

**F000000000485**  
**TRANSMITTAL LETTER**

**TO:** Qualification/Registration Section  
Division of Corporations

**SUBJECT:** Home Builders Institute  
(Name of Corporation)

700003020027--6  
-10/20/99-01083-004  
\*\*\*\*\*70.00 \*\*\*\*\*70.00

Dear Sir or Madam:

The enclosed "Application by Foreign Not for Profit Corporation for Authorization to Conduct its Affairs in Florida", "Certificate of Existence", and check are submitted to register the above referenced not for profit corporation to conducts its affairs in Florida.

Please return all correspondence concerning this matter to the following:

700003112577--9  
-01/27/00-01034-001  
\*\*\*\*928.25 \*\*\*\*928.25

Maria C. Nicolaou  
(Name of Person)

Home Builders Institute  
(Firm/Company)

1090 Vermont Avenue, NW Suite 600  
(Address)

Washington, DC 20005  
(City, State and Zip Code)

For further information concerning this matter, please call:

Maria C. Nicolaou at ( 202 ) 371-0600  
(Name of Person) Area Code & Daytime Telephone Number

**STREET ADDRESS:**  
Qualification/Tax Lien Section  
Division of Corporations  
409 E. Gaines St.  
Tallahassee, FL 32399

**MAILING ADDRESS:**  
Qualification/Tax Lien Section  
Division of Corporations  
P. O. Box 6327  
Tallahassee, FL 32314

Enclosed is a check for the following amount:

- \$70.00 Filing Fee
- \$78.75 Filing Fee & Certificate of Status
- \$78.75 Filing Fee & Certified Copy
- \$87.50 Filing Fee, Certificate of Status & Certified Copy

\$7428.75  
00789 | 00734 | 00010 | 00072

WAA-24513

JP  
1-27-00

SECRET  
DIVISION OF STATE  
TALLAHASSEE, FLORIDA  
00 JAN 27 10 9:41



FLORIDA DEPARTMENT OF STATE  
Katherine Harris  
Secretary of State

October 25, 1999

MARIA C. NICOLAOU  
HOME BUILDERS INSTITUTE  
1090 VERMONT AVENUE, NW, SUITE 600  
WASHINGTON, DC 20005

SUBJECT: HOME BUILDERS INSTITUTE INCORPORATED  
Ref. Number: W99000024543

We have received your document for HOME BUILDERS INSTITUTE INCORPORATED and your check(s) totaling \$70.00. However, the enclosed document has not been filed and is being returned for the following correction(s):

Pursuant to section 607.1502(4), 617.1502(4) or 608.502(4), Florida Statutes, this office collects a civil penalty of \$1000 for each year this entity transacted business or conducted its affairs in Florida prior to qualification and the appropriate annual report fees that would have been due this office had the entity qualified the year it began operations in this state. The amount due this office to cover both annual report and penalty fees is \$7428.25.

A post office box is not an acceptable address for the registered agent.

If you have any questions concerning the filing of your document, please call (850) 487-6025.

Trevor Brumbley  
Document Specialist

Letter Number: 799A00051205

00 JAN 27 11 54 AM  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
ATTACHED  
AND  
FILED



# HOME BUILDERS INSTITUTE

The Educational Arm of the National Association of Home Builders

**Chairman**  
John Moffitt, Jr.  
Moffitt Development Co., Inc.  
Kansas

**President & CEO**  
Philip Polivchak  
Washington, D.C.

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Alaska

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Viking Builders, Inc.  
Florida

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McGowan Corporation  
New York

Robert Mitchell  
C-1/Mitchell & Best Homes  
Maryland

Thomas E. Mullen  
Thomas E. Mullen & Assoc., Inc.  
Indiana

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Insignia Commercial Group, Inc.  
Texas

Patsy R. Smith  
Herman Smith & Co.  
Texas

Gerald R. Strebel  
General Electric  
Tennessee

Alan Trellis  
Home Builders Network  
Maryland

Ken Whyrick  
StoneWood Builders  
Nebraska

Thomas E. Woods  
TE Woods Construction  
Missouri

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Pennsylvania

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H.S. Landau, Inc.  
Michigan

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America's Choice Homes, Inc.  
Oklahoma

C. Kent Conine  
Conine Residential Group  
Texas

1090 Vermont Avenue, N.W., Suite 600  
Washington, DC 20005  
202-371-0600 Fax 202-898-7777  
internet: [www.hbi.org](http://www.hbi.org)

December 6, 1999

Ms. Trevor Brumbley  
Document Specialist  
Division of Corporation  
P. O. Box 6327  
Tallahassee, Florida 32314

Reference Number: W99000024543

Dear Ms Brumbley:

We have received your letter dated October 25, 1999 (Letter Number: 799A00051205). We have corrected the "Application by Foreign Not for Profit Corporation for Authorization to Conduct its Affairs in Florida" by listing the street address of our Florida registered agent. Your letter stated that we were charged \$7,428.25 for annual report and penalty fees resulting from our conducting affairs in Florida since July 1992.

We had not previously applied for Authorization to Conduct Affairs in Florida because we believed that the nature of work did not constitute "conducting affairs" as required by Section 617.1501 (1) of the Florida Statutes. After reviewing Section 817.155 of the Florida Statutes, we wanted to make sure that we answered honestly since the nature of our affairs were not specifically listed in section 617.1501 (2) of the Florida Statutes.

Home Builders Institute (HBI) is a nonprofit organization 501 (c) 3. It has been providing Job Corps Training at several Job Corps Training centers throughout the country including Florida. The Job Corps Training is funded by the U. S. Department of Labor and it is done on Federal Facilities.

00 11 27 01 9:11  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

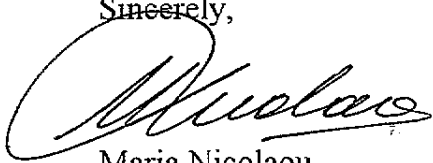
In 1990 following an initiative by Pete Rell, Director of the Office of Job Corps at the U.S. Department of Labor, a linkage and a cooperative agreement was established between the Dade County Schools and the Miami Skill Center at Miami Job Corps (all related documents are enclosed). As a result of this partnership agreement since 1992, HBI has been working with the Dade County Public Schools providing vocational training to at-risk youth. This cooperative effort has been very successful in providing alternative high schools for the targeted population.

This summarized how HBI has gotten involved with the Dade County Schools and Youth Training in Florida. All our training activities have been a result of Federal Funding and they have been carried out at the facilities also operated by the federal government. What prompted HBI to apply for an "Authorization to Conduct Affairs" in Florida was a response to a "RFP" with the State of Florida that would require HBI to provide training outside the scope of work of HBI's agreement with the Federal Government - Job Corps Training. Given the nature of our operations in Florida, we strongly believe that our involvement in the Florida training programs did not constitute "conducting affairs" as covered by the Florida Statutes.

We sincerely hope that you review our case and waive all the penalties assessed. We are confident that you will help us resolve this issue equitably and expeditiously. This will allow us to continue our training programs without interruption.

If you have any further questions, please contact me at 202-371-0600. We appreciate your consideration of this matter.

Sincerely,



Maria Nicolaou,  
Sr. Vice President & CFO

00 JAN 27 AM 9:41  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
RECEIVED  
ATTN: [illegible]



**FLORIDA DEPARTMENT OF STATE**  
**Katherine Harris**  
**Secretary of State**  
**OFFICE OF THE GENERAL COUNSEL**

---

**F A C S I M I L E T R A N S M I T T A L**

**TO FAX NUMBER :** (202) 898-7777

**Please deliver the following pages to:**

**NAME:** Maria Nicolaou

**COMPANY:** Home Builders Institute Incorporated

**CITY/STATE:** Washington, D.C.

**SENDER:** Gerard T. York, Esq.,  
Assistant General Counsel

**DATE/TIME:** 01/03/00 10:07 AM

**NUMBER OF PAGES (including transmittal sheet):**2

**FROM FAX:** 850/922-5763 (Suncom 292-5763)

**COMMENTS:** This communication is to confirm our conversation yesterday regarding annual report fees and statutory penalties assessed against Home Builders Institute Incorporated under section 617.1502(4), Florida Statutes.

We would offer to settle the issue of annual report fees and foreign non-qualified penalties assessed against Home Builders Institute Incorporated for the sum of \$928.25, reflecting a lump sum penalty of \$500 assessed at the statutory minimum of \$500, plus the annual report fees that would have been collected from 1992 had your client been properly qualified from the beginning of its activities here in Florida. We sincerely hope your client will find this proposal agreeable.

00 JAN 27 10 09 AM  
SECRETARY OF STATE  
CALL MARISSA P. H. LINDA

APR 11 2000  
10 09 AM  
FBI

**Upon receipt of a check in that amount payable to the Department of State, Division of Corporations, I will instruct the Division of Corporations to issue Home Builders Institute Incorporated a Certificate of Authority to conduct its affairs in Florida. Please mail the check to this attorney at: Office of General Counsel, LL-10, The Capitol, Tallahassee, Florida 32399-0250.**

**Please do not hesitate to contact me should you have any questions. Likewise, should you need any assistance on any other matters, please do not hesitate to contact me.**

**If there are any problems in receiving this transmission, call Cara at 850/414-5536 or Suncom 994-5536.**

**LL-10 • THE CAPITOL • TALLAHASSEE, FLORIDA 32399-0250**

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
00 JUN 27 11 9:11

ALL INFORMATION  
HEREIN IS UNCLASSIFIED



**FLORIDA DEPARTMENT OF STATE**  
**Katherine Harris**  
**Secretary of State**  
**OFFICE OF THE GENERAL COUNSEL**

---

**F A C S I M I L E   T R A N S M I T T A L**

**TO FAX NUMBER :** (202) 898-7777

Please deliver the following pages to:

**NAME:** Maria Nicolaou

**COMPANY:** Home Builders Institute Incorporated

**CITY/STATE:** Washington, D.C.

**SENDER:** Gerard T. York, Esq.,  
Assistant General Counsel

**DATE/TIME:** 01/03/00 10:15 AM

**NUMBER OF PAGES (including transmittal sheet):**2

**FROM FAX:** 850/922-5763 (Suncom 292-5763)

**COMMENTS:** This communication is to confirm our conversation today regarding annual report fees and statutory penalties assessed against Home Builders Institute Incorporated under section 617.1502(4), Florida Statutes.

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RECEIVED  
FLORIDA DEPARTMENT OF STATE  
MAIL ROOM

00 JAN 27 10 09 AM '00

APPROVED  
K. HARRIS

**Upon receipt of a check in that amount payable to the Department of State, Division of Corporations, I will instruct the Division of Corporations to issue Home Builders Institute Incorporated a Certificate of Authority to conduct its affairs in Florida. Please mail the check to this attorney at: Office of General Counsel, LL-10, The Capitol, Tallahassee, Florida 32399-0250.**

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**LL-10 • THE CAPITOL • TALLAHASSEE, FLORIDA 32399-0250**

00 JAN 27 PM 9:11  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

APPROVED  
AND  
FILED





# Department of State

## Memorandum Office of the General Counsel

TO: File

FROM: Gerard York, Assistant General Counsel

DATE: January 14, 2000

RE: Home Builders Institute, Inc.

Based on my review of the file and the payments received from the corporation, it is my recommendation that this file be closed. Corporation has paid outstanding report fees from 1992 of \$428.25 and foreign non-qualified penalties of \$ 500.00 assessed at the statutory minimum and wishes to be qualified to do business in the State of Florida. Accordingly, it is recommended corporation be issued a certificate of authority.

/gty

00 JAN 27 PM 9:41  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

AFH  
APR  
7/10

**APPLICATION BY FOREIGN NOT FOR PROFIT CORPORATION FOR  
AUTHORIZATION TO CONDUCT ITS AFFAIRS IN FLORIDA**

*IN COMPLIANCE WITH SECTION 617.1503, FLORIDA STATUTES, THE FOLLOWING IS  
SUBMITTED TO REGISTER A FOREIGN NOT FOR PROFIT CORPORATION FOR  
AUTHORIZATION TO CONDUCT ITS AFFAIRS IN THE STATE OF FLORIDA:*

1. Home Builders Institute Incorporated  
(Name of corporation: must include the word "INCORPORATED" or "CORPORATION" or words or abbreviations of like import in language as will clearly indicate that it is a corporation instead of a natural person or partnership if not so contained in the name at present. "Company" or "Co." may not be used as a corporate suffix by a nonprofit corporation.)
2. District of Columbia 3. 52-1266885  
(State or country under the law of which it is incorporated) (FEI number, if applicable)
4. June 25, 1981 5. Perpetual  
(Date of Incorporation) (Duration: Year corp. will cease to exist or "perpetual")
6. July 1992  
(Date corporation first conducted Affairs in Florida - See sections 617.1501, 617.1502, and 817.155, F.S.)
7. 1090 Vermont Avenue, NW Suite 600  
Washington, DC 20005  
(Current mailing address)
8. Education and training in the building trades  
(Purpose(s) of corporation authorized in home state or country to be carried out in the state of Florida)

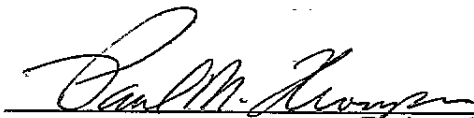
**9. Name and street address of Florida registered agent:**

Paul M. Thompson, CAE  
(Name)  
201 East Park Avenue  
~~XXXXXXXXXX~~  
(Office address)

Tallahassee, Florida, 32301  
(City) (Zip Code)

**10. Registered agent's acceptance:**

*Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this application, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.*



(Registered agent's signature)

11. Attached is a certificate of existence duly authenticated, not more than 90 days prior to delivery of this application to the Department of State, by the Secretary of State or other

SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

00 JAN 27 11 9 AM

APPROVED

official having custody of corporate records in the jurisdiction under the law of which it is incorporated.

**12. Names and addresses of officers and/or directors: (Street address only- P. O. Box NOT acceptable)**

**A. DIRECTORS (Street address only- P. O. Box NOT acceptable)**

Chairman: John Moffitt  
Address: 5300 College Boulevard  
Overland Park, KS 66211

Vice Chairman: Richard Browdy  
Address: 6944 St. Augustine Blvd.  
Jacksonville, FL 32217

Director: \_\_\_\_\_  
Address: \_\_\_\_\_

Director: \_\_\_\_\_  
Address: \_\_\_\_\_

**B. OFFICERS (Street address only- P. O. Box NOT acceptable)**

President: Philip Polivchak  
Address: 1090 Vermont Avenue, NW #600  
Washington, DC 20005

Vice President: Maria C. Nicolaou  
Address: 1090 Vermont Avenue, NW #600  
Washington, DC 20005

Secretary: Alden Kamikawa  
Address: 1090 Vermont Avenue, NW #600

Treasurer: Washington, DC 20005  
Address: \_\_\_\_\_

NOTE: If necessary, you may attach an addendum to the application listing additional officers and/or directors.

13.   
(Signature of Chairman, Vice Chairman, or any officer listed in number 12 of the application)

Philip Polivchak, President & CEO  
(Typed or printed name and capacity of person signing application)

00 JUN 27 10 59 AM '11  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS



C E R T I F I C A T E

**THIS IS TO CERTIFY** that there were received and accepted for record in the Department of Consumer and Regulatory Affairs, Corporations Division, on the 25th day of June , 1981 *Articles of Incorporation of:*

**HOME BUILDERS INSTITUTE**

The aboved named corporation is duly incorporated and existing pursuant to and by virtue of the Nonprofit Corporation Act of the District of Columbia and authorized to conduct its affairs in the District of Columbia as of the date mentioned above.

**WE FURTHER CERTIFY** that the above entitled corporation is at the time of issuance of this certificate in Good Standing , according to the records of the Corporations Division, having filed all reports required by the District of Columbia Nonprofit Corporation Act.

**IN TESTIMONY WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed this 24th day of August , 1999 .

Lloyd J. Jordan  
Director

Harold F. Nelson  
Acting Administrator  
Business Regulation Administration

A handwritten signature in cursive script that reads "Maxine M. Hinson".

Maxine M. Hinson  
Act. Assistant Superintendent of Corporations  
Corporations Division

00 JUN 27 11 54 AM  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

APPROVED  
AND  
FILED