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TRANSMITTAL LETTER

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

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*****87.50 *****87.50

SUBJECT: NORTHEAST PARK NEIGHBORHOOD ASSOCIATION, INC.
(Proposed corporate name - must include suffix)

Enclosed is an original and one(1) copy of the articles of incorporation and a check for :

☐ \$70.00
Filing Fee

☐ \$78.75
Filing Fee &
Certificate of
Status

☐ \$78.75
Filing Fee
& Certified Copy

☒ \$87.50
Filing Fee,
Certified Copy
& Certificate

ADDITIONAL COPY REQUIRED

FROM: SCOTT WILLIS
Name (Printed or typed)

P.O. BOX 3859
Address

ST. PETERSBURG, FL 33731
City, State & Zip

727-895-8155
Daytime Telephone number

FILED
MAR 13 PM 2:30
STATE OF FLORIDA
TALLAHASSEE

NOTE: Please provide the original and one copy of the articles.

CC.
3-21-00

Northeast Park Neighborhood Association, Inc.
P. O. Box 3859
St. Petersburg, FL 33731

Articles of Incorporation as a Not For Profit Corporation
(approved 2/14/2000)

Article One: Name

The name of the organization is the Northeast Park Neighborhood Association, Inc.

Article Two: Business Address

The business address of Northeast Park Neighborhood Association, Inc. is:

Northeast Park Neighborhood Association, Inc
P. O. Box 3859
St. Petersburg, FL 33731

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00 MAR 13 PM 2:30
CLERK OF DISTRICT COURT
TALLAHASSEE, FLORIDA

Article Three: Purpose

This Association is organized exclusively for charitable purposes to enhance, improve, and beautify the properties within this Neighborhood Association's boundaries which are from 30th Avenue North to 45th Avenue North and from 4th St on the western border to Placido Bayou in the east. The Association will also promote the general welfare, happiness, and civic pride of the real property owners, tenants, and residents within this area.

Article Four: Elections, Officers and Board of Directors

Section 1. Elections

- a. At the November meeting, the active member-households present shall elect a nominating committee of a minimum of three members.
- b. The committee shall prepare a slate of officers and directors and present it at the December meeting. Additional nominations shall be taken from the floor and nominations closed.
- c. A sample ballot shall be circulated in the January newsletter.
- d. Elections will be held at the annual meeting in January. The ballots will be available at the door at the meeting room and active member-households present will complete their ballots and drop them into the ballot box provided. Balloting will be closed one-half hour after the announced starting time for this meeting.

- e. The Nominating Committee will tally the votes during the meeting and will report the results before that meeting ends. The prevailing candidates will be officially seated at the end of the January meeting and shall serve until new ones are elected.

Section 2. Officers: President, Vice-president, Secretary and Treasurer. Duties of these Officers shall include, but not limited to, the following.

Part 1. President shall:

- a. Be the Executive Officer and preside over the meetings of the Association and the Board of Directors.
- b. Co-sign with the Treasurer any contract or obligation as authorized by the general membership.
- c. Have authority to create Special Committees and appoint committee chair persons, except the Nominating Committee.
- d. Be an ex-officio member of every committee, except the Nominating Committee.
- e. Give an Annual Report at the Association's December general Meeting.
- f. Appoint a committee approved by the general membership to audit the financial records annually.
- g. Appoint a Parliamentarian.
- h. Upon leaving office, be an ex-officio member of the Board of Directors.

Part 2. Vice-president shall:

- a. Perform the duties of the President when the President is absent.
- b. Assist the President or Board of Director upon request
- c. Assume the office of the President for the remaining term, should that office become vacant.

Part 3. Secretary shall:

- a. Keep minutes of the Association meetings and Board of Directors meetings, and promptly send or deliver them to the President.

- b. Receive any written communication or reports from members and committees, and promptly send or deliver them to the President.
- c. Maintain a current list of names and addresses of all members.
- d. Safely keep all corporation documents and have a reference copy of the Articles of Incorporation and By-Laws available at all Association meetings and Board meetings.
- e. Regularly pick up and promptly distribute Association mail received at the post office.
- f. Send out or provide all notices as may be required.

Part 4. Treasurer shall:

- a. Collect or receive all money belonging to the Association promptly deposit all funds in the name of the Association in such financial institutions as the Board of Directors may designate.
- b. Receive dues and promptly provide the Secretary with names and addresses of the new members.
- c. Pay all recurring, normal, or routine bills of the Association as authorized by the Board of Directors, and disburse any other funds as approved by the general membership.
- d. Co-sign with the President any contract or obligation as authorized by the general membership.
- e. Co-sign checks with any Officer.
- f. Give a monthly Treasurer's report at the general membership meetings and a written financial report, whenever requested, to the board of Directors.
- g. Maintain the financial records.

Section 3. Board of Directors

- a. The Board of Directors shall consist of all Officers and Directors, as may be elected, and the outgoing President. Minimum numbers of Directors shall be seven (7). The office of any Director failing to attend two (2)

consecutive regular Board meetings or Association meetings may, at the discretion of the Board, be declared vacant.

- b. The Board is charged with the responsibility of transacting the regular, routine business of the Association. Among its duties, the Board shall:
1. Authorize payment of recurring, regular, or routine bills of the Association.
 2. Fill vacancies on the Board for the term remaining, except the office of President, by a majority vote.
 3. Create and define the duties of all Standing Committees and confirm the President's appointment of all Standing Committee Chair persons.
 4. Approve the purpose and duties of Special Committees.

Article Five: Name and Address of the Initial Registered Agent

The name and Florida street address of the initial registered agent are:

Scott Willis
734 Placido Way NE
St. Petersburg, FL 33704

FILED
00 MAR 13 PM 2:30
STATE
TALLAHASSEE, FLORIDA

Article Six: Incorporator

Scott Willis

Signature/Incorporator

3/8/00

Date

Scott Willis

Signature/Registered Agent

3/8/00

Date