	[redacted]	[redacted]
Hansen, Robert	$0.00	[redacted]	[redacted]

*Co-op City I, Inc._Compassion Center_Appendix B Schedule of Effective Ownership Interests

Co-op City I, Inc.

12/09/2020

Re: Letter of Intent To Lease Property

Dear Robert Hansen,

75 Byfield Street LLC is pleased to submit this non-binding letter of intent to lease property to Co-op City I, Inc. in the event that Co-Op City Applicant is successful in their bid to receive a "Compassion Care Center License" pursuant to the laws of Rhode Island. The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Ron Goldsmith

Ronald Goldsmith
Owner

Co-Op City Owner Signature

12/09/2020

Date

Co-op City I, Inc.

12/10/2020

Re: Chief Compliance Officer Agreement

Dear Kyle Seyboth,

Robert Hansen is pleased to submit this non-binding letter of intent to be Co-op City I, Inc.'s Chief Compliance Officer, in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Robert Hansen
Chief Compliance Officer

Co-Op City Owner

12/11/2020
Date

JOSEPH J. SOLOMON
MAYOR

ALFRED T. DeCORTE
DIRECTOR & BUILDING OFFICIAL

CITY OF WARWICK
BUILDING DEPARTMENT
3275 POST ROAD • WARWICK, RHODE ISLAND • 02886
Tel (401) 921-9534 • Fax (401) 732-5071

December 2, 2020

Co-op City I, Inc.
15 Marcy Street
Cranston, RI 02905

RE: 75 Byfield Street, Warwick, RI (Unit #4)
Assessor's Plat 285, Lot 310

Dear Mr. Hansen:

Please be advised that the above-mentioned property is located in a General Industrial (GI) zoning district.

The proposed use of the existing structure for a "Clinic" (Compassion Center) is a permitted use, with the retail area limited to 1,000 square feet of net floor space. Said use allowed in accordance with the Table 1 Use Regulations #302 of the Warwick Zoning Ordinance, and subject to conforming to all the pertinent provisions of the Zoning Ordinance (i.e. sufficient off-street parking, landscaping, & signage).

*A Special Use Permit may be required for more than one non-residential use on a lot

Please note that this letter is for zoning purposes only. Please contact the Zoning Office at (401) 921-9534 if you have any questions.

Sincerely,

Alfred T. DeCorte
Director & Building Official

ATD/ac

Zoning Districts	OS	A-40	A-15	A-10	A-7	O	WB	GB	LI	GI	Inter-modal	Gate-way	Village District
104. Congregate elderly housing containing between two and ten dwelling units	No	S(2)	S(2)	S(2)	S(2)	S(2)	No	S(2)	No	No	No	No	Yes
105. Congregate elderly housing containing more than ten dwelling units	No	No(3)	No(3)	No(3)	No(3)	No(3)	No	No(3)	No	No	No	No	No
106. Roominghouse	No	No	No	No	No	No	No	Yes	No	No	No	No	No
107. Room for less than three boarders	No	S(4)	S(4)	S(4)	S(4)	Yes(4)	No	Yes(4)	No	No	No	No	No
107.1. Bed and breakfast for up to four guests	No	S	S	S	S	S	No	Yes	No	No	No	No	Yes
108. Mobile home, mobile home park, or trailer park	No	No	No	No	No	No	No	No	No	No	No	No	No
109. Community residence	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	No	No	No
200. Agricultural uses:													
201. Raising of crops (commercial and noncommercial)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
202. Commercial greenhouse	No	S(5)	S(5)	S(5)	S(5)	S	No	Yes	Yes	Yes	No	No	No
203. Sales place for flowers, garden supplies, agricultural produce conducted partly or wholly outdoors	No	No	No	No	No	S	No	Yes	Yes	Yes	No	No	No
204. Raising and keeping of animals and livestock	S(5)	S(5)	S(5)	S(5)	S(5)	S(5)	S(5)	S(5)	S(5)	S(5)	No	No	No
300. Office uses:													
301. Medical offices, excluding clinic	No	No	No	No	No	Yes	No	Yes	Yes	Yes	No	Yes	S
302. Clinic	No	No	No	No	No	S	No	Yes	Yes	Yes	No	Yes	No
303. Law office, accountant, architect or other nonmedical professional person	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes(25)	Yes	Yes
304. Real estate, insurance, travel agency, advertising or similar agency office	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes(25)	Yes	Yes
305. General office use	No	No	No	No	No	Yes	No	Yes	Yes	Yes	Yes(25)	Yes	Yes(17)
306. Bank, trust company or similar financial institution with drive-in window	No	No	No	No	No	S	No	Yes	Yes	Yes	No	Yes	Yes(18)

Co-op City I, Inc.

12/09/2020

Re: Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen,

IDBP, LLC is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc , in the event that Co-op City I, Inc Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties

Sincerely,

12/10/2020

Antonio Barone
Member IDBP, LLC

12/10/2020

Co-Op City Owner

Date

Co-op City I, Inc.

12/09/2020

Re: Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen,

Mammoth Incorporated is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc., in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island. The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Spencer Blier
Chief Executive Officer

12/10/2020

Co-Op City Owner

12/10/2020
Date

Co-op City I, Inc.

12/09/2020

Re Medical Marijuana Product Wholesale Formal Agreement

Dear Robert Hansen

Ocean State Botanicals, LLC is pleased to submit this non-binding letter of intent to commit to a formal wholesale agreement with Co-op City I, Inc , in the event that Co-op City I, Inc Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island The proposed facility is located at 75 Byfield Street Unit #4, Warwick, RI 02888

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties

Sincerely,

Justin Blair
Founder/Chief Financial Officer

12/10/2020

Co-Op City Owner

12/10/2020
Date

Co-op City I, Inc.

12/09/2020

Re: Charity Agreement

Dear Robert Hansen,

Gloria Gemma Breast Cancer Resource Foundation is pleased to submit this non-binding letter of intent to commit and allow Co-op City I, Inc. to make charitable donations as well as provide volunteer services on behalf of the charitable organization, in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

Maria Gemma Correlli
Executive Director

12/10/2020

Co-Op City Owner

12/10/2020
Date

Company	*Co-op City I, Inc.*
Job title	*General Manager*
Reports to	*C-Suite/Executive Team*

Job purpose

The General Manager shall oversee the full, daily operations of their high-end Compassion Center. The General Manager is responsible for ensuring that Co-op City I, Inc. operates in compliance with local and State regulations and overseeing all operations.

Duties and responsibilities

Operations

- Manage and oversee full Dispensary operations and supervise a team of 10-15 Dispensary Employees (5-8 during any given shift).
- Guide staff to achieve their maximum performance, including developing methods of measuring performance and conducting reviews with each staff member.
- Develop process flows for Patient/Caregiver experience, Patient/Caregiver service, Point-of-Sale (POS) and inventory handling practices, with a focus on enhancing the Patient/Caregiver experience and ensuring Patient/Caregiver retention.
- Maintain Standard Operating Procedures, the Operations Manual, the Employee Handbook, and train all new and existing staff accordingly.
- Analyze sales and revenue reports, make forecasts, and provide ongoing training and support to personnel to increase revenue and drive growth.
- Ensure the Dispensary operates efficiently and effectively to maximize revenue by:
    - Preparing and controlling the store's budget to minimize expenditures and maximize efficiency.
    - Tracking inventory levels and purchases to ensure they stay within budget and to minimize loss.
- Ensure the Dispensary fulfills all legal, health, and safety guidelines, including ongoing adaptation to changing marijuana regulations and employment law.
- Collaborate with the Merchandising, Materials and/or Inventory Procurement to ensure optimal product selection, availability and pricing.
- Keep updated on all aspects of marijuana Dispensary operations (legal, regulatory, technology, and research) and share that information with Dispensary Employees, training them in a timely fashion.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma or equivalent required; Bachelor's degree or higher highly desired, but not required.
- 5+ years of successful experience as a store, hotel, bar or restaurant manager; previous medical and/or retail marijuana Dispensary or similar management experience highly preferred.
- Solid understanding of diverse business subjects such as sales, marketing, Patient/Caregiver service, and inventory control.
- Ability to be an effective manager to motivate personnel to perform with excellence.
- Ability to lead efforts to curate the experience Patients/Caregivers have from the moment they walk through the door until they leave.
- Adaptability and be an independent self-starter with a "can-do" attitude.
- Proven track record of success in employee management and development.
- Knowledge of hospitality and/or retail management best practices.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Assistant Manager*
Reports to	*General Manager*

Job purpose

The Assistant Manager(s) shall assist in overseeing the full, daily operations of their high-end Compassion Center. The Assistant Manager(s) shall assist the General Manager in being responsible for ensuring that Co-op City I, Inc. operates in compliance with local and State regulations and overseeing all operations.

Duties and responsibilities

- Assists the General Manager in managing and overseeing effective dispensary operations.
    - Supervise the operation of the Compassion Center and COC's employees, opening/closing/changing shifts, task delegation and scheduling COC's employees.
    - Supervise the control of cash handling including register counts, withdrawals from Greenwood Credit Union, armored car pickups, safe deposits, change orders, and assist with certain aspects of bookkeeping.
    - Assign daily operational responsibilities/tasks and set expectations for COC's employees.
- Ensures excellent patient/caregiver service by:
    - Modeling and sharing patient/caregiver service best practices with all COC employees to deliver a distinctive and delightful patient/caregiver experience.
    - Monitoring/analyzing the patient/caregiver service provided by COC employees and providing feedback and coaching.
    - Greeting patients/caregivers and offering assistance with products and services that are relevant to the needs of a patient/caregiver.
    - Resolving patient/caregiver complaints.
- Supervises and manages inventory by:
    - Ordering items, keeping stock, and leveraging company resources to avoid stock-outs and overstock.
    - Receiving, stocking, pricing, returning, and transferring of inventory.
    - Learning to analyze inventory trends and present weekly analyses to the General Manager.
- Ensures that the Compassion Center and grounds are clean and presentable; manages repairs and maintenance; responds to emergencies.
- Ensures the Compassion Center remains in strict compliance with all applicable laws and regulations.

- Stays updated on all computer and technology systems and software (e.g. registers, POS, Agrisoft, etc). Responds to all system problems by contacting the Compassion Center 's information technology support to ensure solutions.
- Complies with all company policies and procedures; maintains respectful relationships with coworkers.
- Completes special assignments and other tasks as assigned, including assisting COC employees as needed.
- Manages Compassion Center employee performance by assigning responsibilities, setting goals and expectations, observing performance, providing feedback and giving recognition. Manages employee career progression.
- Ensures training of Compassion Center employees; provides coaching and mentoring.
- Issues constructive discipline and makes discipline recommendations.
- Promotes teamwork and motivates Compassion Center employees by establishing expectations, tracking results, showing enthusiasm and sharing vision.
- Ensures compliance with all corporate policies, and applicable employment laws.
- Develops and delivers performance management for direct supervisees.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- Bachelor's Degree prior to position start date or High School Diploma/GED and 1 year of retail supervisory experience.
- Must be at least 21 years of age.
- Must be fluent in reading, writing, and speaking English.
- Willingness to work flexible schedules including extended days, evenings, and weekend hours.

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Inventory Manager*
Reports to	*General Manager & Chief Compliance Officer*

Job purpose

The Inventory Manager will be responsible for maintaining the point of sale and inventory tracking system at the Compassion Center. This includes managing inventory, assisting other team members with day to day tasks and the cleaning/organizing of the office. Computer and IT experience are a must as are excellent verbal and written communication skills. This is a positive work environment dedicated to providing a friendly and caring atmosphere for our patients.

Duties and responsibilities

Inventory Management

1. Input physical data from transport manifests to seed-to-sale digital inventory tracking system.
2. Weighing and counting medical marijuana product(s) and ensuring all finished medical marijuana product(s) abide by the Rhode Island standards for packaging and distribution.
3. Weighing medical marijuana product(s) and abiding by COC's standards for packaging, storing and distribution (labeling, bagging, etc.).
4. Maintaining an up to date and accurate inventory by conducting physical inventory audits and comparing the results to the digital inventory.

Reports

1. Creating weekly inventory reports for the Compassion Center.
2. Exporting and manipulating the data into simple charts and graphs.
3. Running various reports via seed-to-sale database for managers and owners.

Hardware and Software

1. Troubleshooting normal office hardware and various peripherals (printers, barcode scanners etc.).
2. Installing software updates and patches for the POS (point of sale) system and Inventory Tracking System.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- 2 year degree at an accredited University or comparable experience in an IT field.

- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Inventory Assistant Manager*
Reports to	*Inventory Manager*

Job purpose

The Inventory Assistant Manager is responsible for maintaining accurate inventory controls while adhering to all company, state, and federal laws and policies. They help prevent loss by performing daily product audits and reconciliations as well as managing any expiring product. They keep all products in the vault organized and work with management to replenish the sales floor back-stock as necessary. The inventory specialist will work with COC Management to place bi-weekly orders based on the stores sales and projected needs. They must possess excellent math, organizational, and time management skills and must work well in a team setting.

Duties and responsibilities

<u>Inventory Management</u>

- Analyze store metrics and work with management to place bi-weekly orders based on projected needs of the store
- Create inventory budgets based on store metrics
- Perform daily physical inventory counts of all active sales floor medicated products
- Reconcile any discrepancies as needed and identify causes of shrink
- Receive all in-house or wholesale *(when applicable)* products and enter them compliantly into the company and state approved inventory control system, Leaf Logix
- Ensure all product received in store is compliant with company, state, and federal laws
- Audit store transactions to ensure compliance with company, state, and federal laws
- Stay up to date on Rhode Island's marijuana packaging laws to ensure all in-house and wholesale products are continually compliant
- Create manifests in accordance with state regulations for the transfer of any product out of store
- Keep documents such as manifests and invoices maintained and organized
- Barcode each SKU accordingly after an order is received and entered into system
- Maintain organization of back stock and active product
- Coordinate the rotation of inventory after each delivery to ensure that the oldest product is always sold first
- Identify opportunities to improve efficiencies
- Restock products from the vault to sales floor in the morning and throughout day as needed
- Communicate after reconciliations and report any discrepancies
- Communicate expiring edibles in timely manner so product is given priority to be sold
- Schedule end of month and end of year inventory audits

- Keep organized record of all monthly and yearly inventory audits
- Maintain expired/damaged product log
- Assist in coaching the staff about the importance of inventory integrity

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- 2 year degree at an accredited University or comparable experience in an IT field.
- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Outstanding interpersonal and communication skills, both written and verbal.
- Excellent organizational and leadership skills; a team player who is hands-on and leads by example.
- Analytical mind and familiarity with data analysis and reporting principles.
- Knowledge and passion for the marijuana industry is desired but not required.
- Strong familiarity and knowledge of retail software platforms and peripherals.
- Ability to work with cross-functional teams in a fast-paced working environment.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Director of Security*
Reports to	*Chief Compliance Officer & General Manager*

Job purpose

The Director of Security provides oversight and coordination ensuring the implementation of Co-op City I, Inc.'s (COC) security procedures. The Director of Security will work closely with the General Manager of the facility and be a resource for the staff on regulatory compliance relating to security and ensure the safety and security of the facility and the protection of company employees and assets. The Director of Security shall be responsible for monitoring the site grounds, facility, visitors, vendors and staff. The Director of Security is additionally responsible for operation and monitoring of the sites video surveillance system, access control system and perimeter security system ensuring its functionality and compliance.

Duties and responsibilities

1. Possess an in-depth understanding of the regulations and laws as it pertains to the Medical Marijuana program including Compassion Center operational regulations
2. Ensure the complete and strict adherence of COC's operational security & safety plan, and SOP
3. Establish pertinent SOP, or update existing SOP and procedures for security operations
4. Train security personnel and staff on regulatory and operational compliance
5. Possess complete working knowledge and understanding of the operation of the internal security system including camera system, access controls, and perimeter security alarm system
6. Work in conjunction with the General Manager of the Compassion Center as it relates to all security, SOP and regulatory compliance
7. Develop internal controls and policies designed to ensure that all compliance needs are met from a security and safety perspective for COC's operations
8. Establish and ensure access control parameters for visitors and employees

Qualifications

Required Qualifications:

1. Military, law-enforcement or security background strongly preferred
   Bachelor's or associate degree in Criminal Justice, Public Administration, or related subjects preferred
   Recommended but not required, certification or training in Senior Security Management,
2. Supervisory training, or like credentials
   Unarmed self defense
   Conflict resolution, de-escalation and redirection communication skills

3. Use of Force matrix
4. Excellent verbal and written communication skills
5. Highly motivated, self-directed, innovative and able to work independently or among teams with keen judgement, common sense and resourcefulness
6. Adapts and thrives in a demanding, fast-paced environment
7. Possesses a high level of critical thinking
8. Operates with a high level of professionalism and integrity, including dealing with confidential information
9. Must have a solid understanding of the Cannabis laws, rules and regulations and passion to further their understanding and knowledge of the industry and the laws

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Security Officer*
Reports to	*Security Manager*

Job purpose

The Security Officer works within Co-op City I, Inc.'s Security Team and is responsible for ensuring company facilities, employees, patients and products are well secured in accordance with established procedures and policies. The Security Officer is responsible for conducting security checks, viewing security monitors, and reporting significant problems to authorities, state regulators and Company leaders. The Security Officer will also complete scheduled security reports and assist company personnel with special needs as needed.

Duties and responsibilities

1. Secures premises and personnel by patrolling property and monitoring surveillance equipment
2. Inspecting building, equipment, and access points
3. Responsible for managing employee access cards by activating new key cards and deactivating key cards when employees are terminated from the company as well as setting proper access controls based on active employee's roles
4. Inspects and adjusts security systems, equipment and machinery as needed to ensure operational use and detect evidence of tampering, troubleshoots malfunctions, calling for repairs as needed and evaluates new equipment and techniques
5. Monitors and authorizes entrance and departure of employees, visitors, vendors and other persons, asking for appropriate documentation and/or authorization in order to stop suspicious people and guard against theft and maintaining security of premises
6. Investigates and reports disturbances, hazards, and suspicious activities to local law enforcement for correction actions
7. Writes reports of daily activities and irregularities, such as security / surveillance equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences in a timely and accurate manner and within established protocols and guidelines
8. Ensures reports, records and other documentation is accurate, complete, timely and in accordance with established policies and procedures

Qualifications

Required Qualifications:

1. High school diploma or GED required

2. Previous experience as a safety or security professional, law enforcement or military experience preferred
3. Ability to work a flexible FT/PT work schedule
4. Ability to handle typical and crisis situations efficiently and effectively
5. Formal training in nonviolent communication, conflict de-escalation and/or assertiveness
6. Proven surveillance skills, attentive to detail
7. Proactive in auditing security issues on a daily basis
8. Knowledge of security equipment and devices and the operation thereof
9. Demonstrated ability to implement security and safety procedures
10. Ability to communicate effectively both orally and in writing with staff, patients and the public

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Compassion Center Agent*
Reports to	*General Manager & Assistant Manager(s)*

Job purpose

Compassion Center Agents directly interact with all patient/caregiver and advise them compliantly on usable medical marijuana products and non-medical marijuana products that are for sale. Compassion Center Agents are responsible for both managing money and inventory and elevating the patient/caregiver experience above all else. A Compassion Center Agent is also expected to work in other facets of the operation, including but not limited to:

- Check-In Vestibule Duties
- Cleaning & Sanitation Duties
- Packaging Duties
- Product/Merchandise Storage Duties

Compassion Center Agents must be enthusiastic, friendly, and able to provide basic information regarding the Compassion Center and its products.

Duties and responsibilities

- Ensure an excellent patient/caregiver experience:
  - Providing the best patient/caregiver experience to whoever walks through the door.
  - Building rapport with patients/caregivers to ensure they become repeat customers.
  - Welcoming each person entering the Compassion Center with a warm, friendly greeting.
  - Educating patient/caregiver on COC's message, strains, products, delivery methods, potency, serving size, tolerance, etc.
  - Guide patient/caregiver to appropriate resources including website and internet menus.
- Must be on time and prepared for all scheduled shifts.
- Verify that patient/caregiver are qualified and active with the Department by:
  - Conducting patient/caregiver check-in and all ID checking (both at front desk and again before purchase).
  - Conducting patient/caregiver entry into POS and Inventory Tracking Systems.
- Answer phones appropriately and maintain proper phone etiquette.
- Allocate guest badges and provide oversight on all vendor/visitor sign-ins to remain compliant.
- Make recommendations based on training about and knowledge of medical marijuana products sold and on the symptoms of the patient/caregiver.

- Complete daily checklists (AM or PM), maintain the Compassion Center facility appearance and cleanliness, daily store opening and closing duties.
- Maintain compliance following all COC's procedures when completing a sale.
- Keep updated on and provide the patient/caregiver with accurate knowledge of product price points.
- Utilize product upsell lists appropriately.
- Ensure the security of all money and inventory on the sales floor or in designated POS stations.
- Maintain workstations in an orderly manner.
- Keep updated on all aspects of marijuana Compassion Center operations (legal, regulatory, technology, and research) and share that information with COC employees.

Qualifications

Required Qualifications:

- Must pass background check requirements with the State of Rhode Island.
- High School Diploma required.
- Must be over the age of 21.
- Patient/caregiver service or sales experience required, marijuana industry experience a plus.
- Proven cash handling skills and ability to maintain large amounts of inventory.
- Success working closely with a myriad of different personality types.
- Genuine enthusiasm and love for marijuana and the marijuana industry.
- Must possess basic knowledge of marijuana weights, industry products, strain classifications, genetics, and compliance.
- Positive attitude in high volume sales settings.
- Can work long hours at standing sales stations.
- Proficiency with Microsoft Office and Apple OS.
- Good communication skills including ability to speak and work proactively with patient/caregiver.
- Attention to detail.
- Willingness to work flexible schedules including extended days, evenings, and weekend hours.
- Knowledge of state equivalency rules and patient/caregiver medical limits.

Preferred Qualifications:

- Ability to communicate and report effectively
- Problem-solving abilities

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands and fingers; look at written and electronic documents with small or fine print. Physical ability to travel long distances with stays for weeks or months at a time.

This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Executive Officer*
Reports to	*N/A*

Job purpose

The Chief Executive Officer (CEO) controls all strategic and business aspects of the company. The CEO will be responsible for overseeing all operations and business activities to ensure desired results are consistent with the overall strategy and mission. Strong leadership experience and background in cannabis, beverage, or food industries. Production industry experience is the critical requirement.

Duties and responsibilities

- Develop business strategies and plans ensuring alignment with short-term and long-term objective
- Lead and motivate team to advance employee engagement; develop high-performing managerial team
- Oversee all operations and business activities to ensure desired results and consistency with overall strategy and mission
- Enforce adherence to legal guidelines and in-house policies to maintain company's legality and business ethics
- Review financial and non-financial reports to devise solutions or improvements
- Maintain a deep knowledge of the markets and industry of the company

Qualifications

Required Qualifications:

- Proven cannabis experience as CEO;
- Experience in developing profitable strategies and implementing vision;
- Top organizational and leadership skills, and;
- Strong analytical and problem-solving skills

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Operating Officer*
Reports to	*Chief Executive Officer*

Job purpose

The Chief Operating Officer (COO) will have experience managing diverse business operations in a fast-paced high growth, cannabis cultivation, processing, distribution and/or retail facility. Additionally, The COO shall have previous startup experience in an executive leadership role for a cutting edge startup in an emerging industry, and/or firms in highly-regulated industries such as pharma, cannabis, big alcohol, etc.

Duties and responsibilities

1. Work closely with the executive team to further the company's goals and vision for future growth and scale
2. Oversee and provide support, guidance, and resources to all department heads across the organization
3. Meet regularly with department heads to have visibility into what is happening on the ground floor and communicating that information up to the executive team and board of advisors
4. Collaborate with executive team and department heads to develop operational infrastructure and departmental budgets

Qualifications

Required Qualifications:

- 8-10 years of COO experience in a highly regulated industry, cannabis industry COO experience highly desired
- Experience managing teams of 50+ personnel
- Bachelors in Business Administration or a related field, and a masters or MBA
- Deep knowledge of scaling a business rapidly in an ever changing regulatory and legal landscape

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Financial Officer*
Reports to	*Chief Executive Officer*

Job purpose

The Chief Financial Officer (CFO) will have a background and experience in finance and accounting and previous success in an executive financial role for a cutting edge startup in an emerging industry, and/or firms in traditional highly-regulated industries including pharma, cannabis, alcohol, etc. The CFO will work closely with the executive team and the board of advisors to set budgets, and provide financial direction and forecasting for the future success of the organization.

Duties and responsibilities

1. Provide timely and accurate analysis of budgets, financial trends, and financial reports
2. Develop, track and manage finance department goals and success metrics
3. Work directly with executive team and Board of Advisors to uncover financial opportunities and efficiency improvements for business
4. Work with Controller to develop cash optimization practice and cash handling best practices
5. Oversee M&A activity and provide due diligence on personnel and cash flow management

Qualifications

Required Qualifications:

- Masters in finance, accounting, or a related field
- CPA, CFA, Big Four, and/or MBA highly desired
- 8-10 years of experience in a senior VP of Finance or CFO/COO role in a high-regulated industry
- Well versed in SEC rules and regulations

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

Company	*Co-op City I, Inc.*
Job title	*Chief Compliance Officer*
Reports to	*C-Suite/Executive Team*

Job purpose

The Chief Compliance Officer is responsible for ensuring local and state compliance, overseeing employees, the seed-to-sale inventory tracking system, equipment maintenance and calibration, facility safety management, maintaining accurate and up-to-date records, scheduling inspections, scheduling and executing internal audits, training staff as required, and reporting to management.

Duties and responsibilities

Operations

- Understanding of compliance requirements: RI's Medical Marijuana Program Regulations, City Zoning and Planning, Department of Business Regulation, Department of Health, and Warwick Fire Department
- Track, route, and redirect problems and issues to the correct resources
- Develop, facilitate implementation and maintenance of Good Manufacturing Practices (GMP) processes and quality systems (QC checks and audits) within departments to ensure product quality and compliance; responsible for compliance with all sections of DBR rules
- Maintain Quality Assurance program –
    - Performs documentation reviews;
    - Executes documentation change control and ensures up to date training materials;
    - Establish and maintain controls for the identification, storage, protection, retrieval, retention time, and disposition of quality management system records;
    - Maintain compliant operation against all work instructions, requirements and SOPs; working with the Dispensary Management Team in the collection of necessary documentation or data and maintaining auditable records;
    - Development of quality control standards for all departments including test verifying and analyzing Certificate of Analysis, test methods and sampling instructions (maintain product specification sheets for all products);
- Provide first level contact for Agrisoft inventory resolutions – generate incident reports when necessary
- Maintain Compliance Binder and Compliance Binder TOC
- Generate and process test lab samples
- Label verification prior to its use

- Oversee Agrisoft Seed to Sale tracking system
- Oversee quality control checks (when developed)

Operations – quarterly and annual reports

- Quarterly - List of Products and Cannabinoid Content
- Annual – Minority, employees and owners report
- Annual – Verification of background check (CJIS runs it)
- Annual - Nutrient Management Plan
- Annual - GAP Certification

Operations - Audit Planning and Execution

- Inventory Audits
- Certificate of Analysis Audits (monthly)
- Employee File Audits (quarterly)
- Finished package audits including shipping, testing, and quarantine vaults (monthly)
- Transportation Manifest Binder Audits (monthly)
- MSDS binder Audits (monthly)
- Green Waste Log (monthly)
- Visitors Logs (monthly)
- Packaging & Labeling Audits (monthly)
- Discount Audits
- Flower Gram Equivalent Audit

Equipment and Maintenance

- Maintain Calibration and Calibration Log
- Ensure the maintenance of the Equipment Maintenance Log
- Monitor and review contract service records and communicate findings
- Ensure good status of Preventive Maintenance program – production area and equipment, external grounds maintenance

Safety

- Prepare for and participate in all Department inspections
- Product Recall reporting and execution
- Review and handle product related changes and complaints
- Conduct quarterly safety meeting with OSHA presentation for new employees
- When necessary, conduct Hazard Analysis and establish personal protective equipment (PPE) and employee training for any job hazards, current or new

Qualifications

Required Qualifications:

- At least 4-years' experience in project management
- Bachelor's degree in project management, business administration, business management, operations management or related field
    - Exceptions may be made for individuals with exceptional job experience
- In-depth knowledge of the medical marijuana industry procedures, equipment, IBC and OSHA standards

Preferred Qualifications:

- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in communications and mathematics
- Problem-solving abilities
- Experience in a GMP, ISO, or other regulated work environment

Working conditions

Employee will work at a Compassion Center in Warwick, RI.

Physical requirements

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This position requires the ability to occasionally lift up to 40 pounds.

Employee Signature:	
Printed Name:	
Date:	

12/08/2020

Re: Letter of Intent to Electronic Alarms

Dear Robert Hansen,

Electronic Alarms is pleased to submit this non-binding letter of intent to utilize Electronic Alarm for all of Co-op City I, Inc.'s security/surveillance needs in the event that Co-op City I, Inc. Applicant is successful in their bid to receive a "Compassion Center License" pursuant to the laws of Rhode Island.

This letter, though non-binding, is not an official contract nor does this letter create an exclusive right to negotiate, or an obligation to continue negotiations, including without limitation, a duty of good faith. All terms and conditions of the proposed property would be stated in a contract, to be negotiated, agreed and executed by both parties.

Sincerely,

12/8/20

Paul Santa
System Consultant

Co-Op City Owner

12/08/2020

Date

LAW OFFICE OF
MICHAEL C. LIMA

692 Warren Avenue
East Providence, RI 02914
(401)270-1144 P
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Michael C. Lima, Esquire
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Hailey M. Munns, Esquire
Hailey@LimaLawOffices.com

Alexander Joyal, Esquire
Alex@LimaLawOffices.com

November 20, 2020

RE: RI Compassion Center Application
Kyle Seyboth

To Whom it May Concern:

Please accept this letter as my endorsement for Kyle Seyboth to open a marijuana dispensary in the State of Rhode Island.

We have worked for many years as Mr. Seyboth's personal attorney. In those years, we can attest to Mr. Seyboth's dedication to hard-work, loyalty, and responsibility. Additionally, we can verify that the accounts referenced obtain good funds, giving no cause for concern for Mr. Seyboth's ability to successfully run a dispensary. Said accounts can be found in the attachment hereto.

Should you need any further information, or have any questions, please do not hesitate to reach out to me.

Thank you.

Sincerely,

Michel C. Lima, Esq.

WASHINGTON TRUST

Company: **The Seyboth Team Rea**

Customers signed up for Washington Trust's **ONLINE LOCKBOX** service, please click here to login.

Account Summary

Information valid as of **Monday, November 23, 2020 at 07:09 AM EST**. Get the latest balances.

Deposit Accounts

Description	Type	Account Number	Current Balance	Available Balance	More	Stmt
[redacted]						

Loan Accounts

Description	Account Number	Note Number	Interest Rate	Outstanding Principal	Payment Due Date	Payment Amount Due	More
[redacted]							

Monthly Cashflow Breakdown

	Jan 2021	Feb 2021	Mar 2021
In	$ [redacted]	$ -	$ -
Out	$ [redacted]	[redacted]	[redacted]
Net Cash In (Out)	$ [redacted]	[redacted]	[redacted]
Balance	$ [redacted]	[redacted]	[redacted]

	Jan 2022	Feb 2022	Mar 2022
In	$ [redacted]	[redacted]	[redacted]
Out	$ [redacted]	[redacted]	[redacted]
Net Change	$ [redacted]	[redacted]	[redacted]
Balance	$ [redacted]	[redacted]	[redacted]

	Jan 2023	Feb 2023	Mar 2023
In	$ [redacted]	[redacted]	[redacted]
Out	$ [redacted]	[redacted]	[redacted]
Net Change	$ [redacted]	[redacted]	[redacted]
Balance	$ [redacted]	[redacted]	[redacted]

	Jan 2024	Feb 2024	Mar 2024
In	$ [redacted]	[redacted]	[redacted]
Out	$ [redacted]	[redacted]	[redacted]
Net Change	$ [redacted]	[redacted]	[redacted]
Balance	$ [redacted]	[redacted]	[redacted]

	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
$	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Oct 2021	Nov 2021	Dec 2021	2021 Total
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]

Oct 2022	Nov 2022	Dec 2022	2022 Total
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]

Oct 2023	Nov 2023	Dec 2023	2023 Total
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]

Oct 2024	Nov 2024	Dec 2024	2024 Total
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]
$ [redacted]	[redacted]	[redacted]	[redacted]