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February 5, 2020

**VIA EMAIL**

Mr. Ronnie Armstrong, CFO  
40 South Alcaniz Street  
Pensacola, Florida 35202-6008

Re: FIHMC 403(b) Tax Deferred Annuity Plan

Dear Ronnie:

I am enclosing the following documents pertaining to the above-referenced Plan:

1. **ADOPTION AGREEMENT**. This document updates the Plan as required by IRS Revenue Procedure 2013-22. Please have page 29 dated and signed as indicated and email a copy of that page back to me.
2. **BASIC PLAN DOCUMENT**. This document contains all terms of the Plan that are not optional or discretionary. Please keep this document with the Adoption Agreement.
3. **FIRST AMENDMENT**. As we have discussed, the Adoption Agreement does not reflect any changes to the terms of the Plan that have been in effect since it was amended to accommodate "jointly employed employees" in 2018. The enclose Amendment amends the Plan effective March 1, 2020 to:
  - (a) permit all employees (even those regularly scheduled to work fewer than 20 hours per week) to make elective deferrals;
  - (b) permit "jointly employee employees" to receive nonelective contributions; and
  - (c) exclude employees who normally work fewer than 20 hours per week from nonelective contributions.

Please have this Amendment dated and signed where indicated on page 2 and email a copy back to me.

4. **SUMMARY PLAN DESCRIPTION**. This document summarizes the terms of the Plan and includes the two changes made by the First Amendment and described in Paragraph 3 above.

4834-4366-6611v1  
2910359-000001 02/04/2020

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February 5, 2020

Page 2

Please distribute a copy of this document to each employee and to new employees as they are hired in the future.

5. **WRITTEN CONSENT.** This document reflects the Board's approval of the Plan and the First Amendment. Julie can use this document and add any necessary signature blocks or she can just insert the resolution itself into the minutes of the March, 2020 Board meeting.

If you have any questions concerning any of the documents, please do not hesitate to call me.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "D.J. Simonetti". The signature is written over the printed name.

D.J. Simonetti

DJS/dcs

Enclosures

cc: Julie Sheppard (via email; w/encls.)