



## **Santee Prospect, LLC DBA The Cake House Appendix A: Evaluation Criteria**



**Santee Prospect, LLC  
9945 Prospect Ave  
Santee, CA 92701**

## TABLE OF CONTENTS

<b>Section A: Business Plan .....</b>	<b>3</b>
1. Finances.....	3
2. Daily Operations .....	17
<b>Section B: Labor &amp; Employment Plan .....</b>	<b>29</b>
1. Number of Employees.....	29
2. Employee Responsibilities .....	30
3. Employee Benefits.....	32
<b>Section C: Security Plan .....</b>	<b>35</b>
1. Qualified Security Professional.....	36
2. Premises Diagram.....	78
3. Operational Security.....	79
4. Cash Handling.....	81
5. Perimeter Security.....	81
6. Employee Training & Policies: .....	83
<b>Section D: Qualifications of Owners.....</b>	<b>84</b>
1. Previous Cannabis Experience & Knowledge .....	84
2. Overall Knowledge of the Cannabis Industry .....	86
3. Owner Duties and Responsibilities.....	87
<b>Section E: Neighborhood Compatibility .....</b>	<b>88</b>
<b>Section F: Community Benefits Plan .....</b>	<b>92</b>
1. Benefits to the Local Community .....	92
2. Minimum Wage Offered .....	92
3. Outreach to Santee Residents for Open Job Positions.....	93
4. City of Santee Public Benefit Fee .....	95
<b>Section G: Site Plan.....</b>	<b>96</b>
1. Information About the Existing Site .....	96
2. Proposed Site Information .....	99
3. Impact on public health, safety, welfare, environmental quality .....	101

# Section A: Business Plan

## 1. Finances

Applicant is sufficiently financed to operate a cannabis retail store in the City of Santee and upon issuance of the license will implement the following costs in order to be ready to open doors to customers when the state license is acquired through the Department of Cannabis Control.

### Budget

*This graph will itemize each item needed to start up and operate for the first three months. Any money required to operate the business after the three-month mark will come from the start budget and which should be in rotation, generating the company revenue. All these figures come from quotes that were obtained by local vendors and supporting companies.*

Santee Prospect, LLC	Estimated Start-Up
City Licensing for Santee	\$26,000
State Licensing thru Bureau of Cannabis Control	\$21,000
Advertising/Marketing (First 3 Months)	\$20,000
Payroll (First 3 Months)	\$80,269
Payroll Tax (First 3 Months)	\$24,055
Insurance	\$5,246
Petty Cash/Office Supply/Misc	\$3,000
Surveillance Equipment/Locks/Fire & Burglary Alarm	\$42,234
Security Armed Guard	\$24,966
Accounting	\$1,200
Point of Sales System (First 3 Months)	\$1,950
Utilities (First 3 Months)	\$3,000
Rent	\$45,000
Interior Furnishing	\$25,000
Office Equipment	\$17,000
Display Refrigerators	\$4,000
Shelves/Stores Display Cabinets	\$10,000
Packaging/Label/Misc. Bud Room (First 3 Months)	\$3,000
Cost of Product	\$122,000
Construction	\$85,000
TOTAL ESTIMATED START UP COST	\$563,920.00

This is our projected budget of operations for the first three months of business. This is all money from the start budget. Product will take the largest portion of the budget, along with the security for the building. Installing our surveillance and safety equipment for the entire premises will keep us secure and accountable for what goes on inside of our business.

## A. Proof of Capitalization

The funds needed to capitalize the business for the first year of operations will be drawn from the owners of Santee Prospect as well as the owner's business accounts.

### 1.Santee Prospect, LLC Owner – Saad Pattah – Owned Business Commitment



Cake Enterprises, Inc.  
350 W. 9<sup>th</sup> Street, Suite 106B  
Escondido, CA 92025

#### Commitment to Finance

City of Santee,

My name is Saad Pattah and I am one of the owners of the following “The Cake House” cannabis retail businesses:

- Humanity Encinitas 4, Inc.
- Current Veterans Wildomar South, LLC
- Stony Point Wellness, LLC
- Riverside County Dispensary and Delivery, Inc.

This letter is to confirm that the aforementioned cannabis businesses I own will be committed to financing the commercial cannabis business, Santee Prospect, LLC located at:

9945 Prospect Ave  
Santee, CA 92702

Our attached bank statement indicate that the following businesses have the current balances ready to fund the Santee Propsect, LLC cannabis retail facility upon issuance of a commercial cannabis permit from the City of Santee.

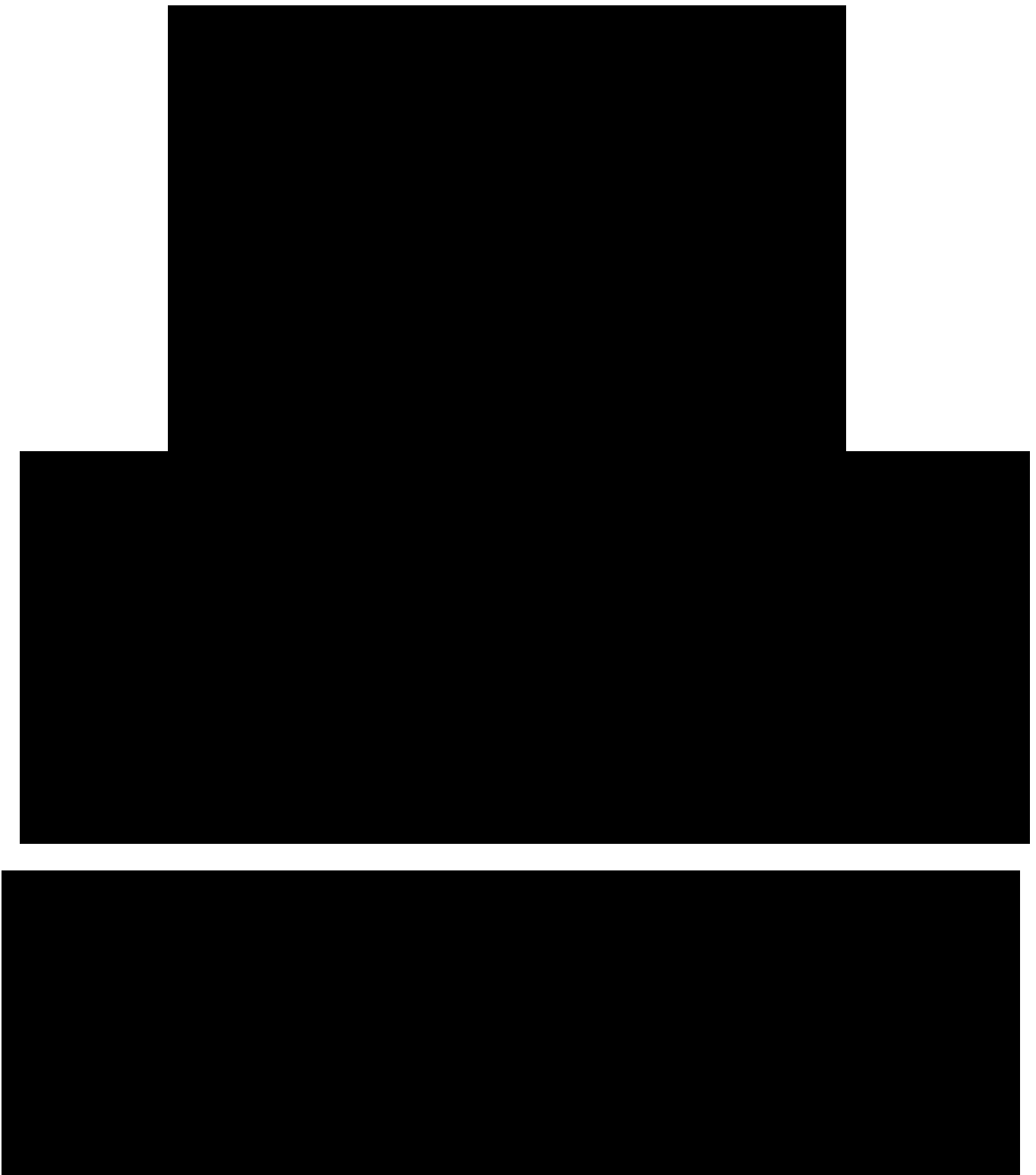
- Humanity Encinitas 4, Inc.:
- Current Veterans Wildomar South, LLC:
- Stony Point Wellness, LLC:
- Riverside County Dispensary and Delivery, Inc:



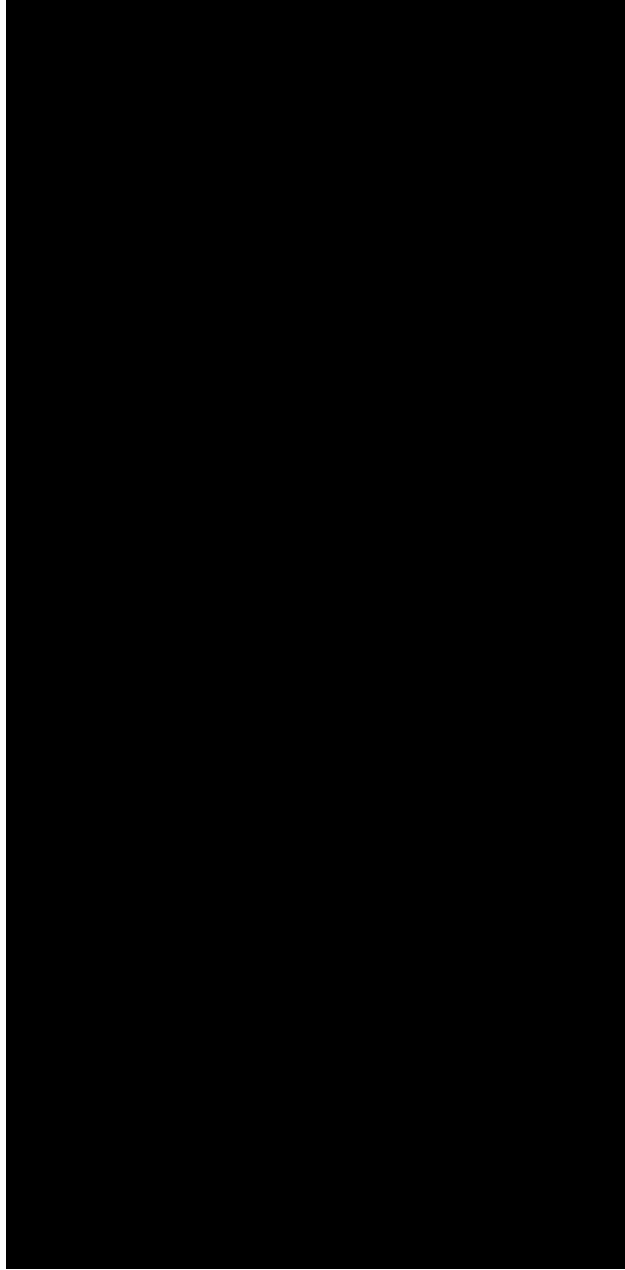
Sincerely,

Saad S. Pattah  
Saad Pattah





## 2. Santee Prospect Owner: Karam Solaiman – Personal Checking



### 3. Santee Prospect Owner Karam Solaiman – Owned Business Commitment

Far East Sushi, Inc.  
2986 Jamacha Rd. #8  
El Cajon, CA 92019-4337

#### **Commitment to Finance**

City of Santee,

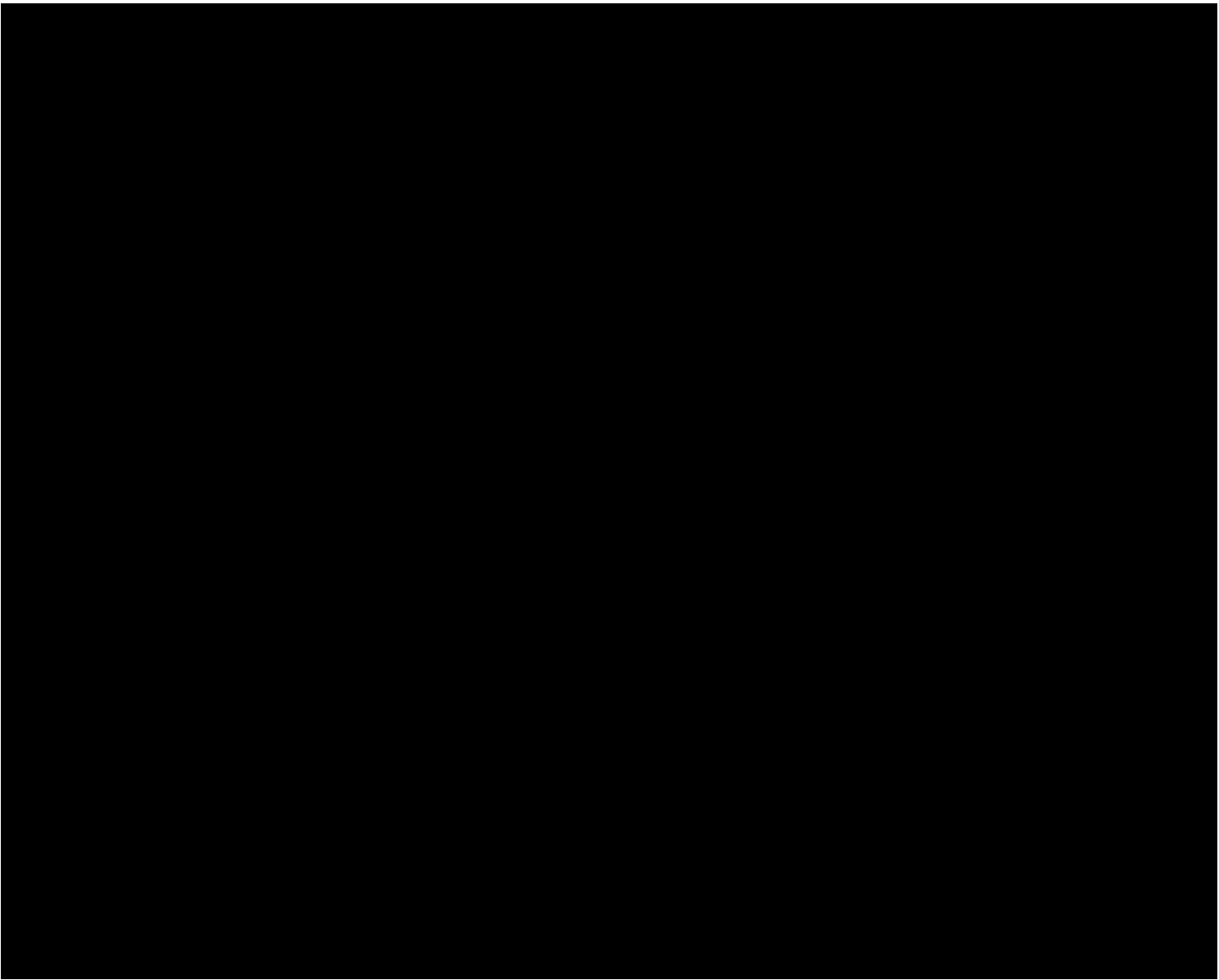
My name is Karam Solaiman and I am one of the owners of Far East Sushi, Inc. DBA Tabu Sushi. This letter is to confirm that the aforementioned businesses I own will be committed to financing the commercial cannabis business, Santee Prospect, LLC located at:

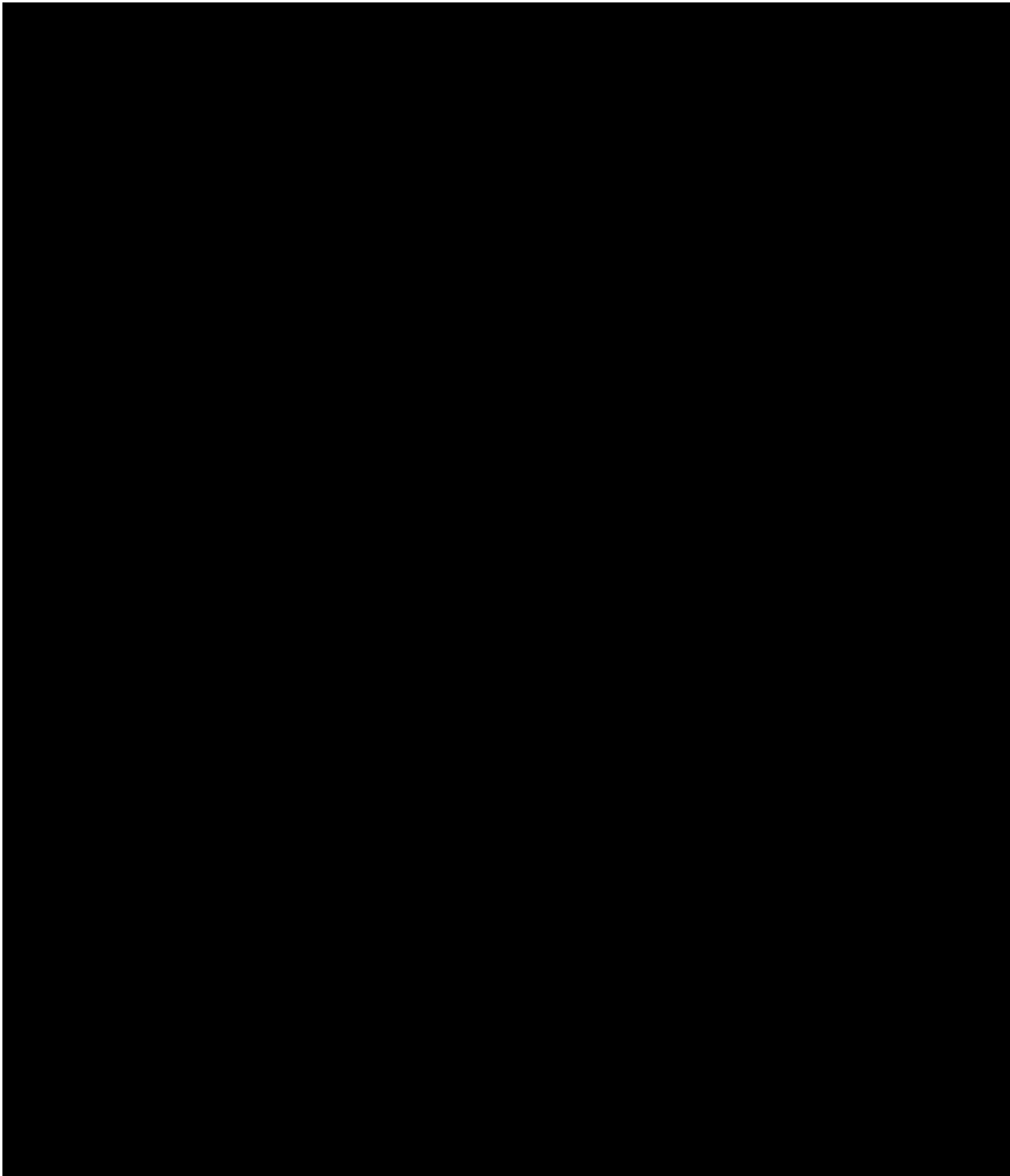
9945 Prospect Ave  
Santee, CA 92702

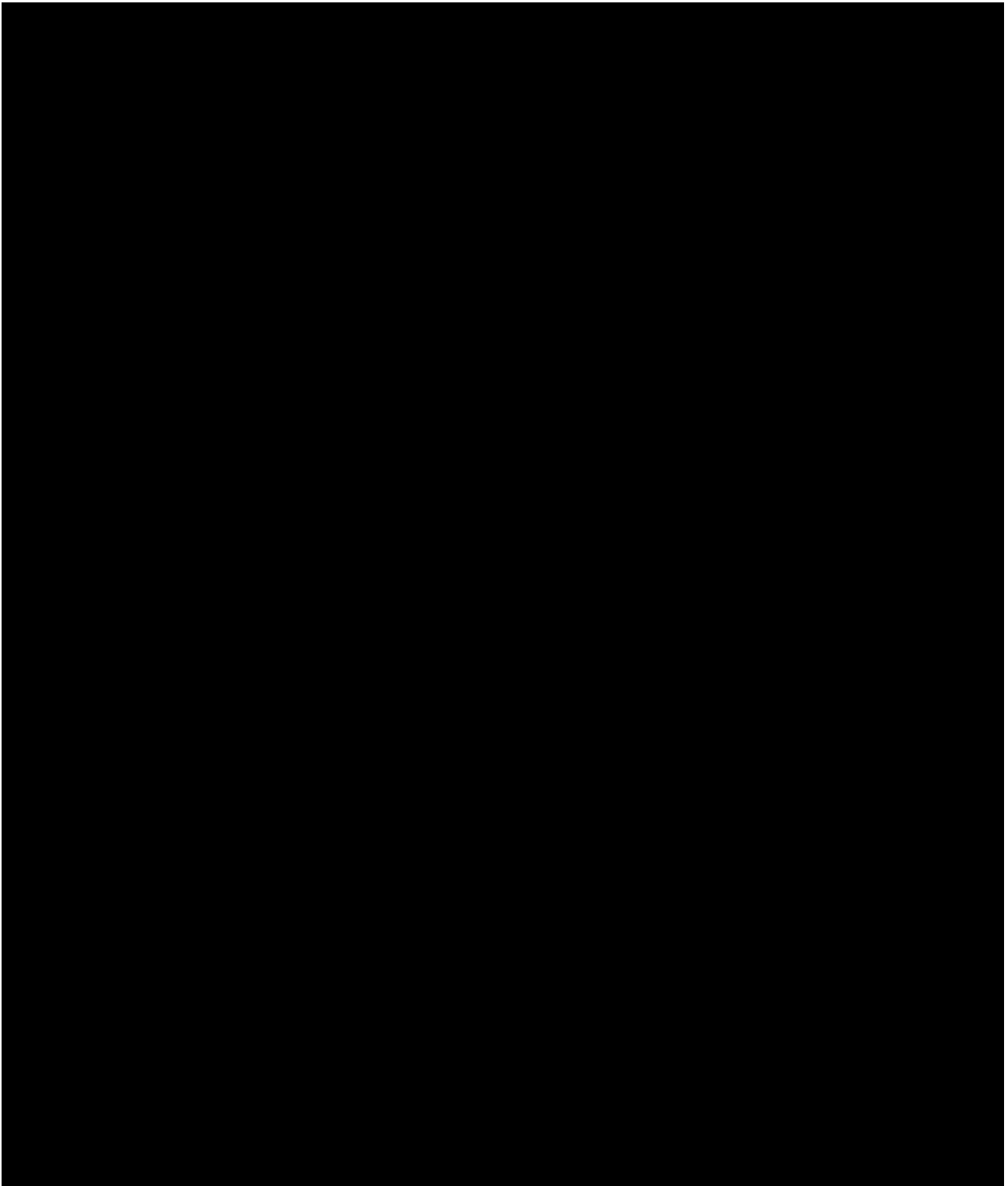
Our attached bank statement indicates that the following businesses have the current balance of [REDACTED] ready to fund the Santee Propsect, LLC cannabis retail facility upon issuance of a commercial cannabis permit from the City of Santee.

Sincerely,

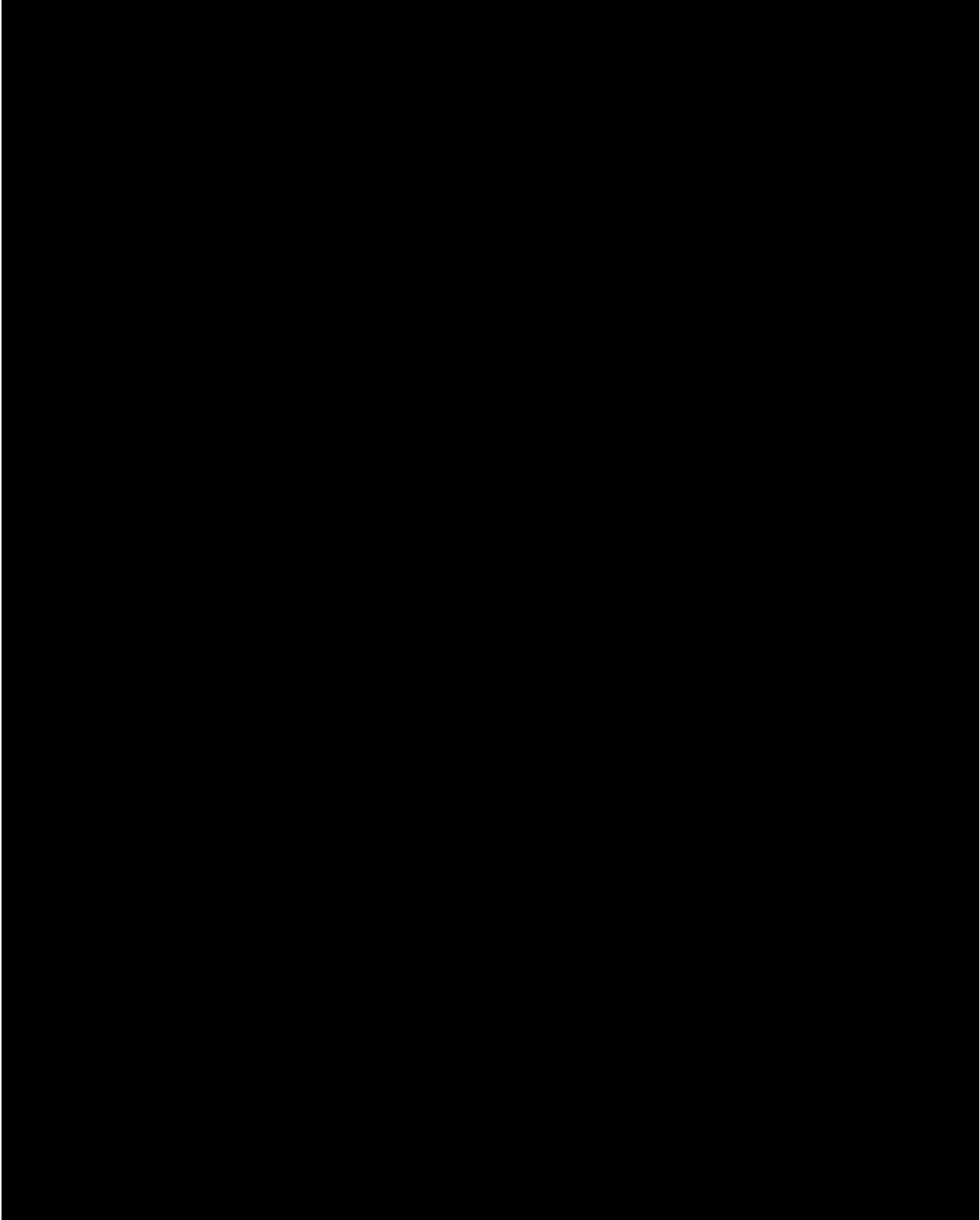
*Karam Solaiman*  
Karam Solaiman

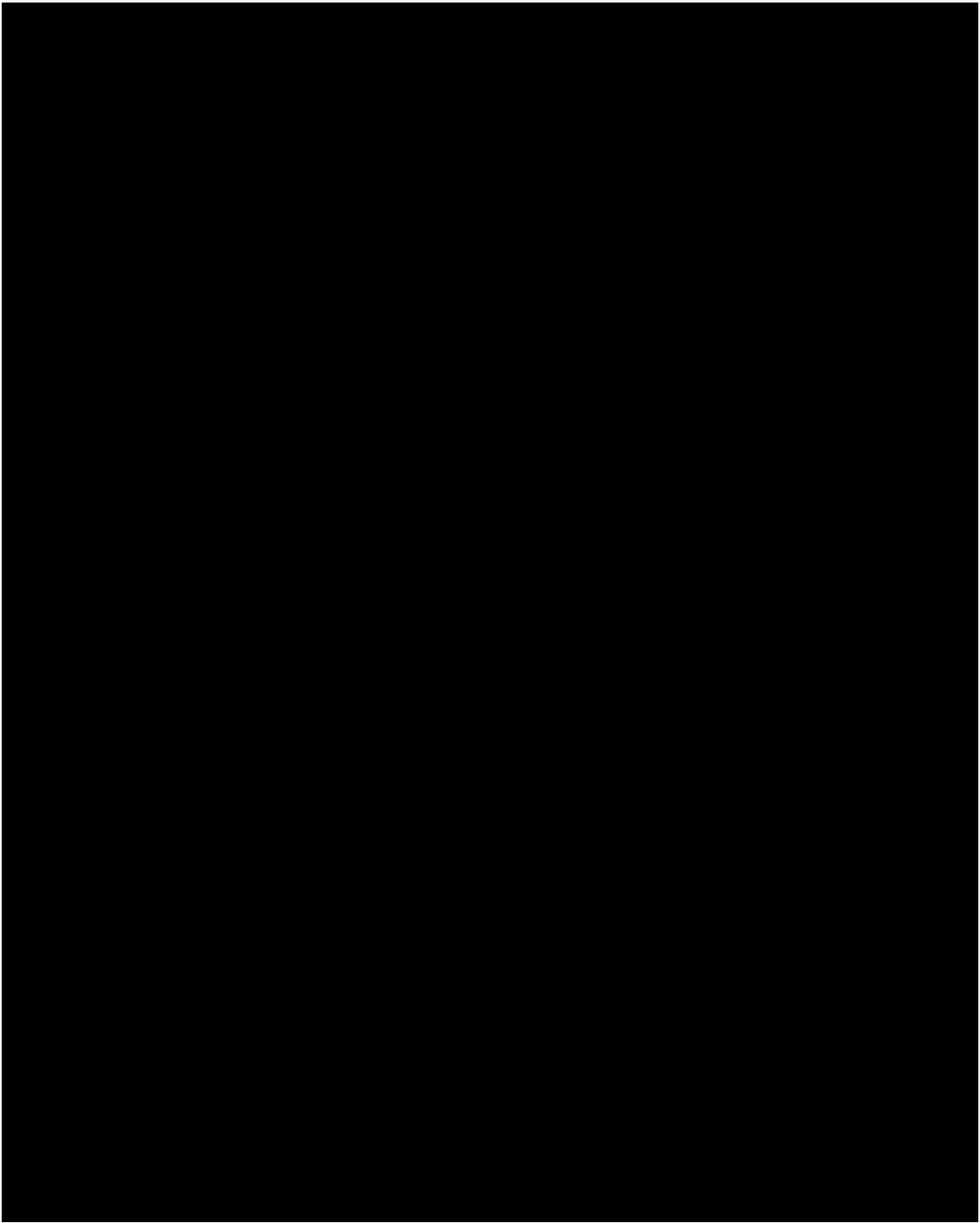






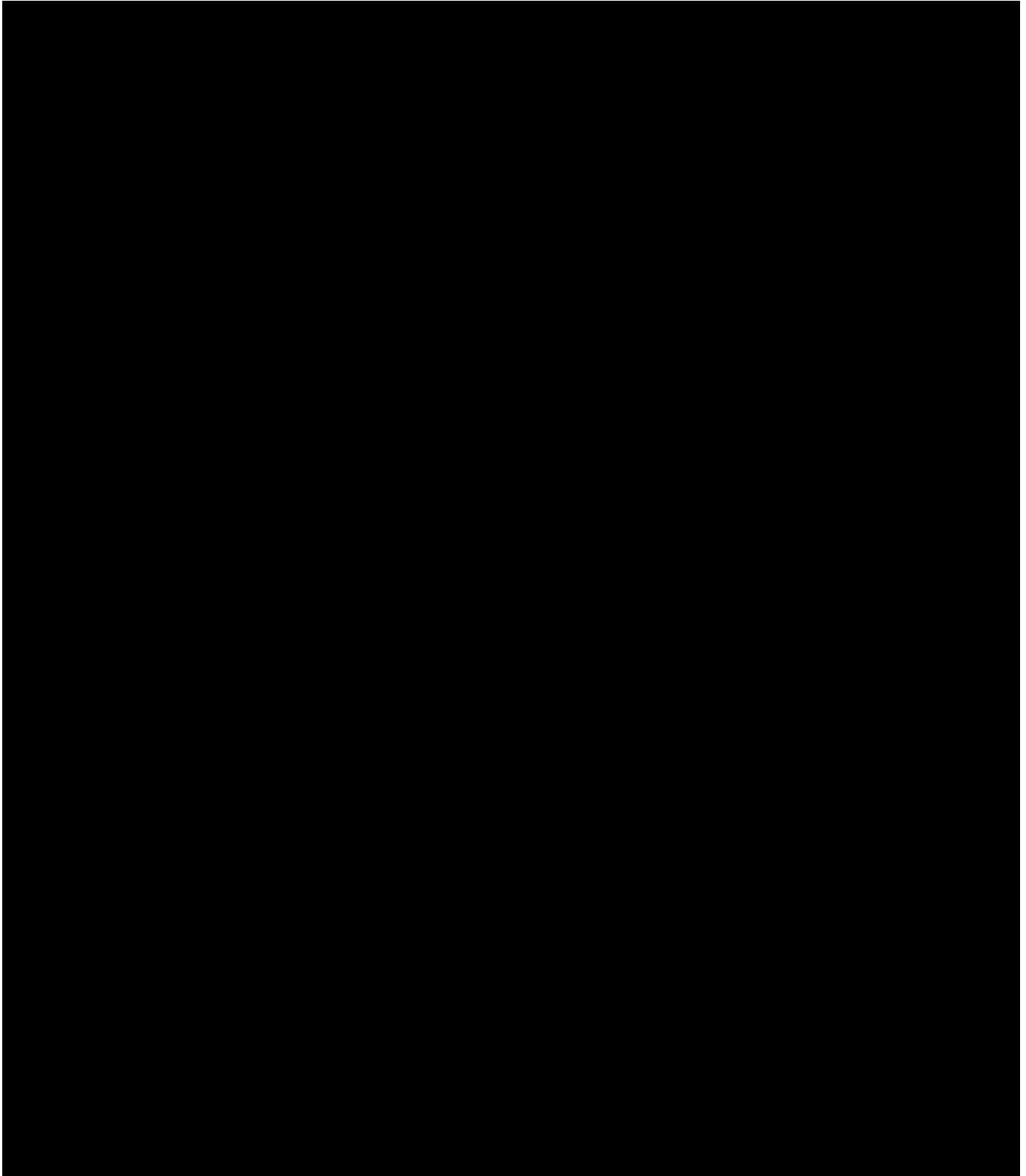
2. Santee Prospect Owner: Karam Daniel Buksa – Personal Checking & Credit Limit







#### 4. Santee Prospect Owner Alvin Barbat – Personal Checking



## B. Pro Forma – 3 Years of Operations

<b>Sales</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Wholesale Flower Sales</b>	\$4,151,851.85	\$6,016,666.67	\$6,216,049.38
<b>Manufacturing Revenue</b>	\$ 421,336.57	\$ 452,458.02	\$ 478,791.56
<b>Distribution Revenue</b>	\$ 390,000.00	\$1,228,500.00	\$1,664,000.00
<b>Retail Sales</b>	\$ 4,234,687	\$ 8,114,531	\$ 10,143,164
Prepacked Flower	\$ 2,730,876	\$ 5,232,920	\$ 6,541,150
Vaporizing Cartridges	\$ 888,512	\$ 1,702,572	\$ 2,128,215
Pre-Rolls	\$ 203,795	\$ 390,513	\$ 488,141
Edibles	\$ 169,160	\$ 324,145	\$ 405,182
Concentrates	\$ 236,446	\$ 453,079	\$ 566,348
Tinctures	\$ 2,457	\$ 4,708	\$ 5,885
Topicals	\$ 565	\$ 1,082	\$ 1,352
Batteries	\$ 471	\$ 903	\$ 1,129
Capsules	\$ 2,324	\$ 4,454	\$ 5,567
Drink	\$ 81	\$ 156	\$ 195
<b>Total Revenue</b>	<b>\$ 9,197,876</b>	<b>\$ 15,812,156</b>	<b>\$ 18,502,005</b>
<b>Cost of Goods Sold</b>			
Prepacked Flower	\$ 1,638,526	\$ 3,139,752	\$ 3,924,690
Vaporizing Cartridges	\$ 533,107	\$ 1,021,543	\$ 1,276,929
Pre-Rolls	\$ 122,277	\$ 234,308	\$ 292,885
Edibles	\$ 101,496	\$ 194,487	\$ 243,109
Concentrates	\$ 141,867	\$ 271,847	\$ 339,809
Tinctures	\$ 1,474	\$ 2,825	\$ 3,531
Topicals	\$ 339	\$ 649	\$ 811
Batteries	\$ 283	\$ 542	\$ 677
Capsules	\$ 1,395	\$ 2,672	\$ 3,340
Drink	\$ 49	\$ 93	\$ 117
<b>TOTAL COGS</b>	<b>\$ 2,540,812</b>	<b>\$ 4,868,719</b>	<b>\$ 6,085,899</b>
<b>GROSS PROFIT</b>	<b>\$ 6,657,063</b>	<b>\$ 10,943,437</b>	<b>\$ 12,416,107</b>
<b>OPERATING EXPENSE</b>			
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Facility Lease	\$ 159,000	\$ 198,750	\$ 238,500
State Renewal Fee	\$ 80,000	\$ 100,000	\$ 100,000
National City Permit Renewal Fee	\$ 10,000	\$ 10,000	\$ 10,000
General Liability Insurance	\$ 7,200	\$ 7,488	\$ 7,788
Marketing Expenses	\$ 275,936	\$ 474,365	\$ 555,060
Bookkeeping Fees	\$ 13,200	\$ 13,860	\$ 14,553
Legal Fees	\$ 12,000	\$ 12,480	\$ 12,979
Security	\$ 117,530	\$ 123,407	\$ 129,577
Equipment Costs	\$ 20,000	\$ 20,800	\$ 21,632
Meals & Entertainment	\$ 2,400	\$ 2,496	\$ 2,596
Internet and Phone	\$ 4,200	\$ 4,368	\$ 4,543
Gas, Electric, Trash	\$ 72,729	\$ 75,639	\$ 78,664
Salary	\$ 1,382,400	\$ 2,119,680	\$ 2,304,000
Payroll Taxes and Benefits- Indirect	\$ 276,480	\$ 423,936	\$ 460,800
National City Employee Background Screening	\$ 7,000	\$ 7,000	\$ 7,000
Community Benefits (10% of Gross)	\$ 665,706	\$ 1,094,344	\$ 1,241,611
<b>Total Operating Expenses</b>	<b>\$ 3,105,782</b>	<b>\$ 4,688,612</b>	<b>\$ 5,189,302</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 3,551,281</b>	<b>\$ 6,254,826</b>	<b>\$ 7,226,805</b>
<b>TAXABLE INCOME (LOSS)</b>	<b>\$ 3,551,281</b>	<b>\$ 6,254,826</b>	<b>\$ 7,226,805</b>
California Business Tax (8.84%)	\$ 313,933	\$ 552,927	\$ 638,850
Less: Federal Tax (21%)	\$ 745,769	\$ 1,313,513	\$ 1,517,629
<b>NET INCOME (LOSS)</b>	<b>\$ 2,491,579</b>	<b>\$ 4,388,386</b>	<b>\$ 5,070,326</b>

### **C. Schedule for Beginning Operations**

Santee Prospect, LLC anticipates being able to open the door to customers immediately upon issuance of an annual license from the Department of Cannabis Control. The owners of Santee Prospect own other cannabis retail stores names “The Cake House” and have been known to be the first to open when awarded a license. For example, after being awarded one of the four licenses in The City of Encinitas, the owners of Santee Prospect were the first dispensary to open. We estimate a one (1) month build-out for our facility once approved by the City of Santee for a commercial cannabis permit. We have contracted a San Diego County local architect and general contractor with accredited experience in the City of Santee who will be spearheading the buildout to ensure efficiency and local development compliance who identified below:

MKA Inc. Architecture & Planning  
Michael Kinoshita  
7510 Clairemont Mesa Blvd., Suite 207  
San Diego, CA 92111

We plan to begin our DCC state licensing process immediately upon issuance of our commercial cannabis permit from the City of Santee to ensure both our licensing and buildout process will be completed simultaneously. Our build out will consist of implementing the proper security equipment, interior design, as well tailoring the layout of the facility to our operating procedures. Since the modifications to the existing facility will not have any significant environmental impacts, we expect to be exempt from CEQA.

## D. Access to Banking Services Letter



*Relationships for a Lifetime*

October 15, 2024

RE: SANTEE PROSPECT LLC  
DBA CAKE HOUSE

To whom it may concern,

Please let this letter serve as notice that SANTEE PROSPECT LLC, DBA CAKE HOUSE located at 9945 Prospect Ave, Santee, CA 92701 will have access to a Marijuana related Business account with Herring Bank, once their application is completed and approved. Our routing number 111302846. Banks address is 3110 N. Nevada Avenue Colorado Springs, CO 80907.

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Leann E Hemenway

*Leann E Hemenway*

Relationship Manager  
Herring Bank  
Direct: (719)473-2000  
[lhemenway@herringbank.com](mailto:lhemenway@herringbank.com)

## 2. Daily Operations

### A. Customer Check-In Procedures.

Pursuant to SMC Section 7.04.340, Santee Prospect will not allow any person under 21 years of age access to the dispensary, unless the person is 18 years of age or older and possesses a valid government-issued identification card and either a valid county-issued identification card under Section 11362.71 of the California Health and Safety Code, or who is a qualified patient in possession of a valid physician's recommendation in their name, or who is a primary caregiver for a person in possession of a valid physician's recommendation.

Entrances into the facility will be locked at all times with entry strictly controlled. A "buzz-in" electronic/mechanical entry system will be utilized to limit access and entry to the retail area to separate it from the reception/lobby area.

Before a customer is introduced to cannabis products, they must have their identification verified. An employee of Santee Prospect will verify the age and all necessary documentation of each individual to ensure customers are not under the age of twenty-one (21) years or at least 18 years of age and possesses a valid physician's recommendation after confirming the customer's age, identity, and physician's recommendation. Customers will be asked to produce one of the following forms of acceptable identification pursuant to 16 CCR § 5404(c):

- A document issued by a federal, state, county, or municipal government, or a political subdivision or agency thereof, including, but not limited to, a valid motor vehicle operator's license, that contains the name, date of birth, physical description, and a photo of the person;
- A valid identification card issued to a member of the Armed Forces that includes a date of birth and a photo of the person; or
- A valid passport issued by the United States or by a foreign government.

Once a customer has been verified with the acceptable form of identification, they will be granted access to the sales floor and begin the product discovery and sales process. In strict compliance with SMC Section 7.04.340 Santee Prospect will maintain records of the following information for each member and customer of the dispensary that purchases medical cannabis:

1. The name, date of birth, physical address, and telephone number; and their status as a qualified patient or primary caregiver.
2. A copy of each qualified patient's written physician recommendation and their designation of a primary caregiver.

These records will be maintained by Santee Prospect for a period of not less than three years and will be produced to the city within 24 hours after receipt of the City's request.

Further, Santee Prospect will report any loss, damage, or destruction of these records to the Police Chief within 24 hours of the loss, damage, or destruction.

### ***Customer Interaction***

Upon verification of the customer's age and the customer entering the sales floor area, the customer will have access to view products that are locked in display cases. Customers will be greeted by a Retail Sales Associate who will ask the customer if they have any questions about the various products. All associates will be identified with their company issued uniformed, a branded polo shirt.

If the customer replies yes, the Retail Sales Associate will use his/her training to answer questions and educate the customer on the different product types, consumption methods, and strains. Customer will not be able to handle product in the discovery phase. Sample products will be handled by Retail Sales Associates only and cannabis products within the store will never be opened.

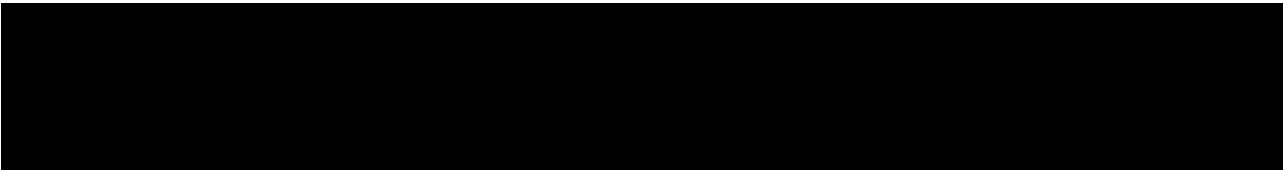
Once a customer has decided on their purchase, the requested products will be "checked-into" staging areas by systemic notations in the Inventory Management System by the Retail Sales Associate. It is the commitment of Santee Prospect to maintain accurate Inventory Management records, therefore at any given moment in time, Santee Prospect will be able to provide a "real time" report of the cannabis quantities in storage which can be provided to the Department upon request.

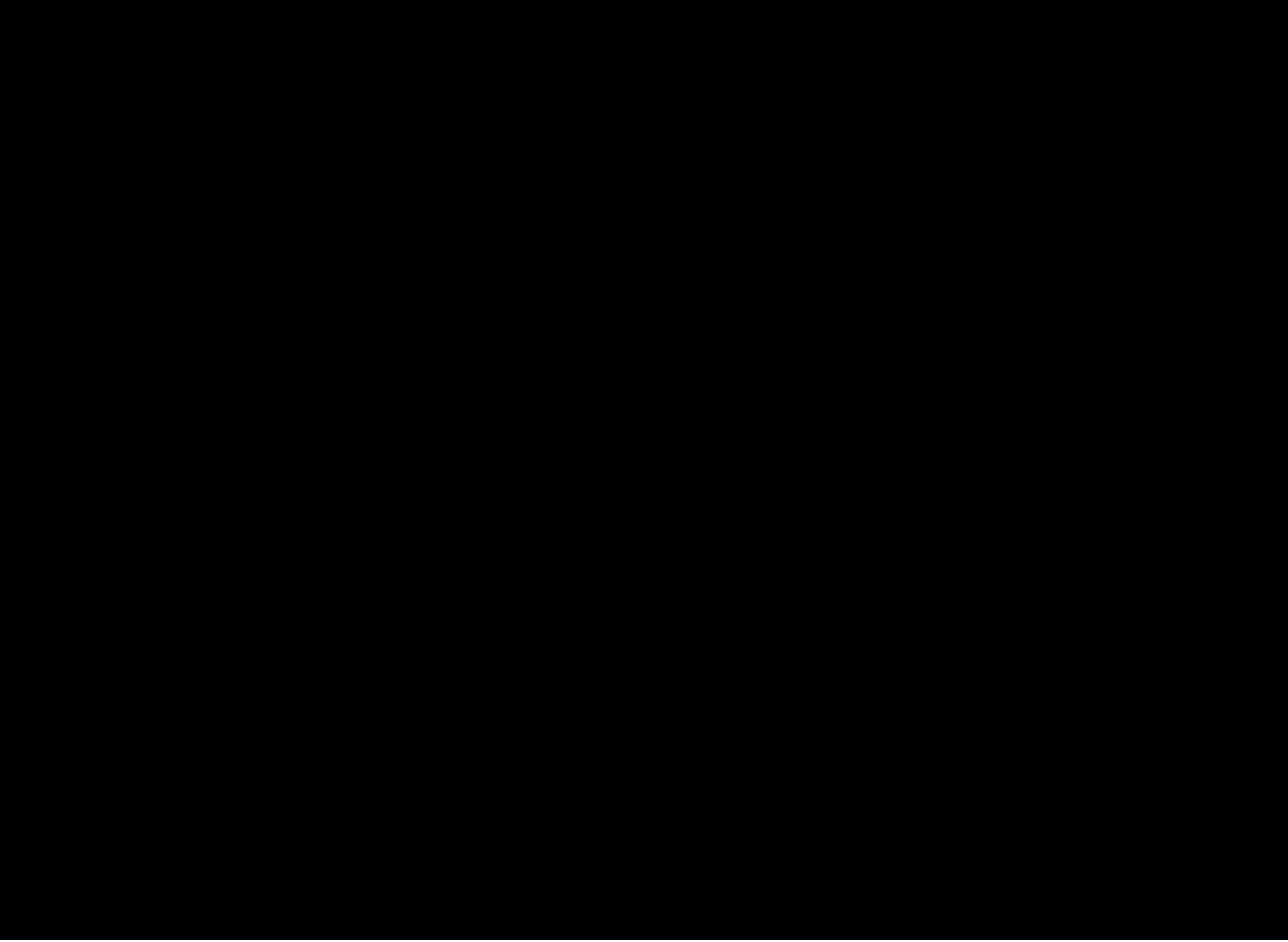
The Retail Sales Associate will retrieve desired products from the staging area (daytime storage area) and scan the products at the point-of-sale station under the surveillance. Employees who handle cannabis product in order to transfer that product to customers will be required to check in and take responsibility for the product they are handling systematically within the Inventory Management System. Managers will monitor and approve the access that employees have to areas where cannabis is stored.

As the Retail Sales Associate scans each product being purchased, products will be placed in a bag. Upon completion of the transaction, the drawstring bag will be pulled tight and tied and handed to the customer. The customer will be escorted out of the sales area by the Retail Sales Associate and will pleasantly conclude the customer's shopping experience.

### **B. Locations and Procedures for Receiving Deliveries During Business Hours.**

Santee Prospect's product receiving process will follow strict policies and procedures to ensure full compliance with all track and trace regulations and to ensure the security of the assets and the safety of all personnel. Santee Prospect's suppliers will transport and transfer products to Santee Prospect's facility as allowed by the City of Santee and the State of California. Shipments will be conducted through the use of a licensed, insured and state authorized transport company.





In compliance with SMC Section 7.04.350(G)(4), Santee Prospect will ensure all packaging and labeling of cannabis and cannabis products received from licensed cannabis businesses, meet the requirements of MAUCRSA and any implementing regulations. Any products that do not meet the following requirements will be refused and returned to the originating vendor:

- i. Tamper-Evident, Child-Resistant Packaging Required. Prior to delivery or sale at a retailer to a purchaser, cannabis and cannabis products shall be labeled and placed in a resealable, tamper evident, child-resistant package and shall include a unique identifier for the purposes of identifying and tracking cannabis and cannabis products.
- ii. Cannot Be Attractive to Children. Cannabis packaging and labeling shall not be designed to appeal to children, including, but not limited to, cartoon characters or similar images.
- iii. State-Mandated Warnings and Information. All cannabis and cannabis product labels and inserts shall include the state-mandated warnings and information contained in Business and Professions Code Section 26120(c).

### C. Point of Sale System

- i. Employees will use a California-specific point of sale software called Dutchie to effectively update and track all movements of inventory from arriving at the premises to the point of sale. Dutchie is 100% compliant with California's Metrc track-and-trace system and is built for regulatory environments in order to maintain full compliance with the California Department of Cannabis Control. These records will be accessible to all employees to ensure seamless inventory management on a day-to-day basis. Daily records will be produced at the end of each business day to track inventory and sales from that day.
- ii. When cannabis goods are removed from inventory, an employee managing this operation will enter the goods removed into Dutchie. All employees shall have access to Dutchie so they will be aware of the update in inventory. The employee will then go physically remove the inventory from storage which will be delivered or sold to a licensed commercial cannabis business or customer.
- iii. After a cannabis good is removed from inventory to fulfill a delivery order, the packaged order is either loaded into applicant's transportation vehicle or picked up by another licensed cannabis company. A detailed invoice will be produced, and the inventory will be removed from Dutchie.
- iv. Inventory reconciliation is conducted daily in order for all employees to be aware of the current inventory and physically count all cannabis good to confirm the inventory matches. Employees will be able to login to the inventory management software and see constant updates and daily reports of the inventory arriving and being removed from the premises.
- v. Dutchie POS's real-time integration with Metrc increases operational stability, provides peace of mind, and helps maintain compliance by automatically reporting actions performed in Dutchie POS to Metrc.  
With Dutchie POS + Metrc integration, Santee Prospect can:
  - Share certain types of information such as rooms, product catalogs, batch information, packages, and plant ID numbers.
  - Report sales, voids and returns from the POS.
  - Use Dutchie POS to create clone batches in Metrc.
  - Send inventory adjustments to Metrc in real-time.
- vi. A minimum of four (4) point-of-sale systems will be located on the retail floor in order to provide maximum efficiency to check out customers during maximum capacity hours. In addition to the retail floor there will one (1) point-of sale system located in the product



storage room to track good as well as (2) point-of-sale systems in managements office to track delivery orders and wholesale receipt of goods.

#### **D. Number of Customers to be Served Per Day**

- i. Applicant estimates having an average of 33 - 42 customers per hour.
- ii. Due to the downtown location of the facility and accessibility to foot traffic, applicant estimates to have an of average 400 - 500 customers per day in the first year of operations with operating hours from 10:00am – 8:00pm.
- iii. With regard to delivery only customers, applicant estimates to have a minimum of 75 customers throughout the day averaging at six (6) customers per hour beginning in year two.

#### **E. Proposed Product Line**

Applicant is committed to responsible advertising with a focus on adult consumption for recreational and medical use. Applicant will not carry products or marketing materials that may appeal to or are targets to minors. Applicant estimates our flower products to make up for an estimated 60% of sales and manufactured products to make up an estimated 40% of sales.

Applicant will carry the following product types:

1. **Prepacked Flower** - Raw Cannabis Flower will be sold in a mix of different strains depending on client demand. The company will offer a wide variety of strains to ensure Adult-use Customers have access to a complete strain assortment.
2. **Pre-Rolls** - Ready-made raw cannabis flower conveniently pre-rolled for easy inhalation.
3. **Vaporizing Cartridges** - Cannabis vaporization is growing in popularity among people interested in consuming cannabis in an easy, discreet manner that's healthier than traditional smoking methods. The company will take into consideration the current industry concerns regarding black market cartridges to ensure that any cartridges sold by the company have been appropriately tested and only contain ingredients authorized by the FDA for inhalation.
4. **Edibles** - A cannabis edible is a THC-infused product that can be consumed by the client. The company plans to offer several different edible product lines to cater to the various, nutritional, financial and taste needs of clients. Careful dosing is important. Santee Prospect will provide customers direction on micro-dosing to ensure products are carefully administered.
5. **Tincture** - A cannabis tincture is a cannabis-based extract that is infused with alcohol. This product provides easy
6. **Ingestion Paraphernalia** – Santee Prospect will sell or otherwise provide equipment, supplies, and paraphernalia used to consume cannabis and cannabis products.
7. **Cannabis Concentrates** - Cannabis that has undergone a process to concentrate one or more active cannabinoids and includes resin from granular trichomes. This may include topicals, concentrates or tinctures.

Santee Prospect will not sell any expired products, cannabis, or cannabis products. Santee Prospect will not, under any circumstance alter, edit, or adjust in any manner an expiration date on any item or product once affixed by its manufacturer.

In strict compliance with SMC Section 7.04.040 Santee Prospect, LLC will not grow or cultivate cannabis, except for immature nursery stock cannabis plants, on the dispensary site.

In accordance with SMC Section 7.04.340 (B), Santee Prospect, LLC will not store, sell, dispense, or permit the consumption of alcoholic beverages or tobacco products on or about the premises of the cannabis business.



### ***Product Brands***

Applicant plans on selling a wide variety of brands in order to provide the customer with consistent popular brands in the industry as well as brands from local manufacturers and cultivators to support local San Diego County businesses.

- Left Coast, Coldfire, Classics, Gelato, Hashish, Jeff Session, Big Chief Extracts, Flav, Jetty Extracts, Buddies, Cookies, Cosmic Plug, Cosmic Edibles, Emerald Sky, Galaxy, Flav, Hotbox, Island, Lift Tickets, Locals Only, Luv Buds, Palm Royal, Punch Edibles, Stizzy, Sublime, Sun Smoke, and many others.

### **Non-Cannabis Items**

- T-shirts that are locally designed and printed in Santee, CA featuring our logo.
- Branded clothing and accessories that pertain to the Cannabis culture
- Tools used for cannabis consumption
- Heating elements/batteries for use with oil cartridges
- Art: paintings, dab mats and more. Custom works by local artists
- Merchandise such as stickers, posters, novelty items, etc.
- Memorabilia

## **F. Compliance with Local & State Laws.**

In compliance with SMC Section 7.04.340(J) and 16 CCR § 5039, Santee Prospect will display the original copy of the City cannabis business permit issued by the City, the City issued business license, and any State issued license inside the cannabis business in a location readily visible to all persons entering the premises as well as state and local agencies.

Pursuant to SMC Section 7.04.060, Santee Prospect understands that it is the responsibility of the owners and operators of Santee Prospect's business to ensure that it is always operating in a manner compliant with all applicable state and local laws, policies, rules, and regulations including, but not limited to, the California Health and Safety Code, the California Water Code, the City adopted Building Code, Plumbing Code, Electrical Code, Mechanical Code, Fire Code, Energy Code, Green Building Standards Code, Existing Building Code, Historical Building Code, the Tracy Municipal Code, the Santee Zoning Code, all requirements and conditions related to the land use entitlement process, and any regulations promulgated thereunder.

Additionally, the owners of Santee Prospect take full responsibility to ensure that Santee Prospect's cannabis business is, at all times, operating in a manner compliant with all applicable state and local laws, including for as long as applicable, the Compassionate Use Act ("Prop. 215") and the Medical Cannabis Program Act ("MMPA") (collectively "the Medical Cannabis Collective Laws"), the Medical and Adult Use Cannabis Regulation and Safety Act (MAUCRSA), any subsequently enacted state law or regulatory, licensing, or certification requirements, and any specific, additional operating procedures or requirements which may be imposed as conditions of approval of the cannabis business permit.

Santee Prospect will re-register with the Police Chief within fifteen (15) calendar days of any changes regarding contact information listed on the business permit, information that was supplied through the application process such as changes to the organizational structure, or a change in status regarding compliance to local or state law.

In compliance with SMC Section 7.04.330(B), Santee Prospect will pay all sales, use, business and other applicable taxes, and all license, registration, and other fees required under state and local law. Santee Prospect will cooperate with the City or designee(s) with respect to any reasonable request to audit the cannabis business' books and records for the purpose of verifying compliance with this section, including but not limited to a verification of the amount of taxes required to be paid during any period.

As specified by SMC Section 7.04.320(5), Santee Prospect fully understands that The City Manager or designee(s), Chief of Police or designee(s), and Fire Chief or designee(s) charged with enforcing the provisions of the Santee Municipal Code, or any provision thereof, may enter Santee Prospect's facility during normal business hours, without notice, and inspect the location of any cannabis business as well as any recordings and records required to be maintained pursuant to both local and state laws.

Further, Santee Prospect understands and asserts that, no person having responsibility over the operation of Santee Prospect's business, will in any way impede, obstruct, interfere with, or otherwise not to allow, the City to conduct an inspection, review or copy records, recordings or other documents required to be maintained by a cannabis business under state or local law. No

person in associated with Santee Prospect's business will, or attempt to conceal, destroy, deface, damage, or falsify any records, recordings or other documents required to be maintained by a cannabis business under this Chapter or under state or local law.

Santee Prospect will immediately report to the City Police Department any and all criminal activity occurring on Santee Prospect premises in strict compliance with SMC 7.04.320(2).

### **G. Tracking, Monitoring and Cannabis Diversion Prevention**

Pursuant to 16 CCR § 5033(a), all inventory stored on the licensed premises shall be secured in limited access areas. Santee Prospect's product storage plan is designed to meet and exceed these requirements and will consist of physical barriers to prevent theft and diversion, operational barriers that limits the minimum number of authorized individuals to gain access to any cannabis products, and environmental controls that prevent the deterioration of cannabis products.

To further ensure customers do not have access to cannabis products, Santee Prospect will implement the use of physical barriers (walls and doors), electronic measures and employee procedures in order to deter and prevent the unauthorized entrance into areas containing cannabis or cannabis products, and to deter and prevent the theft of cannabis or cannabis products at the commercial cannabis business.

All points of access to the business will be controlled with electronic access controls, keypads, key cards, and remote electronic lock (buzz-in) features. Individuals who are not engaging in an activity related to the permitted operations of the commercial cannabis business will not be allowed to remain on the premises.

### **H. Waste Management Plan**

The Applicant has reviewed the Santee Municipal Code to understand the rules and requirements for handling waste generated from its facility. The Applicant asserts that all waste will be handled in accordance with Section 5054 (Destruction of Cannabis Goods Prior to Disposal) of Title 16, Division 42 of the California Code of Regulations, as well as other state and federal laws.

#### **Chemical, Dangerous, and Hazardous Waste**

Santee Prospect understands that disposal of chemical, dangerous, or hazardous waste will be conducted in a manner consistent with federal, state, and local laws, regulations, rules or other requirements. Santee Prospect does not intend to generate hazardous or dangerous waste and chemicals used or stored on site will be limited to those required for proper sanitation. Santee Prospect will ensure that all liquid waste generated by its facility and operations are disposed of in compliance with the Public Resources Code and any other applicable state and local laws, including laws regulating "organic waste" as defined in Public Resources Code section 42649.8(c). Santee Prospect will dispose of nonhazardous liquids with ph levels between

6 and 10 by mixing the liquid with copious amounts of water and poured down the sewer drain. Santee Prospect will treat anything without the following criteria as hazardous waste and will dispose of as such.

- They dissolve in water or are water-based.
- They are not a toxic waste.
- They are not a hazardous (chemical) waste
- They are not flammable.
- They are not corrosive.
- They are not reactive.

Santee Prospect will regularly consult with the California Department of Toxic Substance Control for a list of liquids that is considered safe to regularly dispose of and liquid chemicals considered to be a hazard to the environment.

Santee Prospect will look for every opportunity to reduce and manage any risk associated with hazardous waste, including solvents, chemicals, fuel, lighting, ballasts, batteries, and e-waste. Santee Prospect will store hazards in a sealed location at the facility until they are transferred to an appropriate hazardous waste treatment, storage, and disposal facility. Santee Prospect commits to looking for alternatives for hazardous material types needed for the operation of its cannabis facility, for example, Santee Prospect has committed to using LED lighting throughout the facility, which does not become hazardous at the end of its life.

When Santee Prospect finds that it is not able to feasibly avoid the use of hazardous, or potentially hazardous materials, they will assert that it will dispose of hazardous and chemical waste in a manner consistent with federal, state, and local laws.

### ***Cannabis Waste***

If the Santee Prospect finds that any of its cannabis or cannabis product are contaminated, recalled, or otherwise rendered unusable, Santee Prospect will dispose of the cannabis or cannabis product. Santee Prospect's Inventory Control Specialist will promptly dispose any cannabis that was quarantined, contaminated, recalled, or unusable and products will be immediately removed from the site. Care will be taken to ensure these products are not be exposed to other products or the general public. In accordance with 16 CCR § 5054 (a), Santee Prospect will not dispose of cannabis goods, unless disposed of as cannabis waste, defined as waste that contains cannabis and that has been made unusable and unrecognizable.

### ***Disposal Record***

When cannabis must be disposed or destroyed, Santee Prospect will generate a record in COVA - POS System of the destruction or disposal. Santee Prospect's Inventory Control Specialist and Retail Store Manager will weigh the cannabis or cannabis concentrate which will be disposed of, then he/she will generate an inventory record of the disposal. Pursuant to 16 CCR § 5049(b)(C)(7), the disposal record Santee Prospect will generate will include:

1. The name of the employee performing the destruction or disposal.

2. The reason for destruction and disposal.
3. The entity disposing of the cannabis waste.
4. The method of disposal
5. The date and time of disposal
6. The name of the agent performing the disposal

In accordance with 16 CCR § 5049(c), all waste disposal records all transactions will be entered into the track and trace system within 24 hours of occurrence.

### ***Green Cyclor Composter***

In accordance with 16 CCR § 5054(d), before rendering cannabis products as cannabis waste for proper disposal, including disposal as defined under Public Resources Code section 40192, cannabis goods will first be destroyed on the licensed premises. The Applicant will use the Green Cyclor Composter to render cannabis unusable. This product is a small appliance that chops up compostable items into an odor-free container. It is capable of shredding plant-based items, including cannabis. The Green Cyclor has a specialized ventilation system that optimizes air flow to neutralize odor causing bacteria.



### ***Process to Render Waste Unusable – Compostable***

Santee Prospect has prepared the following process to render waste unusable. [REDACTED]

- i. Identify products in the quarantine area ready for disposal
  - a. Sort Compostable and Non-Compostable Waste
  - b. Remove Compostable Waste from packaging
  - c. The Inventory Control Specialist will weigh the product and generate an inventory record in COVA - POS System
  - d. The marijuana is emptied into the Green Cyclor
  - e. [REDACTED]

- ii. Using the lever on the Green Cyclor, the Inventory Control Specialist will destroy the compostable cannabis waste
- iii. The Inventory Control Specialist will repeat this process until all quarantined items are rendered unusable.

- iv. Upon completion, the Inventory Control Specialist will empty the container in a biodegradable bag.
- v. [REDACTED]
- vi. A permitted waste company will be contacted to pick-up the waste for transport to a compost or anaerobic digester facility.

### ***Process to Render Waste Unusable –Non-Compostable***

The Applicant has prepared the following process to render waste unusable. This will occur on a weekly basis and be conducted by the Inventory Control Specialist while under video surveillance.

- i. Identify products in the quarantine area ready for disposal
- ii. Sort Compostable and Non-Compostable Waste
- iii. Remove Non-Compostable Waste from packaging
- iv. The Inventory Control Specialist will weigh the product and generate an inventory record in COVA - POS System
- v. The Non-Compostable Waste is emptied into the Green Cyclor
- vi. Using the lever on the Green Cyclor, the Inventory Control Specialist will destroy the Non-Compostable Cannabis Waste
- vii. The Inventory Control Specialist will repeat this process until all quarantined items are rendered unusable.
- viii. [REDACTED]
- ix. Upon completion, the combined waste will be placed into a biodegradable bag.
- x. [REDACTED]
- xi. A permitted waste company will be contacted to pick-up the waste for transport to a landfill or incinerator.

### ***Waste Storage Receptacles***

Pursuant to 16 CCR § 5054(e), cannabis waste will be secured in a receptacle or area that is restricted to the Applicant's employees or an authorized waste hauler. The Applicant will put cannabis waste into 2 Waste Storage Receptacles, 1 for Compostable Mixed Waste and the other for Non-Compostable Mixed Waste.

[REDACTED] Waste equipment will be managed in a way that will prevent the unintentional conveyance of waste outside the storage area. The Waste Storage Receptacle will have the following features:

- i. Constructed to be easily handled for collection;

- ii. Constructed of rust resistant and corrosion resistant materials;
- iii. Equipped with a tight fit lid or cover;
- iv. Watertight, leak proof, insect proof and rodent proof; and
- v. [REDACTED]

### ***Cannabis Waste Storage Area***

The Cannabis Waste Storage Area will be subject to routine inspection. The Applicant's team will routinely clean the area and inspect for insects, rodents, birds, contaminants, and adulterants. The discovery of any insects, rodents, or other pests will warrant immediate action and extermination using an Illinois exterminator.

Unless there is a spill or other event requiring more frequent sanitation, the Applicant will clean and sanitize all areas where cannabis is stored, both inside and outside, on a weekly basis.

### ***Hauling Cannabis Waste***

The Applicant will work directly with the Environmental Resources Division to arrange for the pickup of cannabis waste to a permitted solid waste facility for final disposition.



## Section B: Labor & Employment Plan

Applicant is committed to local hiring. To support the local economy and its residents, applicant specifically plans to hire individuals from the City of Santee and surrounding cities. Applicant has historically hired local residents with current business endeavors, within the Santee.

Applicant plans to continue this local hire practice and believes this practice contributes to the socio-economic development of the City of Santee. For the past five (5) years, applicant owners Saad S. Pattah, Alvin Barbat, and Daniel Buksa, have used various resources to hire employees within San Diego County for their businesses. Daniel Buksa is a local resident of Santee and has hired locally for his various businesses in the City of Santee such as:

- Mission Realty Group
- Santee Chamber of Commerce
- Santee Mission Foundation – 501(c)(3)

Additionally, Santee prospect will utilize the following platforms to hire local employees:

- San Diego Workforce Partnership Events
- Veteran Works Virtual Job Fair
- San Diego State University – available to current student and alumni
- San Diego Jobs Expo.com
- Santee Street Fair
- San Diego County Job Search on Facebook
- San Diego County Job Search on LinkedIn

### 1. Number of Employees

Santee Prospect understands that the organizational structure is important in creating standard practices and operating procedures throughout its facilities. The organizational structure allows Santee Prospect to clearly define the role and responsibilities for each of its team members and staff to drive accountability and empowerment for each and every staff member. Below is an overview of the intended organizational structure, highlights of each role and its assigned responsibilities. In accordance with 16 CCR § 5031, Santee Prospect will not allow an individual less than twenty-one years of age to work within the licensed premises or handle cannabis and/or cannabis products.

Upon the start of operations, Santee Prospect intends to hire approximately 11 employees at opening and approximately ~~20~~ 17 employees at full capacity consisting of:

Position/Title	# Employees at Opening	# Employees at Full Capacity
General Manager	1	1
Shift Leader	2	3

<b>Retail Sales Associate</b>	6	10
<b>Inventory Control Specialist</b>	2	3

## **2. Employee Responsibilities**

### ***Retail Store Manager***

The Retail Store Manager will manage Santee Prospect's retail store. As such, the Retail Store Manager will have a variety of responsibilities. To illustrate, the Retail Store Manager is responsible for hiring potential employees, collecting, and returning agent identification cards, and ensuring all agents complete all Program Training within 90 days of employment. Additionally, the Retail Store Manager will train all agents on inventory, sales, security, sales, and operation procedures. Each day, the Retail Store Manager will open and close the retail store, conduct beginning of day inventory audit, oversee sales and operations, and conduct end of day inventory audit. In addition, the Retail Store Manager is responsible for maintaining facility records, inspecting and accepting deliveries, disposing of cannabis waste, reconcile inventory discrepancies as needed, review surveillance equipment and footage, and well as maintain contact with the Department and the State/Local Police in the event of an emergency.

### ***Shift Leader***

The Shift Leader will work directly under the Retail Store Manager. The Shift Leader will assist the Retail Store Manager of the management of retail operations by overseeing and facilitating sales, supporting retail sales associates as needed, retrieving cannabis and cannabis products from restricted access areas, and ensuring that the appropriate number of customers have access to the retail area. In addition to overseeing sales, the Shift Leader will create employee retail sales associate work schedules and maintain the interior cleanliness of Santee Prospect's retail facility during business hours.

### ***Retail Sales Associate***

Each Retail Sales Associate will facilitate sales within Santee Prospect's store. During each sale, each Retail Sales Associate will engage and develop a relationship with the customer. Each Retail Sales Associate will get to know each customer to make adequate cannabis and cannabis product recommendations. During each sale, each Retail Sales Associate will educate each customer about the product the customer intends to purchase or the product the customer does in fact purchase. Subsequently, the Retail Sales Associate will create an inventory record for each sale conducted in Santee Prospect's store.

### ***Inventory Control Specialist***

The Inventory Control Specialist will review and monitor inventory levels. Each day, the Inventory Control Specialist will conduct beginning of day and end of day inventory data entries. The Inventory Control Specialist will use the data collected each day to monitor inventory levels for each cannabis and cannabis product in the store. The Inventory Control Specialist will purchase inventories of cannabis and cannabis products, with the approval of the Retail Store Manager, when inventory becomes too low. In addition to monitoring inventory day-to-day, the Inventory Control Specialist will research cannabis and cannabis product trends and will make purchasing adjustments, again, with the approval of the Retail Store Manager, to ensure Santee Prospect carries the highest demanded products. Furthermore, the Inventory Control Specialist will develop and maintain relationships with cultivation, craft grow, and infuser organizations.

### ***Living Wages***

Santee Prospect strongly believes that in order to retain talented and dedicated staff, a company must adequately compensate its staff, therefore, Santee Prospect will offer living wages. To compensate its employees competitively, Santee Prospect looked towards the Living Wage Calculator offered by the Massachusetts Institute of Technology (MIT) as well as the average/median household incomes within San Diego County. The Living Wage Calculator uses geographically specific expenditure data related to a family's likely costs for food, childcare, health insurance, housing, transportation, clothing, personal care items costs, and other basic necessities. The below table reflects expenses typical for someone living in San Diego County.

### ***MIT Living Wage Table***

The living wage uses the above elements and uses estimates of income and payroll taxes to determine the minimum employment earnings required to meet a family's basic needs while also maintaining self-sufficiency. MIT assumes that the individual works 2080 hours per year (or 40 hours per week). Furthermore, MIT created different living wages for individuals with children, and individuals who also have another adult living with them. Below are the findings from MIT for those living in in San Diego County. In addition to the living wage, applicant will regularly award performance-based bonuses, when employees meet or exceed established key performance indicators. On average, Applicant will pay 170% over the State of California minimum wage requirement.

	1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)		
	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children
Living Wage	\$29.52	\$50.96	\$64.91	\$87.44	\$38.31	\$46.82	\$51.82	\$58.77	\$19.15	\$27.62	\$34.79
Poverty Wage	\$7.24	\$9.83	\$12.41	\$15.00	\$9.83	\$12.41	\$15.00	\$17.59	\$4.91	\$6.21	\$7.50
Minimum Wage	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00

### ***Anticipated Employee Pay Rates***

General Manager	\$80,000.00 – \$90,000.00/yr
Shift Leader	\$30.00 - \$35.00/hr
Retail Sales Associate	\$24.00 - \$29.52/hr
Inventory Control Specialist	\$24.00 - \$29.52/hr

## **3. Employee Benefits**

### ***Health Care***

All full-time employees will be offered health care coverage. Santee Prospect is pleased to offer our employees competitive wages and comprehensive health care benefits.

### ***Retirement Plan***

Santee Prospect will offer Employees 401K benefits to encourage employees to invest in their future. It is the belief of Santee Prospect that by offering 401K benefits, it will allow Santee Prospect to recruit top talent and retain employees. It is the experience of Santee Prospect, through offering a retirement plan, employees feel the employment is long term and creates a foundation for employees to grow and expand with the company.

Employee 401K benefits will be provided by Vanguard. Santee Prospect will offer employees a 3% matching contribution for individuals who choose to participate in the employee sponsored 401K program.

### ***Vacation***

Eligible employees (Full Time) in this organization are provided company benefits. Several of the programs such as Social Security, workers' compensation, state disability, and unemployment insurance, cover all employees in the manner prescribed by law. Santee Prospect will also offer paid time off as detailed below.

### ***Paid Time Off (PTO)***

Full-time employees who regularly work 40 or more hours per week on a continuing basis earn paid vacation time after each annual service anniversary with the Company. Part-time and On-Call employees are not eligible for paid vacation time. Employees will be eligible for PTO only after 180 days of employment.

- It is the Company's position that employees need time off to rest, so pay in lieu of vacation time is not permitted.
- Vacation time must be taken each year, or the vacation time will be forfeited. Vacation time cannot be accumulated from year to year.
- Vacation requests should be in writing and approved in advance by the manager based upon business conditions. A request for time off, paid, or unpaid is not authorized until signed and approved by management.
- Upon separation from the Company, associates will be paid any earned and unused vacation time.
- PTO can be used for Personal/Sick days after an absence as long as the employee has followed the proper call-off procedure (call and speak to supervisor at least two hours in advance). It is the responsibility of the employee to complete the appropriate paperwork and to obtain approval after their absence to ensure payment of this benefit.
- Other than unplanned sick days, PTO requests should be in writing and approved in advance by the manager based upon business conditions. A request for time off, paid, or unpaid is not authorized until signed and approved by management.

<b>Length of Service Vacation Available</b>
<b>1 – 4-year anniversary</b> 5 days
<b>5 – 9-year anniversary</b> 10 days
<b>10+ year anniversary</b> 15 days

### ***Time Off to Vote***

Santee Prospect encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during his or her non-working hours, the employer will grant up to two hours to vote. Employees should request time off to vote from their supervisor at least two working days prior to election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

### ***Jury Duty***

Santee Prospect encourages employees to fulfill their civic responsibilities by serving jury duty when required.

- Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Of course, the employee is expected to report for work if not required to be present in court.
- Either the employer or the employee may request an excuse from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.
- Accrual for benefits calculation of vacation will not be affected during unpaid jury duty leave.

### ***Paid Medical Leave***

In accordance with Lab. Code § 246, Santee Prospect employees will be entitled to receive paid sick days up to 24 hours or three days in each calendar year of employment. This entitlement will begin on the employee's 90<sup>th</sup> day of work and will renew at the start of each calendar year for the duration of employment with Santee Prospect. Compensation for sick days will be calculated in the same manner as standard wages.

### ***Unpaid Medical Leave***

In accordance with the federal Family and Medical Leave Act (FMLA), Santee Prospect will have policies in place that will protect employees in the event of they require time off work to effectively recover from an illness or care for a loved one who is ill or disabled. Santee Prospect will receive up to 60 working days or 12 workweeks per 12-month period of unpaid leave for a qualified reason.

### ***Requirements and Eligibility***

Employees are eligible for FMLA if they:

- Have been with the company for at least a year; or
- Have worked at least 1,250 hours during the previous year; and
- Are bonding with a new child – whether or not they gave birth or are adopting; o Are recuperating from a serious health condition;
- Are caring for a loved one with a serious health condition;
- Are dealing with crisis situations stemming from a family member's military service; o Are caring for a loved one who suffered serious injuries during active military service; or
- Require prenatal care or are suffering from pregnancy-related illnesses or complications.

## Section C: Security Plan

Santee Prospect has contracted One Shield Security Services to develop a comprehensive Security Management Plan to deter diversion, protect our equipment, inventory, and products from damage or theft, and more importantly, protect our people from harm. The Security Management Plan incorporates operational requirements, state of the art equipment and industry best practices to ensure the integrity of our business and the safety of our assets. This Security Management Plan demonstrates Applicant's compliance with the City of Santee Municipal Code Section 7.04.320. Below is Santee Prospect's Assessment Letter, Referral Letter, and Security Management Plan from One Shield Security Services.

## 1. Qualified Security Professional



City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

One Shield Security Services  
825 College Blvd. Suite 102 –328  
Oceanside, CA 92057  
(760) 421-9038

To Whom It May Concern:

RE: Assessment of Onsite Security by Qualified License Security Consultant

One Shield Security Services is a Private Patrol Operator in the State of California and is licensed by the Bureau of Security and Investigative Services (PPO 121263). One Shield is also a member of the California Association of Licensed Security Agencies, Guards & Associates (CALSAGA).

Date of Survey: October 20<sup>th</sup>, 2024

Clients: Saad Pattah – CEO, Cake Enterprises

On Behalf of Saad Pattah and Cake Enterprises, I conducted an assessment for onsite security for a commercial property located in Santee. This property is described as a Freestanding Industrial Building located at 9945 Prospect Avenue, Santee, CA 92701.

The tenant is in the process of obtaining a Local License to operate a Medical/Recreational Cannabis Facility for retail. The tenant has plans to add additional security measures to the facility to further enhance its overall security and reduce the potential risks and threats that may arise. For example; The placement of Video Monitoring Devices and the implementation of Key Card Access Control (or similar).

While onsite, I met with Architect Michael Kinoshita, and Industry Expert Saad Pattah. We discussed, reviewed, and approved the onsite Security Plan which introduces the Standard Operating Procedures for the facility, details additional forms of protection, and introduces onsite physical security protocols.

In order to maximize security for the site, One Shield recommends a mixture of both Physical Security and Electronic Surveillance System (ESS). An ESS Device should be located at every access points into the facility and in view of high cost/sensitive materials. An effective ESS will contain overlapping views from each direction. In addition, onsite Security personnel will monitor CCTV and the check-In of employees/guest(s) at the front lobby, a second Officer should be roaming the facility providing a visible presence. During non-business hours, One Shield Security recommends a mixture of Onsite Security and an overnight patrol service to provide several site checks of the property each night.

Please refer to the Physical and Operational Security Department Operations Manual. If any questions arise, please reach out to me directly.

Respectfully,

*Matthew Rash*

Principle and Qualified Manager, One Shield Security Services  
P: +1(760) 536-9000 | M: +1(760) 421-9829 | [OneShieldSecurityServices.com](mailto:OneShieldSecurityServices.com) | [Matt@OneShieldSecurityServices.com](mailto:Matt@OneShieldSecurityServices.com)

Saad Pattah\_OSS



## Referral Letter



City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

One Shield Security Services  
825 College Blvd. Suite 102 –328  
Oceanside, CA 92057  
(760) 421-9038

To Whom It May Concern:

RE: Business Referral for Saad Pattah – Experienced Cannabis Facilities Operator

One Shield Security Services is a Private Patrol Operator in the State of California and is licensed by the Bureau of Security and Investigative Services (PPO 121263). One Shield is also a member of the California Association of Licensed Security Agencies, Guards & Associates (CALSAGA).

Date of Referral: October 20<sup>th</sup>, 2024

Clients: Saad Pattah – CEO, Cake Enterprise

I am writing this letter to highly recommend Saad Pattah as an exemplary candidate for Cannabis Licensing in Santee. As the owner of One Shield Security Services, I have had the pleasure of working closely with Mr. Pattah, who possesses extensive industry knowledge and experience in managing cannabis facilities while diligently adhering to the regulations set forth by the Bureau of Cannabis Control (BCC).

Saad Pattah has proven to be a dynamic and forward-thinking leader within the cannabis industry. His comprehensive understanding of BCC regulations and commitment to compliance has been instrumental in navigating the complex landscape of legal requirements governing cannabis operations in California. Mr. Pattah has successfully managed cannabis facilities, ensuring strict adherence to all regulatory guidelines, from licensing and security protocols to operational standards.

His expertise in developing and implementing robust security measures aligns seamlessly with our private patrol services. I have witnessed firsthand the meticulous approach Mr. Pattah takes to create a safe and secure environment for his cannabis facilities. His proactive stance in addressing security concerns demonstrates a commitment to not only meeting regulatory requirements but also fostering positive relationships with the surrounding community.

Moreover, Saad Pattah has a proven track record of operational excellence, ensuring that his facilities not only comply with regulations but also operate efficiently and responsibly. This combination of industry knowledge, regulatory compliance, and effective management positions Mr. Pattah as an ideal candidate for licensing.

I am confident that Saad Pattah will bring a wealth of experience, responsibility, and a commitment to compliance to your City. His tenancy is not only an asset to your property but also a positive contribution to the community.

Thank you for considering Saad Pattah for licensing. I believe his expertise and commitment to excellence make him an ideal applicant.

Respectfully,

*Matthew Rash*

Principle and Qualified Manager, One Shield Security Services  
P: +1(760) 536-9000 | M: +1(760) 421-9829 | [OneShieldSecurityServices.com](mailto:Matt@OneShieldSecurityServices.com) | [Matt@OneShieldSecurityServices.com](mailto:Matt@OneShieldSecurityServices.com)

Saad Pattah \_OSS

# ***One Shield Security Services Inc.***

## ***Security Department***

### **Standard Operating Procedures**

#### ***SECURITY DEPARTMENT***

##### *Operations Manual Overview*

The purpose of this manual is to define the policies and procedures for the Security Department of this production facility. All team members working in the Security Department must follow these policies and procedures.

#### ***The Role of the Security Department***

The security department is critical to the success, safety and well-being of the production facility and our employees. It is the primary responsibility of the Security Department to be constantly aware of the goings on within and directly outside our facility which means protecting the facility from theft or damage and maintaining a safe physical environment for all staff.

#### ***Opening Protocol***

The Security Department is charged with unlocking the entry gate to the facility lot, unlocking the main entrance, disarming the alarm, turning on lights and walking the interior and exterior of the building. Any concerns should be brought to the manager on duty as soon as possible. Check out two-way radios or cellular device to all team members as they arrive for work.

#### ***Closing Protocol***

The end of the day is determined by the schedule of employees working within the facility. Collect two-way radios from each team member as they leave the facility. Place two-way radios on charging devices every night. Once everyone has left the building, the Security Department is responsible for walking the interior perimeter of the building checking all doors and performing a general sweep of the building. All appropriate lights need to be turned off. They then change out of their uniform, check the video surveillance camera for any potential threats, set the alarm, exit the building and lock the door. One final exterior check of the building is to be done by vehicle prior to leaving the facility and locking the gate.

## ***One Shield Security Services Inc.***

### ***Daily Operations***

The Security Department is required to walk the interior and exterior of the facility on an hourly basis. They are to man the video surveillance area constantly. They are also to be available for any request for video by a manager.

### **SECURITY GUIDELINES AND POLICIES**

#### ***DISTRIBUTION***

- Santee Prospect, LLC Corporate office, Operations Department
- Santee Prospect, LLC Corporate office, Administration Department
- Santee Prospect, LLC Corporate office, Security Department

### ***1. INTRODUCTION***

Today, businesses are increasingly challenged to protect personnel, installations, critical assets, information, and operations against threats that range from traditional to irregular and from catastrophic to disruptive.

#### ***1.1 Forms of Protection***

There are five recognized forms of protection that are all integral parts of the security process.

These are:

- Prevention
- Deterrence
- Passive defense
- Active security
- Mitigation

When properly applied, physical security measures can greatly influence each form of protection.

- Prevention: Prevention is achieved by planning and implementing security programs that are designed to prevent the effects of hazards and threats before they occur.
- Deterrence: Threats against personnel, resources, and facilities can be greatly reduced when business leaders establish robust security programs. Aggressive access control operations deter unauthorized entry to facilities. Well thought out barriers and well trained and equipped

## ***One Shield Security Services Inc.***

security personnel reduce the likelihood that a facility will become a target, and they can cause those who would consider illegal activities to choose an easier target.

- **Passive defense:** Physical security's greatest contribution to passive defense may be the use of active and passive barriers, electronic surveillance and intrusion detection devices, and automated identification systems. These security measures protect personnel, critical assets, and facilities and typically form the first line of defense against threats.
- **Active security:** Even the most sophisticated Electronic Surveillance System (ESS) requires a well-trained, ready force to respond to, assess, and control the incident. Security personnel are the human responses to unauthorized acts, and they are trained to apply the appropriate level of force (lethal and nonlethal) to protect people, resources, information, and facilities.
- **Mitigation:** Mitigation consists of the activities and efforts that have the ability to minimize the consequences of security breaches on personnel, physical assets, and information.

### ***1.2 Principles of Protection***

Successful protection is characterized by the integration of five principles:

- full dimension
- layered
- redundant
- integrated
- enduring

These principles are not applied the same way in every situation, but provide business leaders a context for planning security efforts, developing strategies, and allocating resources. Not surprisingly, effective physical security measures parallel these principles and integrate many of the same qualities.

## ***2. DOCUMENT SCOPE***

The following requirements apply to all employees, packagers, manufacturers, suppliers, contracted carriers, testing laboratories and distributors ("Vendors") of Santee Prospect, LLC product, whether in finished or unfinished, packaged or unpackaged form, including the handling of any components of said finished or unfinished products and including but not limited to excipients, packaging, package inserts, labels, and any raw materials required to produce same (collectively, Santee Prospect, LLC Goods").

## ***One Shield Security Services Inc.***

### **3. GENERAL REQUIREMENTS**

The general requirements are to be fully compliant with SMC Section 7.04.320 and all California laws addressing the physical and operational safety of an MMJ facility.

### **4. PHYSICAL SECURITY**

Santee Prospect, LLC facilities shall include the following security features.

#### **4.1 Site Security Personnel**

One point of contact for site security is required. This point of contact must develop relationships with the local law enforcement agencies to encourage timely response to incidents at the Santee Prospect, LLC site, facilitate receipt of crime trends and other intelligence received by local law enforcement that potentially affects the site's risk assessment, and allow for the exchange of information with neighboring entities. For staffed points of entry, a guard must be present to allow site access during working hours.

#### **4.2 Employee Searches**

To detect or deter internal theft, a bag check should take place at the beginning and end of each shift, or as employees enter and leave the premises. All employees working with Santee Prospect, LLC product processing will be required to wear provided pocket-less clothing.

#### **4.3 Construction**

Material construction of the facility, including doors, windows, skylights and all potential points of entry, must be suitable to withstand forced entry.

#### **4.4 Secured Points of Entry (Entry Control Points (ECP))**

Locking devices are required on all potential points of entry, including visitor access, shipping and receiving access, fire exits, and roof hatches. All points of entry shall be closed and locked except as necessary for normal operations. All windows and skylights must have security bars/screens. Warehouse exit doors and dock doors must resist forced entry. Dock and warehouse door hinges must be pinned or welded.

## ***One Shield Security Services Inc.***

### ***4.5 Unstaffed Points of Entry***

Unstaffed access points shall be:

- Covered by security screens
- Alarmed

### ***4.6 Facility Inspections***

Structures and fencing shall undergo regular inspections.

### ***4.7 Lighting***

Lighting shall be adequate to identify all persons entering and exiting facility and parking areas using the video monitoring system. Lighting must be constantly on, twenty-four (24) hours per day.

### ***4.8 Video Surveillance and Monitoring Systems***

The resolution of live and recorded surveillance images must be good enough to clearly recognize individuals. Video surveillance must be maintained 24 hours per day, and must cover all sides of the facility and all potential points of entry. Video must be both monitored in real time and recorded. The surveillance system must include continuous date and time-stamping. Video recording must be on digital media rather than analog tape.

#### ***4.8.1 Maintenance and Inspection***

The surveillance system must be inspected and tested no less than monthly. Repairs and adjustments must be made immediately upon detection of damage, malfunction, or misalignment. Procedures must be in place for manual testing of systems or equipment. Video and audio surveillance media must be stored for a minimum of 30 days from the time of their recording, unless they document an event. Audio and video media documenting an event must be retained indefinitely. An event is defined as any breach of security or deviation from this document's inclusions.

#### ***4.8.2 Location***

Cameras shall be installed:

- At a height sufficient to prevent tampering

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- In an environmentally protective housing
- With conduit to protect cabling into and out of the cameras Video surveillance equipment and media must be kept in a secure location. Video media must be stored in a secure internal location separate from the recording equipment.

### ***4.9 Communication***

Facility must have internal and external communications systems that connect to internal security and local police.

### ***4.10 Alarm Systems (there will be two, redundant alarm systems)***

There will be two (2) redundant alarm systems operating at all times. The alarm systems must be physically wired and include motion-detection sensors. Ground floor windows will be barred. Those that are not will require glass-break detectors wherever necessary. Glass break detectors may be used on ground floor windows or other windows that can be easily accessed. The alarm control system must be placed in a secure location.

#### ***4.10.1 Maintenance and Inspection***

The alarm system shall be inspected and tested regularly. Repairs and adjustments must be made immediately upon detection of damage, malfunction, or misalignment. Procedures shall be in place for manual testing of systems or equipment.

#### ***4.10.2 Auxiliary Power System***

A back up power system for alarm systems and video surveillance equipment shall be maintained and periodically tested.

### ***4.11 Perimeter Barrier***

A perimeter barrier which defines site boundaries while deterring and delaying intruders from entering the site anywhere other than at designated entry points is required. The focus of the first layer of security will be the perimeter barrier, i.e. a fence, wall, or combination thereof.

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### ***4.12 Private Vehicle Control***

Private vehicles must be parked in a fenced parking area that is physically separate from facilities housing Santee Prospect, LLC goods. Additionally, a registration system for all vehicles permitted access to said parking area shall be maintained. In no event will private vehicles be permitted in or next to cargo handling locations. The fenced private parking area should be outside of the vendor's facility. No private vehicles are permitted to enter the facility unless they are searched on entry and exit.

### ***4.13 Internal Storage Area Requirements***

Santee Prospect, LLC storage areas must be located within the confines of the facility and must be kept closed and locked.

## ***5 ACCESS CONTROL***

### ***5.1 Customer Identification***

The identity of all customers must be verified against government-issue photographic identification before they are granted access to facilities housing Santee Prospect, LLC goods to ensure customers are at least 21 year of age.

### ***5.2 Identification Badges***

Photo or serialized ID badges shall be provided to all personnel and visitors. Access to the card issuance system shall be controlled.

### ***5.3 Verification of Identity***

Identification of all personnel or visitors granted access to the facility must be verified by electronic means or directly by staff security.

## ***6 RECORDS AND LOGS***

This section addresses the records and logs that will be required at the Santee Prospect, LLC facility.



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### ***6.1 Security Records***

Records of security personnel are to be kept indefinitely unless and until instructed to the contrary by Santee Prospect, LLC leadership.

### ***6.2 Employee Records***

The following records must be kept for both vendor and sub-contractor employees:

- Employee terminations
- Employees ordering Santee Prospect, LLC goods or intellectual property
- Employees receiving goods
- Employees shipping goods
- Training records

### ***6.3 Video Surveillance Logs***

Video surveillance equipment maintenance and testing is recorded in a log. Each camera must have an operational specification written on it, and the officers must audit each camera no less than monthly to ensure that it is performing as required.

### ***6.4 Computer System Logs***

All computer systems containing Santee Prospect, LLC intellectual property, and the critical computing resources on which they depend, must be logged and tracked in accordance with applicable laws and regulations. Access Control Logs must be reviewed every 60 days to verify that only users with valid business reasons and existing management approval have access to systems containing Santee Prospect, LLC intellectual property. Computer log files must be retained for no less than 60 days.

### ***6.5 Site Access Records and Logs***

#### ***6.5.1 Site Visitor Log***

A Site Visit log documenting all visitors and vendors is required. All visitor records must be retained for a period no less than 12 months.

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### ***6.5.2 Controlled Access Records and Logs***

The following controlled access records and logs are required:

- Access code logging
- Access code / key possession records
- Controlled access log
- Digital access log

Controlled access records must be reviewed for irregularities every 12 months and updated for every change of access. Digital access logs must be reviewed every 60 days.

### ***6.6 Driver and Vehicle Information Required for Transport***

The following records must be kept for each shipment of Santee Prospect, LLC goods:

- Driver Name and License Records
- Vehicle License Record
- Cargo Seal Serial Number Log
- Chain of Custody Log
- Date and Time of Cargo Pick-up

### ***6.7 Tracking Records***

The following records must be kept for each shipment of Santee Prospect, LLC goods:

- GPS Tracking Records must be kept for a period of 12 months
- Chain of Custody Records must be kept for a period of 12 months

### ***6.8 Scrap and Destroy Records***

The following applicable records must be kept for scrapped Santee Prospect, LLC goods:

- Scrapped Santee Prospect, LLC Goods Records

### ***6.9 Inventory and Use Records***

Responsible personnel shall regularly reconcile physical inventories of the following against inventory records and report any discrepancies to Santee Prospect, LLC leadership as security incidents.

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### ***6.9.1 Inventory Records of Shipments***

Responsible personnel is required to keep records of each cargo shipment and record the following:

- Name of shipper/consignee
- Description of shipment
- Weight of shipment
- Number of units shipped
- Shortages/overages, if any
- Dates (shipment and receipt)
- Accompanying documentation
- Customs manifests, if any
- Seals must be tracked and verified (Chain of Custody)
- Each shipment must be compared to its shipment manifest

## ***7 PROCEDURAL SECURITY***

Santee Prospect, LLC will create written plans, standards, or procedures addressing each of the following topics, as applicable.

### ***7.1 Data Access Policy and Procedures***

The data access policy shall require password protection of systems. Procedures shall ensure that user accounts and passwords used to access these systems are not posted, otherwise distributed, or shared by more than one person. Procedures that establish and maintain the authorization mechanisms which control data access are required.

### ***7.2 Disaster Recovery Plan***

Disaster Recovery Plans must include:

- Details of all physical systems;
- Details of information systems;
- Details of network security processes and requirements
- A list of all persons to be contacted whenever a disaster or other business-affecting event necessitates it. The contact list must be updated whenever changes occur and reviewed for

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accuracy every three months. Disaster Recovery Plans must be printed out and stored in secure on- and off-site locations.

### ***7.3 Business Continuity Plan***

The Business Continuity Plan must be printed out and stored in secure on and off site locations.

### ***7.4 Security Incident Procedures***

Security incident documentation shall include:

- Provisions to escalate incidents;
- Emergency contact information for Santee Prospect, LLC leadership, Santee Prospect, LLC security personnel, and security consultant company;
- Security incident report, including a management review of said report.

### ***7.5 User Account Procedures***

Procedures to create, maintain, and terminate user accounts must be included in the Santee Prospect, LLC Network Security document.

### ***7.6 Internal Access Control Procedures***

Internal access control procedures shall address:

- Site access;
- Visitor control;
- Video surveillance & monitoring;
- Alarm and access control systems monitoring and response.

### ***7.7 Cargo Security Standards***

Cargo security documentation shall include:

- Procedures for the use and verification of high security seals (Chain of Custody);
- Procedures for verifying the physical integrity of trucks, trailers and containers;
- Procedures for verifying the reliability of locking mechanisms on all transportation;
- Procedures to ensure that:

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- All outbound shipments are destined to an authorized location.
- Shipments are scheduled for delivery during normal business hours, unless a shipment has a specific receiving procedure in place prior to shipment.

### ***8 PERSONNEL SECURITY***

This section contains Santee Prospect, LLC requirements for personnel who may come into contact with Santee Prospect, LLC goods or intellectual property. Sub-contractors and their employees must meet the same criteria set for Santee Prospect, LLC personnel.

#### ***8.1 Employee Handling Santee Prospect, LLC Product or Intellectual Property***

Santee Prospect, LLC will verify that all employees have successfully passed a background check, as permitted by law, prior to commencing employment with Santee Prospect, LLC .

##### ***8.1.1 Background Investigations and Toxicology Screening***

If permitted by law, background investigations must be conducted on any individual or entity prior to hiring or assignment, and prior to granting access to Santee Prospect, LLC goods or intellectual property. These background investigations must be documented and shall include at minimum:

- Verification of personal identity;
- Criminal background checks for the previous five (5) years (to the extent permitted under local laws);
- Name search within check lists of known terrorist organizations;
- Employment verification back to age 18, including any gaps of greater than thirty days;
- Motor Vehicle Records (MVR) for those subjects driving company-owned vehicles, or driving on company business as a primary component of their job;
- Where applicable by law, ten-panel toxicology screening measures should be used on a pre-employment, random and for cause basis;
- Name search within government de-barred lists.

##### ***8.1.2 Employee Terminations***

All terminations of employees and sub-contractor employees must be documented. If any employee is 'terminated – not eligible for rehire', the facts of their termination must be

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documented to the extent permitted by law. All such records must be retained indefinitely unless and until instructed to the contrary by Santee Prospect, LLC leadership. Access control devices (keys or cards) must be collected from every terminated employee and sub-contractor employee immediately upon termination. Systems access permissions must be removed within 24 hours of termination. Employees not eligible for re-hire must be placed on a list. New applicants must be checked against the list prior to employment.

### ***8.2 Retention of Training Records***

Detailed records must be kept of all personnel receiving Santee Prospect, LLC training.

## ***9 CARGO SECURITY***

### ***9.1 On-site Cargo Security***

All Santee Prospect, LLC facilities shall comply with the following on-site cargo security requirements.

#### ***9.1.1 High Security Container Seals (Chain of Custody)***

All vehicles, trailers, and containers ("Cargo Vehicles") must be secured using high-security seals that comply with the standards of:

- The location of origin
- Applicable trans-shipment guidelines
- The location of destination

Access to container seals must be limited, seals should be affixed either by shipping or security personnel (never by the driver), and seals must be destroyed upon removal.

#### ***9.1.2 Cargo Delivery, Loading, and Unloading***

Trucks are permitted to enter and leave the facility through secured access points only.

When unattended, containers, trucks, and trailers containing Santee Prospect, LLC goods must be:

- Parked in secure holding areas
- Monitored through video surveillance or directly by security personnel

Cargo loading and unloading must be supervised by Santee Prospect, LLC authorized personnel. Full pallets, partial pallets, and single shipped master cartons must be weighed before shipment. The weight must be noted in the related shipping documentation. Delivery,

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loading and unloading should be scheduled in advance and must be during applicable business hours only. Santee Prospect, LLC goods cannot be pre-loaded into Cargo Vehicles except under preapproved conditions. When unloading cargo, cargo weight and carton count must be reconciled against the manifest documents while the cargo vehicle is still present. Damage or tampering must also be noted. Damaged or short shipments must be reported to the designated Santee Prospect, LLC leadership representative within one (1) hour of receipt. Before loading cargo, the employee must:

- Inspect the cargo vehicle for unauthorized or un-manifested materials;
- Verify that all outbound shipments are destined to an authorized location;
- Verify that shipments are scheduled for delivery during normal receiving business hours, unless a shipment has an alternate receiving procedure in place prior to shipment. Each alternate receiving procedure can apply to one specific shipment only.

### ***9.1.3 Segregation of Shipping and Receiving Functions***

One of the following methods must be used to ensure that Santee Prospect, LLC goods cannot be simultaneously loaded on and unloaded from the same truck, trailer, or container:

- There must be a physical barrier between shipping and receiving facilities that prevents co-mingling of these activities,

OR;

- Shipping and receiving must be scheduled so they do not occur at the same docks at the same time.

### ***9.1.4 Cargo Vehicle Inspections***

Cargo Vehicles must be physically secure, with working locking mechanisms that are inspected upon each loading of Santee Prospect, LLC goods. Inspection logs must list the names of the person(s) conducting the inspections and their findings.

### ***9.1.5 Protection of Shipment Information***

Information regarding incoming and outgoing shipments, including the routing of said shipments, is to be kept confidential and securely guarded. [REDACTED]

[REDACTED] Under no circumstances shall another person move a loaded vehicle.

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### ***9.2 Controlling Access to Cargo***

Uncontrolled access to shipping and loading docks, cargo areas, trailers, containers, or any other vehicle involved in the transport of Santee Prospect, LLC goods is prohibited. At a minimum, access must be controlled as follows:

- Access to such areas must be logged and records retained indefinitely unless and until instructed to the contrary by Santee Prospect, LLC leadership.
- Drivers must be accompanied by authorized personnel when in a shipping/receiving area for Santee Prospect, LLC goods, and otherwise must remain in their vehicle or be restricted to a designated area.
- Vendors must keep complete records of driver names, license number, vehicle license number and issuing governmental authority (tractor and trailer, if applicable), seal serial number, and the date and time of pick-up.

## ***10 CONTROL OF GOODS IN FACILITIES***

### ***10.1 Storage of Goods***

Santee Prospect, LLC goods must be transferred upon reception to secure, access controlled internal location(s) by Santee Prospect, LLC authorized personnel. All Santee Prospect, LLC storage locations shall be within the facility.

### ***10.2 Access to Goods***

The following access controls are required for Santee Prospect, LLC goods and storage areas.

#### ***10.2.1 Granting Access to Santee Prospect, LLC Goods***

Access to Santee Prospect, LLC goods shall only be provided for established business needs.

#### ***10.2.2 Santee Prospect, LLC Storage Area Locations***

Santee Prospect, LLC storage areas shall be accessible from specific monitored locations only.



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### ***10.2.3 Code, Key, or Card Access to Santee Prospect, LLC Storage Areas***

Access to Santee Prospect, LLC storage areas shall be by assigned access code. However, if the facility cannot accommodate an access code system, keys, or cards may be used to control access.

#### ***10.2.3.1 Access Code Requirements***

- Access codes should be issued to authorized individuals only. Sharing codes is prohibited.
- Access codes must be changed at least once every three (3) months.
- Access codes are to be controlled and logged by authorized individuals only.
- Employee access changes must be reported to security immediately and their access privileges must be modified immediately.

#### ***10.2.3.2 Access Control Devices***

Access control devices (keys or cards) must be collected from every terminated employee immediately upon termination. Extra, unused, or returned access keys or cards must be kept in a secure location.

#### ***10.2.3.3 Access Control Records***

Electronic access logs that include the name of the authorized individual, the date of access, and the time of access must be maintained indefinitely unless and until instructed to the contrary by Santee Prospect, LLC leadership. Records identifying all persons in possession of keys, cards or access codes must be maintained indefinitely, unless and until instructed to the contrary by Santee Prospect, LLC leadership.

### ***10.2.4 Employee Identification***

The identity of each person seeking access to Santee Prospect, LLC goods must be verified in real time. Persons monitoring access shall be trained in how to challenge persons seeking inappropriate access. Visibly displayed photo or serialized identification badges are to be used by all personnel provided access to Santee Prospect, LLC goods.

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### ***10.2.5 Visitor Access***

No visitors are to be allowed access to Santee Prospect, LLC goods storage areas without prior Santee Prospect, LLC leadership approval, a government issued ID, and a Santee Prospect, LLC authorized escort.

### ***10.2.6 Temporary Staff***

Temporary staffs such as maintenance or cleaning crews are to be supervised at all times by a Santee Prospect, LLC authorized escort.

### ***10.2.7 Personal Belongings in Santee Prospect, LLC Storage Areas***

Bags, backpacks, and personal cell phones must remain in the locker room and shall not be allowed in Santee Prospect, LLC goods storage areas.

## ***11 RETURNED AND REJECTED PRODUCT***

### ***11.1 Mandatory Scrap and Destruction***

Designated employees must remove affected product, packaging labels, product inserts, and Santee Prospect, LLC electronic files from their inventory, store these in a dedicated secure area on the premises, and document said Santee Prospect, LLC goods as scrapped and destroyed within five (5) business days if any of the following events occur:

- Santee Prospect, LLC goods are determined to be corrupted or unusable;
- Santee Prospect, LLC goods are at end of life.

Determination of whether one of these events has occurred shall be at Santee Prospect, LLC's sole discretion.

### ***11.2 Destruction of Scrap and Returns***

#### ***11.2.1 Santee Prospect, LLC Goods***

Goods scheduled for destruction (including seals) must be kept in a dedicated secure location. Destruction must be performed in the presence of an authorized Santee Prospect, LLC representative, and must be certified. Certificates of destruction must be kept indefinitely, unless and until instructed otherwise by Santee Prospect, LLC leadership.

- Logs of all scrapped goods must record:
- Date of destruction;

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- Description and quantities of scrapped goods;
- Identifying control numbers, if any;
- Name of the person authorizing destruction;
- Name(s) of the person(s) witnessing and destroying Santee Prospect, LLC goods.

### ***11.2.2 Electronic Files***

Electronic files scheduled for destruction are to be securely deleted using procedures specified by Santee Prospect, LLC and said destruction must be documented.

## ***12 REPORTING AND NOTIFICATION***

### ***12.1 Security Requirements Violations***

Any employee will notify Santee Prospect, LLC leadership within 24 hours upon becoming aware of any violation of Security Requirements.

### ***12.2 Notification of Damage or Loss***

Any employee shall report any loss or damage to any Santee Prospect, LLC product or its packaging within 24 hours of becoming aware of such loss or damage.

### ***12.3 Firewall Access Violations***

Firewall access violations must be logged and periodically reviewed to identify potential intrusions.

### ***12.4 After-hours Alarm Notification List***

An after-hours alarm notification list is required. This list must include multiple layers of redundancy to guarantee that a responder is available 24/7. The list must be updated and tested once every 6 months.

### ***12.5 Security Incidents***

Santee Prospect, LLC will designate leadership personnel, corporate and local, to be contacted in the event of a security incident.

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### ***12.6 Solicitations by Unauthorized Sellers***

Attempts to buy or sell Santee Prospect, LLC goods by unauthorized personnel or companies must be reported to Santee Prospect, LLC leadership within 24 hours of the solicitation. The report should include as much detail as possible.

### ***12.7 Unusual Discrepancies in Sales or Orders***

Unusual discrepancies in sales or orders from a given supplier or distributor must be reported to the appropriate Santee Prospect, LLC account manager within 24 hours of discovery.

### ***12.8 Reporting Violations of Government Regulations***

Any employee shall report to Santee Prospect, LLC leadership any violation of government regulations that impact their ability to fulfill any contractual obligations. Such reports must be made within 24 hours of the discovery of the violation.

### ***12.9 Reporting Revisions of this Document***

All Santee Prospect, LLC employees and approved sub-contractors will be informed of revision changes to this document within five (5) business days of the final change.

## ***13 INFORMATION PROTECTION***

All Santee Prospect, LLC employees must implement the following measure to control access to, and protect the storage and transmission of Santee Prospect, LLC confidential electronic information.

### ***13.1 Information Security Management***

The vendor's network and servers must be protected by an information security function that:

- Establishes information security management policies and controls;
- Monitors compliance to established controls;
- Assigns information security roles and responsibilities;
- Assesses information risks and manages risk mitigation.

### ***13.2 Protected Access to Santee Prospect, LLC Confidential Information***

Santee Prospect, LLC Confidential Information:

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- May only be stored on secure servers that are protected from general purpose computer networks by a dedicated firewall.
- May not be stored on any internal drives to which external portable media recordable devices can be attached for the extraction of data.

### ***13.3 Environmental Controls***

All critical computer resources must be housed in accordance with equipment manufacturer's operating specifications for temperature ranges, humidity levels, and other pertinent parameters.

### ***13.4 Fire Suppression***

Data centers and computer rooms housing critical computer resources must be equipped with fire suppression systems.

## ***ATTACHMENT A: DOCUMENT REVIEW AND RETENTION***

### ***Appendix 1: Document Review Schedule***

All Santee Prospect, LLC required security documentation should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

### ***Appendix 2: Record Retention List***

All Santee Prospect, LLC required records, lists, and logs should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

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## **ATTACHMENT A: DOCUMENT REVIEW AND RETENTION**

### **Appendix 1: Document Review Schedule**

All GAIA required security documentation should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

## ***One Shield Security Services Inc.***

- Disaster Recovery Plan Annual
- Business Continuity Plan Annual
- Disaster Recovery Contact List 3 months
- Business Continuity Contact List 3 months
- Access Control Logs 60 days
- Controlled Access Records Annual
- Firewall Access Violation Logs Periodically

### **Appendix 2: Record Retention List**

All GAIA required records, lists, and logs should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

- Employee Termination Records Indefinite
- Computer Log Files At least 60 days
- Cargo Access Records Indefinite
- Uneventful Audio and Video Recordings 3 months following recording
- Audio and Video Recordings Documenting an
- Event Indefinite
- Purchase orders for company product Indefinite
- Receipts of company product Indefinite
- Access Logs Indefinite
- Key, card, and access code records (as
- applicable) Indefinite
- Certificates of Destruction Indefinite

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### **ATTACHMENT A: DOCUMENT REVIEW AND RETENTION**

#### **Appendix 1: Document Review Schedule**

## ***One Shield Security Services Inc.***

All GAIA required security documentation should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

- Disaster Recovery Plan Annual
- Business Continuity Plan Annual
- Disaster Recovery Contact List 3 months
- Business Continuity Contact List 3 months
- Access Control Logs 60 days
- Controlled Access Records Annual
- Firewall Access Violation Logs Periodically

### **Appendix 2: Record Retention List**

All California MMRSA required records, lists, and logs should be periodically reviewed for accuracy and revision. The following table is provided for employee management convenience but may not address all review issues.

- Employee Termination Records Indefinite
- Computer Log Files At least 60 days
- Cargo Access Records Indefinite
- Uneventful Audio and Video Recordings 3 months following recording
- Audio and Video Recordings Documenting an
- Event Indefinite
- Purchase orders for product Indefinite
- Receipts of product Indefinite
- Access Logs Indefinite
- Key, card, and access code records (as
- applicable) Indefinite
- Certificates of Destruction Indefinite

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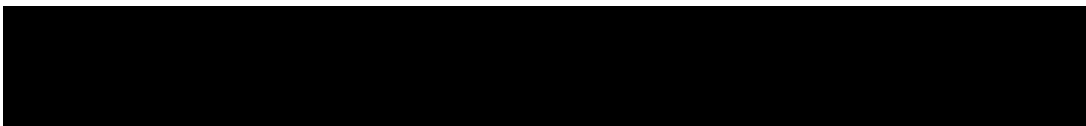
### ***Appendix 2: Camera Placement***

Note: The camera placements outlined in the diagram below are preliminary and are based on a site visit prior to occupation of the facility. Placements will be adjusted as necessary once all interior planning is complete.

### ***Appendix 3: Entry Control Point (ECP), Transition Area***

The ECP will allow for a single entry and exit point for all employees. Emergency exits will be accessible as exit points only in the event an emergency egress is required. The ECP diagramed below will be adjusted once planning and facility upgrades are completed.

### ***Appendix 4: Secure Loading Dock***



### ***ATTACHMENT C: SECURITY FEATURE EXAMPLES***

The items below are examples and may or may not be the types used; they are solely for illustrative purposes.

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### **ATTACHMENT C: SECURITY FEATURE EXAMPLES**

The items below are examples and may or may not be the types used; they are solely for illustrative purposes.

- Access Key Card
- Access Card Reader
- Identity (ID) Badge
- Motion Sensor
- Security Camera (indoor)
- Security Camera



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### **ATTACHMENT D: SECURITY POLICIES**

#### *Appendix 1: Comprehensive Key and Lock Control Policy*

##### *Purpose*

- The purpose of this Key Management Policy is to help protect the life, property, and security of Santee Prospect, LLC facilities, occupants, and product.
- It shall serve as the framework by which all keys and access credentials will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for by the Key Control Authority ("KCA").
- The KCA comprises the person, persons, department, or committee that has authority to adopt, administer, and enforce this facility's Key Management Policy.
- This policy shall apply to all keys including those to all space, office equipment, vehicles, padlocks, lockers, safes, etc. owned, operated, or controlled by the facility.
- This Policy seeks to establish a recorded chain of accountability and access for all credentials, key holders, and locations.
- Establish a key issuance authority.
- Issue appropriate level keys to individuals.
- Establish authority on all key control policies.
- This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised.

##### ***Specification***

The following represent the basic and most critical elements of key control and shall be included, as a minimum, in the key control specification.

- Facility shall appoint a Key Control Authority and/or Key Control Manager to implement, execute, and enforce key control policies and procedures.
- A policy and method for the issuing and collecting of all keys shall be implemented.
- Keys and key blanks shall be stored in a locked cabinet or container, in a secured area.
- A key control management program shall be utilized. A dedicated computer software application is preferred—Key Wizard® or equivalent.
- All keys shall remain the property of the issuing facility.

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- A key should be issued only to individuals who have a legitimate and official requirement for the key.
- A requirement for access alone, when access can be accomplished by other means (such as unlocked doors, request for entry, intercoms, timers, etc.), shall not convey automatic entitlement to a key.
- All keys shall be returned and accounted for.
- Employees must ensure that keys are safeguarded and properly used.

### ***Enforcement***

- This policy shall be adopted by universal consent and administrative mandate from the highest levels to allow full and complete implementation and enforcement.
- All keys remain the property of facility.
- Keys that are no longer required for authorized purposes shall be returned to the Key Control Authority (KCA).
- No person or department shall knowingly receive, borrow, or possess any key for any space without receiving permission from a person duly authorized to give permission to possess such key.
- No person shall knowingly alter, duplicate, copy, or make a facsimile of any key to a lock of a facility building or property without receiving permission from the KCA.
- To enforce effective key control, administrators may choose to impose a deposit for each key issued.
- Key holders shall use assigned keys for access to authorized locks only.
- Key holders shall take measures to protect and safeguard any facility keys issued to them or in their name.
- Key holders shall not loan their facility key(s).
- Key holders shall not use their key(s) to grant access to non-authorized individuals.
- Key holders shall not attempt in any manner to duplicate or alter facility keys in their possession.
- Key holders shall immediately report any lost, missing, stolen, or damaged keys.
- Persons entering locked buildings or spaces are responsible for re-securing all doors and shall not prop open any doors.
- Individuals shall not store keys in desk drawers or other unsecured areas.

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- Violations of any of these enforcement policies may result in disciplinary action up to and including dismissal.

### ***Elements of a Key Control Policy***

#### ***Key Control Authority (KCA)***

Facility shall appoint a Key Control Authority with power and authority to:

- Develop all the policies and procedures related to the facility's key management system.
- Appoint or become a Key Control Manager to:
  - Implement, execute, and enforce the key control policies and procedures.
  - Issue and return keys with proper documentation, authorization, and transaction receipts.
  - Supervise, authorize, and control the security of key and key blank storage and the key cutting process.

#### ***Storage***

Keys, credentials, and key records shall be stored in a secure condition (data) or location (physical items) protected by lock and key or vault.

- Keys shall be stored in a locked cabinet or container, in a secured area.
- Key rings issued for temporary use shall be of a tamper resistant design so that keys cannot be removed from the ring prior to return.
- Keys stored in a non-centralized location:
  - Sequence locks release one key upon the insertion and trapping of another.
  - Allows remote issuance of master keys.
  - Permits fewer master keys to be issued on a permanent basis.
- Emergency key storage boxes (Knox, Supra type).
- Subject to local regulations and to protect against theft or duplication, no master keys should be stored in these types of containers.
- Computerized key cabinets with access control and audit capability may be used in remote locations for temporary key issuance.
- Key records shall be stored in a secure location that is protected against both fire and theft:
  - Authorization forms.
  - Key issuance and return records.
  - Data files shall be password protected and encrypted.

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### ***Key Management Formats***

The key management system shall be maintained in a computerized format. The computerized format shall use password protected and data encrypted software to easily access, maintain, and cross-reference information on:

- Keys:
  - Blind code numbers.
  - Standard Key Coding Symbols ("SKCS").
  - Key identity: serial, inventory, or sequence number.
  - Individuals with authority to issue for each key.
  - Temporary issue keys and key rings.
- Key holders:
  - Name, address, ID #, telephone, key deposit.
  - Authorized individual's signature.
  - Optionally: signature, photo, PIN.
  - Key deposit (if any).
- Locations:
  - Room number.
  - Door number.
  - Description or usage.
  - Departmental control.
  - Security level or access restrictions.
- Hardware:
  - Lockset, exit devices, deadbolt.
  - Cylinder type.
  - Door closer.
  - Hinges.
  - Finish.
  - Protection plates.
- The format used shall allow a fully searchable cross-reference:
  - Keys x location(s).

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- Keys x key holder(s).
- Key holder x keys.
- Key holder x location(s).
- Location x key(s).
- Location x key holder(s).

### ***Record Keeping***

- All key records shall be kept current at all times and are to be considered high security and confidential.
- Records shall be securely stored (see "Storage").
- All transactions shall be recorded in a timely manner.
- Standardized forms shall be used (see "Forms").

### ***Policies and Procedures***

#### ***Identifying Keys and Keying***

- All keys should only be marked with a blind code number that does not in any way reflect its usage or level.
- The use of standard key coding to mark cylinders or keys is not recommended.
- Keys should not be marked M, MK, GMK, or GGMK to indicate level of keying.
- All issued keys should contain an inventory or serial number that reflects the total number of keys issued and provides a unique identifier for every copy.

#### ***Issuing Keys***

- All key orders should be properly authorized by an authorized signer, in addition to the key holder, before issuing.
- Each key can have its own appropriate level of authorization.
- Higher level keys may require higher levels of authorization.
- Issue the proper level key to each individual granting only the appropriate level of access.
- Issue keys by need, not desire.
- Require signature(s) on key holder agreement:
  - Signature of key holder.
  - Signature of authorizer.

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- Require photo ID.
- Keys shall be issued by duration of need, not by term of employment.
- Signature required by key holder and authorizer.
- Keys must be personally picked up, not mailed.
  - If necessary, keys may be delivered by courier or other return-receipt required certified carrier.
- Keys shall be individually serialized or numbered.
  - Keys shall be identified by blind code numbers and serialized number.
- Individuals may be issued only one copy of each keyset.
  - Exception for approved multiple key holders.
- The KCA shall establish key issuance authorization levels determined by the type of key. The general rule shall be that an authorizer may only approve keys for spaces directly under his/her control. In some cases, more than one authorizer may be required.
  - Types of keys:
    - Change keys.
    - Master keys.
    - Grand master keys.
    - Top master key.
    - Entrance key.
    - Control keys.
    - Mechanical/Maintenance keys.
    - SKD/Security keys.
- Facility shall use standardized key deposits varying by key holder type and by level of key. For example, the deposit for a master key should be greater than that of a change key.
- Keys may not be duplicated or issued except through the KCA or authorized facility locksmith.
- Keys shall only be issued by a designated individual.
  - Exception: Electronic key cabinets with audit control or sequence locks.
- All keys should be tracked with a return due date and time, especially temporary issue keys.
- Shift keys or rings shall be returned at the end of every work shift.
- Shift key rings shall be sealed and tamper evident.

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### ***Returning Keys***

- All keys shall be returned to the issuing department by the authorized key holder.
  - When keys are returned, any key deposit will be refunded and a key return receipt shall be issued to the key holder.
- Found keys must be turned into the KCA.
- Final paychecks, records, and/or transcripts may be held pending return of key(s).

### ***Non-returned key policy***

- A fee for lost or stolen keys shall be established.
  - In the event that facility keys are lost or stolen, it shall be policy to recombine immediately any cylinders accessible by the lost key(s).
  - All re-keying charges must be paid by department, individual, or company responsible for losing the key.
  - Re-keying charges shall be determined by the number of locks operated by the lost or stolen key(s).
  - If any individual has two or more separate incidents of lost, stolen, or non-returned key violations within a one (1) year period, key privileges may be revoked.

### ***Administration of the Master Key System***

- Update the key schedule and bitting lists as new codes and bittings are issued and used.  
Send periodic updates to the cylinder manufacturer if factory control over the key system will continue.
  - Cross keyed conditions should be minimized or avoided.
    - When cross keying is unavoidable, all cross keyed conditions should be fully recorded.
- Audits
- Key holder:
    - On at least an annual basis, the responsible department will determine that the proper accountability of keys is being maintained by conducting random key checks that sample the keys being carried by at least 25% of all departmental key holders.
  - Key System:
    - It is recommended that, under normal circumstances, all keys and cylinders should be changed, or at least evaluated for change, at intervals not exceeding five (5) years.

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30

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- Perform periodic audits of key cutters to determine if unauthorized duplicate keys can be obtained.
- Reports shall be periodically generated and distributed by department with a written response required to confirm the accuracy of the information being held.

### **Transfer/Temporary use**

- Keys shall not be transferred from one individual to another without proper authorization and record keeping from the KCA.

### **Forms**

The following represents basic elements that should be included in one or more of each type of form.

- Key Request Form
  - Key request:
- One form for one key.
- Issue multiple forms for multiple keys.
  - Key issue agreement.
  - Key holder signature.
  - Authorization signature.
  - Work order.
  - Key issue and deposit receipt.
  - Multiple key holder requests.
- Key Return Form
  - Key return receipt.
  - Deposit returns receipt.
- Lost or Stolen Key Report Form
  - Description of circumstances of loss.
  - Rekey fee if any.
- Service Form
  - Cylinder recombination form.
  - Request for SKD or NMK keying.
  - Lock opening request form.

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31



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The following basic information should be included on each form.

- Key holder name, address, ID, and/or department.
- Signature of key holder and date.
- Key identification (key set symbol and/or blind code).
- Location where key(s) are needed.
- Type of transaction; issue, return, lost or stolen, cylinder recombination, or lock opening request.
- Authorization signature(s).
- Date of specific transaction(s).

### ***Appendix 2: General Facility Access Control Policy***

#### ***Purpose***

The purpose of this policy is to govern conditions of access to Santee Prospect, LLC facilities both during and after normal business hours in order to maintain the integrity and security of the physical plant, Santee Prospect, LLC product, Santee Prospect, LLC intellectual property, and to protect Santee Prospect, LLC employees.

### **Appendix 2: General Facility Access Control Policy**

#### **Purpose**

The purpose of this policy is to govern conditions of access to GAIA facilities both during and after normal business hours in order to maintain the integrity and security of the physical plant, GAIA product, GAIA intellectual property, and to protect GAIA employees.

#### **Definitions**

##### **Key**

A device used to open conventional hardware on doors that are not part of the Key Card System and provide unlimited access to the space. Key Card or Card Programmable electronic "keys" which allow users to enter secured buildings or rooms during set times. Photo ID A Key Card or Card with the photo of the authorized card holder on the face of the card.

Key Card Office Person or team designated by to serve as key card control and issuing entity

Key Card System Computerized electronic access control system.

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### **Key Card Readers**

Electronic devices, which read encoded electronic identification on the Key Card and allows access to building or secured areas if the Key Card holder has access approval.

Coordinator Staff assigned by leadership to approve and process issuing Keys, Key Cards, or Photo ID cards.

### **Representative**

Staff assigned by leadership for approving the issuance of Keys, Key Cards, or Photo ID Cards to High Security Access Areas

### **Controlled Access Building**

A general security classification given to GAIA buildings. All company owned or controlled buildings are considered controlled access buildings requiring key cards to be issued to authorized personnel.

### **High Security Area**

An area inside a building designated and approved by GAIA leadership requiring a higher level of controlled access. Access is limited only to those persons approved by leadership or the department head's authorized representative.

Examples of these areas include Goods Storage, Goods Preparation, Security Control Center, and other similar spaces. Temporary Key or Key Card Issued to users in special cases requiring short term access. These are approved by leadership.

### ***Policy***

Santee Prospect, LLC controls access to and in buildings owned or managed by Santee Prospect, LLC through mechanical and electronic locks. This policy applies to all Santee Prospect, LLC employees, contractors, or others designated by Santee Prospect, LLC leadership who are holders of Keys, Key Cards, or Photo ID.

- Controlled Access Buildings

## ***One Shield Security Services Inc.***

Santee Prospect, LLC installs Card Readers and keyed locks on selected doors and elevators in the buildings we own or operate.

Keys, Key Cards and Photo ID are and shall remain the property of Santee Prospect, LLC and they shall be issued, controlled, and used as described in this policy. Any person shall only use or hold the Key, Key Card, or Photo ID that is officially assigned to them. No person shall use a Key, Key Card, or Photo ID to give access to a person who does not have authority to be in the controlled space. No Key, Key Card, or Photo ID officially issued to any person may be loaned or re-assigned to another person except through the Hibiscus

### **Santee Prospect, LLC Key Card Office.**

A Key, Key Card, or Photo ID shall be issued only upon receipt of the properly completed form signed by the Coordinator. Under no circumstances may any state Key, Key Card, or Photo ID be duplicated by anyone other than the Key Card Office. We reserve the right to deactivate Key Cards at any time without notice. The holder of a deactivated card must promptly return it to the agency Coordinator. The Coordinator may request re-issuance. The Coordinator must return all Keys, Key Cards, or Photo ID to the Key Card Shop as soon as they are no longer needed. Each Department shall name a Coordinator and one or more alternates. When agencies share a building, they should share one common Coordinator if at all possible. The Coordinator must keep records of all Keys, Keycards, and Photo ID authorized by them. Records shall include approval of each request from the requestor's manager. To authorize a Key, Key Card, or Photo ID, Coordinators send the signed Key/Key Card/Photo ID Access Form to us. Request forms are posted on-line or are available from us by e-mail. A Coordinator's approval, by email or signature, represents to us that all internal agency policies have been met. Coordinators must promptly tell our Key Card Office of any changes in a Key, Key Card, or Photo ID status. These items are controlled and require immediate notification if misplaced, lost, or stolen. They must also call us if a Key Card needs de-activation for any other reason, followed by a confirming e-mail. They may also ask us in writing or e-mail to change an existing Key Card's lock and unlock times for any areas. By the request, we will assume they have obtained approval of all tenant and owner-agencies involved. In special cases, we may issue a special temporary Key or Key Card to a Coordinator or an employee authorized by the Coordinator. The coordinator or authorized employee may then

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issue the Key or Key Card to a temporary user. The user of a temporary Key or Key Card shall have full responsibility for it and its use. Examples of temporary users includes, a contractor who needs afterhours access for a project, a state employee who has no card and needs access one weekend for a project, or for other official state business needs that are temporary.

Coordinators may approve Keys, Key Cards, or photo ID only to the buildings where their agency is a tenant or owner. In those buildings, a Coordinator may approve access to the internal space their agency rents or owns and to shared, or common, areas. Common areas are building entries and the halls, conference rooms, or other areas that the owner and tenants all agree are shared. A Coordinator may not authorize access to some other department's space or to High Security Areas.

Our Key Card System tracks Card usage. We will periodically provide to each Coordinator a "Valid Key Card Holder's List" to verify. If a department needs a special report, the Coordinator should ask us in writing or e-mail, giving the reason and type of data needed.

### **• High Security Areas**

Within Santee Prospect, LLC owned or operated buildings; specific areas may be designated as a High Security Access Area. For any area to be designated, a request form must be completed. Requests shall be submitted by the department head to the Key Card Office for Santee Prospect, LLC Facilities Administrator's approval. Those areas requested for High Security Access status shall be clearly identified by door location and access control reader number on a building floor plan. Once the request is received, a list of all currently issued cards allowing access to the readers and doors identified shall be provided by the Key Card Office. Each department with a High Security Area shall name a High Security Access Area Representative and one or more alternates. Upon review and approval of a High Security Access Area request, those persons having the authority to approve access to the high security area shall complete a High Security Signature Authorization form, requiring the approval of the department head, and return it to the Keycard Office. When possible, high security areas occupied by multiple agencies shall agree to a common representative as the approving authority. The alternates might come from another department.

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When a building area has been modified or newly designated as a High Security Access Area, there may be existing Keys or Key Cards that allow access to the area. Upon approval by the Facilities Administrator, the Key Card Office will send a letter to the building's Key Card Coordinator and the designated High Security Access Area representative identifying the Key or Key Card holders who have access to the designated area. The letter will also include a copy of the approved area designation request with attachments. The Key Card Coordinator will prepare and sign a new Key/Key Card/Photo ID access form for each person on the list that should continue to have access to the area. If a new form is not received within thirty (30) days of approval, access for other current key and cardholders will be canceled and the Coordinator must promptly collect them from the holder and return them to the Key Card Office. Each form should also be signed by the High Security Area Representative and submitted to the Key Card Office. The Coordinator's and Representative's approval, by e-mail or signature, represents to us that all internal department policies have been met.

High Security Access Area key card requests shall require the approval of the originating controlled access area Coordinator and the approval of the security access area authorized Representative on file at the Key Card Office.

In very special cases and only at the department's request, we may issue a special temporary Key or Key Card to a Representative or an employee authorized by the Representative. The Representative may then issue the Key or Key Card to a temporary user. The user of a temporary Key or Key Card shall have full responsibility for it and its use.

Temporary keys or key cards are only issued upon approval from the Santee Prospect, LLC leadership team. At the Department head or our division administrator's discretion, certain areas shall require any proposed or existing cardholder to undergo a criminal background check before the department head, our administrator, or the Key Card Office will approve, issue, or continue a Key Card.

### ***Appendix 3: Badging Policy***

#### ***Purpose***

The purpose of this policy is to establish conditions for the issuance of a Santee Prospect, LLC ID Badge in order to maintain the integrity and security of the physical plant, Santee Prospect,

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LLC product, Santee Prospect, LLC intellectual property, and to protect Santee Prospect, LLC employees.

*Scope* This policy applies to all Santee Prospect, LLC employees, contractors, clients, and visitors requiring or requesting access to Santee Prospect, LLC facilities. ID Badges are issued only to individuals requiring access to Controlled Access Buildings and High Security Areas.

### ***Policy***

It is the policy of Santee Prospect, LLC to issue an identification (ID) badge to each employee and to all temporary contractor personnel. Official guests, observers, and vendors will also be issued ID cards or badges. ID cards and badges may not be loaned or otherwise transferred to another individual or department. This policy applies to all personnel regardless of status or classification to include full time employees, part time employees, temporary employees, contractor personnel, observers, and visitors.

### ***Procedures***

#### **• ID Badge Procedures**

Plastic ID cards are authorized to be issued based upon their Access Level after receiving a request from one of the following:

- Santee Prospect, LLC Executive Leadership (ultimate approving authority)
- Santee Prospect, LLC Human Resources Director
- Santee Prospect, LLC Security Director
- Santee Prospect, LLC Logistics Director

Short term guests, vendors, observers, or other visitors will be issued a temporary visitor badge and will be escorted at all times. The requesting department completes an ID Card Request Form for plastic ID cards for contractors or temporary employees. The user department retrieves the ID cards at the end of the worker's shift and secures it. Once the temporary worker or contractor has completed their assignment, the requesting department recovers the ID card and returns it to the Santee Prospect, LLC Human Resources Director. Only ID cards and badges approved for use by Santee Prospect, LLC may be used to comply with this policy.

#### **• Badge Display**

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ID card/badge holders must wear the ID badge at all times while on property owned or under the control of company.

The ID badge is to be worn on the upper chest and be clearly visible to someone facing the wearer. The ID card may be worn attached to a clip, in a clear plastic card holder, on a lanyard or other device clearly visible. The ID card must be worn horizontally so that directors, employees, observers, and guests can easily read it. ID cards/badges must be free of decoration. The ID card holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID card.

The plastic ID card holder may include other cards (e.g., mission statement and emergency cards). Such cards may not restrict the view of the ID card and must not contain a magnetic strip (e.g., credit card).

- **Monitoring**

Failure to comply with this policy may subject the violator to disciplinary action, up to and including termination. Any employee encountering an unknown person without proper identification in a non-public area should offer assistance. If the employee has any doubt as to the person's response or demeanor, leadership should be notified immediately.

### ***Appendix 4: Supply Chain Policy***

#### ***Purpose***

The purpose of this policy is to establish conditions assuring Santee Prospect, LLC goods are monitored, recorded, and verified throughout the supply chain.

#### ***Scope***

This policy applies to all Santee Prospect, LLC employee, contractors, sub-contractors, facilities, transport vehicles, and goods.

#### ***Policy***

Following are recommended policies and procedures to be implemented as appropriate.

- Record and verify introduction of goods into the supply chain under the supervision of a designated security officer.
- Record and verify removal of goods from the supply chain under the supervision of a designated security officer.

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- Protect against un-manifested material being introduced into the supply chain.
- Properly store empty and full containers to prevent unauthorized access, including the use of tamper-proof / noncounterfeitable seals.
- Check empty container received for storage or loading to assure its structure has not been modified.
- Establish procedure for affixing, recording, tracking, and verifying tamper-proof / noncounterfeitable seals on containers, trailers, and railcars.
- Seals should not be used in strict numeric sequence nor should seals be registered and controlled by a single person.
- Verify the identity and authority of the carrier requesting delivery of cargo prior to cargo release.
- Procedure for detecting shortages, overages, irregularity or illegal activities.
- Procedure for notifying Customs and other law enforcement agencies of suspected illegal activities.
- Proper marking, weighing, counting and documenting of cargo/cargo equipment, verified against manifest documents.
- Procedure for tracking the timely movement of incoming and outgoing goods.
- Random, unannounced security assessments.
- Inspection of persons and packages.

### ***Appendix 5: Storage Policy***

#### ***Purpose***

The purpose of this policy is to assure that Santee Prospect, LLC goods are securely stored and establish minimum standards and controls.

#### ***Scope***

This policy applies to all Santee Prospect, LLC employee, contractors, sub-contractors, facilities, transport vehicles, and goods.

#### ***Policy***



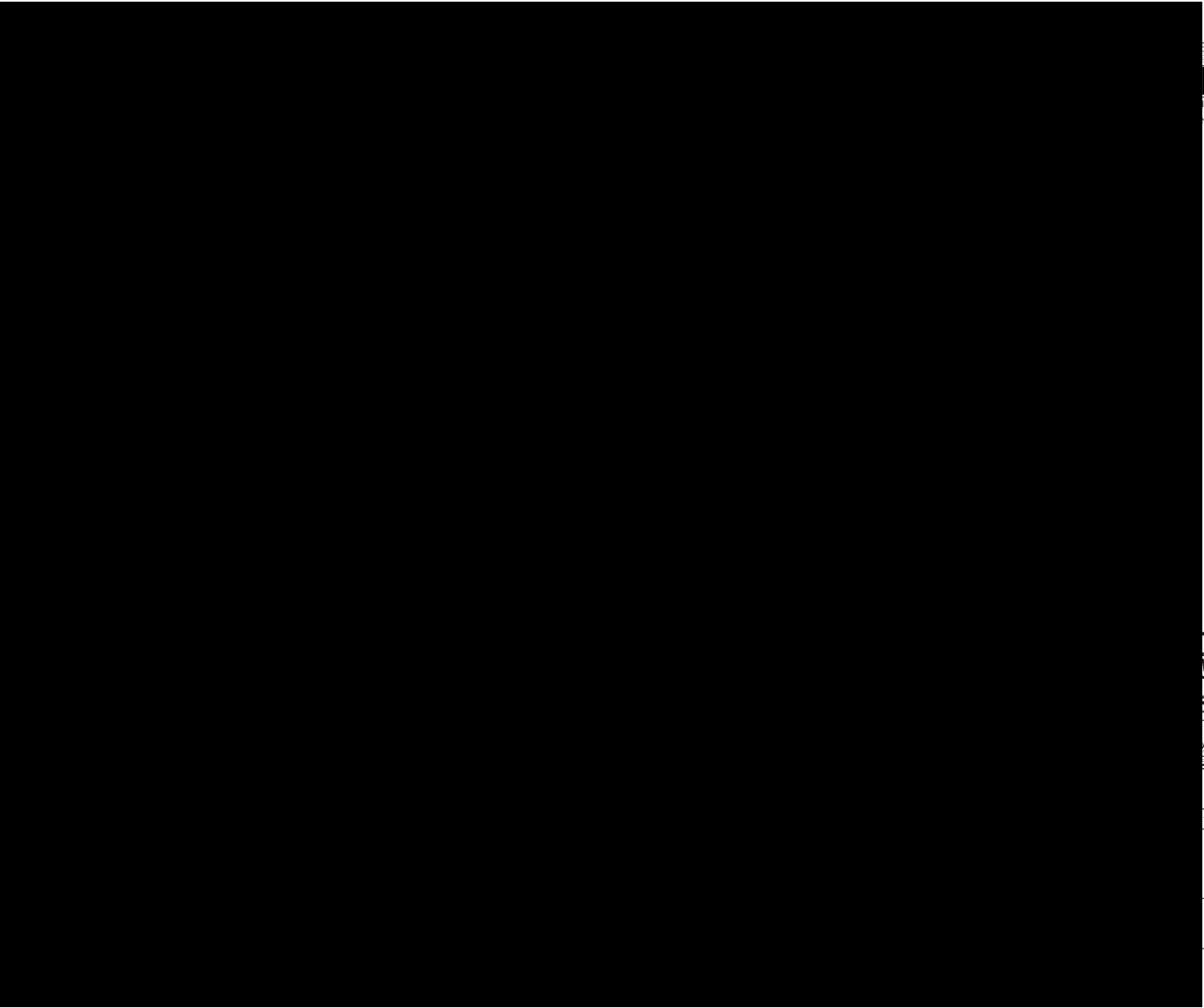
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- **Physical Security Measures and Control Procedures**

All storage areas will be designated as restricted areas. Goods containers will be positioned so their locations are not visible to the public during operating hours. Within reasonable limits, containers will be locked when access is not required for operational use. Lock and key control security procedures prescribed in Appendix 1 are applicable and will be adhered to in pharmacy operations. Facilities and their storage areas will be provided with both interior and exterior lighting of sufficient intensity to enable visual surveillance by security personnel or other designated personnel. Security checks will be conducted and documented every four (4) hours during nonoperational hours. Particular attention will be directed to doors, windows, and other possible points of entry. Entrance doors will be locked at all times, except when authorized personnel are entering or exiting the controlled area. Intrusion Detection Systems will be provided for all Santee Prospect, LLC storage areas. The minimum standards for intrusion detection equipment are described in this document. In addition, a duress switch or holdup button will be provided in a hidden location at the dispensing window to permit personnel to notify the supporting police agency from which a response force can be dispatched.

Employees on duty will have access to the duress alarm actuator at all times during periods of operation. Coordination will be made with the local police to schedule a test of the system at intervals not to exceed ninety (90) days. All instances of suspected theft, illegal entry, unlocked facilities or containers, and other suspicious incidents will be reported immediately.

## 2. Premises Diagram



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PROPOSED CANNABIS DISPENSARY FOR:  
THE CAKEHOUSE  
9845 PROSPECT AVENUE  
SANTEE, CA 92971



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PROPOSED CANNABIS DISPENSARY FOR:  
**THE CAKEHOUSE**  
9945 PROSPECT AVENUE  
SANTEE, CA 92971



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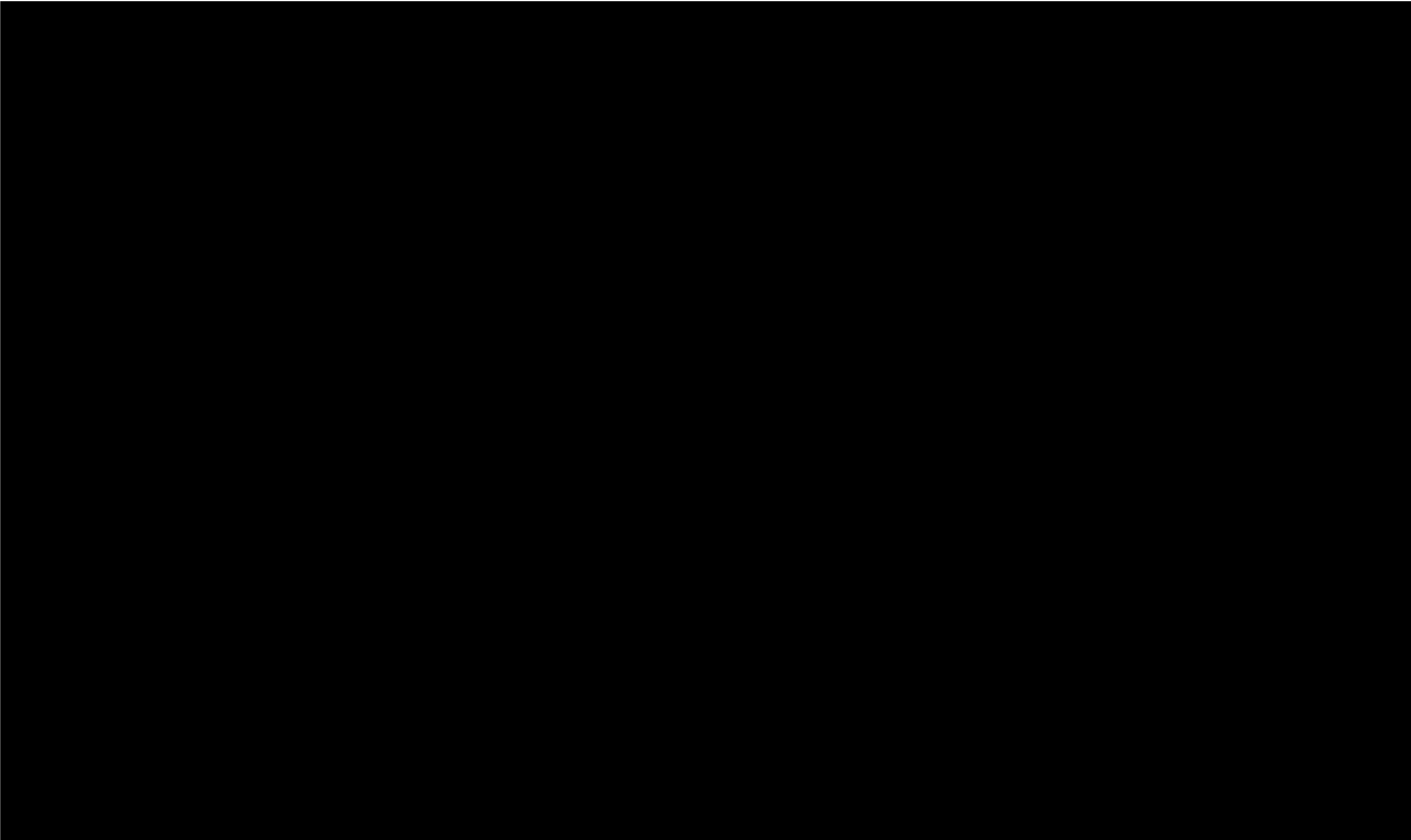


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### **3. Operational Security**

#### **A. Procedure for entering the facility**

- i. Entrances to the facility will have a double door security system. Upon being allowed entrance through the first security door of the facility, a visitor will be identified by a government issued photo identification. The purpose of the visit will be determined. Upon determining the visitor to have reason for the visit, the visitor will be allowed through the second security door and into the appropriate area, i.e. sales floor, or other area depending on need. The visitor's information will be entered into the visitor log. The visitor log shall indicate the date, time and duration of the visit as well as the escort responsible for the visitor. Applicant will make the visitor log available to law enforcement upon request.
- ii. Persons entering the first security area of the facility are required to remove caps and any sunglasses. Once the person has been approved to enter the facility and an escort has been assigned, the person may put the cap back on. This allows monitoring and identification of persons entering the facility.

#### **B. Persons Permitted on Premises**

- i. Management or persons designated by management will prepare the facility for opening.
  - Only authorized employees or persons with appropriate authority have access to the facility.
  - Authorized employees will not enter the facility until the hour their shift begins and will leave the facility when their shift ends. Employees are not to arrive early or stay after their shift.
  - Only certain authorized employees will have access to the secure areas within the facility that contain cannabis goods.
  - Employees having security codes will only use the code assigned. No one will learn or use the security code of another employee.
  - Unauthorized access into any secure area will result in the automatic triggering of audible and visible alarms to prevent unwanted access.
  - No one under the age of 21 years is allowed in the facility.
  - All visitors will be vetted, required to sign in and sign out, and be properly supervised and escorted at all times. Examples of approved visitors would be prospective employment applicants, vendors or other contractors, and maintenance personnel.

- Staff will routinely monitor the grounds to discourage and observe any loitering, consumption of alcohol or cannabis, or other suspicious or illegal activity. This is in addition to, and supplemented by the video surveillance.
- ii. **Employee Badging:** All authorized employees will wear company identification badges/lanyards. Company identification badges will not be removed from the property and will be checked in and out in accordance with the employees' work schedule.

### **C. Coordinating Emergencies**

- i. In the event of an emergency, the security coordinator will assist all emergency service providers so as to ensure that the emergency situation is remedied, employees and visitors are clear of harm, and that any risk of loss, theft, or diversion is quelled.

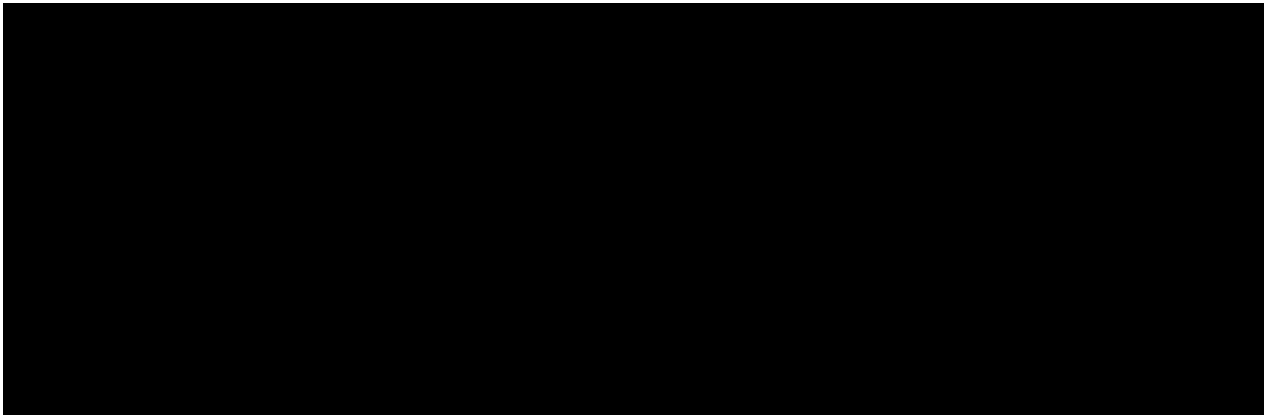
### **E. Inventory Control System (ICS)**

Applicant uses the following inventory control methods to maintain a current inventory of all products processed, moved, sold and/or destroyed.

- i. Applicant will implement an inventory control system to monitor the chain of custody of cannabis used for medical purposes from the point of purchase to sale. As required by BCC regulation, the Applicant will install and use the "TRACK and TRACE" inventory control system. Applicant's Inventory Control System (ICS) will include raw cannabis materials, all cannabis waste and all products in various stages of processing and packaging. ICS, will allow Applicant to successfully manage inventory and report to the appropriate authorities, including the City of Santee, as required.
- ii. **Responsible Employee**  
The Security Coordinator is the designated employee with oversight of the Inventory Control System and overall inventory management within the facility. The ICS will manage and track cannabis at every stage into, through and out of the facility.
- iii. **Initial Inventory**  
Prior to commencing business, Applicant will conduct an initial comprehensive inventory of all cannabis at the facility. If Applicant commences business with no cannabis on hand, Applicant will record this fact as the initial inventory.
- iv. **Perpetual Inventory Protocol**  
BCC regulations require the Applicant to audit / inventory of cannabis goods and cash with inventory every 14 days. Applicant will conduct such audits every 7 days in order to ensure that all accounts are reconciled by the 14-day requirement.

- v. **Applicant will use the ICS to document:**  
Each day's beginning inventory, acquisitions, sales, disbursements, designation and disposal of unusable cannabis, and ending inventory.
- vi. **Random Physical Inventory Checks**  
Random physical inventory checks will be conducted throughout the facility, throughout the year. Applicant's staff will document one or more of the following:
  - o Stored Cannabis
  - o Waste Cannabis awaiting disposal.
- vii. The Security Coordinator will monitor all random physical inventory checks.
- viii. Random physical inventory checks are in addition to required audits and reconciliation. Random checks are designed to test the security plan components and to ensure the integrity of the plan and security measures are being followed.

#### 4. Cash Handling



#### 5. Perimeter Security

At least one Security Officer / Guard will be on duty, and on the property at all times the facility is open to the public. The Security component will be trained and properly licensed by DCA, BSIS standards. Proposed guard hours will be from 8am – 10pm seven days a week. The exterior of the facility has multiple commercial grade exterior lights, positioned covering the exterior with bright lighting to complement the camera monitoring equipment. Applicant will use down shielded lights to complement the security camera monitoring equipment in order to identify trespassers and deter crime, while also complying with Santee Municipal Code regarding signage lighting and size. The down shield on the lights will prevent excess light pollution to the surrounding neighborhood.

The business model of Applicant will be to use a best practices approach for security protocols. The Applicant will adapt the protocols to comply with the Security Coordinator responsibilities. The Applicant will use best practices and monitoring equipment to do everything possible to prevent any injuries, theft, or diversion of product to minors. The Applicant shall designate a Security Coordinator to provide the leadership and training to ensure a secure business environment. The Security Coordinator shall demonstrate good verbal communication skills, leadership and investigational skill; be able to work with a team and demonstrate knowledge of



the Security Management Plan and related laws. The Security Coordinator shall make himself or herself known to all law enforcement and emergency providers serving the manufacturing facility. (S)He shall foster a good relationship with these individuals and work in conjunction with such professionals to ensure that safety and security concerns are constantly addressed and continually monitored. The Security Coordinator shall conduct security and emergency preparedness staff training, building security training and maintain the employee work records.

The Security Coordinator will provide oversight, and continual evaluation of the Applicant's Security Plan for the continuous betterment of proactive responsiveness to changing safety conditions.

The Security Coordinator will be responsible for implementing and maintaining the inventory control plan in the Track and Trace System as required by Department of Cannabis Control regulations. The Security Coordinator shall maintain all sensitive information such as keys, codes, records and reports in a safe and locked cabinet. The Security Coordinator shall be responsible for all video monitors, and live and recorded video feed collected from the video cameras located in, about and around Applicant's facility. In addition, the Security Coordinator shall provide copies of facility video camera recordings to law enforcement as required under the Santee Municipal Code and California State Law. The Security Coordinator will be responsible for testing all security/safety devices every 30 days and maintain a log of the completed tests, including dates and times of the testing.

The Security Coordinator will maintain and up to date employee roster with current telephone contact numbers and addresses. The Security Coordinator will also maintain a "next of kin" or emergency contact number for all employees.

The Security Coordinator will ensure that the Santee Police Department, or any other agency with jurisdiction, has current emergency contact information for key holders in the event of an incident or emergency requiring entry into the facility.

#### **A. Security Personnel**

The Applicant will have on-duty, on the premises, at least one licensed security officer / guard during the hours the facility is open to the public. Security will be in compliance and licensed by the Bureau of Security and Investigative Services.

#### **B. Hiring**

Safety and security are enhanced by the selection of qualified personnel to assist with the operation of the business. To promote public perception and the security interests of the Applicant, all prospective employees shall be stringently vetted during the application process. Each employment candidate shall undergo a thorough background check, drug test, and character assessment and review. Only the most desirable candidates will be selected. A person who has been convicted of theft, a violent felony offense, or a drug sales/distribution conviction, or who meets any of the disqualifiers listed under Department of Cannabis Control regulations, and/or, is less than 21 years of age, will not be hired.

## **6. Employee Training & Policies:**

### **A. Employee Expectations & Security Training**

Successful employee applicants shall undergo safety and security training before beginning work. As a part of the employee orientation process, and as an ongoing regimen, all employees will be provided with a copy of the Security Plan, as well as security and safety training. Security and safety training shall consist of examination and discussion of the Security Plan, premises orientation, emergency training, and situational training. Situational training consists of instruction related to particular employees' job duties. Refresher training will be provided to each employee on a consistent basis and intermittently as necessary.

- i. Initial employee safety and security training shall include
  - Building orientation and access authorities.
  - Proper protocol for entry into the premises;
  - Proper protocol for entry into employee's authorized work areas. Employee's authorized entry and exit points.
  - Employee's locker; restroom and sink facilities.
- ii. Measures and controls for the prevention of diversion, theft or loss of cannabis goods or products, which shall include:
  - Necessity of keeping all facility doors locked and secure at all times.
  - Prohibited activities such as entrance into unauthorized access areas.
  - No possession or consumption of any cannabis products or alcohol is permitted on this property.
  - Awareness of video monitoring.
  - Requirement to report any unusual activity, security concern, or loitering.
  - Procedures and instructions for responding to an emergency that will include:
    - Accident prevention training.
    - How to respond to an emergency.
    - Emergency service provider location.
    - Emergency service contact information.
    - Emergency first aid kit locations.
    - Emergency exits and panic button locations.

# Section D: Qualifications of Owners

## 1. Previous Cannabis Experience & Knowledge

Santee Prospect LLC encompasses a team of highly experienced and knowledgeable individuals with a passion to bring an industry leading commercial cannabis retail facility to the residents of Santee.

The Santee Prospect team presents the expertise of planning, developing, and operationalizing compliant and successful commercial cannabis businesses. To achieve such success, each team member offers a unique set of strengths ranging from operational excellence and people leadership to managing finance and marketing and ensuring legal compliance. Santee Prospect's President and CEO are successful cannabis entrepreneurs that currently successfully own and operate five (5) other cannabis business throughout California named "The Cake House". Our team is very experienced in developing commercial cannabis businesses from the ground up and has personally overseen these projects from inception to completion. The goal of the Santee Prospect team has always been to be the first dispensary to open within each City in order to provide the city with tax revenue from cannabis sales. Santee Prospect is dedicated to providing the community of Santee with a long-term dependable cannabis retail outlet that has a positive impact on the community rather than a company looking to win a license just so they can sell it.

With each person bringing a unique set of strengths to the Santee Prospect team, the team is confident that the combined efforts of these individuals, with the detailed plan outlined in the application, Santee Prospect will show the City of Santee the company's preparedness to successfully integrate and add value to the Santee community and ultimately deliver a unique customer experience that is compliant and adheres to local and state requirements

### ***Saad Pattah - President***

Mr. Pattah, was born and raised in Escondido, CA and is the President of Santee Prospect. He has been involved in the cannabis industry since California implemented recreational cannabis licenses and have started a chain of cannabis retail stores named "The Cake House" as the DBA. Mr. Pattah has started and currently own/operate five (5) Cake House dispensaries throughout California as follows:

- Riverside County Dispensary and Delivery, Inc. – Vista, CA: C10-0000769-LIC
- Currnt Veterans of Wildomar South, LLC – Wildomar, CA: C10-0000859-LIC
- Golden Hights, Inc. – Corona, CA: C10-0001082-LIC
- Stony Point Wellness, LLC – Santa Rosa, CA: C10-0001322-LIC
- Humanity Encinitas 4, Inc. – Encinitas, CA: C10-0001424-LIC



Throughout the operations of the aforementioned cannabis businesses, Mr. Pattah has specialized in overseeing the day-to-day operations, managing local and state tax compliance, and secured customer interaction. Due to Mr. Pattah’s compliant management with local and state laws, he has never had a license revoked or suspended with the Department of Cannabis Control.

Mr. Pattah’s Cake House cannabis retail locations in Wildomar and Vista received “Best of Weedmaps 2024” voted on by customers which was a huge compliment to his compliant operations, marketing and customer satisfaction.



#### Mid-size retailers

The Cake House - Clinton Keith



🏆 The Cake House - Vista  
Vista, California



🏆 The Cake House - Wildomar  
Wildomar, California

#### ***Alvin Barbat – CEO***

Alvin Barbat is born and raised in Tierrasanta, San Diego County and is the CEO for Santee Prospect. Along with Mr. Pattah, Mr. Barbat is also an owner of Riverside County Dispensary and Delivery, Inc in Vista, CA DBA The Cake House (C10-0000769-LIC). In this role, Alvin is actively at the dispensary on a day-to-day basis managing inventory, customer satisfaction, employee work-culture while ensuring compliance with local and state laws.

Mr. Barbat’s dedication to operating a secure, welcoming, and compliant cannabis retail business was a crucial factor in the Vista location receiving their “Best of Weedmaps 2024” award. Additionally, Mr. Barbat’s Vista location has earned a variety of awards from the North County Reader Best of 2024 such as:

- Best Budtenders
- Best Local Products
- Best Concentrate
- Best Daily Deals
- Best Dispensary
- Best Edibles
- Best Flower Selection
- Best House Strain
- Best Vape Selection
- Most Knowledgeable Staff



### ***Dina Yacoub***

Newer to the industry, Mrs. Yacoub comes from a background of finance and accounting making her a necessary proponent for the Santee Prospect team. Along with Mr. Pattah, she is currently an owner of Stony Point Wellness, LLC DBA The Cake House in Santa Rosa, CA (C10-0001322-LIC) which has been in operations since April 2024. She is committed to managing accurate books and records while monitoring day-to-day financial operations.

## **2. Overall Knowledge of the Cannabis Industry**

The Santee Prospect team has a solid overall knowledge of the cannabis industry while implementing industry's best practices while staying compliant with local and state laws at all Cake House owned cannabis retail stores. Examples of best practices that are followed are:

- Detail oriented employee training programs for budtenders and inventory control managers. These programs help prevent the diversion of products, inventory accuracy, and customer satisfaction.
- Implementation of seamless state of the art POS systems at each store to monitor inventory in connection with Metrc while providing the customer with an easy experience when purchasing product.
- Building long-term relationships with local supplies to ensure that there is a reliable source of product instead of frequently searching for new supplies.
- Selecting products to meet expectations of customers, trends, and compliance with local regulations
- Implementing an effective inventory management with Metrc to streamline the order process, monitor stock levels, and plan for seasonal fluctuations.
- Optimize dispensary operations to invest in advanced technology to simplify operational processes, maintain compliance with regulations, and avoid common failures such as internet outages, power interruptions and system crashes.
- Manage finances effectively to anticipate market conditions and adapt strategically to any industry changes rather than following others or discounting products heavily.

- Implementing a state-of-the-art security system with state-of-the-art surveillance, alarms, monitoring, and on-site security as displayed in our Security Plan
- Follow appropriate Department of Cannabis Control guidelines for product recalls to ensure recalled products are not sold to customers

By strictly following cannabis industry best practices at Santee Prospect's "The Cake House" cannabis retail locations, the businesses have not experienced any theft, fines, or penalties that would result in an adverse action.

### **3. Owner Duties and Responsibilities**

Saad S. Pattah will be hands on with day-to-day operation and management with a focus on:

- Legal Compliance
- Employment and Labor law
- Contracts and Agreements
- Government Relations
- Community Relations
- Diversity & Inclusion Management
- Partnerships and Marketing
- Human Resources
- Manage Wholesaler Relationships

Alvin Barbat will be hands on with day-to-day operations and management with a focus on:

- Quality Assurance
- Staffing
- Scheduling
- Inventory Control
- Record Keeping
- Security
- Compliance
- Customer Service
- Marketing
- Inventory Purchasing

Dina Yacoub will be hands on with day-to-day operations and management with a focus on:

- Scheduling Staff Meetings
- Interviewing, Hiring and Termination of Employees
- Accounting and Financial Management
- Tax Compliance and Auditing

## Section E: Neighborhood Compatibility

By operating a commercial cannabis business in the City of Santee, Santee Prospect will follow all necessary steps to ensure there is no adverse impacts to the surrounding neighborhood. The following will be implemented into the neighborhood compatibility plan for Santee Prospect.

### *Proactive Response to Complaints*

Santee Prospect has planned its operation in a way to minimize impact to the surrounding community. Should operation drive disruption, the Santee Prospect will welcome the feedback so that, as a company, they are able to work to address the issues viewed as a nuisance. As such, Santee Prospect will provide means to collect feedback from both customers and neighbors through a couple of different means.

First, as mentioned Santee Prospect will distribute a designated company contact information throughout the community as an outlet for people to provide feedback on any concerns related to noise, light, odor, or traffic. Santee Prospect's Director of Community Relations will provide her name, telephone number, and email address to both local city officials and all businesses and residents within 600 ft. of the facility, whom they can contact should any problems result from the operation of the business. Santee Prospect also sees this as an opportunity to get to know the neighbors and let the community know we care for their overall wellbeing.

Secondly, Santee Prospect will post a complaint form on our website. This will be utilized for collecting complaints both from the community and customers. This form will generate an email directly to the Director of Public Relations, who will review them daily. The Director of Public Relations will share all operational concerns with the Director of Operations as well as hold weekly meetings with the Santee Prospect team to review and discuss the complaints. Once the complaint is addressed, protocols and process documents will be revised and/or store adjustments will be made. All complaints will be recorded and kept on file and will be provided to the City of Santee officials upon request. Santee Prospect, is again, dedicated to supporting the community and will take any and all reasonable actions to minimize disruption to neighboring members of the community.

The following is an example of the complaint form we will make available via the company's website.

# Customer Complaint Form

<b>Name</b>	
<b>First Name</b>	<b>Last Name</b>
<b>Contact Information</b>	
<b>Phone Number</b>	<b>Email</b>
<b>Complaint Type</b>	
<b>Product/Experience</b>	<b>Community Impact</b>
<b>Complaint Details</b>	
<b>Date Issue Occurred</b>	
<b>Preferred Resolution</b>	
<b>Would you like someone to contact you?</b>	
<b>Yes</b>	<b>No</b>



## *Nuisances Mitigation*

With regard to neighborhood complaints related to noise, light, odor, public consumption, loitering, littering, and traffic, applicant will openly address each complaint. Applicant will use the necessary means to remedy each nuisance in order to preserve the character of the neighborhood and to avoid invading the quiet enjoyment of residents and other businesses.

If a complaint is received, it is to be immediately sent to management in which applicant's management team will brainstorm the most effective and timely way to remedy the nuisance. If the management team struggles to find a solution, applicant will contact the City of Santee Planning Department in order to provide the best possible resolution.

- a. Noise complaints. Applicant's security personnel will regulate any excess noise in the interior and exterior of the facility and escorts customers off the property when necessary.
- b. Lights. Applicant will use down shielded lights to complement the security camera monitoring equipment in order to identify trespassers and deter crime. while also complying with Santee Municipal Code regarding signage lighting and size. The down shield on the lights will prevent excess light pollution to the surrounding neighborhood.
- c. Odor. Applicant will use carbon filters and an ozone generator with large capacity exhaust fans with carbon filters to be equipped for the Vault and the Display Room, this method will ensure exhaust through an air vent that exists through the roof and expelling such odors out of the facility to the public.
- d. Littering. Applicant will keep the property of the premises in immaculate condition and applicant's employees shall do routine inspection of the premises to dispose of any litter.
- e. Public Consumption. Security personnel at the facility will enforce strict policies to regulate consumption of cannabis products in the parking lot and surrounding areas on the premises. This will eliminate order smells around the premises for passing pedestrians as well as reduce robbery/theft from customers leaving the store.
- f. Loitering. Applicant's security personnel will strictly enforce loitering on the premises property and escort any loiterers off the premises in a timely manner.
- g. Vehicle & Pedestrian Traffic. If premises parking becomes overloaded, applicant will designate an employee to regulate the flow of customer traffic in order to ensure overflow traffic does not affect any nearby residents or neighbors. If the retail reception lobby becomes overloaded with customers, applicants' security guard shall organize a neatly formed line out the store to avoid affecting sidewalks and other pedestrian traffic.
- h. Vandalism. The facility will be monitored by security measures outlined in the security plan to minimize vandalism to the property. If there is ever vandalism to the property, applicant will fix/clean such vandalism within 24 hours in order to preserve the character of the neighborhood.

### ***Social Media Complaints***

To address complaints over social media, Santee Prospect will have an experienced social media manager on staff to manages accounts such as Facebook, Instagram Yelp, etc. Due to the widespread use of social media customers are more likely to address their concerns to businesses through their social media accounts rather that in person or on the phone. Having a dedicated social media manager will ensure the business is not missing out on an on-going social media complaint from a customer while being able to immediately address the compliant.

### ***Youth Product Prevention***

Applicant will take the following preventative steps to ensure cannabis goods do not end up in the hands of the youth.

- i. Product Consumption: Security guards at the facility will enforce strict policies to regulate consumption of cannabis products in the parking lot and surrounding areas on the premises. This will eliminate order smells around the premises for passing pedestrians as well as reduce robbery/theft from customers leaving the store.
- ii. Age verification: Applicant will not allow persons under the age of 21 on the premises at any time for any reason to prevent the distribution of cannabis to minors in the surround neighborhood. The only exception is for minors to be accompanied by an adult and stay in the vehicle while the adult enters the store.
- iii. No Marketing to Minors: Applicant is committed to responsible advertising with a focus on adult consumption for recreational and medical use. Applicant will not carry products or marketing materials that may appeal to, or are targeted to minors.
- iv. Location: Santee Prospect is not located in a normal path where minors congregate during business hours.

# Section F: Community Benefits Plan

## 1. Benefits to the Local Community

Santee Prospect owner and an absolute pillar in the community, Daniel Buksa, is born and raised in the City of Santee in addition to being a Santee resident for 48 years. As the son of a veteran, Mr. Buksa has been volunteering at veteran events from a young age which inspired him to be a business owner and give back to his local community in the City of Santee. If awarded a cannabis retail license from the City of Santee, Mr. Buksa will ensure to implement a community benefits plan tailored specific to the needs of the city. Below are examples of Mr. Buksa's current involvement in the community.

This year alone, Mr. Buksa's non-profit 501(c)(3) organization "The Santee Mission Foundation" has done over 120 events for various associations in the City of Santee with 30 of those events being charity events. His organization has raised over 75,000 for different youth organizations like Pop Warner Football, Little League Baseball, and other club sports teams for the City of Santee. Additionally, his organization has also partnered with the local Santee Chamber of Commerce and through the foundation has raised over 50,000 for the Santee Veterans Memorial Bridge over Santee Lakes. Mr. Buksa currently holds the title of Chair Elect for the Santee Chamber of Commerce.

Another project Mr. Buksa's non-profit organization raised money for was to focus on work force development with the Santee High School Kids. He calls it Party with a Purpose. Through his efforts and using the non-profit he was able to give out 8,000 in scholarships to kids at Santana High School and West Hills High School. This was for kids not going to college, and who had a focus on trade industries like Electricians, Plumbers, HVAC, Fire Fighters, Mechanics, Hairdressers, and other professional trades.

One of the biggest honors Mr. Buksa received was that he was awarded Santee Person of the Year for 2023. Mr. Buksa's visions and role for being a partner in the cannabis retail business in the City of Santee is to provide an even bigger platform to give back to the community and youth. He feels that a lot of people talk about what they are going to do for the city of Santee once they are awarded with this opportunity, but few people have been doing it in Santee like he has before it was asked or required. Mr. Buksa feels like he will be able to grow the philanthropy and charity to a new level and will do business the right way.

## 2. Minimum Wage Offered

Minimum wage that will be offered to employees of Santee Prospect will be directly correlated with the livable wage calculate from the **MIT Living Wage Table**. The living wage uses the above elements and uses estimates of income and payroll taxes to determine the minimum employment earnings required to meet a family's basic needs while also maintaining self-sufficiency. MIT assumes that the individual works 2080 hours per year (or 40 hours per week). Furthermore, MIT created different living wages for individuals with children, and

individuals who also have another adult living with them. Below are the findings from MIT for those living in in San Diego County. In addition to the living wage, applicant will regularly award performance-based bonuses, when employees meet or exceed established key performance indicators. On average, Applicant will pay 170% over the State of California minimum wage requirement. All entry level employees will be paid on an hourly pay basis.

	1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)		
	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children	3 Children	0 Children	1 Child	2 Children
Living Wage	\$29.52	\$50.96	\$64.91	\$87.44	\$38.31	\$46.82	\$51.82	\$58.77	\$19.15	\$27.62	\$34.79
Poverty Wage	\$7.24	\$9.83	\$12.41	\$15.00	\$9.83	\$12.41	\$15.00	\$17.59	\$4.91	\$6.21	\$7.50
Minimum Wage	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00

### Anticipated Employee Pay Rates

General Manager	\$80,000.00 – \$90,000.00/yr
Shift Leader	\$30.00 - \$35.00/hr
Retail Sales Associate	\$24.00 - \$28.00/hr
Inventory Control Specialist	\$24.00 \$28.00/hr

### 3. Outreach to Santee Residents for Open Job Positions

Applicant is committed to local hiring. To support the local economy and its residents, applicant specifically plans to hire individuals from the City of Santee and surrounding cities. Applicant has historically hired local residents with current business endeavors, within the Santee and plans of hiring a workforce of at least 60% local Santee residents. Applicant plans to continue this local hire practice and believes this practice contributes to the socio-economic development of the City of Santee. For the past five (5) years, applicant owners Saad S. Pattah, Alvin Barbat, and Daniel Buksa, have used various resources to hire employees within San Diego County for their businesses. Daniel Buksa is a local resident of Santee and has hired locally for his various businesses in the City of Santee such as:

- Mission Realty Group
- Santee Chamber of Commerce
- Santee Mission Foundation – 501(c)(3)

Additionally, Santee Prospect will utilize the following platforms to hire local employees:

- San Diego Workforce Partnership Events
- Veteran Works Virtual Job Fair
- San Diego State University – available to current student and alumni

- San Diego Jobs Expo.com
- Santee Street Fair
- San Diego County Job Search on Facebook
- San Diego County Job Search on LinkedIn

Santee Prospect believes that workplace diversity results when companies make it a point to hire people who have different characteristics, such as ethnicity, religion, cultural backgrounds, sexual orientation, and gender within the City of Santee. Our goal is to create a culture where individual differences are respected and all employees are treated equally and receive the same opportunities for growth and advancement.

The benefits of inclusion are well known. These include increased collaboration, higher employee engagement, reduced turnover, improved profits, and stronger brand identity. Studies have found that companies with highly diverse boardrooms were 43 percent more likely to attain higher profits.

Diversity starts with hiring and retaining diverse talent. Santee Prospect will adhere to the following best practices to help create a diverse workplace culture.

- i. Leverage diverse job boards. Post openings on job boards that specialize in diversity. Examples of these include Diversity Working, one of the largest online diversity job boards, Recruit Disability, which helps locate potential employees with disabilities, and network with diverse College and University student and alumni associations associated in and with the City of Santee.
- ii. Highlight diversity on the career page on your website. Santee Prospect will include a diversity statement and any current initiatives are obvious on a career page and reference it in every job description that is being offered.
- iii. Provide targeted internships and scholarships. Provide high-value internships and scholarships to employees from under-represented groups that will help them advance more quickly in key roles within the organization.
- iv. Offer diverse mentorships. Mentorship programs help ensure everyone has the opportunity to advance and also create closer employee relationships. Establishing an inclusive mentorship program can help foster diversity.
- v. Conduct diversity training. Diversity training for the executive team and other organization leaders. The training can provide new awareness to launch meaningful cultural and sensitivity training throughout the organization.
- vi. Reward diverse referrals. Ask employees to refer job candidates they know from under-represented groups in your company and offer rewards or bonuses for recommending diverse candidates who join the company.

- vii. Celebrate employee differences. Invite employees to share their backgrounds and traditions in the workplace, including religious and cultural practices.
- viii. Unconscious bias training for recruiters. For even the most experienced recruiters, being unbiased is one of the biggest challenges in hiring. Recruiters, hiring managers, and others who participate in the hiring process should be aware of potential biases. Train HR staff to recognize and avoid bias in the recruitment and hiring process, which may require outside consultants.
- ix. Incorporate diversity into company policies and practices. Develop or amend workplace policies to be more inclusive and diversity-friendly, from hiring practices to performance reviews, promotions, and benefits.

#### **4. City of Santee Public Benefit Fee**

Santee Prospect understands in order for the community of Santee to thrive it is necessary for the city to constantly improve infrastructure, public safety, health, public recreation, as well as other essential programs to preserve the quality of life in the local community. To help assist with these with these programs, Santee Prospect will designate a direct fee to the city in the amount of 6.5% of annual gross receipts.

# Section G: Site Plan

## 1. Information About the Existing Site

**A. Physical Address:** 9945 Prospect Ave., Santee, CA 92701

### ***B. Narrative Description***

The proposed 4,528 square foot remodeled building to house the cannabis retail facility is an existing building currently measuring 4,528 square feet located at 9945 Prospect Ave which is on Prospect Avenue running parallel to HWY 52 with the nearest intersection at Prospect Ave and Cuyamaca St. granting easy access to HWY 52. The facility is currently being operated as an Auto Collision business.

The rectangular building site has dimensions of 63.4 feet by 71.6 feet totaling approximately 4,539.44 square feet or 0.10 acres. The site is surrounded on 2 sides by city streets with adjacent City sidewalks measuring from 10 to 12 feet in depth on the West and north boundaries of the site. The Southern site boundary is adjacent to an existing parking lot belonging to a flood maintenance service center further South. The site is almost entirely occupied by an existing one-story building totaling 4,528 square feet. In the rear of the building there is a fenced in parking area that will be used for loading and unloading of shipments and products. There are approximately 10 parking spaces on site with additional street parking on Prospect Ave. as well.

The existing building was constructed in 1985 and consists of steel reinforced, grout filled CMU (Concrete Masonry Unit) construction for the entire building perimeter as well as CMU construction on limited interior walls in the center portion of the building. The roof is sheathed in plywood and covered with a multi-ply built-up roof. The entire building rests on a structural reinforced concrete slab. Existing exterior openings consist of two sets of 6-foot-wide double doors opening to Prospect Avenue. An additional approximately 6 ft wide roll up door opening, is located in the rear of the facility for product shipments. There are no openings on the east or west elevations. Generally, the entire building appears to be in a sound structural condition with no apparent settling or structural movement observed and only superficial cracking of the concrete slab floor. All wood and steel roof framing are in very good condition, especially given the building's age.



*C. Existing Photos of the Site*





#### ***D. How the Site is Currently Being Used***

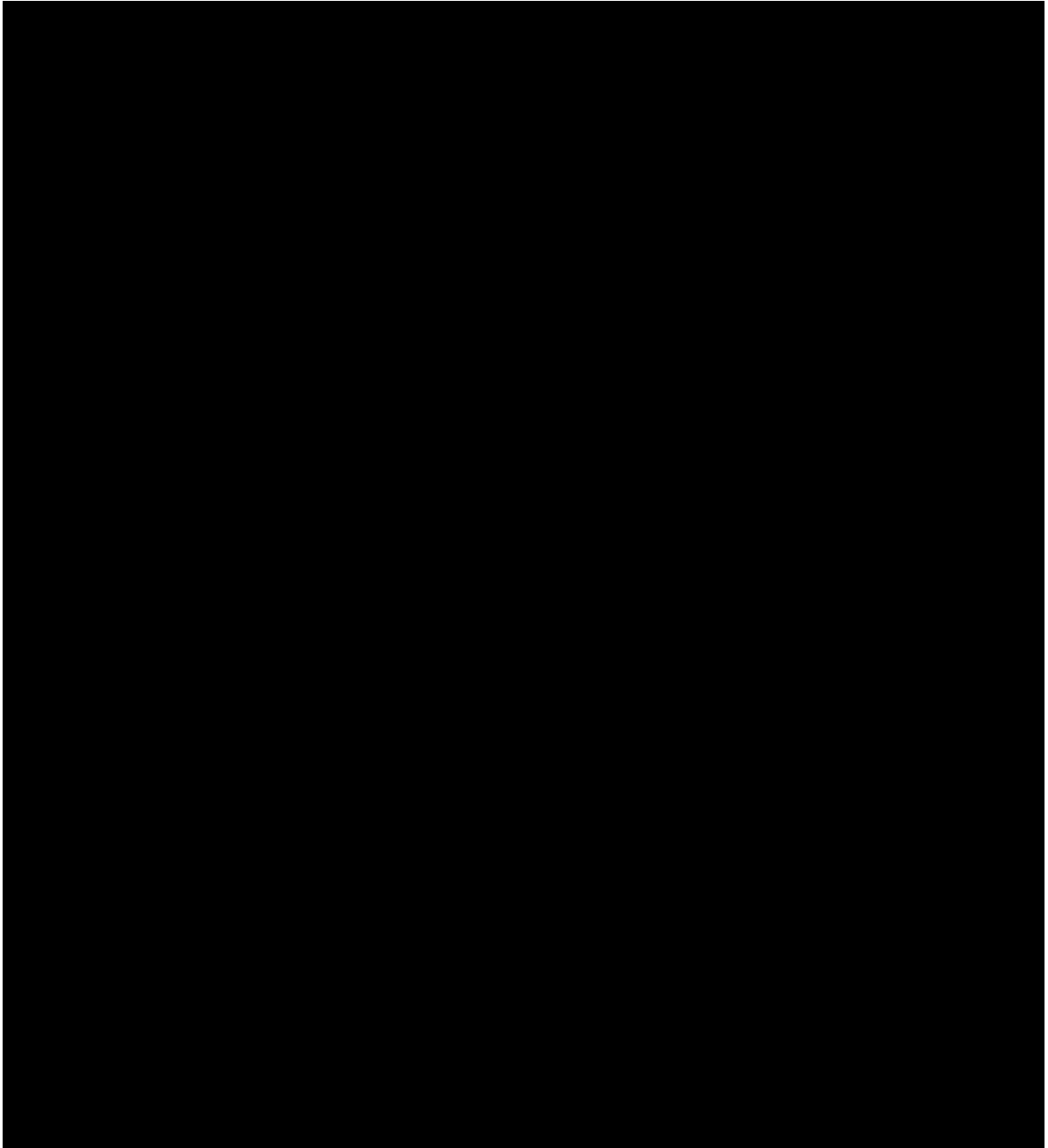
The site is currently being used as an auto collision repair center and has been in operations for over a decade. There is a gated area in the rear of the facility in which vehicles are worked on. This gated area is perfect to have for Santee Prospect's loading and unloading of shipments. The auto collision repair business is still currently operating and receives an adequate amount of customers from the Santee area.

#### ***E. Businesses Operating on the Parcel***

There is currently an auto collision business operating on the property named "Team Auto Collision". The landlord has already informed the current business that they will need to transfer to a different location when Santee Prospect is awarded the cannabis retail license from the City of Santee.

## 2. Proposed Site Information

### *A. Site Plan*



ADDRESS: 9945 PROSPECT AVENUE  
APN: 384-190-65-00

SITE PLAN

SCALE: 1/16" = 1'-0"



### ***B. Narrative Description of Proposed Site Improvements***

Following the guidelines of the City of Santee's Specific Plan, the existing building will be renovated to function as a welcoming and aesthetically pleasing building. The existing awnings will be refurbished to match The Cake House color and branding. The entire building will be painted in a light beige color with the awning in green containing "The Cake House" logo. New architectural lighting will be installed under all awnings to illuminate the facility after sundown in compliance with local and state security regulations.

Additionally, tree planters will be installed in the front of the building. Parking spots and handicap access areas will be freshly repainted to preserve the aesthetics of the building. New resistant windows will also be installed in the entrance of the building to give it a welcoming feel to people of all demographics.

### ***C. Visual Depictions of the Exterior***





### **3. Impact on public health, safety, welfare, environmental quality**

Santee Prospect is dedicated to being an asset for the city of Santee and good neighbors to those that surround the business. Santee Prospect has planned its operation in a way to minimize impact to the surrounding community, however, should operations drive disruption, Santee Prospect has developed processes to collect feedback so that, as a company, they can work to quickly address issues viewed as a nuisance. Feedback will be welcomed through a couple of different means.

#### ***Safety***

First, Santee Prospect will distribute company contact information throughout the community as an outlet for people to provide feedback on any concerns related to noise, light, odor, or traffic.

Pursuant to SMC Section 7.04.320(B), Santee Prospect will provide the Police Chief or designee(s) with the name, telephone number (both landline and mobile, if available) of at least one 24-hour on-call designated employee to serve as a liaison to resolve complaints, to respond to operating problems or concerns associated with Santee Prospect's business, and to notify the Police Chief and City Manager of any security issues arising per the terms of SMC Section 7.04.320(E)

Additionally, and in accordance with SMC Section 7.04.320(B), Santee Prospect will provide the Police Chief or designee(s) with the name, telephone number (both landline and mobile, if available) of at least one employee to communicate with surrounding neighborhoods and businesses. Santee Prospect will make every good faith effort to encourage neighborhood residents to call this person to solve problems, if any, before any calls or complaints are made to the City. The comprehensive responsibilities include:

- Build, develop, and retain strong relationships with the Applicant's business neighbors and clients
- Public Relations including creating, managing, and promoting the Applicant within the community
- Formulate strategic marketing initiatives to increase brand recognition and equity within the region
- Identify, develop, and execute communication strategies
- Present educational materials for internal staff and any public audiences
- Resolve sensitive inquiries and/or complaints from internal staff, neighbors, and other persons within the community
- Establish and maintain cooperative relationships with representatives of the community, participants, and public advocacy groups
- Attend relevant meetings and events within the region as needed and/or required
- Identify potential areas for growth
- Act as the Applicant's liaison to internal and external organizations
- Meet with the Police Chief regarding any security-related measures or operation issues

Santee prospect has already executed a lease for the property at 9945 Prospect Ave in Santee because it is a safe and exceed the minimal distance requirements from schools, day-care centers, and youth centers. It is extremely important that the retail facility is well-distanced from K-12 schools and youth centers to prevent any congregation of youth around or near the facility. Per City of Santee zoning and buffer map the nearest sensitive uses are distanced as following:

- Nearest School: 4,400ft – Pride Academy at Prospect Ave
- Nearest Commercial Day-Care Center: 2,350ft – Lulu’s Day Care
- Nearest Youth Center: 2,200ft – Boys & Girls Club of East County
- Nearest Church: 1,715ft – Grace Church

### ***Environmental Mitigations***

Santee Prospect has already secured a location and has scoped the work required to create an esthetically pleasing and safe retail cannabis business within the City of Santee. As the goal of the team is to seamlessly integrate into the community as well as advance community priorities and initiatives, the Santee Prospect team has worked to combine aesthetics and sustainability to create an environmentally friendly and efficient facility. The Santee Prospect facility will include features that supports and promotes the long-range strategy of achieving a more sustainable community. Built into the design plans for the Santee Prospect’s facility include:

Drought Resistant Landscaping – The benefits of utilizing drought resistant plants is the inherent reduction in the use of water to maintain the attractive appearance of a professionally landscaped facility. Additionally, drought resistant plants tend to have deeper roots which helps stabilize slopes and reduces soil erosion.

Bicycle Racks – The installation of bike racks at the facility will help reduce the reliance on vehicles for our patrons which, in turn, contributes to improved air quality. The facility is located just 4 blocks from the nearest Tracy Bikeway Path making it very convenient for Tracy residents to utilize bicycles as an alternate form of transportation.

Solar Panels – Solar panels derive clean, pure energy from the sun reducing the facility's reliance on traditional power sourced from fossil fuel and reduce the greenhouse gas emissions generated from the Santee Prospect facility.

Skylights – The installation of skylights in the facility allows the facility to further utilize natural sunlight for lighting the facility reducing the number of hours certain lights within the facility will need to run. Skylights will also provide warmth in cooler months further reducing heating needs for the facility reducing overall energy costs and gas emissions required for operating the facility.

High Albedo Asphalt Coating – High Albedo asphalt coating provides both environmentally friendly and security benefits for the Santee Prospect facility. First, high albedo concrete has been demonstrated to have a positive impact on the localized ambient temperatures and can reduce energy requirements to cool buildings. Secondly, lighter colored pavements also require less lighting to provide safe night-time illumination levels.

**CITY OF SANTEE**  
**COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION**  
**(RETAIL APPLICATIONS)**  
**FINANCIAL RESPONSIBILITY, INDEMNITY AND**  
**CONSENT TO INSPECTION TERMS**  
**(Must be completed by all owners)**

**Dated:** October 14, 2024

I hereby agree to the following terms:

1. I herewith pay the sum of \$25,711 for the application fee for the review and processing of an application for commercial cannabis business permit.
2. The entire fee amount paid to the City of Santee ("City") is non-refundable. There is no guarantee - expressed or implied - that by submitting the application or paying the application fee that I will obtain a permit to operate a commercial cannabis business.
3. All costs incurred by the City in processing said application, including staff time, attorney's fees, Consultant's fees and overhead, shall be funded from the fees paid. This is a personal obligation and shall not be affected by sale or transfer of the property subject to the application, changes in business organization, or any other reason.
4. I acknowledge and agree to the defense, waiver, and indemnification obligations stated in the attached "Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties and Indemnification to City", incorporated herein by reference.
5. The City will promptly notify the Applicant(s) and Owner(s) of any claim, action, or proceeding that is or may be subject to this Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. The City may, within its unlimited and sole discretion, participate in the defense of any such claim, action, or proceeding.
6. I will fund a deposit account ("Fund") to reimburse the City's cost, including attorney's fees, to defend any claim, action, or proceeding that is or may be subject to the Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties, and Indemnification to City. In the event that any such claim, action, or proceeding is filed against the City, I shall within 30 days of the filing, deposit an initial sum of \$20,000 to the Fund to reimburse the appropriate portion of the City defense costs, as determined by the City in its sole discretion. The Fund shall contain an amount necessary to cover three months' worth of budgeted expenditures by the City relating to the City's defense of the claim, action, or proceeding, including all time to appeal, or as long as expenditures made by the City relating to its defense remain unreimbursed, whichever is later. Once all remaining

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

and outstanding reimbursements have been paid to the City by me, City shall return any remaining unused portion of the deposit.

7. The City shall have the sole and absolute right to approve any and all counsel employed to defend the City. To the extent the City uses any of its resources to respond to such claim, action or proceeding, or to assist the defense, I will reimburse the City for those costs. Such resources include, but are not limited to, staff time, court costs, City Attorney's time, or any other direct or indirect cost associated with responding to, or assisting in defense of, the claim, action, or proceedings.
8. I consent and expressly allow, authorize, and permit the City, all its departments, agents, and employees, to enter upon and inspect the subject property identified in the application, with or without prior notice, for the purposes of processing this application or inspection or photographing for compliance with all laws, regulations, and conditions placed on land use approvals or the cannabis business permit. No additional permission or consent to enter upon the property is necessary or shall be required. By signing this agreement, I further certify and warrant I am authorized to, and hereby do, consent, and allow such inspections on behalf of each and all Owners of the property and Applicants.
9. I understand that all materials submitted in connection with the application are public records that the City may in accordance with applicable law determine are subject to inspection and copying by members of the public. By filing an application, I agree that the public may, if the City determines the law requires it, inspect and copy these materials and the information contained therein, and that some or all of the materials may be posted on the City's website. For any materials that may be subject to copyright protection, or which may be subject to Sections 5500.1 and 5536.4 of the California Business and Professions Code, by submitting such materials to the City I represent that I have the authority to grant, and hereby grant, the City permission to make the materials available to the public for inspection and copying, whether in hardcopy or electronic format.
10. This Agreement shall constitute a separate agreement from any cannabis business permit approval, and that if the cannabis business permit, in part or in whole, is revoked, invalidated, rendered null or set aside by a court of competent jurisdiction, I agree to be bound by the terms of this Agreement, which shall survive such invalidation, nullification or setting aside.
11. This Agreement shall be construed and enforced in accordance with the laws of the State of California and in any legal action or other proceeding brought by either party to enforce or interpret this Agreement; the appropriate venue is the San Diego County Superior Court.

After review and consideration of all of the foregoing terms and conditions, I agree to be bound by and to fully and timely comply with all of the foregoing terms and conditions, and the attached "Agreement on Limitations of City's Liability, and Certifications, Assurances Warranties and Indemnification to City".

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City



**Applicant(s)/Owner(s):**

Ahmed Al Saide

Printed Name



Signature

Alvin Barbat

Printed Name



Signature

Nader Shamashta


Printed Name



Signature

Karam Solaiman

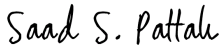
Printed Name



Signature

Saad S. Pattah

Printed Name



Signature

Daniel Buksa

Printed Name



Signature

Dina Yacoub

Printed Name



Signature

# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

**(Must be completed by all owners)**

## **A. WAIVER, RELEASE AND HOLD HARMLESS**

I hereby waive, release, and hold harmless the City of Santee ("City") and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to the application for a cannabis business permit, the issuance of the cannabis business permit, the process used by the City in making its decision, the enforcement of the conditions of the cannabis business permit, or the cannabis business' operations.

I hereby waive, release and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to: (1) any repeal or amendment of any provision of the Santee Municipal Code or Zoning Ordinance relating to commercial cannabis activity; or (2) any investigation, arrest or prosecution of me, or the cannabis business' owners, operators, employees, clients or customers, for a violation of state or federal laws, rules or regulations relating to cannabis activities.

## **B. AGREEMENT TO INDEMNIFY**

I shall defend, indemnify, and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from and against any and all actual and alleged liabilities, demands, claims, losses, damages, injuries, actions or proceedings and costs and expenses incidental thereto (including costs of defense, settlement and attorney's fees), which arise out of, or which are in any way related to i) the requested cannabis business permit and any land use entitlement related thereto, ii) the proceedings undertaken in connection with the approval, denial, or appeal of the requested cannabis business permit and any land use entitlement related thereto, iii) any subsequent approvals or licensing/permits relating to the requested cannabis business permit and any land use entitlement related thereto, iv) the processing of the requested cannabis business permit and any land use entitlement related thereto, v) any amendments to the approvals for the requested cannabis business permit and any land use entitlement related thereto, vi) the City's approval, consideration, analysis, review, issuance, denial or appeal of the cannabis business permit; vii) the City's approval, consideration, analysis, review, issuance, denial or appeal of any land use entitlement related thereto, viii) the City's drafting, adoption and passage of an ordinance, and related resolutions, policies, rules and regulations, allowing for cannabis businesses, ix) the City's drafting, adoption and passage of an ordinance, and related resolutions if necessary in the future regarding any zoning law amendment(s) related to the cannabis business, x) the operation of the cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, the cannabis business permit or any related land use entitlement, or the appeal of either, xii) City's compliance or failure to comply with applicable laws and regulations or xiii) the alleged violation of any federal, state or

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

City may (but is not obligated to) defend such challenge as City, in its sole discretion, determines appropriate, all at applicant's sole cost and expense. I shall bear any and all losses, damages, injuries, liabilities, costs, and expenses (including, without limitation, staff time and in-house attorney's fees on a fully-loaded basis, attorney's fees for outside legal counsel, expert witness fees, court costs, and other litigation expenses) arising out of or related to any challenge ("Costs"), whether incurred by me, City, or awarded to any third party, and shall pay to the City upon demand any Costs incurred by the City.

**C. OBLIGATIONS INDEPENDENT OF AWARD OF PERMIT, LICENSE, OR ENTITLEMENTS**

The obligations under this Agreement shall apply regardless of whether a cannabis business permit or any related permits or entitlements are issued.

**D. OBLIGATIONS SURVIVE EXPIRATION OF PERMIT, LICENSE, OR ENTITLEMENTS**

The obligations under this Agreement shall survive the expiration of any cannabis business permit or related permit or entitlement issued by the City. No modification of the permit, other approval, change in applicable laws and regulations, or change in processing methods shall alter the applicant's indemnity obligation.

**E. PROSECUTION UNDER FEDERAL LAW**

I understand that I, other applicants, owners, operators, employees, and members of the cannabis business may be subject to prosecution under Federal Laws.

**F. AUTHORIZED TO SIGN**

The person(s) whose signature appears below is/(are) authorized to sign this Agreement on behalf of the business, applicant/permittee, and operators, and each of them, if more than one, has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Santee.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

  
Applicant Signature

Ahmed Al Saide / member  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

01/22/2025  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity


\_\_\_\_\_  
Address of Permitted Location

\_\_\_\_\_  
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of San Diego

Subscribed and sworn to (or affirmed) before me on this 22<sup>nd</sup> day of January,  
2025, by Ahmed K. Al Saide, proved to me on the basis of satisfactory  
evidence to be the person(s) who appeared before me.

Signature  (Seal)



# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

**(Must be completed by all owners)**

## **A. WAIVER, RELEASE AND HOLD HARMLESS**

I hereby waive, release, and hold harmless the City of Santee ("City") and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to the application for a cannabis business permit, the issuance of the cannabis business permit, the process used by the City in making its decision, the enforcement of the conditions of the cannabis business permit, or the cannabis business' operations.

I hereby waive, release and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to: (1) any repeal or amendment of any provision of the Santee Municipal Code or Zoning Ordinance relating to commercial cannabis activity; or (2) any investigation, arrest or prosecution of me, or the cannabis business' owners, operators, employees, clients or customers, for a violation of state or federal laws, rules or regulations relating to cannabis activities.

## **B. AGREEMENT TO INDEMNIFY**

I shall defend, indemnify, and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from and against any and all actual and alleged liabilities, demands, claims, losses, damages, injuries, actions or proceedings and costs and expenses incidental thereto (including costs of defense, settlement and attorney's fees), which arise out of, or which are in any way related to i) the requested cannabis business permit and any land use entitlement related thereto, ii) the proceedings undertaken in connection with the approval, denial, or appeal of the requested cannabis business permit and any land use entitlement related thereto, iii) any subsequent approvals or licensing/permits relating to the requested cannabis business permit and any land use entitlement related thereto, iv) the processing of the requested cannabis business permit and any land use entitlement related thereto, v) any amendments to the approvals for the requested cannabis business permit and any land use entitlement related thereto, vi) the City's approval, consideration, analysis, review, issuance, denial or appeal of the cannabis business permit; vii) the City's approval, consideration, analysis, review, issuance, denial or appeal of any land use entitlement related thereto, viii) the City's drafting, adoption and passage of an ordinance, and related resolutions, policies, rules and regulations, allowing for cannabis businesses, ix) the City's drafting, adoption and passage of an ordinance, and related resolutions if necessary in the future regarding any zoning law amendment(s) related to the cannabis business, x) the operation of the cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, the cannabis business permit or any related land use entitlement, or the appeal of either, xii) City's compliance or failure to comply with applicable laws and regulations or xiii) the alleged violation of any federal, state or

Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

City may (but is not obligated to) defend such challenge as City, in its sole discretion, determines appropriate, all at applicant's sole cost and expense. I shall bear any and all losses, damages, injuries, liabilities, costs, and expenses (including, without limitation, staff time and in-house attorney's fees on a fully-loaded basis, attorney's fees for outside legal counsel, expert witness fees, court costs, and other litigation expenses) arising out of or related to any challenge ("Costs"), whether incurred by me, City, or awarded to any third party, and shall pay to the City upon demand any Costs incurred by the City.

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**E. PROSECUTION UNDER FEDERAL LAW**

I understand that I, other applicants, owners, operators, employees, and members of the cannabis business may be subject to prosecution under Federal Laws.

## F. AUTHORIZED TO SIGN

The person(s) whose signature appears below is/(are) authorized to sign this Agreement on behalf of the business, applicant/permittee, and operators, and each of them, if more than one, has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Santee.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

  
Applicant Signature

ALVIN BARBAT / MANAGING MEMBER  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

1/22/2025  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity

\_\_\_\_\_  
Address of Permitted Location

\_\_\_\_\_  
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of SAN DIEGO

Subscribed and sworn to (or affirmed) before me on this 22 day of January, 2024, by ALVIN BARBAT, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature Mary Agostino (Seal)



Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City



# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

(Must be completed by all owners)

## **A. WAIVER, RELEASE AND HOLD HARMLESS**

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local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

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I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

Daniel Buksa  
Applicant Signature

Daniel Buksa Owner  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

1-21-25  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity

\_\_\_\_\_  
Address of Permitted Location

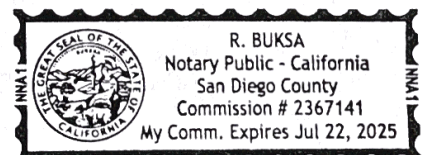
\_\_\_\_\_  
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of San Diego

Subscribed and sworn to (or affirmed) before me on this 21<sup>st</sup> day of January 2025, by Daniel Buksa, proved to me on the basis of satisfactory evidence to be the person ~~(X)~~ who appeared before me.

Signature [Signature] (Seal)



Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

**(Must be completed by all owners)**

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Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

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I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

[Signature]  
Applicant Signature

Dina Yacoub / Member  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

1-22-25  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity

\_\_\_\_\_  
Address of Permitted Location

\_\_\_\_\_  
Date

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State of California  
County of San Diego

<sup>2025</sup> Subscribed and sworn to (or affirmed) before me on this 22 day of January, ~~2024~~, by Dina Yacoub, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature [Signature] (Seal)



Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City



# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

(Must be completed by all owners)

## **A. WAIVER, RELEASE AND HOLD HARMLESS**

I hereby waive, release, and hold harmless the City of Santee ("City") and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to the application for a cannabis business permit, the issuance of the cannabis business permit, the process used by the City in making its decision, the enforcement of the conditions of the cannabis business permit, or the cannabis business' operations.

I hereby waive, release and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from any and all actual and alleged claims, losses, damages, injuries, liabilities, costs (including attorney's fees), suits or other expenses which arise out of, or which are in any way relate to: (1) any repeal or amendment of any provision of the Santee Municipal Code or Zoning Ordinance relating to commercial cannabis activity; or (2) any investigation, arrest or prosecution of me, or the cannabis business' owners, operators, employees, clients or customers, for a violation of state or federal laws, rules or regulations relating to cannabis activities.

## **B. AGREEMENT TO INDEMNIFY**

I shall defend, indemnify, and hold harmless the City and its City Council, boards and commissions, officers, officials, employees, and agents from and against any and all actual and alleged liabilities, demands, claims, losses, damages, injuries, actions or proceedings and costs and expenses incidental thereto (including costs of defense, settlement and attorney's fees), which arise out of, or which are in any way related to i) the requested cannabis business permit and any land use entitlement related thereto, ii) the proceedings undertaken in connection with the approval, denial, or appeal of the requested cannabis business permit and any land use entitlement related thereto, iii) any subsequent approvals or licensing/permits relating to the requested cannabis business permit and any land use entitlement related thereto, iv) the processing of the requested cannabis business permit and any land use entitlement related thereto, v) any amendments to the approvals for the requested cannabis business permit and any land use entitlement related thereto, vi) the City's approval, consideration, analysis, review, issuance, denial or appeal of the cannabis business permit; vii) the City's approval, consideration, analysis, review, issuance, denial or appeal of any land use entitlement related thereto, viii) the City's drafting, adoption and passage of an ordinance, and related resolutions, policies, rules and regulations, allowing for cannabis businesses, ix) the City's drafting, adoption and passage of an ordinance, and related resolutions if necessary in the future regarding any zoning law amendment(s) related to the cannabis business, x) the operation of the cannabis business or activity, xi) the process used by the City in making its decision to approve, consider, analyze, review, issue, or deny, the cannabis business permit or any related land use entitlement, or the appeal of either, xii) City's compliance or failure to comply with applicable laws and regulations or xiii) the alleged violation of any federal, state or Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

local laws by the cannabis business or any of its officers, employees or agents, except where such liability is caused by the sole negligence or willful misconduct of the City.

City may (but is not obligated to) defend such challenge as City, in its sole discretion, determines appropriate, all at applicant's sole cost and expense. I shall bear any and all losses, damages, injuries, liabilities, costs, and expenses (including, without limitation, staff time and in-house attorney's fees on a fully-loaded basis, attorney's fees for outside legal counsel, expert witness fees, court costs, and other litigation expenses) arising out of or related to any challenge ("Costs"), whether incurred by me, City, or awarded to any third party, and shall pay to the City upon demand any Costs incurred by the City.

**C. OBLIGATIONS INDEPENDENT OF AWARD OF PERMIT, LICENSE, OR ENTITLEMENTS**

The obligations under this Agreement shall apply regardless of whether a cannabis business permit or any related permits or entitlements are issued.

**D. OBLIGATIONS SURVIVE EXPIRATION OF PERMIT, LICENSE, OR ENTITLEMENTS**

The obligations under this Agreement shall survive the expiration of any cannabis business permit or related permit or entitlement issued by the City. No modification of the permit, other approval, change in applicable laws and regulations, or change in processing methods shall alter the applicant's indemnity obligation.

**E. PROSECUTION UNDER FEDERAL LAW**

I understand that I, other applicants, owners, operators, employees, and members of the cannabis business may be subject to prosecution under Federal Laws.

**F. AUTHORIZED TO SIGN**

The person(s) whose signature appears below is/(are) authorized to sign this Agreement on behalf of the business, applicant/permittee, and operators, and each of them, if more than one, has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Santee.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

  
Applicant Signature

Saad S. Pattah / Managing Member  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

10/15/24  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity

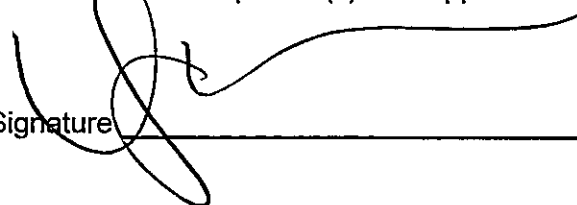
\_\_\_\_\_  
Address of Permitted Location

\_\_\_\_\_  
Date

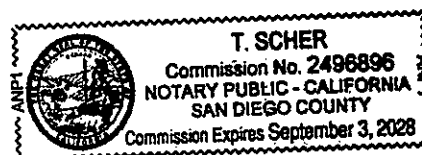
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of San Diego

Subscribed and sworn to (or affirmed) before me on this 15 day of October 2024, 2024, by Saad S. Pattah, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

  
Signature

(Seal)



Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City



# **Agreement on Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City**

(Must be completed by all owners)

## **A. WAIVER, RELEASE AND HOLD HARMLESS**

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Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City

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The person(s) whose signature appears below is/(are) authorized to sign this Agreement on behalf of the business, applicant/permittee, and operators, and each of them, if more than one, has submitted this information and all attachments as required by the application process to obtain a cannabis permit from the City of Santee.

I declare under penalty of perjury that the information provided on this form is true and correct and do hereby apply for a permit pursuant to City of Santee Municipal Code, Chapter 7.04, and all other applicable sections of the Municipal Code.

[Signature]  
Applicant Signature

Karam Solaiman Owner  
Printed Name and Title

Santee Prospect, LLC  
Name of Business Entity

9945 Prospect Ave, Santee, CA 92701  
Address of Permitted Location

1-21-25  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business Entity

\_\_\_\_\_  
Address of Permitted Location

\_\_\_\_\_  
Date

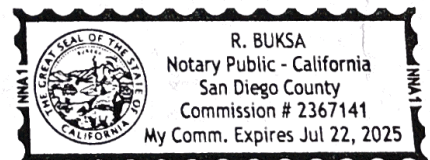
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of San Diego

Subscribed and sworn to (or affirmed) before me on this 21<sup>st</sup> day of January 2025,  
~~2024~~, by Karam Solaiman, proved to me on the basis of satisfactory  
evidence to be the person(s) who appeared before me.

Signature [Signature]

(Seal)



Agreement of Limitations of City's Liability, and Certifications, Assurances, Warranties, and Indemnification to City



**PROPERTY OWNER CONSENT/LANDLORD AFFIDAVIT**

*Property Owner Consent/Landlord Affidavit is required for all Applications. If the business owner is the same person/entity as the property owner, the business owner must complete, sign and notarize the Property Owner Consent/Landlord Affidavit form. If the property is owned by an entity, the entity owner must complete, sign, and notarize the Property Owner Consent/Landlord Affidavit.*

☒ I certify that I am/we are the record owner(s) of the property at:

<b>9945 Prospect Ave</b>	<b>Santee</b>	<b>CA</b>	<b>92701</b>
Street	City	State	Zip
<b>384-190-65-00</b>			
Accessor Parcel Number (APN)			

and that the information filed is true and correct to the best of my (our) knowledge. I/We, as the owner(s) of the subject property, consent to the filing of this application and use of the property for the purposes described herein. I/We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed.

**BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING:**

☒ I am the property owner or am authorized to act on the property owner's behalf, and the information I have provided above is correct. I acknowledge that I have read and understand the information contained herein.

☒ I acknowledge that the proposed commercial cannabis business Santee Prospect LLC  
Tenant (Corporation/LLC/Partnership/Sole Owner)  
has the legal right to occupy the property, and consent to the business conducting the following commercial cannabis activity at the Property:

- ☐ Retail (Storefront)  
☒ Retail (Storefront with Deliver)  
☐ Microbusiness (with Retail)

☒ I agree to comply with all applicable City Ordinances and State Laws.

**SIGNATURE OF PROPERTY OWNER(S):**

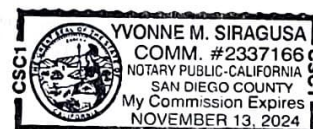
<u>Cortez Family Trust</u> PRINTED NAME OF PROPERTY OWNER(S)	<u>A. R. Cortes</u> SIGNATURE OF PROPERTY OWNER(S)
<u>Anthony R Cortes</u> PRINTED NAME OF PROPERTY OWNER(S)	<u>A. R. Cortes</u> SIGNATURE OF PROPERTY OWNER(S)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to before me this 22 day of October, 202024, proved to me on the basis of satisfactory evidence to be the person Anthony R. Cortes who appeared before me.

**\*NOTARIZATION REQUIRED.** This authorization form will not be valid without notarization. The authorization contained in this form automatically expires upon sale or transfer of title to the Property. If sale or transfer of the Property occurs prior to obtaining a business license, the applicant must resubmit this notarized form with approval of the new legal owner(s) of the Property as well as pay any applicable fees. Property Owner authorization must be signed by all Property Owners of the property identified in the Application. Attach additional pages if necessary.

Yvonne M. Siragusa  
Yvonne M. Siragusa



10/21/2024



To whom it may concern,

This letter is confirmation that below entity and address is insurable for property and liability coverage. Please reach out if there are any additional questions.

Entity Name: Santee Prospect, LLC  
Address: 9945 Prospect Ave, Santee, CA 92701

Thank you,

A handwritten signature in black ink, appearing to be "JJ" or a stylized "Jesse".

Jesse Jurado, Owner  
Sugarleaf Insurance Services  
24810 Washington Ave Murrieta, CA 92562  
951 834 3964  
jesse@sugaleafservices.com

### *A. Proof of Capitalization*

The funds needed to capitalize the business for the first year of operations will be drawn from the owners of Santee Prospect, LLC as well as the owner's business accounts totaling approximately \$2,200,000.

#### 1. Santee Prospect, LLC Owner – Saad Pattah – Owned Business Commitment



Cake Enterprises, Inc.  
350 W. 9<sup>th</sup> Street, Suite 106B  
Escondido, CA 92025

#### **Commitment to Finance**

City of Santee,

My name is Saad Pattah and I am one of the owners of the following "The Cake House" cannabis retail businesses:

- Humanity Encinitas 4, Inc.
- Current Veterans Wildomar South, LLC
- Stony Point Wellness, LLC
- Riverside County Dispensary and Delivery, Inc.

This letter is to confirm that the aforementioned cannabis businesses I own will be committed to financing the commercial cannabis business, Santee Prospect, LLC located at:

9945 Prospect Ave  
Santee, CA 92702

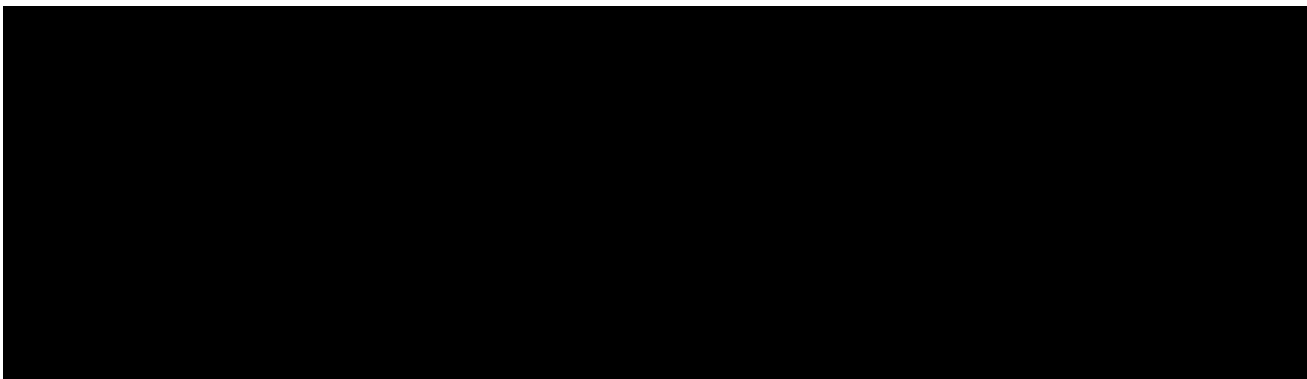
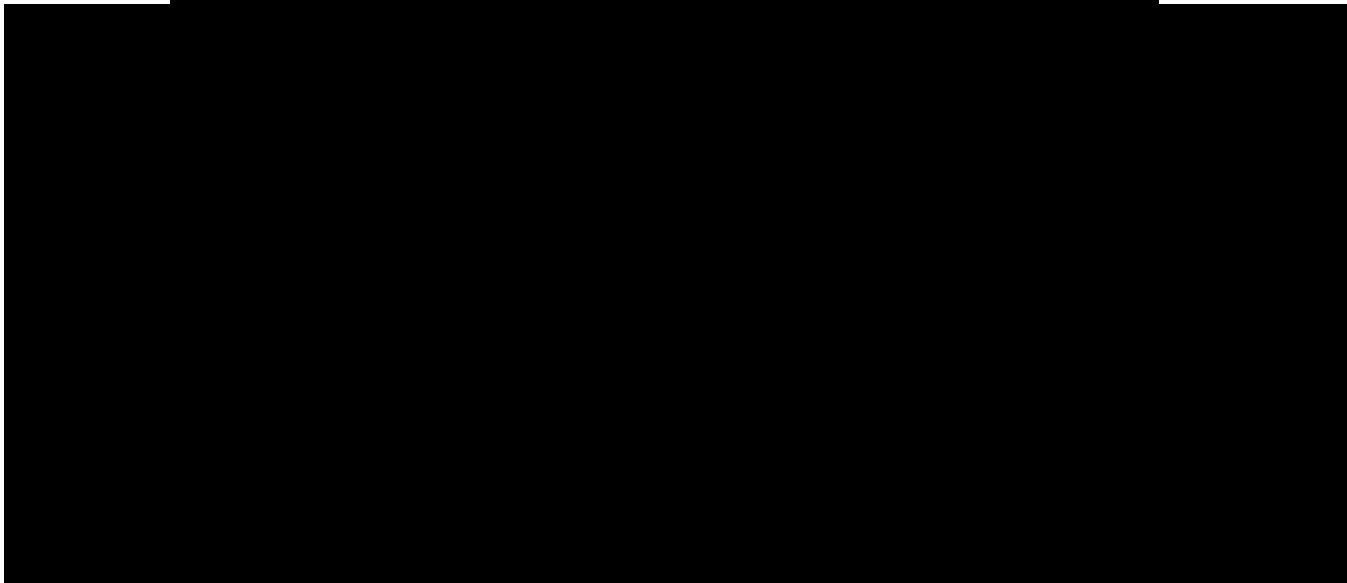
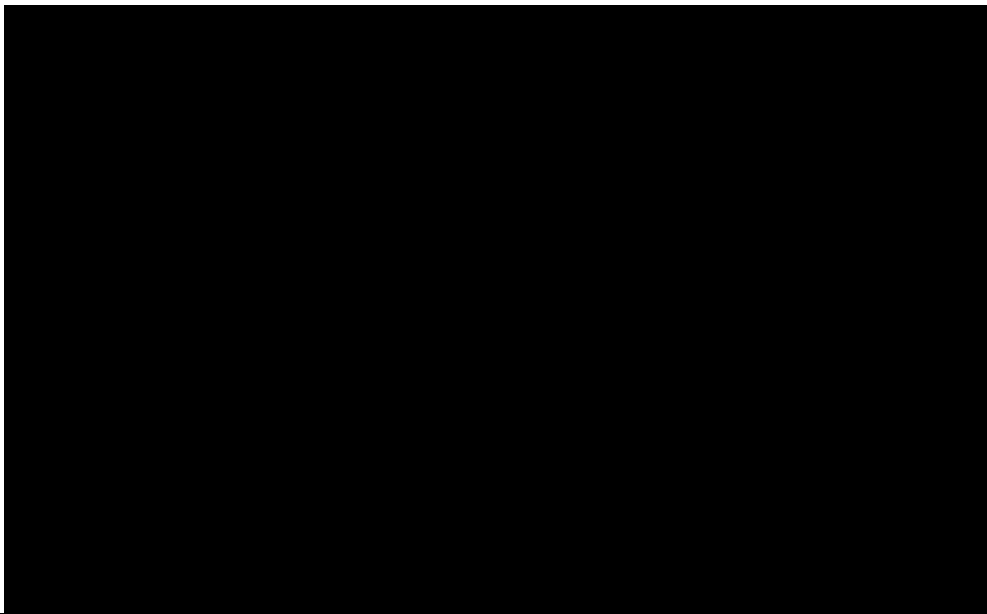
Our attached bank statement indicate that the following businesses have the current balances ready to fund the Santee Propsect, LLC cannabis retail facility upon issuance of a commercial cannabis permit from the City of Santee.

- Humanity Encinitas 4, Inc.:
- Current Veterans Wildomar South, LLC:
- Stony Point Wellness, LLC:
- Riverside County Dispensary and Delivery, Inc:



Sincerely,

*Saad S. Pattah*  
Saad Pattah



2. Santee Prospect Owner: Karam Solaiman – Personal Checking





### 3. Santee Prospect Owner Karam Solaiman – Owned Business Commitment

Far East Sushi, Inc.  
2986 Jamacha Rd. #8  
El Cajon, CA 92019-4337

#### **Commitment to Finance**

City of Santee,

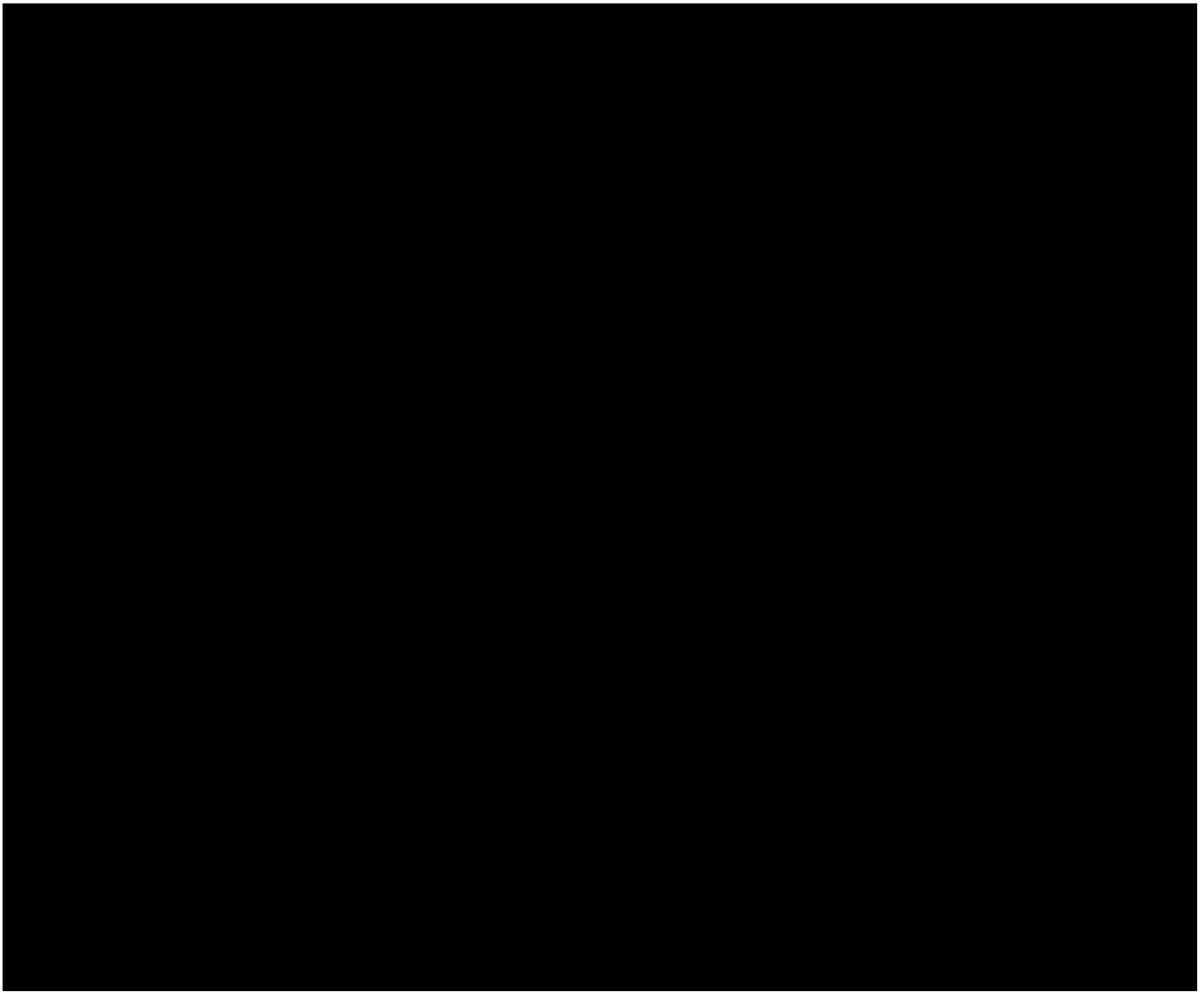
My name is Karam Solaiman and I am one of the owners of Far East Sushi, Inc. DBA Tabu Sushi. This letter is to confirm that the aforementioned businesses I own will be committed to financing the commercial cannabis business, Santee Prospect, LLC located at:

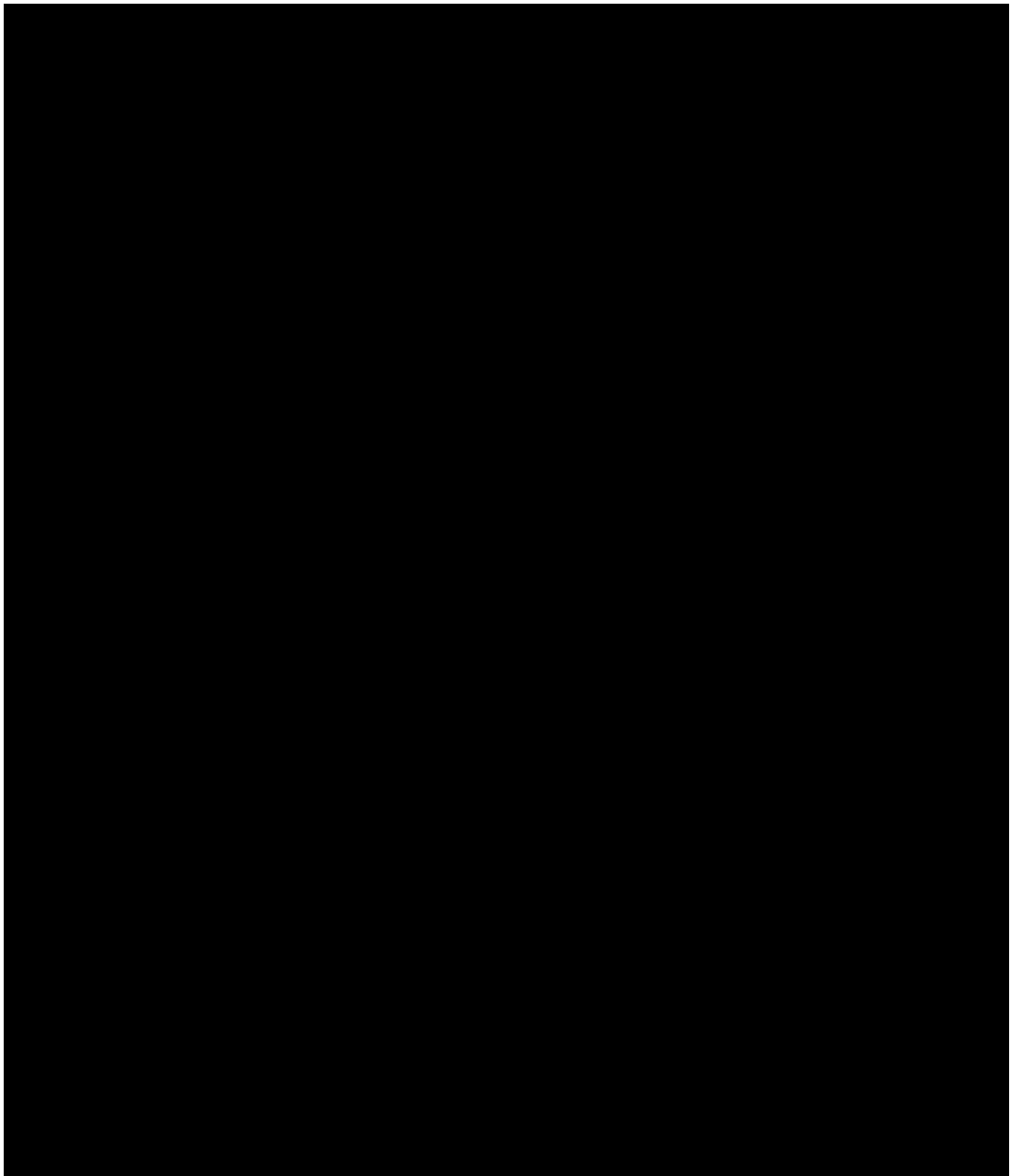
9945 Prospect Ave  
Santee, CA 92702

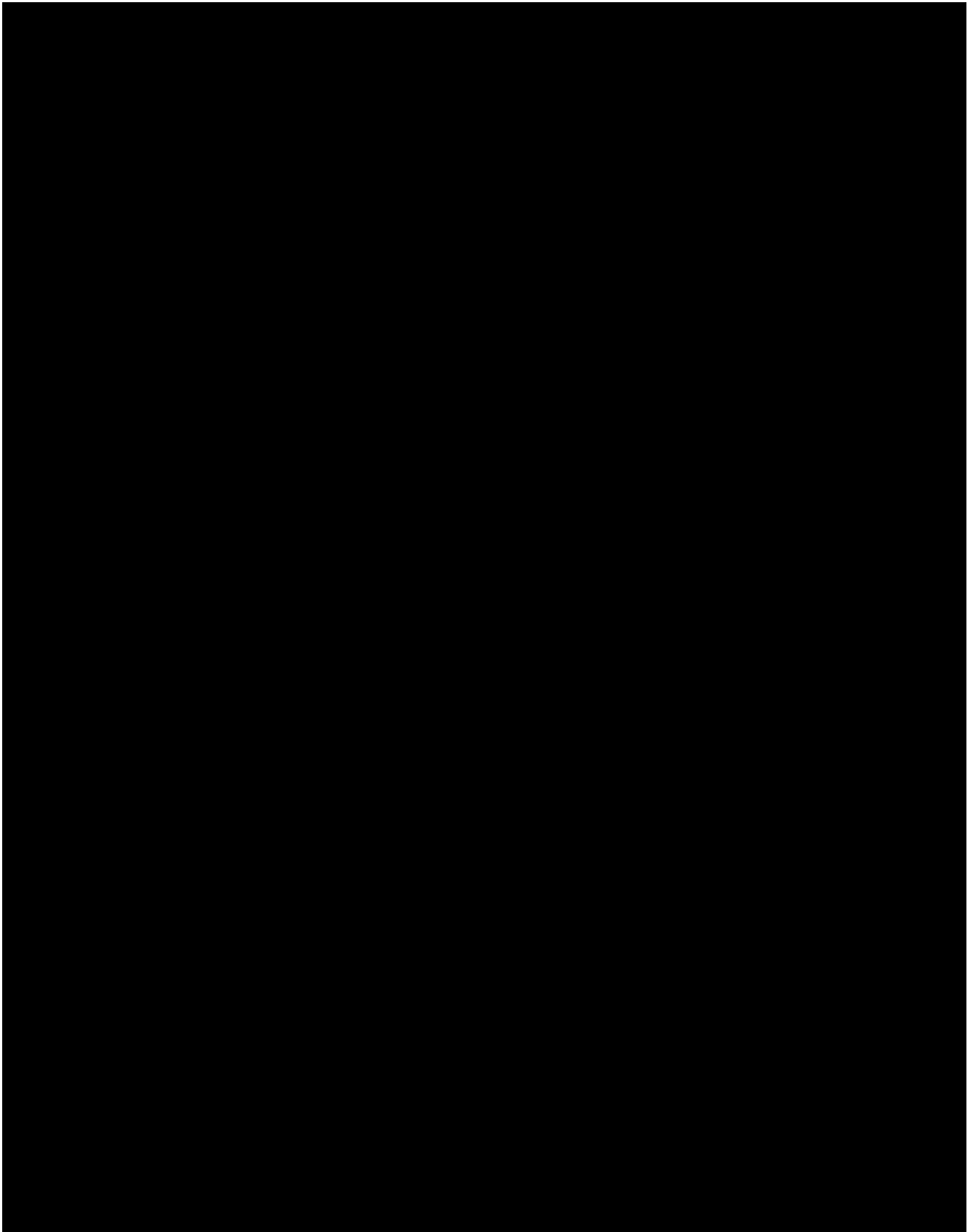
Our attached bank statement indicates that the following businesses have the current balance of [REDACTED] ready to fund the Santee Propsect, LLC cannabis retail facility upon issuance of a commercial cannabis permit from the City of Santee.

Sincerely,

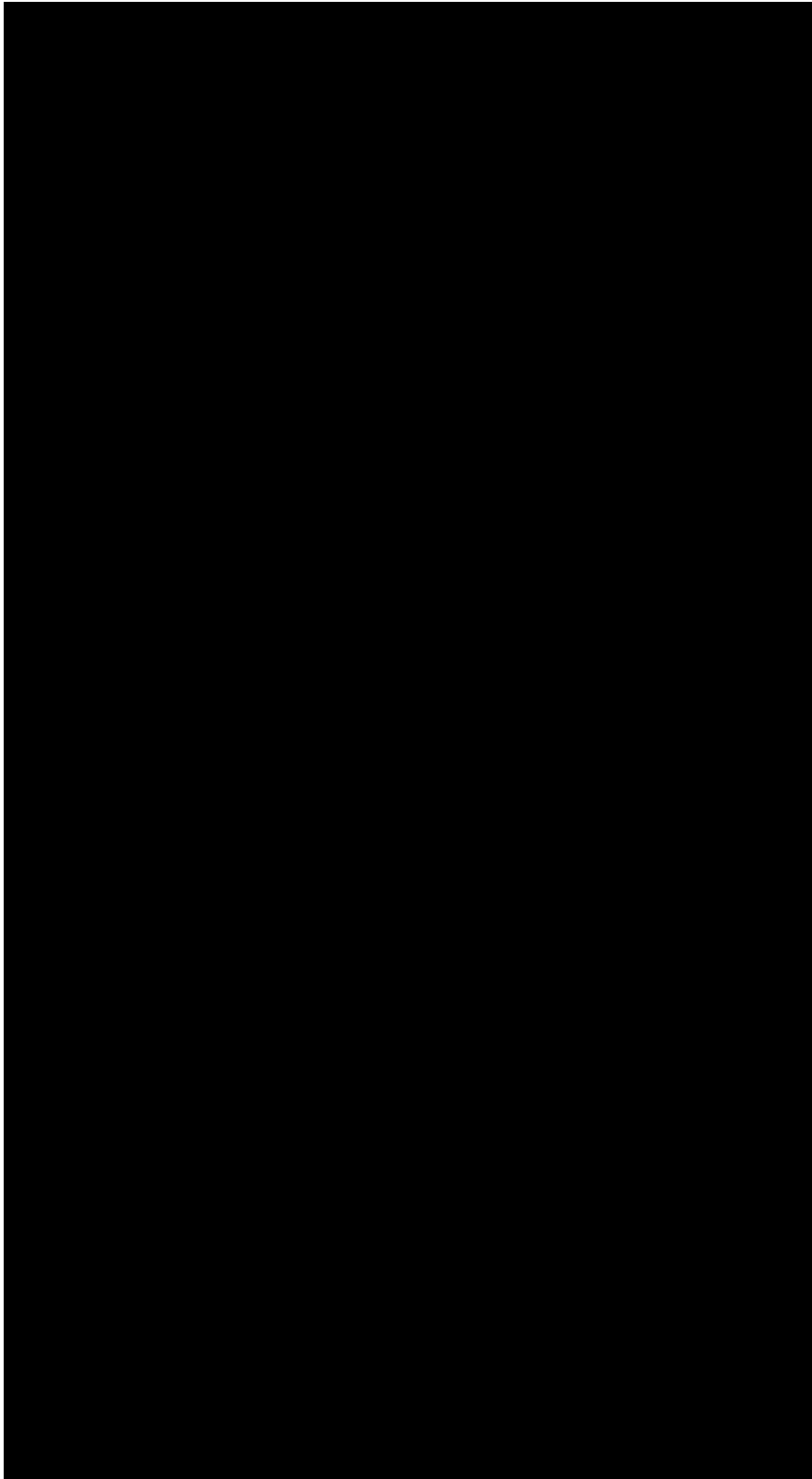
*Karam Solaiman*  
Karam Solaiman

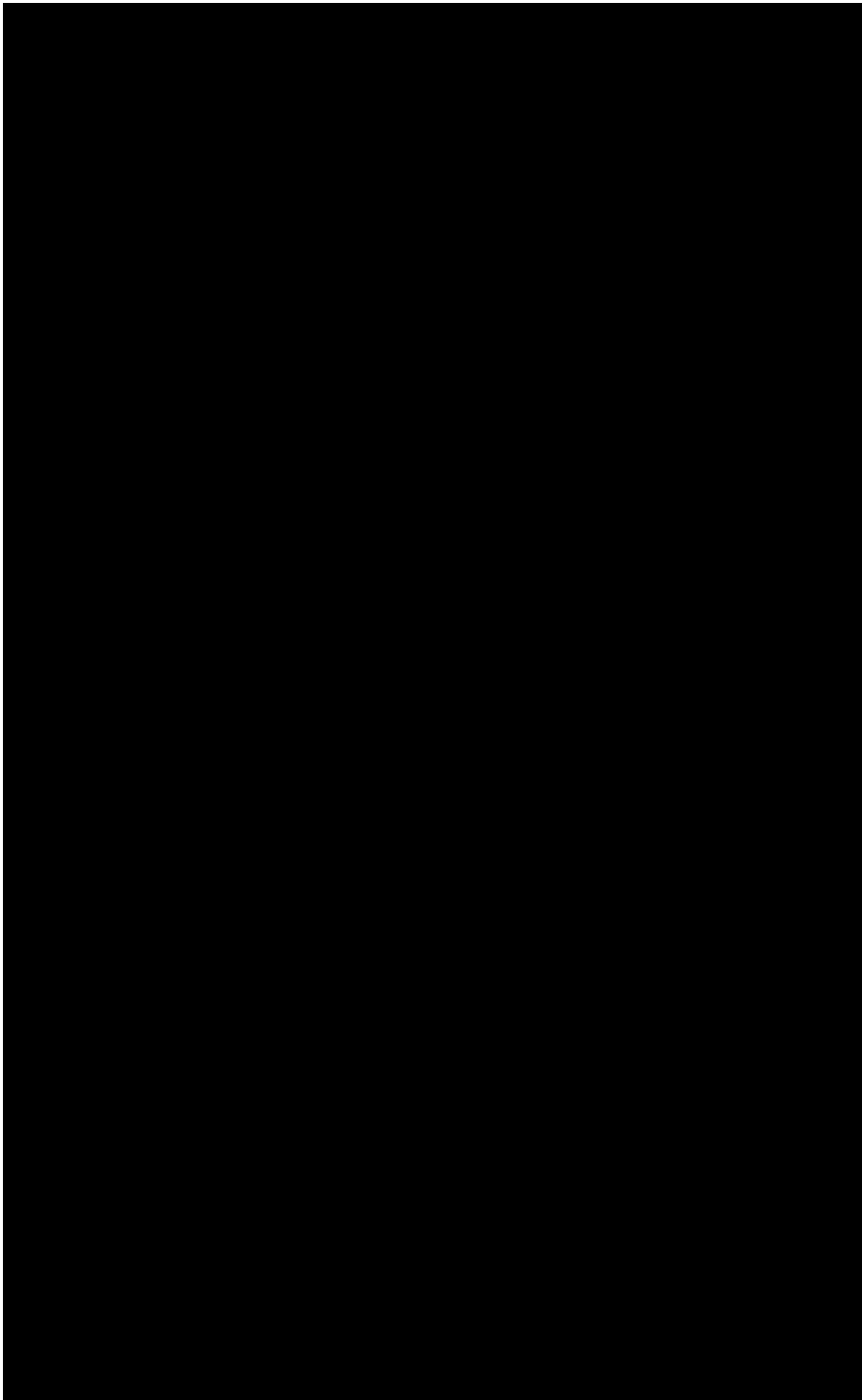




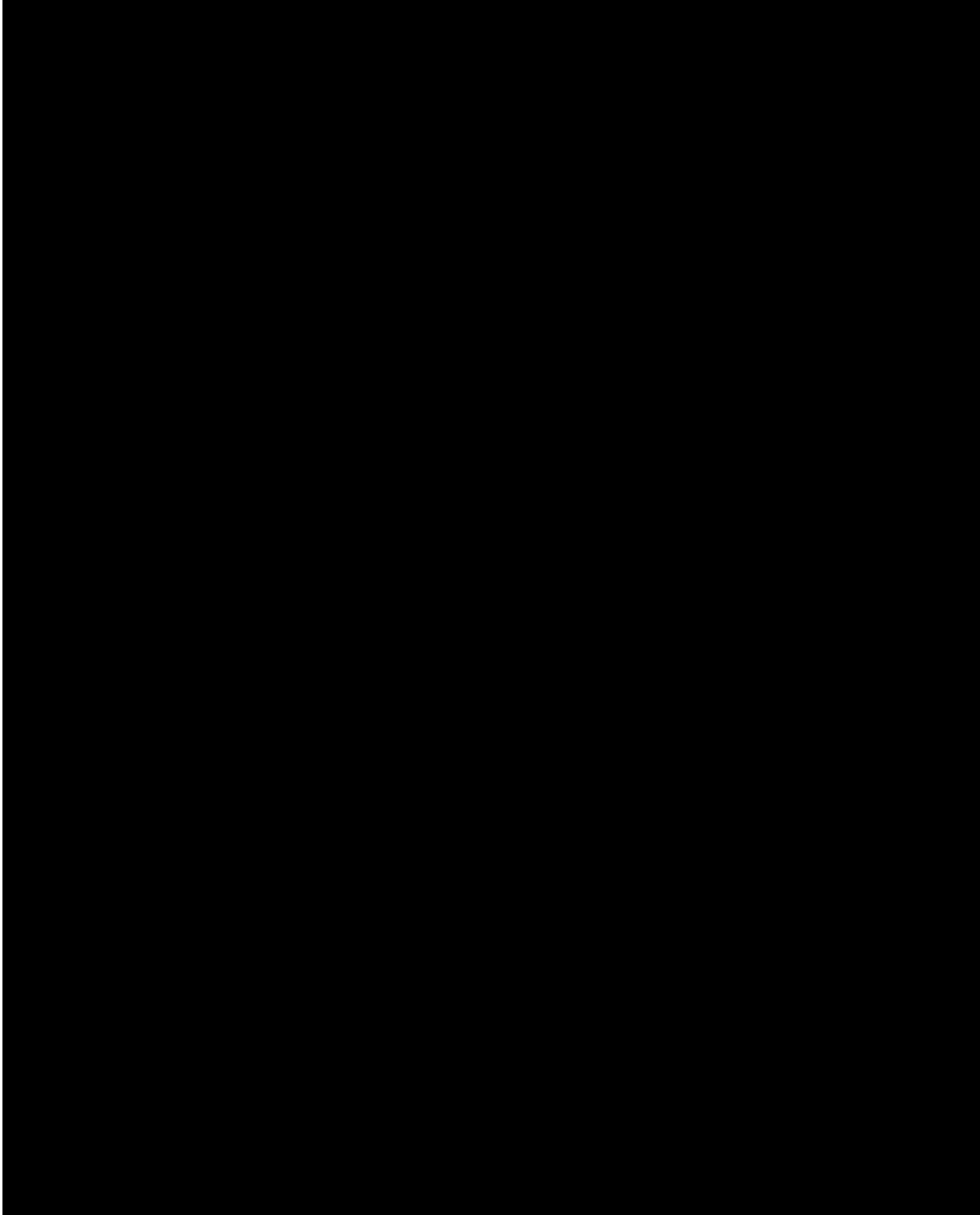


4. Santee Prospect Owner: Daniel Buksa – Personal Checking & Credit Limit





5. Santee Prospect Owner: Alvin Barbat – Personal Checking



Type: Cannabis Zoning Verification Letter

IVR Number: 2952

District: \_Santee

Description: Santee Prospect, LLC - Zoning Verification Letter for Cannabis Retail

Status: In Review

Applied Date: 09/24/2024

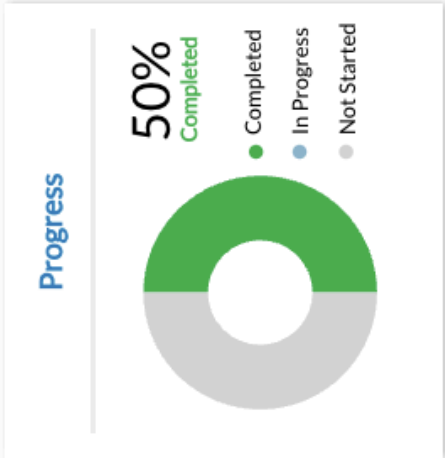
Assigned To: Lindebrekke, Rachael

Project Name:

Expiration Date:

Completion Date:

- Summary
- Locations
- Fees
- Reviews
- Attachments
- Contacts
- Sub-Records



Workflow

Available Actions

No Actions

Fees

\$0.00

View Details





# Commercial Cannabis Business (CCB) Permit

Rev. 4/15/2025

## Change in Information

A written request identifying the nature of the change in information must be provided within this form. Please note that the City will determine if additional information is needed and a deposit for review of the change in information is required.

APPLICANT (ENTITY) INFORMATION				
Applicant (Entity) Name:	Santee Prospect, ILC		DBA:	Mission Greens
Physical Address:	9945 Prospect Avenue	Santee	CA	92701
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Primary Contact:	Alex Dos Santos		Title:	Director of Compliance
Mailing Address:	350 W. 9ave, Unite 106B	Escondido	CA	92025
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone Number:	480-329-9439	Email:	alex@cakehousecannabis.com	
CHANGE IN INFORMATION REQUEST				
<p>Hi there,</p> <p>We are requesting that our DBA be changed from "The Cake House" to "Mission Greens".</p> <p>Please let us know if there is anything else you need.</p>				
CERTIFICATION				
<p>Under penalty of perjury, I hereby declare that the information contained in, and submitted with, the change in information request is true, complete, and accurate. I understand that a misrepresentation of the facts is cause for rejection of this request, denial of a license or revocation of an issued license. I further authorize the City, its agents, and employees to seek verification of the information contained in the request.</p>				
Saad. S. Pattah		Saad S. Pattah		
Name		Signature		
CEO/Owner		April 28, 2025		
Title		Date		



# San Diego County



Transaction #: 8386648  
Receipt #: 2025187909

**JORDAN Z. MARKS**

Assessor/Recorder/County Clerk

1600 Pacific Highway Suite 260

P. O. Box 121750, San Diego, CA 92112-1750

Tel. (619) 237-0502 Fax (619) 557-4155

[www.sdarcc.gov](http://www.sdarcc.gov)

Cashier Date: 05/19/2025

Cashier Location: CV

Print Date: 05/19/2025 11:10 am

SANTEE PROSPECT LLC

350 WEST 9TH AVENUE, UNIT 106B

ESCONDIDO, CA 92025

## Payment Summary

Total Fees	\$54.00
Total Payments	\$54.00
Balance:	\$0.00

## Payment

CHECK PAYMENT #1151 \$54.00

Total Payments \$54.00

## FBN

FICTITIOUS BUSINESS NAME STATEMENT Document #: 2025-9009837 Date: 05/19/2025 Pages: 1

Fees: FBN Application \$54.00

Total Fees Due: \$54.00

Grand Total - All Documents: \$54.00



# JORDAN Z. MARKS

ASSESSOR/RECORDER/COUNTY CLERK

COUNTY OF SAN DIEGO

1600 PACIFIC HIGHWAY, SUITE 260, SAN DIEGO, CA 92101-2480  
RECORDER/COUNTY CLERK • (619) 237-0502 • [www.SDARCC.gov](http://www.SDARCC.gov)



## FICTITIOUS BUSINESS NAME PUBLICATION REQUIREMENTS

*(Business and Professions Code section 17917 and Government Code section 6064)*

Within 45 days after a Fictitious Business Name (FBN) Statement has been filed with the County Clerk, the statement needs to be published in a newspaper of general circulation in the county where the FBN Statement was filed. Contact the newspaper company early because they may not publish right away. If you miss the 45-day requirement, the FBN Statement automatically expires, and you will be required to file a new FBN Statement and pay the same fees. The law does NOT allow for any extensions. It is your responsibility to verify the newspapers publication deadlines. Publications must be once a week for four consecutive weeks. After the 4th publication, the newspaper should send you a Proof of Publication, a signed document showing the dates your FBN Statement had been published in their newspaper. Proof of Publication must be filed with the County Clerk within 45 days after the 4th publication. Some newspaper companies provide this filing service to our office for additional fees. Once you choose the newspaper company you would like to publish with, you can check if they provide this service. Whether the newspaper company files the Proof of Publication with us, or gives you the Proof of Publication to file with us, filing the Proof of Publication is your responsibility.

You are required to publish a Fictitious Business Name Statement if:

- It is your first-time filing;
- You have made any changes to a previous filing;
- You have allowed the previous statement to expire more than 40 days even if there are no changes;
- You are filing a Statement of Abandonment or;
- You are filing a Statement of Withdrawal of Partnership

If there are no changes to the original filing and it is renewed within 40 days of the expiration date, there is no need to publish.

A Fictitious Business Name Statement expires:

- Five (5) years from the date of filing;
- When the registrant files a Statement of Abandonment or;
- 40 days after any change to a filing

The filing of a Statement of Withdrawal from Partnership does not cause the FBN Statement to expire

Fictitious Business Name Statements can be filed at one of our office locations or by mail. If you have any further questions, please call our office, or visit our website [www.sdarcc.gov](http://www.sdarcc.gov).

### Branch Offices Available to Serve You

<b>Chula Vista</b> 590 Third Ave. Chula Vista, CA 91910 (619) 237-0502	<b>East County Office &amp; Archives</b> 10144 Mission Gorge Rd. Santee, CA 92071 (619) 237-0502	<b>Kearny Mesa</b> 9225 Clairemont Mesa Blvd. San Diego, CA 92123 *Recorder/County Clerk services not being offered.	<b>San Marcos</b> 141 E. Carmel St. San Marcos, CA 92078 (619) 237-0502
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# Adjudicated Newspapers of General Circulation in San Diego County

(In accordance with Government Code section 6000 et sec.)

As a courtesy, the following is a listing of newspapers adjudicated by the courts, as defined in the CA Business & Professions Code sections 17917 and 17922. The County Clerk does not endorse or recommend any of these newspapers. This list may not be complete or accurate. Customers are responsible for communicating directly with the newspaper(s) for any questions/concerns regarding the publication(s).

## ALPINE SUN

2144 ALPINE BLVD.  
ALPINE, CA 91901  
(619) 445-3288

## (THE) ASIAN JOURNAL

550 E 8TH ST., STE. 6  
NATIONAL CITY, CA 91950  
(619) 474-0588

## BEACH AND BAY PRESS

1621 GRAND AVE., STE. C  
SAN DIEGO, CA 92109  
(858) 270-3103

## CARMEL VALLEY NEWS

380 STEVENS AVE., # 316  
SOLANA BEACH, CA 92075  
(858) 218-7200

## (THE) COAST NEWS

531 ENCINITAS BLVD., 204/205  
ENCINITAS, CA 92024  
(760) 436-9737

## CORONADO EAGLE AND JOURNAL

1224 10TH ST., STE. 103  
CORONADO, CA 92118  
(619) 437-8800 X201

## (THE) DAILY TRANSCRIPT

2652 FOURTH AVE., 2ND FLR.  
SAN DIEGO, CA 92103  
(619) 232-3486

## DEL MAR TIMES

380 STEVENS AVE., STE. 316  
SOLANA BEACH, CA 92075  
(858) 218-7200

## EAST COUNTY CALIFORNIAN

119 N. MAGNOLIA AVE.  
EL CAJON, CA 92020  
(619) 441-0400

## EAST COUNTY GAZETTE

270 E. DOUGLAS AVE.  
EL CAJON, CA 92020  
(619) 444-5774  
(619) 444-5779 (FAX)

## ESCONDIDO TIMES-ADVOCATE

720 N BROADWAY, STE 108  
ESCONDIDO, CA 92025  
MAILING ADDRESS:  
PO BOX 461900  
ESCONDIDO, CA 92046  
(760) 546-4200  
(760) 359-5815 (FAX)

## HEARTLAND NEWS

11337 MORENO AVE.  
LAKESIDE, CA 92040  
(619) 390-1662

## HISPANOS UNIDOS

P.O. BOX 462016  
ESCONDIDO, CA 92046  
(760) 740-9561

## IMPERIAL BEACH EAGLE & TIMES

1224 10TH ST., STE. 103  
CORONADO, CA 92118  
(619) 437-8800 X201

## JULIAN NEWS

P.O. BOX 639  
JULIAN, CA 92036  
(760) 765-2231

## LA JOLLA LIGHT

565 PEARL ST., # 300  
LA JOLLA, CA 92037  
(858) 218-7200

## LA JOLLA TODAY

1621 GRAND AVE., STE. C  
SAN DIEGO, CA 92109  
(858) 270-3103

## LA PRENSA

1712 LOGAN AVE.  
SAN DIEGO, CA 92113  
(619) 425-7400

## NORTH COUNTY SPECTRUM

210 S. JUNIPER, STE. 211  
ESCONDIDO, CA 92025  
(760) 747-8911

## (THE) PENINSULA BEACON

1621 GRAND AVE., STE. C  
SAN DIEGO, CA 92109  
(858) 270-3103

## POWAY NEWS CHIEFTAIN

13426 COMMUNITY RD., STE. C  
POWAY, CA 92064  
(858) 218-7200

## RAMONA SENTINEL

1306 MAIN ST., STE. 105  
RAMONA, CA 92065  
(858) 218-7200

## RANCHO BERNARDO NEWS JOURNAL

13426 COMMUNITY RD., STE. C  
POWAY, CA 92064  
(858) 218-7200

## RANCHO SANTA FE REVIEW

380 STEVENS AVE., STE. 316  
SOLANA BEACH, CA 92075  
(858) 218-7200

## SAN DIEGO BUSINESS JOURNAL

4909 MURPHY CANYON RD.  
SAN DIEGO, CA 92123  
(858) 277-6359

## SAN DIEGO COUNTY HERALD

2057 ALPINE BLVD.  
ALPINE, CA 91901  
(619) 445-0374

## SAN DIEGO MONITOR

3570 OLIVE ST.  
LEMON GROVE, CA 91945  
(619) 668-1007

## SAN DIEGO NEWSLINE

2196 LOGAN AVE.  
SAN DIEGO, CA 92113  
MAILING ADDRESS:  
PO BOX 181806  
CORONADO, CA 92178  
(619) 567-7377

## SAN DIEGO READER

2323 BROADWAY STE 107  
SAN DIEGO, CA 92102  
(619) 235-3000

## (THE) SAN DIEGO UNION TRIBUNE

350 CAMINO DE LA REINA  
SAN DIEGO, CA 92108  
(619) 299-3131

## SOLANA BEACH SUN

380 STEVENS AVE., STE. 316  
SOLANA BEACH, CA 92075  
(858) 218-7200

## (THE) STAR NEWS

321 E ST.  
CHULA VISTA, CA 91910  
(619) 427-3000

## THE PAPER

845 WEST SAN MARCOS BLVD.  
SAN MARCOS, CA 92078  
(760) 747-7119

## UPTOWN SAN DIEGO EXAMINER

3601 30TH ST.  
SAN DIEGO, CA 92104  
(619) 955-8960  
(619) 955-8962 (FAX)

## VALLEY ROADRUNNER

29115 VALLEY CENTER RD., STE. L  
VALLEY CENTER, CA 92082  
(760) 546-3500  
(760) 359-5815 (FAX)

## VILLAGE NEWS

111 W. ALVARADO ST.  
FALLBROOK, CA 92028  
(760) 723-7319

## VOICE AND VIEWPOINT

3619 COLLEGE AVE.  
SAN DIEGO, CA 92115  
(619) 266-2233



41861

1600 PACIFIC HIGHWAY, SUITE 260, SAN DIEGO, CA 92101  
P.O. BOX 121750, SAN DIEGO, CA 92112  
(619) 237-0502



Jordan Z. Marks  
Recorder/County Clerk  
County of San Diego  
[www.sdarcc.gov](http://www.sdarcc.gov)

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May 19, 2025 11:10 AM

FILED

JORDAN Z. MARKS,  
SAN DIEGO COUNTY CLERK  
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☐ Government-Issued ID Verified**FICTITIOUS BUSINESS NAME STATEMENT**

All information on this statement is public information and is required to appear in the newspaper pursuant to Business and Professions Code section 17913.

**(1) FICTITIOUS BUSINESS NAME(S):** (If more than two names, use FBN Additional Business Name form)a. MISSION GREENS

Print Fictitious Business Name

b.

Print Fictitious Business Name

**(2) LOCATED AT:** 9945 PROSPECT AVE

Street Address (No P.O. Box, Postal Facility, or PMB)

Santee

City

CA

State

92071

Zip Code

San Diego

County (No Abbreviations)

350 WEST 9TH AVENUE, UNIT 106B

Business Mailing Address

ESCONDIDO

City

CA

State

92025

Zip Code

**(3) REGISTRANT NAME AND BUSINESS MAILING ADDRESS** (If Corporation/LLC, name, as registered with Secretary of State) If more than two registrants, use FBN Additional Registrants form.a. SANTEE PROSPECT LLC

If Individual - Spell Out First, Middle, and Last Name or Corp/LLC

350 WEST 9TH AVENUE, UNIT 106B

Business Mailing Address

ESCONDIDO

City

CA

State

92025

Zip Code

CA

If Corporation or LLC - Print State of Incorporation/Organization

b.

If Individual - Spell Out First, Middle, and Last Name or Corp/LLC

Business Mailing Address

City

State

Zip Code

If Corporation or LLC - Print State of Incorporation/Organization

**(4) THIS BUSINESS IS CONDUCTED BY: (Check one)**☐ A. An Individual☐ B. A Married Couple☐ C. A General Partnership☐ D. A Limited Partnership☐ E. Joint Venture☐ F. A Corporation☐ G. A Trust☐ H. Co-Partners☒ I. A Limited Liability Company☐ J. Limited Liability Partnership☐ K. An Unincorporated Association-Other than a Partnership☐ L. State or Local Registered Domestic Partners**(5) REGISTRANT FIRST BEGAN TO TRANSACT BUSINESS UNDER THE NAME(S) ABOVE AS OF\*:** N/A (Cannot be a future date)  
\*INSERT N/A IF YOU HAVE NOT YET BEGUN TO TRANSACT BUSINESS ENTER COMPLETE DATE (MM/DD/YYYY) OR N/A

I declare that all information in this statement is true and correct. (A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).)

**(6) Registrant Signature:** SAAD S. PATTAH

(Original/Wet Signature Required)

Printed Name: SAAD S. PATTAH

(Print Name of Signer)

If a Corporation, Limited Liability Company (LLC), Limited Partnership (LP) or Limited Liability Partnership (LLP), the following must also be completed:

Corporation/LLC Name: SANTEE PROSPECT LLCOfficer Title of Signer: CEO

(For list of acceptable titles, see instructions #6)

This statement was filed with the San Diego Recorder/County Clerk as indicated by the file stamp above.

NOTICE: IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS (5) FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.  
THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE)

MAY 19 2025

This is a true certified copy of the record  
if it bears the seal, imprinted in purple ink



Jordan Z. Marks  
JORDAN Z. MARKS  
Assessor/Recorder/Clerk  
San Diego County, California

Deputy

*G. Acosta*  
G. Acosta