

MINUTES OF  
ANNUAL MEETING OF MEMBERS OF  

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A NEVADA LIMITED LIABILITY COMPANY

The regular meeting of Members of \_\_\_\_\_ for the year 20\_\_\_\_ was held on the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_.

The meeting was called to order by the Chairman, \_\_\_\_\_, a quorum being present, Chairman \_\_\_\_\_, announced that the meeting was duly constituted and ready to proceed with business.

Prior minutes and resolutions of the Members and Managers to \_\_\_\_\_ were read. It was duly moved, seconded and unanimously carried that the minutes and resolutions be approved as read.

Reports of Managers and Managers were called for. There being none, the Members proceeded to the next item of business.

\_\_\_\_\_ was properly nominated, seconded and (unanimously) elected as Manager of the Limited Liability Company for the coming year.

There being no unfinished business and no further business, the annual meeting of the Members was adjourned until this time and \_\_\_\_\_ next year.

\_\_\_\_\_  
Secretary

MINUTES OF ANNUAL MEETING  
OF  
BOARD OF MANAGERS OF

\_\_\_\_\_  
A NEVADA LIMITED LIABILITY COMPANY

The annual meeting of the Board of Managers of \_\_\_\_\_, immediately following the annual meeting of Members' on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_.

The following were present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

being all of the Managers of the Limited Liability Company.

The meeting was called to order by \_\_\_\_\_. It was moved, seconded and (unanimously) carried that \_\_\_\_\_ act as Chairman and \_\_\_\_\_ act as Secretary.

The Chairman noted that it was in order to elect Managers for the ensuing year. Upon nominations duly made and seconded, the following were (unanimously) elected Managers of the Limited Liability Company, to serve for the ensuing year or until their successors are elected and qualify:

Operating Manager: \_\_\_\_\_

Secretary/Manager: \_\_\_\_\_

Treasurer/Manager: \_\_\_\_\_

Upon motion duly made, seconded and (unanimously) carried all of the Resolutions adopted by the Managers in the previous year were ordered to be filed with the Secretary and attached to these minutes and are thereby made a part hereof.

There being no further business to come before the meeting, upon motion duly made, seconded and (unanimously) carried, it was adjourned.

\_\_\_\_\_  
Secretary/Manager

Attest:

\_\_\_\_\_  
Manager