

2007 NOT-FOR-PROFIT CORPORATION ANNUAL REPORT

FILED
Jan 16, 2007 8:00 am
Secretary of State

01-16-2007 90204 047 ****70.00

DOCUMENT # N97000005809

1. Entity Name
HARBOR HOUSE GROUP, INC.



Principal Place of Business
**7801 N HILBURN RD.
PENSACOLA, FL 32514 US**

Mailing Address
**7801 N HILBURN RD.
PENSACOLA, FL 32514 US**

60000909



01092007 Chg-NP CR2E037 (12/06)

4. FEI Number
59-3473830

Applied For
Not Applicable

5. Certificate of Status Desired ☒ **\$8.75 Additional Fee Required**

6. Name and Address of Current Registered Agent

**STEWART, JOE L
7801 N HILBURN RD.
PENSACOLA, FL 32514**

7. Name and Address of New Registered Agent

Name
Street Address (P.O. Box Number is Not Acceptable)
City **FL** Zip Code

8. The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida. I am familiar with, and accept the obligations of registered agent.

SIGNATURE

Signature, typed or printed name of registered agent and title if applicable.

(NOTE: Registered Agent signature required when reinstating)

DATE

**Filing Fee is \$61.25
Due by May 1, 2007**

9. Election Campaign Financing
Trust Fund Contribution. ☐

\$5.00 May Be
Added to Fees

**Make check payable to
Florida Department of State**

10. OFFICERS AND DIRECTORS

TITLE **PD** ☐ Delete
NAME **STEWART, JOE L**
STREET ADDRESS **7801 N HILBURN RD.**
CITY-ST-ZIP **PENSACOLA, FL 32514**

TITLE **D** ☐ Delete
NAME **MCANINCH, WALTER B**
STREET ADDRESS **9 SAINT BARTS BAY**
CITY-ST-ZIP **DESTIN, FL 32541**

TITLE **SD** ☐ Delete
NAME **TERRY-GAFFNEY, STEPHANIE**
STREET ADDRESS **7836 HEIRLOOM DR.**
CITY-ST-ZIP **PENSACOLA, FL 32514**

TITLE **D** ☐ Delete
NAME **LOWERY, WALTER O**
STREET ADDRESS **4313 CARRIAGE LANE**
CITY-ST-ZIP **DESTIN, FL 32541**

TITLE **D** ☐ Delete
NAME **DAY, WILLIAM**
STREET ADDRESS **2350 JOHN CARROLL DRIVE**
CITY-ST-ZIP **PENSACOLA, FL 32514**

TITLE **D** ☐ Delete
NAME **HAGLUND, PAUL**
STREET ADDRESS **3996 BAYTOWN AVE. EAST**
CITY-ST-ZIP **DESTIN, FL 32541**

11. ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS IN 10

TITLE **D** ☐ Change ☒ Addition
NAME **HERB Bobo**
STREET ADDRESS **2032 Pine Island Cr**
CITY-ST-ZIP **Destin, FL 32550**

TITLE **D** ☐ Change ☒ Addition
NAME **Raymond Singleton**
STREET ADDRESS **3871 Indian Tr. G6**
CITY-ST-ZIP **Destin, FL 32541**

TITLE **D** ☐ Change ☒ Addition
NAME **Phillipe A. Glenn**
STREET ADDRESS **338 Sand Cliffs**
CITY-ST-ZIP **Seacrest Beach, FL 32413**

TITLE **D** ☐ Change ☒ Addition
NAME **Randy S. Glenn**
STREET ADDRESS **338 Sand Cliffs**
CITY-ST-ZIP **Seacrest Beach, FL 32413**

TITLE ☐ Change ☐ Addition
NAME
STREET ADDRESS
CITY-ST-ZIP

TITLE ☐ Change ☐ Addition
NAME
STREET ADDRESS
CITY-ST-ZIP

12. I hereby certify that the information supplied with this filing does not qualify for the exemptions contained in Chapter 119, Florida Statutes. I further certify that the information indicated on this report or supplemental report is true and accurate and that my signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears in Block 10 or Block 11 if changed, or on an attachment with an address, with all other like empowered.

SIGNATURE:

SIGNATURE AND TYPED OR PRINTED NAME OF SIGNING OFFICER OR DIRECTOR

Date

Daytime Phone #

Stephanie Terry - Gaffney
Stephanie Terry - Gaffney

1/10/07

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Harbor House Group, Inc.
Recovery Homes in Pensacola & Ft. Walton Beach

January 10, 2007

Division of Corporations
P.O. Box 1500
Tallahassee, FL 32302-1500

To Whom It May Concern:

Enclosed is our 2007 Not-For-Profit Corporation Annual Report with our check for \$70.00 to cover the filing fee of \$61.25 and the addition fee of \$8.75 for a current Certificate of Status.

I am also enclosing copies of our new Articles of Incorporation that were amended by our Board of Directors to fit our ministry in place of the generic ones submitted with our initial incorporation. I do not know if these need to be on file with our annual report or not, but am sending them in case they do.

Thank you so much for your time and considerations in this matter.

With Kindest Regards,

Stephanie Terry-Gaffney,
Financial Officer, Harbor House Group, Inc.

CC: N97000005809/2007 Annual Report

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BY-LAWS
OF
HARBOR HOUSE GROUP, INC.

ARTICLE I
ORGANIZATION

1. The name of the organization shall be HARBOR HOUSE GROUP, INC.
2. The organization shall have a seal, which shall be in circular form showing the name of HARBOR HOUSE GROUP, INC. STATE OF FLORIDA around a middle section stating "CORPORATE SEAL."
3. The organization may at its pleasure by a vote of the Board of Trustees change its name.

ARTICLE II

PURPOSES

1. Our purpose: Matthew 28:19-20
2. Our Mission Statement:
HARBOR HOUSE GROUP, INC., is a Christian based, not-for-profit organization established to support recovering alcoholics and addicts. Our organizational philosophy is based primarily on one simple principle:

**Christian Alcoholics and Addicts helping other
Alcoholics and Addicts maintain sobriety through
Growth in Jesus Christ.**

A self-run, self-supported, group shared living residence, a HARBOR HOUSE is democratically managed by the residents, according to a written Policy and Procedure Manual set forth by the Harbor House Group, Inc. Board of Trustees; a functional extended family. Experienced staff members are guides for the House residents and maintain day-to-day operations.

Through the help of Christians, scriptural teaching and peer involvement, HARBOR HOUSE provides the alcoholic/addict an effective means of relapse avoidance. Self-governance, responsibility, participation in

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Twelve Step support groups, and faith in Jesus Christ are paramount to recovery and the restoration of self-esteem.

ARTICLE III

GENERAL MEMBERSHIP

1. **Eligibility:** Membership in this organization shall be open to all who want to serve the Lord through our ministries with their time, talents and support in assisting alcoholics and addicts in relapse prevention through spiritual teachings. However, the BOT has the absolute discretion to deny membership to any applicant for any reason or no reason at all.
2. **Election:** An active member of the BOT must sponsor the applicant for membership. Application for membership shall be made in writing, on forms prescribed by the BOT and signed by the applicant and the Trustee sponsor. Any applicant shall become a member upon approval.
3. **Termination:** Any member may resign from the General Membership upon written request to the BOT. Any member may be terminated by a super-majority vote of the BOT at any regular or special meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the Harbor House Group, Inc., after notice and opportunity for a hearing before the BOT are afforded the member against whom such a complaint is brought.

ARTICLE IV

MEETINGS FOR GEN. MEMBERSHIP

1. **Annual Meeting:** The annual general membership meeting shall be held on the second Tuesday in October each and every year except if such day is a legal holiday, then and in that event, the BOT shall fix the day but it shall not be more than two weeks from the date fixed by these by-laws.

The secretary shall cause to be mailed to every member in good standing at his address as it appears in the membership roll book in this organization a notice telling the time and place of such annual meeting.

2. **Additional Meetings:** The President of the corporation or the Chairman of the Board of Trustees when deemed for the best interest of the organization may call a special meeting of this membership. Notice of such meeting shall be mailed to all Trustees and General members at their addresses as they appear in the membership roll book at least ten (10) days before the scheduled

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date set for such special meeting. Such notice shall state the reason that such meeting has been called.

ARTICLE V

BOARD OF TRUSTEES

1. **Composition and Terms of Office:** The business of this organization shall be guided by an advisory Board of Trustees consisting of a Chairperson, Secretary and a maximum of eight (8) additional members, inclusive of the officers of this corporation. At least one of the trustees will be a resident of the state of Florida and a citizen of the United States.

The members for the Board of Trustees to be chosen for the ensuing year shall be chosen at a special meeting of the Board of Trustees in October of the current fiscal year and they shall serve for a term of two (2) years starting in January of the coming year. Two (2) members will be rotated off beginning fiscal year 2005 and yearly thereafter.

Members of the current seated Board of Trustees shall elect the Chairman of the Board of Trustees for a term of one (1) year, at a special Board of Trustees meeting in October. The Board of Trustees shall select from one of their members a secretary.

Vacancies in the Board of Trustees may be filled by the regular selection process for the balance of that term of office.

The Board of Trustees shall have the responsibility to guide and advise in the affairs and business of this organization. Such Board of Trustees shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the Trustees of such meeting, or as directed or stated by the Board of Trustees as noted in the minutes of the Board of Trustees meeting.

2. **Meetings:** The meetings of the Board of Trustees shall be held regularly on a quarterly basis in January, April, July and October. The date of the quarterly meetings shall be determined by the Chairman of the Board of Trustees and shall be held at the Corporate Office located at 2600 N. 12th Avenue in Pensacola, FL. or where deemed necessary at the discretion of the chairman. Notice of these meetings shall be mailed to each Trustee at least ten (10) business days prior to the scheduled date.

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The Board of Trustees may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

3. **Voting:** Each Trustee shall have one vote, with exception of the Chair who shall have no voting privileges with exception of a tie vote. Such voting must be done in person at meetings or by a written proxy.

At all meetings during general business, except for the election of Trustees, votes shall be by voice. For election of Trustees, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Sixty percent (60%) of the seated members of the Board of Trustees shall constitute a quorum and for voting purposes, a simple majority will constitute 2/3 or 66% of the seated Trustees attending such meeting. When needed, a super majority will constitute a minimum of 66% of the voting members of the current seated Board of Trustees.

4. **Order of Business:**

- Open with prayer.
- Roll Call.
- Reading of Minutes of the preceding meeting.
- Reports of Committees.
- Reports of Officers.
- Old and Unfinished Business.
- New Business.
- Adjournments.
- Close with prayer.

5. **Termination/Resignation:** Any member of the Board of Trustees may resign from the Board of Trustees upon written request to the Board of Trustees.

Any member of the Board of Trustees may be terminated by a super majority vote of the Board of Trustees, at any regular or special meeting thereof, for conduct unbecoming a member or prejudicial to the aims or reputé of Harbor House Group, Inc., when sufficient cause exists for such termination, after notice and opportunity for a hearing before the Board of Trustees are afforded the member against whom such a complaint is brought within thirty (30) days.

The Board of Trustees shall adopt such rules for this hearing, as it may in its discretion consider necessary for the best interests of the organization. A super- majority vote of 66% of the voting members of the current seated Board of Trustees is necessary to remove a Trustee.

6. **Compensation:** No member of the Board of Trustees shall for reason of his office be entitled to receive any salary or compensation, but nothing herein

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shall be construed to prevent any Trustee for receiving any compensation from the organization for duties other than as a Trustee as approved by a super-majority vote of the Board of Trustees.

ARTICLE VI

OFFICERS OF THE CORPORATION

The officers of the corporation shall be held directly accountable to the Board of Trustees who is responsible for the corporation.

1. **Officers:** The officers of the corporation shall be as follows:

- President
- Vice-President of Administration
- Vice-President of Men's Programs/ Operations

The **President** shall be responsible for the day-to-day operations of the corporation.

He shall present at each annual meeting of the corporation an annual report of the work of the corporation.

He shall see all books, reports and certificates required by law are properly kept or filed.

He shall be one of the officers who may sign the checks or drafts of the organization and be responsible for such monies or securities of the organization.

He shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The Vice-President of Administration shall in the event of the absence or inability of the President to exercise his office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president, as outlined above.

The **Vice-President of Administration** shall keep the minutes and records of the organization in appropriate books.

It shall be his/her duty to file any certificate required by any statute, federal or state.

He/she shall give and serve all notices to members of this organization.

He/she shall be the official custodian of the records and seal of this organization.

He/she may be one of the officers required to sign the checks and drafts of the organization. No special fund may be set aside that shall make it necessary to sign checks issued upon it.

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He/she shall present to the membership at any meetings any communication addressed to him/her as Administrator of the organization.

He/she shall submit to the Board of Trustees any communications, which shall be addressed to him/her as the Secretary of the organization.

He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office.

He/she shall have the care and custody of all monies belonging to the organization and shall be responsible for such monies or securities of the organization along with the President as stated above.

He/she must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

He/she shall render at stated periods as the Board of Trustees shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Trustees.

The Vice-President of Men's Programs/Operations shall be responsible for the day-to-day operations of the homes.

He shall ensure that all rules and policies of the Harbor House Ministry programs are enforced and maintained.

He shall interview and place all prospective residents suitable to this ministries program.

He shall attend to all correspondence of such residents to the probation departments and courts when necessary.

He shall have the care, custody and maintenance of all confidential resident files.

He shall have direct supervision over all house managers and report monthly to the President of the status of each home.

He shall upon the absence of the President work directly with the Vice-President of Administration pertaining to all matters concerning the smooth operation of the homes.

He shall hold the title of Director of Men's Program for Harbor House Group, Inc.

The Vice-President of Administration and the Vice-President of Men's Programs/Operations shall both report directly to the **President**.

Officers shall by virtue of their office be members of the Board of Trustees.

ARTICLE VII

The Harbor House Group, Inc. Policies and Procedures Manual is to be considered as an integral part of the by-laws and will be reviewed and will be

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amended if needed at the Annual Board of Trustees Meeting or be revised as needed by a super-majority vote.

ARTICLE VIII

AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a super majority of 2/3 or 66% of the current seated members of the Board of Trustees.

Signatures:

Chair _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Corporate Seal: