

**20____ LLC ANNUAL MINUTES QUESTIONNAIRE
FOR**

The annual meeting date established for your limited liability company, both managers and members, is _____ of each year:

Company Information

If your company address and/or mailing address has changed, please provide the correct information below:

Telephone: _____ Fax: _____

Optional: Please provide your e-mail address: _____

Registered Agent

Currently, our records show your Registered Agent to be:

Agent - _____

Office Address - _____

NOTE: It is very important for you to maintain a current and correct address for your Registered Agent

Do you wish to have any changes made to your Registered Agent?
If so, please indicate below:

STANDARD MINUTES WITH RESOLUTIONS - \$150.00 per year

Managers

Under your Operating Agreement, you are required to have _____ (____) manager(s). If you wish to change this number, then check here and see Item 8 below.

_____ *Initial*

1. List the name and business address of each manager of the company:

Name	Business Address
_____	_____
_____	_____
_____	_____

2. Briefly describe the present nature of the business of the company. _____

3. Did any manager resign, was any manager removed, or was any new manager elected during the past year? If so, please list name and date of resignation, removal, or election and the person appointed to fill any vacancy:

Manager Name	Date of Resignation/ Removal/Election	Appointee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. If managers are paid salaries (in their capacity as managers), please list name and salary for the coming year:

Member	Salary
_____	_____
_____	_____
_____	_____
_____	_____

Should you elect a general compensation resolution, please so indicate by initialing in the following space.

_____ Initial

Bonuses

5. Were any bonus payments made during the year? If so, please list name and position of person receiving bonus, amount of the bonus, and date it was paid.

Name	Position	Amount	Date Paid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE Approval of bonuses should be reflected in minutes before the bonuses are paid. In the future, please notify us in advance of any proposed bonuses.

Articles of Organization

6. Have any changes been made, during the year, in the company's Articles of Organization? If so, please list them:

 Please describe any changes you wish made in the Articles of Organization: _____

Operating Agreement

7. Have there been any changes or amendments to the company's Operating Agreement? If so, please list them here:

 Please describe any changes you wish made in the Operating Agreement: _____

Managers

8. If you desire to change the number of managers, then state the number you desire to have: _____

Members/Membership

9. Were there any changes in the company's members or any member's membership interest during the past year? If so, please describe:

10. Were any new classes of membership interest created during the year? If so, please describe:

11. Was there any change in the designated "Tax Matters Partner" during the year? If so, please described:

ADDITIONAL RESOLUTIONS

A fee of \$35.00 will be charged for each additional resolution as listed below. Please be aware that if any of the following matters have taken place in your company, it is important that a resolution be incorporated into your minutes for the year in which these matters took place. If your situation involves a complex matter, we will call you and discuss the cost thereof before proceeding to do the work.

Banking Resolutions

12. If any new bank accounts have been opened in the last year, please list the bank, including the branch, the type of account, authorized signatures and the number of signatures required:

Bank	Type of Account	Authorized Signatures	No. of Signatures
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide us with copies of banking resolutions for all bank accounts for your company minute book.

13. Have any changes been made in signatures required on existing bank accounts? If so, please indicate new authorized signatures and the number required.

Bank	Type of Account	Authorized Signatures	No. of Signatures
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Loan Resolutions

14. Was any money loaned by the company in the past year? If so, please describe as follows:

- (a) Who was the money loaned to? _____
- (b) What principal amount was loaned? _____
- (c) What is the interest rate? _____
- (d) When is the loan payable? _____
- (e) On what date was the loan made? _____

NOTE If there is any instrument evidencing the money loaned, please provide us with a copy of the same. In the future, please notify us in advance of any loans proposed to be made by the company to officers, members, and/or managers.

Borrowing Resolutions

15. Was any indebtedness incurred on behalf of the company during the past year? (Real property, loans, cash loans, equipment, vehicles, etc.) If so, please describe as follows:

- (a) Name of person or institution providing the loan: _____
- (b) The principal amount of the loan: _____
- (c) The interest rate: _____
- (d) Date payable: _____
- (e) Date of loan: _____
- (f) What will the proceeds of the loan be used for? _____

16. Real Property

If real property was purchased during the past year, please describe as follows:

- (a) Description of property (including location): _____
- (b) What is this property to be used for? _____

17. Was any real property sold during the past year? If so, please describe. _____

Amount sold for: _____ Date of Sale: _____

18. Were any leases executed? If so, please describe as follows:

- (a) Name of lessor: _____
- (b) Name of lessee: _____
- (c) Description of property leased: _____
- (d) What is property to be used for (if company is lessee): _____
- (e) Date of lease: _____
- (f) Term of lease: _____
- (g) Amount of rent/money payments: _____

Note: Please provide us with a copy of any lease described.

Trade Name

19. Has the company begun trading under any name other than the name authorized in its Articles of Organization. If so, please indicate its trade name and whether a certificate of assumed name has been filed. If not, we will prepare and file one pursuant to statute.

Trade Name	Date Certificate Filed?	SOSID #
_____	_____	_____
_____	_____	_____

Activities Outside the Ordinary Scope of the Business

20. Has the company engaged in any activities or taken any actions outside of the ordinary scope of its business? If yes, please list and provide information and documentation related to such actions:

- (a) _____
- (b) _____
- (c) _____

21. Is the corporation presently a Plaintiff or Defendant in any pending litigation? If so, please provide the Court File No., the name of the litigation, i.e., Joe Smith v. John Doe, and please describe what the litigation is pertaining to:

I wish to have the following action taken by Weaver & Budd, Attorneys at Law, PLLC in connection with this company's annual meeting of members:

- _____ 1. Prepare minutes for annual meeting of members by consent.
- _____ 2. Arrange for an annual meeting of members to be held through a formal meeting.
- _____ 3. Do not wish for any action to be taken in connection with updating the company minutes.

*If you elect this option, we will not send you a follow-up questionnaire in future years and will only prepare minutes if requested by the Company.

Date: _____

(Signature)

Title: _____

DISCLAIMER

Weaver & Budd, Attorneys at Law, PLLC maintains possession of your company minute book as an accommodation to the client. Accordingly, our firm cannot be responsible for loss or damage to the company minute book arising as the result of fire, windstorm, act of God, or other disaster, and our liability is limited solely to damage or loss arising as the result of our gross negligence or willful misconduct.