

# EMBREE-REED, INCORPORATED

Corporate Minute Book

## 2020



7330 STAPLES MILL RD # 402  
RICHMOND, VA 23228-4122

[services@councilforcorps.com](mailto:services@councilforcorps.com)

# **Virginia Council For Corporations**

7330 STAPLES MILL RD # 402  
RICHMOND, VA 23228-4122  
Ph. 888-408-0886  
Email: [services@councilforcorps.com](mailto:services@councilforcorps.com)

Attention: Corporate Representative

Please inspect the contents carefully for damage. If a minute book is damaged, please return it to us for a replacement, which will be provided immediately. Our documents and services are fully guaranteed. If you are not satisfied for any reason, the Minute Book may be returned for a full refund. If you have multiple corporations, it is necessary to have separate minutes for each entity. Please contact us via telephone or email to obtain additional minutes.

**VIRGINIA COUNCIL FOR CORPORATIONS  
7330 STAPLES MILL RD # 402  
RICHMOND, VA 23228-4122**

**March 2, 2020**

Attention: JAMES S. GRAHL JR.  
EMBREE-REED, INCORPORATED  
3418A VANE CT STE A  
CHARLOTTE, NC 28206

Re: Corporate Minutes

Dear James S. Grahl Jr.:

Enclosed with this letter are the annual corporate documents that have been prepared for your Company. Also included is a Corporate Minute Book to hold these documents and related records.

Specifically, enclosed is a document entitled "Unanimous Consent of Shareholders". This document lists the Directors of the Corporation. Each person listed as a Shareholder must sign this document on the line above where their names are printed. Each person should date the document on the line opposite their signature.

Second, enclosed is a document entitled "Unanimous Consent of Directors" that lists the corporate officers for your Company. This document must be signed by each Director on the line above where the Director's name is printed. Each person should date the document on the line opposite their signature.

After the enclosed Unanimous Consents have been signed and dated, the documents should be inserted in the Corporate Minute Book. Your company's corporate records will be current after the Unanimous Consent documents are signed and dated.

If you have any questions regarding the completion of these documents, please contact us via e-mail at the following address: [services@councilforcorps.com](mailto:services@councilforcorps.com).

**Notice: The preparation of minutes of annual meetings does not satisfy the requirement to file the annual report required by Virginia Code §13.1-775. The annual report and instructions may be found online.**

Very truly yours,

VIRGINIA COUNCIL FOR CORPORATIONS

**EMBREE-REED, INCORPORATED**  
**Unanimous Consent of Shareholders**

The undersigned, being all of the Shareholders of EMBREE-REED, INCORPORATED (the "Corporation"), unanimously and in writing consent to the following action in lieu of a meeting:

**RESOLVED:**

The Directors of the Corporation are as follows:

James S. Grahl Jr.

James W. Malcolm

Brook J. Turner

Richard M. McClain III

The Directors of the Corporation shall hold office until the next annual meeting or until successors are duly elected and qualified.

**FURTHER RESOLVED**

All the actions and decisions of the Board of Directors and Officers of this Corporation for the past fiscal year through and including the date of this consent are hereby approved and ratified.

The undersigned further certifies that the foregoing Resolutions remain in full force and effect and have not been either rescinded or modified.

IN WITNESS WHEREOF, the Shareholders of EMBREE-REED, INCORPORATED have executed this Unanimous Consent of Shareholders.

_____	_____
Date	James S. Grahl Jr., Shareholder
_____	_____
Date	James W. Malcolm, Shareholder
_____	_____
Date	Brook J. Turner, Shareholder
_____	_____
Date	Richard M. McClain III , Shareholder

**EMBREE-REED, INCORPORATED**  
**Unanimous Consent of Directors**

The undersigned, being all of the Directors of EMBREE-REED, INCORPORATED (the "Corporation"), unanimously and in writing consent to the following action in lieu of a meeting:

**RESOLVED:**

The Officers of the Corporation are as follows:

President: James S. Grahl Jr.

Treasurer: Richard M. McClain III

CEO: James W. Malcolm

Corporate Secretary: Brook J. Turner

The Officers of the Corporation shall hold office until the next annual meeting or until successors are duly elected and qualified.

**FURTHER RESOLVED**

All the actions and decisions of the Board of Directors and Officers of this Corporation for the past fiscal year through and including the date of this consent are hereby approved and ratified.

The undersigned further certifies that the foregoing Resolutions remain in full force and effect and have not been either rescinded or modified.

IN WITNESS WHEREOF, the Directors of EMBREE-REED, INCORPORATED have executed this Unanimous Consent of Directors.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James S. Grahl Jr., Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
James W. Malcolm, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brook J. Turner, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard M. McClain III , Director