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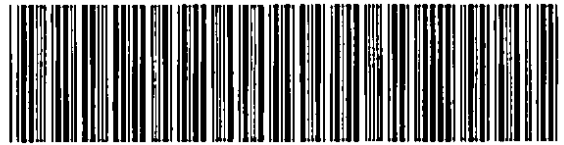
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# ALEXANDER BUSINESS LAW PLLC

March 18, 2022

VIA FEDERAL EXPRESS

Secretary of State  
Division of Corporations  
2661 Executive Center Circle  
Tallahassee, FL 32301

Re: Conversion of Sullivan Commercial Maintenance and Construction, Inc., a Ohio entity (registered to do business in Florida) to Sullivan Commercial Maintenance, LLC, a Florida limited liability company.

Dear Sir/Madam:

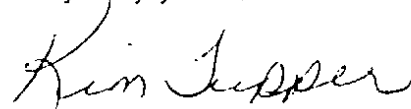
Enclosed please find the following concerning the conversion of Sullivan Commercial Maintenance and Construction, Inc., an Ohio Corporation, into Sullivan Commercial Maintenance, LLC., a Florida limited liability company:

- (1) Articles and Certificate of Conversion;
- (2) Articles of Organization for Sullivan Commercial Maintenance, LLC.; and
- (4) check no. 2852 in the amount of \$150.00 for the filing fees.

Please file the Articles and Certificate of Conversion and the Articles of Organization, and send notification of the same to me at Alexander Business Law, PLLC, 11602 Lake Underhill Rd., Suite 102, Orlando, FL 32825.

If you have any questions or need further information, please call me at (407) 649-7777. Thank you for your assistance.

Very truly yours,



Kim Tupper  
Sr. Legal Assistant to  
Edward R. Alexander, Esq.

Enclosures (3)

DIVISION OF REVENUE  
22 MAR 21 AM 9:05

**ARTICLES OF CONVERSION**  
for the conversion of  
**SULLIVAN COMMERCIAL MAINTENANCE AND CONSTRUCTION INC.**  
an Ohio corporation,  
into  
**SULLIVAN COMMERCIAL MAINTENANCE AND CONSTRUCTION LLC**  
a Florida limited liability company.

Sullivan Commercial Maintenance and Construction Inc., an Ohio corporation (the "**Corporation**"), files these Articles of Conversion pursuant to §§605.1045, Florida Statutes, to convert the Corporation into a Florida limited liability company, and states as follows:

1. The name of the Corporation is Sullivan Commercial Maintenance and Construction Inc., an Ohio corporation. It was formed on May 4, 2012.
2. At the effective date set forth below, the Corporation shall be converted into Sullivan Commercial Maintenance, LLC, a Florida limited liability company in accordance with the Plan of Conversion and Written Declaration of Conversion and the Articles of Organization attached hereto.
3. The Plan of Conversion and Written Declaration of Conversion was unanimously approved by the shareholders and board of directors of the Corporation in accordance with Title 17 of the Ohio Revised Code (General Corporation Law).
4. The principal office and mailing address of the limited liability company into which the Corporation is being converted is 220 Autumn Oaks Loop, Winter Garden, Florida 34787.
5. Sullivan Commercial Maintenance, LLC, has agreed to be sued and served with process in Ohio, and irrevocably appoints the secretary of state of Ohio as its agent to accept service of process in Ohio to enforce against the Company any obligation of the Corporation or to enforce the rights of a dissenting shareholder of the Corporation.
6. The effective date of the conversion and of these Articles of Conversion shall be the date of filing.

Executed at and as of March 17 2022.

**Sullivan Commercial Maintenance  
and Construction Inc.**

By

  
James D. Sullivan, President

SULLIVAN COMMERCIAL MAINTENANCE AND CONSTRUCTION, LLC  
22 MAR 21 AM 9:05

**ARTICLES OF ORGANIZATION  
OF  
SULLIVAN COMMERCIAL MAINTENANCE AND CONSTRUCTION, LLC**  
*a Florida Limited Liability Company*

**Article I. Name.**

The name of this limited liability company (the "Company") is:

**Sullivan Commercial Maintenance and Construction, LLC**

**Article II. Principal & Mailing Address.**

The mailing address of the Company is 220 Autumn Oaks Loop, Winter Garden, Florida 34787, and principal address of the Company is 220 Autumn Oaks Loop, Winter Garden, Florida 34787.

**Article III. Purpose and Powers.**

Unless otherwise set forth in the Operating Agreement (as defined in Article V below), the Company may engage any lawful activity that a limited liability company may undertake in accordance with the Florida Revised Limited Liability Company Act (the "Act") and shall have the power to do all things necessary or convenient to carry out such activities and affairs in accordance with the Act.

**Article IV. Management.**

Section 4.01 Management of the Company's business and affairs shall be vested in a Board of Managers. Each Manager may, but need not be, a Member of the Company.

Section 4.02 As of the date of the filing of these Articles of Organization the number of Managers of the Company shall be one, and the initial Manager of the Company is **James D. Sullivan**.

Section 4.03 The number of Managers may be either increased or decreased from time to time by the Members in accordance with the Operating Agreement, or, if not therein, by the affirmative vote of those Members holding a majority of the membership interests of the Company entitled to vote on such matter (being a "**Majority Vote of the Members**"), *provided that*, there shall always be at least one Manager.

Section 4.04 Each Manager shall be entitled receive such compensation for his, her or its services to the Company as Manager as may be set by the Board of Managers at any annual or special meeting thereof, provided that, the Board of Managers may elect not to compensate the Managers of the Company for such services. The Board of Managers may authorize and require the payment of reasonable expenses incurred by each Manager in attending meetings of the Board of Managers.

Section 4.05 Nothing in this Article shall be construed to preclude a Manager from serving the Company in any other capacity and receiving compensation therefor.

Section 4.06 Any Manager may be removed from office in accordance with the Operating Agreement, or, if not therein, by a Majority Vote of the Members voting at any

annual or special meeting of the Members or by written action in accordance with these Articles of Organization or the Act, for any cause deemed sufficient by such Members or for no cause whatsoever.

Section 4.07 Except as set forth in the Operating Agreement, in case one or more vacancies occur in the Board of Managers by reason of death, resignation or otherwise, such vacancies shall be filled by the Members at the next annual meeting of the Members, at a special meeting called for the purpose of filling such vacancies, or by written action in accordance with the Act, *provided, that*, any such vacancy may be filled by the remaining Managers until the Members take action to fill such vacancy.

#### **Article V. Operating Agreement.**

The Members may, from time to time, adopt, amend, alter and repeal an operating agreement for the Company (the "**Operating Agreement**") in accordance with the Operating Agreement in effect prior to such adoption, amendment, alteration or repeal, or, if not therein, by a Majority Vote of the Members, voting at any annual or special meeting of the Members or by written action in accordance with the Act, *provided, that*: (A) the Operating Agreement and all amendments, replacements, and alterations thereto and a repeal thereof shall be in writing, and (B) any amendment or replacement operating agreement that requires an additional capital contribution from, revises the treatment of any capital contribution, or requires guarantee of any obligation or liability of the Company by, any Member shall not be valid as to such affected Member without his, her or its written consent.

#### **Article VI. Membership Interests and Securities Certificated.**

Each membership interest in and each other security issued by the Company shall be and at all times remain a 'security' in accordance with §678.1021(o), Florida Statutes, and the registered form of each certificate for a membership interest in, or other security issued by, the Company shall be the form set forth in the Operating Agreement, or if not therein, as adopted and approved by the Board of Managers.

#### **Article VII. Instruments and Documents Providing for the Acquisition, Mortgage, or Disposition of Property.**

Instruments, documents, and agreements providing for the acquisition, mortgage, or disposition of property of the Company shall be valid and binding upon the Company only if they are executed by all of the Managers, *provided, however*, the Managers may, in accordance with these Articles of Organization and the Operating Agreement, appoint one Manager or another authorized person to execute such instruments, documents, and agreements on behalf of the Company.

#### **Article VIII. Meetings of the Members.**

Annual and special meetings of the Members shall be held at such time as may be stated or fixed in accordance with the Operating Agreement, but an annual meeting of the Members shall be held no less frequently than every thirteen months. Failure to hold the annual meeting of the Members shall not work as a forfeiture or dissolution of the Company. Unless otherwise set forth in the Operating Agreement: (A) a majority of the

Members by membership interests that are entitled to vote on the matters coming before the Members at an annual or special meeting of the Members shall constitute a quorum for such meeting, and (B) the affirmative vote of a majority of the Members by membership interest entitled to vote on the subject matter represented an annual or special meeting at which a quorum is present shall be the act of the Members, unless the vote of a greater proportion or voting by classes is required by the Operating Agreement. If a quorum is not represented at an annual or special meeting of the Members, such meeting may be adjourned for a period not to exceed sixty (60) days at any one adjournment.

#### **Article IX. Voting and Membership Interests.**

Unless otherwise set forth in the Operating Agreement: (A) which may grant to all or a special group of Members the right to consent, vote or agree on a per capita or other basis upon any matter, each Member shall vote in accordance with his, her or its membership interest in the Company, (B) a member may vote by proxy or in person, and (C) which may establish membership interest units as the basis of voting, allocation of profits and losses, or for any other purpose, a Member's membership interest means: (1) the balance of the capital account of such Member, divided by (2) the balance of all capital accounts of the Members, excluding each capital account of Member whose membership interest is held by a transferee or assignee not admitted as a Member.

#### **Article X. Action by Members without a Meeting.**

Unless the Operating Agreement provides otherwise, any action required by law, the Operating Agreement, or these Articles of Organization to be taken or which may be taken at any annual or special meeting of the Members, may be taken without a meeting, without prior notice, and without a vote, if a written consent sets forth the action taken is signed by those Members having the membership interests that would be necessary to authorize or take such action at a meeting at which all of the Members entitled to vote on the matters therein were present and had voted. If any class of Members is entitled to vote on any such matter as a class, then, in addition to the foregoing, such written consent shall be signed by those Members having the membership interests of such class that would be necessary to authorize or take such action at a meeting at which all Members of such class were present.

#### **Article XI. Liability of Members and Indemnification.**

Section 11.01 A Member is liable to the Company only for the difference between the amount of the Member's contributions to capital which have been actually made and the amount, if any, stated in these Articles of Organization, the Operating Agreement, or any other contract obligating such Member to make a contribution.

Section 11.02 The Members shall not be liable under any judgment, decree, or order of court, or in any other manner, for a debt, obligation, or liability of the company.

Section 11.03 The Company shall indemnify and hold harmless each Member, Manager and agent of the Company (the "**Indemnified Related Party**") against any damages, liabilities, obligations, cost and expenses (including attorney's fees and related costs) incurred or suffered by the Indemnified Related Party in any proceeding in which

he, she or it is made a party because he, she, or it is or was a Member, Manager or agent of the Company if:

- (A) He, she, or its managing body acted and conducted himself, herself, or itself in good faith,
- (B) He, she, or its managing body reasonably believed:
  - (1) in the case of conduct in his, her or its official capacity, that such conduct was in the best interest of the Company, or
  - (2) in all other cases, that his, her or its conduct was, at least, not opposed to the best interests of the Company, and
- (C) in the case of any criminal proceeding, he, she, or its managing body had no reasonable cause to believe that his, her or its conduct was unlawful.

Section 11.04 The Company shall advance the reasonable expenses incurred by an Indemnified Related Party who is a party to a proceeding if:

- (A) such Indemnified Related Party furnishes the Company with: (1) a written affirmation of his, her or its good-faith belief that he, she or it has met the standard of conduct required for indemnification, and (2) an agreement, instrument or other undertaking, executed personally by the Indemnified Related Party or his, her or its agent, agreeing to repay the advance if it is determined that the Indemnified Related Party did not meet the standard of conduct required for indemnification, and
- (B) a determination is made that the facts then known to the Board of Managers of the Company would not preclude indemnification.

Section 11.05 The Company shall indemnify and hold harmless each Indemnified Related Party against reasonable costs and expenses (including attorney's fees and related costs) incurred or suffered by the Indemnified Related Party in any proceeding in which he, she or it is successful on the merits or otherwise.

Section 11.06 A person or entity entitled to indemnification pursuant to this Article XI may apply for indemnification to the court conducting the applicable proceeding or to another court of competent jurisdiction.

#### **Article XII. Admission of a New Member.**

A person or entity may be admitted as a member only upon:

- (A) satisfaction of all of the conditions set forth in the Operating Agreement, or
- (B) if not therein: (1) the affirmative vote of all of the Members, and (2) such person or entity: (a) making a capital contribution in the amount determined by a Majority Vote of the Members, and (b) entering and becoming bound by the Operating Agreement.

#### **Article XIII. Transferability of Member's Interest and Withdrawal.**

The interests of the Members of the Company may be transferred or assigned only as provided in the Operating Agreement or, if not therein, upon the affirmative vote of all of

the Members, excluding the Member seeking to make the transfer or assignment. A transferee or assignee of a Member shall have no right to participate in the management of the Company or to become a member unless he, she or it is admitted as a member in accordance with the Operating Agreement or, if not therein, these Articles of Organization. Unless a transfer or assignment is approved and the transferee or assignee is admitted as a Member in the foregoing manner, such transferee or assignee shall hold only an economic interest and only be entitled to receive the share of profits and the return of the contributions to which the transferring or assigning Member would have otherwise been entitled.

No Member shall be entitled to withdraw from the Company prior to the dissolution of the Company, except as may be required by the express terms of the Act or the Operating Agreement. Any withdrawal by a Member that is not permitted by the Operating Agreement but required by the Act to be permitted shall be a wrongful withdrawal and shall entitle the Company to damages arising therefrom from the withdrawing Member.

#### **Article XIV. Registered Agent and Registered Office.**

The initial registered office of the Company is 220 Autumn Oaks Loop, Winter Garden, Florida 34787, and the name of the initial registered agent of the Company at such registered office is James D. Sullivan.

IN WITNESS WHEREOF, the undersigned Member has executed these Articles of Organization.

James D. Sullivan  
James D. Sullivan (Jan 10, 2022 15:31 EST)

Date: Jan 10, 2022

James D. Sullivan, Member

#### **ACCEPTANCE OF APPOINTMENT AS REGISTERED AGENT**

The undersigned is familiar with the obligations of the registered agent and hereby accepts the appointment to serve as the registered agent of Sullivan Commercial Maintenance and Construction, LLC.

James D. Sullivan  
James D. Sullivan (Jan 10, 2022 15:31 EST)

Date: Jan 10, 2022

James D. Sullivan