

BRYAN FIELDS

501 80th AVE. ST PETE BEACH, FLORIDA 33706

NOTICE TO PRESERVE AND MAINTAIN EVIDENCE

Lake County Amateur Radio Club, Inc.

Tim McGillen, Registered Agent

8755 Hanley Lane

Crown Point, IN, 46307

You are hereby advised of your legal obligation to preserve, maintain, prevent spoliation of, and not destroy any evidence which relates to the Parties.

The below evidence is potentially relevant to the subject incident, for which I reasonably anticipate litigation may be imminent.

Specifically, please ensure the preservation of the following evidence and avoid its spoliation in any way, shape, or form:

- Corporate Documents, such as Articles of Incorporation and Bylaws, leases, memorandums of understanding, IRS and tax filings
- Meeting minutes, recordings, and videos; **DO NOT DELETE ANY RECORDINGS**
- Communications between all members and directors
- Communications with all government officials
- Documents (electronic and paper) and all communications concerning your approval or non-approval of new members
- Financial records (electronic and paper) including but not limited to; PayPal, bank, check cashing, or any other institution statements or records. This includes the personal accounts of any signors on the organization accounts.
- Any member lists or inquiries of members
- Policies and Procedures (electronic and paper) relating to the operational standards and qualification for directors for the organization.
- Documents (electronic and paper) and all communications concerning any removals, resignation or investigation of prior directors.

Your obligations of preservation extend beyond explicit non-destruction of the foregoing evidence. You have an obligation to **prevent the destruction** of the above listed evidence. This includes an obligation to **share this notice with all persons** or entities whose conduct may lead to inadvertent destruction or deletion of this evidence.

Sincerely,

Bryan Fields

Via Email and Certified Mail – 9589071052702462123126