

Memo

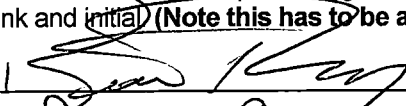
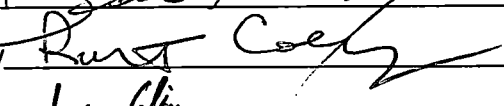
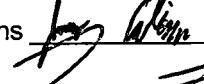

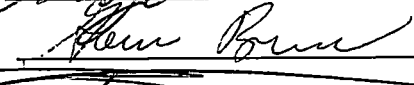
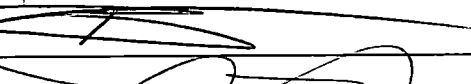

To: Board of Directors
From: Paul Gardner
Date: 9/8/2016
Re: Approve Jan-April 2016 Written Minutes and May-July Amended Minutes

During the 2015 Audit at the beginning of 2016, the Auditors requested that we go back to the written minutes for the ease of reading and to get to the details more effectively. We started this process in May 2016 and were included as part of the board packet for approval. We have recently caught up the 2016 year. We have attached 4 sets (1-January (Does not include the Annual election AM & PM minutes. These will be approved at the next Annual meeting), 1- February, 1-March and 1-April). These need Board approval as they are considered the Official Minutes.

Also, It was brought to our attention by legal counsel that the "Minutes" from May to July (present) need to be amended. The only change is removing "Summary" from the title. I have attached 8 sets that have been amended as referenced that we are asking for approval

The "Transcripts" are for internal purposed only and will be considered as such until such time the Board of Directors directs otherwise.

If you agree with these actions please sign below. If you do not agree please place NO on the signature blank and initial **(Note this has to be a unanimous decision to pass)**

Bien May 
Robert Coley 
James Calkins 
Troy Bossier 
Gaius Bruce 
Brian Kelly 
Daryl Lynchard 

This will be a Board Action without a meeting and will be recorded as such in accordance with Chapter 617 F.S.