

TRANSMITTAL LETTER

**N95000003028**

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

SUBJECT: Our Home of Seminole County, 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

☐ \$122.50  
Filing Fee  
& Certified Copy

☒ \$131.25  
Filing Fee,  
Certified Copy  
& Certificate

FROM: Michelle J. Leatherbury  
Name (Printed or typed)

1710 West Airport Boulevard  
Address

Sanford, Florida 32771  
City, State & Zip

(407) 322-8447  
Daytime Telephone number

FILED  
JUN 22 PM 10:32

500001521105  
JUN 22 1995--01085--012  
\*\*\*131.25 \*\*\*131.25

JUN 26 1995 BSH

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

## **ARTICLES OF INCORPORATION**

The undersigned, acting as incorporator(s) of a Corporation pursuant to Chapter 617, Florida Statutes, adopt(s) the following Articles of Incorporation of such corporation:

### **ARTICLE 1**

The name of the corporation shall be: OUR HOME OF SEMINOLE COUNTY, INC.  
(a corporation Not-for-Profit)

The principal place of business of this corporation shall be:

1710 West Airport Boulevard; Sanford; Seminole County, Florida 32771

### **ARTICLE II**

The period of the duration of this corporation is Perpetual  
unless dissolved according to law. "Filing with Secretary of State"

### **ARTICLE III**

The purpose (purposes) for which the corporation is organized is (are): To produce decent, sanitary and safe housing affordable and accessible to very-low and low-income residents of Seminole County, Florida; to provide indepth credit counseling and credit repair assistance; to promote complimentary and supportive community, economic and business development in low-income areas of Seminole County; to provide information and assistance relative to housing, community, economic, and business opportunities; to joint-venture with private developers, local governments, and lenders to provide housing and related services to very-low and low-income persons.

### **ARTICLE IV**

The qualifications for members and the manner of their admissions are:

Qualifications for members and the manner of admission will be provided in the by-laws.

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95 JUL 22 PM 10:32  
TAMPA, FLORIDA

#### ARTICLE V

The number constituting the initial Board of directors, trustee or managers, (circle one) of the corporation is three (3), and the names and addresses of the persons who are to serve initially are: (not less than 3)

<u>Name</u>	<u>Address</u>	
Michelle J. Leatherbury	2616 Mohawk Avenue	Sanford, Florida 32771
Susan Yeagle	772 Dunlap Circle	Winter Springs, Fl. 32708
Reginald Daniels	2110 S.W. Road	Sanford, Florida 32771

#### ARTICLE VI

Corporation is organized under a non-stock basis.

#### ARTICLE VII

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) and 170 (C) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or Local Government for exclusive public purpose.

#### ARTICLE VIII

The name and address of each incorporator is:

Michelle J. Leatherbury	2616 Mohawk Avenue	Sanford, Florida 32771
Susan J. Yeagle	772 Dunlap Circle	Winter Springs, Fl 32708
Reginald Daniels	2110 S. West Rd.	Sanford, Florida 32771

IN WITNESS WHEREOF, the undersigned incorporator(s) has (have) executed these Articles of Incorporation this 16<sup>th</sup> day of June, 1995.

☒ Notary Public  
Print name here: \_\_\_\_\_  
My Commission Expires \_\_\_\_\_  
Comm. No. CC 250245

Signature(s) of Incorporator(s)

Michelle J. Leatherbury  
Print name here: Michelle J. Leatherbury

Susan J. Yeagle  
Print name here: Susan Yeagle

Reginald Daniels  
Print name here: Reginald Daniels

FL DL # D54272055171

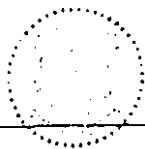
STATE OF FLORIDA  
COUNTY OF Seminole

THE FOREGOING instrument was acknowledged and sworn to before me this 16 day of June, 1995, by Michelle J. Leatherbury, Susan J. Yeagle,  
(name of incorporator) Reginald Daniels  
of Our Home of Seminole County, Inc. (name of corporation)

(SEAL)

Angela H. Shaffer  
Notary Public

My Commission Expires \_\_\_\_\_



OFFICIAL SEAL  
ANGELA H. SHAFFER  
My Commission Expires  
Feb. 20, 1997  
Comm. No. CC 250245

NON-PROFIT ARTICLES OF INCORPORATION FILING FEE \$35.00

## ARTICLE VIII

### Executive Committee

Section 1. The Executive Committee shall consist of the duly elected officers of the Corporation, initially the President, Vice-President, Secretary, and Treasurer. At whatever point in time an Executive Director is named to administer the day-to-day operations of the corporation, that person shall become a non-voting member of the Executive Committee and Board of Directors.

Section 2. The Executive Committee shall manage the business of the corporation between meeting of the Board of DIRECTORS, working within the scope of established Board policy. Any action taken by the Executive Committee shall be ratified by the Board of Directors at its next regularly scheduled quarterly meeting.

Section 3. The Executive Committee shall meet monthly on a day and at a time to be set by the Board President. Three (3) of the constitutional officers shall constitute a quorum of the Executive Committee at a regularly scheduled meeting, while all four must be present for a special meeting to be legal.

## ARTICLE IX

### Steering Committee

Section 1. The Steering Committee shall consist of all elected officers of the corporation and chairpersons of standing committees, sub-committees, ad-hoc committees, and the Panel of Advisors. The Steering Committee will meet as deemed necessary by the Board President.

## ARTICLE X

### Standing Committees

Section 1. FINANCE: To oversee the corporation's fiscal operations. The chairperson of this committee will work closely with the Treasurer of the Board to assure proper accountability. There shall be two (2) permanent subcommittees, FUND-RAISING and GRANTSMANSHIP, both of which shall be instrumental in assuring the corporation has adequate financial resource to carry on its mission and operations. A third permanent sub-committee will be that of ENDOWMENT, and its responsibility will be the establishment of an endowment fund for the corporation by the year 2004, interest-earnings from which will provide the corporation with a permanent source of administrative operating capital. Sub-committee chairpersons shall be appointed by the FINANCE Committee chairperson with input from the Board Treasurer, and shall serve terms concurrent with the appointing officer.

Section 2. PERSONNEL: To oversee the corporation's human resources operations, including development of personnel policies and procedures and fringe benefit package; be responsible for advertising staff vacancies, recruiting candidates, and conducting preliminary interviews to determine finalists; will recommend three (3) finalists for consideration by the Executive Director/President.

Section 3. BY-LAWS & LEGAL: To refine the corporation's by-laws & constitution, secure its 501-(c)(3) IRS tax-exempt designation, and generally assure its compliance with any and all applicable laws, legal obligations, and requirements. Will serve as the "judicial" component of the corporation's structure, including conduct of hearings for grievances requested by members subject to disciplinary action. Will serve as the corporation's credentials committee for voting at the Annual Meeting.

Section 4. MEMBERSHIP: To draft rules and categories for membership in the corporation, including the setting of dues and fees; draft membership application form, and conduct membership drives; assure that all residents of the service area eighteen (18) years and older have any opportunity to become members of the corporation.

Section 5. PROGRAM & PLANNING: To design and structure programmatic aspects of the corporations work, ie: operating components or divisions of which there will be three (3) initially: 1) Housing Production; 2) Business & Economic Development; and 3) Credit Counseling & Repair. Will conduct periodic reviews and evaluations of program effectiveness, and recommend an changes deemed advisable; review staff proposals for new projects to be undertaken by the corporation; assist and support grantsmanship efforts. In conjunction with staff, develop short, intermediate, and long-range plans for the corporation's work.

Section 6. PUBLIC RELATIONS: Develop & implement plans hereby organization's efforts will receive high visibility & public awareness; establish contacts among media representatives; develop an in-house newsletter for organization.

## ARTICLE XI

### Ad-Hoc Committees

Section 1. From time-to-time the Board of Directors will recognize the need to establish temporary or special-purpose committees or task-forces. The President shall be empowered to appoint members to such committees, and they would be chaired by the Vice-President.

## ARTICLE XII

### Finances

Section 1. The corporation's fiscal year shall commence on October 1, and terminate on September 30.

Section 2. The Board of Directors shall adopt an annual operating budget at the Annual Meeting of the membership in March of each year. Such budget to be prepared by the Budget & Finance Committee. Any amendments to an approved budget must be authorized by a two-thirds (2/3) vote of Board members present and voting at a regular meeting.

Section 3. Funds of the corporation shall be deposited in a federally insured institution selected by the Board of Directors. Payment from these funds shall be made on the signature of any two (2) of the following persons:

- A. President of the Board
- B. Vice-President of the Board
- C. Treasurer of the Board

## ARTICLE XIII

### Rules of Procedure

Section 1. The most current edition of **ROBERTS RULES OF ORDER** shall be the final source of authority in all questions of parliamentary procedure when such rules are inconsistent with the corporation's Articles of Incorporation, Constitution, or By-Laws.

## **ARTICLE XIV**

### **Plans and Programs**

Section 1. The Board shall adopt an action plan for the coming fiscal year at the Annual meeting of the membership. Said plan will be developed by the Program Planning Committee with staff assistance, and submitted to the Board at least thirty (30) days prior to the Annual Meeting. The plan shall address the goals and objectives of the corporation for the coming year, and outline procedures and timetables to accomplish same. The plan may be amended after approval by a simple majority of Board members present and voting at a duly called regular or special meeting.

Section 2. The President shall appoint all committee chairpersons and members to accomplish objectives approved by the Board. Committee appointments shall be at the pleasure of the President, and shall correspond with his/her term in office. Committee chairpersons shall officially tender their resignations at the Annual Meeting to allow the incoming President freedom to choose his/her Cabinet.

Section 3. No action by any member, committee, employee, director, or officer shall be binding upon or constitute an expression of official policy of this corporation until it shall have been approved and ratified by the Board of Directors. The Board shall clearly define the authority of all such entities to strictly control their activities.

## **ARTICLE XV**

### **Administrative**

Section 1. An Executive Director shall be named and employed by the Board of Directors at a rate compensation comparable to that paid by similar agencies or corporations in the public or private sector. To determine a fair and equitable salary for the position, the Personnel Committee shall research salaries and benefits provided to Chief Administrative Officers of similar organizations doing comparable work in other areas of the State.

Section 2. The Executive Director shall serve as the Chief Administrative Officer (CAP) of this corporation, and shall perform all duties and responsibilities delegated by the Board of Directors and all other functions usual to such office.

Section 3. The Executive Director shall be empowered to employ and supervise an adequate staff to effectively and efficiently carry on the business of this corporation as directed by the Board. Rates of compensation and benefits to be offered subordinate staff shall be researched and recommended to the Board by its Personnel Committee. Any such staffing and compensation must be within the limitations of the corporation's approved budget.

## **ARTICLE XVI**

### Panel of Advisors

Section 1. The Board of Directors shall establish and maintain a PANEL OF ADVISORS which will consist of important and knowledgeable persons in the public and private sectors of the service area. Such persons must agree to provide technical advice and assistance to the corporation in their respective areas of expertise, knowledge and skills. This Panel of Advisors shall have no legal ties to the corporation so as to avoid charges of conflicts of interest. No compensation or enumeration shall be paid to such advisors.

## **ARTICLE XVII**

### General Provisions

Section 1. The corporation shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its members and its Board of Directors, and shall keep at the registered or principal office a record, giving names and addresses of the members and directors. All books and records of the corporation may be inspected by any member or director or his agent or attorney, for any proper purpose at any reasonable time.

Section 2. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific circumstances.

Section 3. The Board of Directors may authorize any officer or officers, agent or agents of the corporations, to convey, sell, give, or otherwise dispose of property held by the corporation, and to invest, re-invest, administer, as will promote the interests of the corporation. Such authority may be general or confined to specific circumstances.

Section 4. The Board of Directors may accept, on behalf of the corporation, any contributions, gifts, bequests, or devise for general purposes or for any special purpose of the corporation.

## **ARTICLE XVIII**

### **Dissolution Procedure**

**Section 1.** In the event of dissolution of this corporation, the assets shall, after appropriate provision for debts and liabilities, be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization to be selected by the Board of Directors, as defined in IRS Section 501 (c)(3).

## **ARTICLE XIX**

### **Amendments to By-Laws**

**Section 1.** These by-laws may be amended by a two-thirds (2/3) vote of the Board of Directors present and voting at any regular or special meeting called for that purpose, provided at least twenty (20) days written notice has been given to the Board members.

**CERTIFICATE OF DESIGNATION OF  
REGISTERED AGENT/REGISTERED OFFICE**

PURSUANT TO THE PROVISIONS OF SECTION 617.0501, FLORIDA STATUTES, THE UNDERSIGNED CORPORATION, ORGANIZED UNDER THE LAWS OF THE STATE OF FLORIDA, SUBMITS THE FOLLOWING STATEMENT IN DESIGNATING THE REGISTERED OFFICE/REGISTERED AGENT, IN THE STATE OF FLORIDA.

1. The name of the corporation is:

Our Home of Seminole County, Inc.  
(must include suffix)

2. The name and address of the registered agent and office is:

George G.T. Leatherbury  
(NAME)  
2616 Mottawak Avenue  
(P.O. Box or Mail Drop Box **NOT** ACCEPTABLE)  
Sanford, Florida 32771  
(CITY/STATE/ZIP)

FILED  
95 JUN 22 AM 10:32  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

*Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this certificate, 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 relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.*

George G.T. Leatherbury  
(SIGNATURE)

19 June 1995  
(DATE)

Document Number Only

N 9500003028

Requestor's Name MICHAEL LAMM & BUI  
Address 1100 RICHARD BLVD  
SUNSHINE FL 33771  
City State Zip Phone

CORPORATION(S) NAME

100001571141  
05/28/95- 010 83- 000  
\*\*\*\*\*52.50 \*\*\*\*\*52.50

FILED  
95 AUG 22 PM 3:24  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

- |                                              |                                                 |                                         |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Profit              | <input type="checkbox"/> Amendment              | <input type="checkbox"/> Merger         |
| <input type="checkbox"/> NonProfit           |                                                 |                                         |
| <input type="checkbox"/> Foreign             | <input type="checkbox"/> Dissolution/Withdrawal | <input type="checkbox"/> Mark           |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Annual Report          | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Reinstatement       | <input type="checkbox"/> Reservation            | <input type="checkbox"/> Change of R.A. |
| <input type="checkbox"/> Certified Copy      | <input type="checkbox"/> Photo Copies           | <input type="checkbox"/> CUS            |
| <input type="checkbox"/> Call When Ready     | <input type="checkbox"/> Call if Problem        | <input type="checkbox"/> After 4:30     |
| <input type="checkbox"/> Walk In             | <input type="checkbox"/> Will Wait              | <input type="checkbox"/> Pick Up        |
| <input type="checkbox"/> Mail Out            |                                                 |                                         |

Name
Availability
Document Examiner
Updater
Verifier
Acknowledgment
W.P. Verifier

CR2E031 (1-89)

FILED  
95 AUG 22 PM 3:24  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
AMEND  
8-22

**ARTICLES OF AMENDMENT**  
**to**  
**ARTICLES OF INCORPORATION**  
**of**

FILED  
95 AUG 22 PM 3:24  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

OUR HOME OF SEMINOLE COUNTY, INC.

Pursuant to the provisions of section 617.1006, Florida Statutes, the undersigned Florida nonprofit corporation adopts the following articles of amendment to its articles of incorporation.

FIRST: Amendment(s) adopted: (INDICATE ARTICLE NUMBER(S) BEING AMENDED, ADDED OR DELETED.)

**ARTICLE V**

The number of constituting the Board of directors trustee or managers, (circle one) of the corporation is three (3), and the names and addresses of the persons who are to serve are: (not less than 3)

Name	Address
Michelle J. Leatherbury	2616 Mohawk Avenue Sanford, Fl 32771
George G.T. Leatherbury	2616 Mohawk Avenue Sanford, Fl 32771
Reginald Daniels	2110 S.W. Road Sanford, Fl 32771

~~ARTICLE VIII~~

~~The name and address of each incorporation is: (SEE ATTACHED SHEET)~~

SECOND: The date of adoption of the amendment(s) was: July 19, 1995

THIRD: Adoption of Amendment (CHECK ONE)

- ☒ The amendment(s) was(were) adopted by the members and the number of votes cast for the amendment was sufficient for approval.
- ☐ There are no members or members entitled to vote on the amendment. The amendment(s) was(were) adopted by the board of directors.

OUR HOME OF SEMINOLE COUNTY, INC.

Corporation Name

Michelle J. Leatherbury  
Signature of Chairman, Vice Chairman, President or other officer

Michelle J. Leatherbury, President/CEO  
Typed or printed name

President/CEO

Title

August 21, 1995

Date

DEBIT MEMORANDUM

FOR OFFICIAL USE

TO :  
DEPARTMENT OF STATE

DATE

NUMBER

495 00000 3028

STATE OF FLORIDA  
OFFICE OF STATE TREASURER  
TALLAHASSEE FLORIDA

FUND	AMOUNT	REASON RETURNED	KEY #
GENERAL REVENUE	0.00	INSUFFICIENT FUNDS	1
TRUST	443.75	ACCOUNT CLOSED	2
OTHER		UNCOLLECTED FUNDS	3
TOTAL	443.75	OTHER	4

CROSS REF	SAMAS CODE	DISTRIBUTION	REASON	AMOUNT
12	45-20-2-130001-45300000-00-000100-00		1	8.75
12	45-20-2-130001-45300000-00-000100-00		1	17.50
12	45-20-2-130001-45300000-00-000100-00		1	52.50
12	45-20-2-130001-45300000-00-000100-00		2	140.00
12	45-20-2-130001-45300000-00-000100-00		1	225.00

GRAND TOTAL: \$ 443.75

RECEIVED

SEP 19 AM 9 25

Process Date: 09/07/95

The above named fund(s) has been reduced by the amount of this check(s) under authority of Section 215.34, F.S.

Bill Nelson

State Treasurer

101

OUR HOME OF SEMINOLE COUNTY, INC.  
(GENERAL OPERATING)  
1710 W. AIRPORT BLVD. 407-322-8447  
SANFORD, FL 32773

6-95

1034

Department of State  
Division of Corporations  
Fifty-Two

PAY TO THE ORDER OF

First Union National Bank  
of Florida  
Sanford, Florida  
24 Hour Information Service  
1-800-735-1012

FIRST UNION

Fort Pierce Amendment

PRESENT FOR PRESENT AGAIN

NSF UNLESS INDICATED OTHERWISE  
10/10/95  
100751831  
00440

<input checked="" type="checkbox"/> Un- Account Closed	<input checked="" type="checkbox"/> Sign. Not Like File	<input checked="" type="checkbox"/> State Data DOLLARS
<input checked="" type="checkbox"/> of Signature Missing/Incomplete	<input checked="" type="checkbox"/> Alterations	

001034 06310751302090001183497

0000005250





FLORIDA DEPARTMENT OF STATE  
Sandra B. Mortham  
Secretary of State

September 20, 1995

Our Home of Seminole County, Inc.  
1710 W. Airport Blvd.  
Sanford, FL 32773

SUBJECT: OUR HOME OF SEMINOLE COUNTY, INC.  
Ref. Number: N95000003028

Debit Memo #: 60834-C

This is to inform you that your check #1034 dated August 21, 1995 in the amount of \$52.50 and submitted for OUR HOME OF SEMINOLE COUNTY, INC. has been returned to us by your bank because of Nonsufficient Funds.

We request that you remit a cashier's check or money order in amount of \$67.50 made payable to the Department of State. This amount will cover the unpaid check and the service fee required by law under section 215.34, Florida Statutes.

When sending the cashiers check or money order, please indicate the debit memo number and that it is a replacement for the returned check mentioned above.

Please note: The documents filed in this office with the returned check will be cancelled unless a replacement check is received within 30 days from the date of this letter. Send the replacement check to:

Division of Corporations  
Attn: Melinda Lilliston  
P.O. Box 6327  
Tallahassee, FL 32314

If you have any questions concerning the returned check, please call  
(904) 487-6900.

Sincerely,  
Melinda Lilliston  
Administrative Assistant I  
Division of Corporations

Letter number: 895A00043152



FLORIDA DEPARTMENT OF STATE

Sandra B. Mortham  
Secretary of State

October 27, 1995

Our Home of Seminole County, Inc.  
1710 W. Airport Blvd.  
Sanford, FL 32773

SUBJECT: OUR HOME OF SEMINOLE COUNTY, INC.  
Ref. Number: N95000003028

Debit Memo #: 60834-C

Due to your failure to respond to our previous letter advising you of the returned check #1034, the Amendment for OUR HOME OF SEMINOLE COUNTY, INC. has been cancelled and is considered not filed as of October 25, 1995.

If you have any questions concerning the returned check, please call (904) 487-6900.

Sincerely  
Melinda Lilliston  
Administrative Assistant I  
Division of Corporations

Letter Number: 895A00048395