

P09 0000 31353

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

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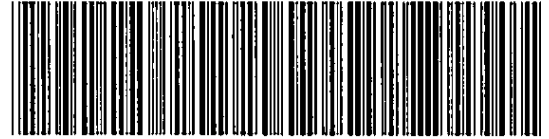
(Business Entity Name)

(Document Number)

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TALLAHASSEE, FL

EXP 10/15/21

**COVER LETTER**

TO: Amendment Section  
Division of Corporations

**NAME OF CORPORATION:** Capital Administrative Services, Inc.

**DOCUMENT NUMBER:** P09000031353

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Maria D. Jernigan

Name of Contact Person

Capital Administrative Services, Inc.

Firm/ Company

P.O. Box 15769

Address

Tallahassee, FL 32317

City/ State and Zip Code

mariajernigan@capitalins.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Maria D. Jernigan

at ( 850 ) 386-3100

Name of Contact Person

Area Code & Daytime Telephone Number

Enclosed is a check for the following amount made payable to the Florida Department of State:

☒ \$35 Filing Fee

☐ \$43.75 Filing Fee &  
Certificate of Status

☐ \$43.75 Filing Fee &  
Certified Copy  
(Additional copy is  
enclosed)

☐ \$52.50 Filing Fee  
Certificate of Status  
Certified Copy  
(Additional Copy  
is enclosed)

**Mailing Address**

Amendment Section  
Division of Corporations  
P.O. Box 6327  
Tallahassee, FL 32314

**Street Address**

Amendment Section  
Division of Corporations  
The Centre of Tallahassee  
2415 N. Monroe Street, Suite 810  
Tallahassee, FL 32303

Articles of Amendment  
to  
Articles of Incorporation  
of

Capital Administrative Services, Inc.

(Name of Corporation as currently filed with the Florida Dept. of State)

P09000031353

(Document Number of Corporation (if known))

Pursuant to the provisions of section 607.1006, Florida Statutes, this *Florida Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

**A. If amending name, enter the new name of the corporation:**

N/A

The new

*name must be distinguishable and contain the word "corporation," "company," or "incorporated" or the abbreviation "Corp.," "Inc.," or "Co.," or the designation "Corp.," "Inc.," or "Co." A professional corporation name must contain the word "chartered," "professional association," or the abbreviation "P.A."*

**B. Enter new principal office address, if applicable:**

(Principal office address **MUST BE A STREET ADDRESS**)

N/A

**C. Enter new mailing address, if applicable:**

(Mailing address **MAY BE A POST OFFICE BOX**)

N/A

**D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:**

Name of New Registered Agent

N/A

N/A

(Florida street address)

New Registered Office Address:

N/A

Florida

N/A

(City)

(Zip Code)

**New Registered Agent's Signature, if changing Registered Agent:**

*I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.*

\_\_\_\_\_  
Signature of New Registered Agent, if changing

**Check if applicable**

☐ The amendment(s) is/are being filed pursuant to s. 607.0120 (11) (c), F.S.

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TALLAHASSEE, FL

**If amending the Officers and/or Directors, enter the title and name of each officer/director being removed and title, name, and address of each Officer and/or Director being added:**

*(Attach additional sheets, if necessary)*

*Please note the officer/director title by the first letter of the office title:*

*P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.*

*Changes should be noted in the following manner. Currently John Doe is listed as the PST and Mike Jones is listed as the V. There is a change, Mike Jones leaves the corporation, Sally Smith is named the V and S. These should be noted as John Doe, PT as a Change, Mike Jones, V as Remove, and Sally Smith, SV as an Add.*

**Example:**

X Change                      PT      John Doe

X Remove                      V      Mike Jones

X Add                              SV      Sally Smith

<u>Type of Action</u> (Check One)	<u>Title</u>	<u>Name</u>	<u>Address</u>
1) <u>    </u> Change	<u>S</u>	<u>Christina A. Keyser</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>    </u> Add			<u>Tallahassee, FL 32308</u>
<u>X</u> Remove			
2) <u>X</u> Change	<u>COO,</u>	<u>Maria D. Jernigan</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>    </u> Add	<u>Corporate Secretary</u>		<u>Tallahassee, FL 32308</u>
<u>    </u> Remove			
3) <u>X</u> Change	<u>P, CEO, D</u>	<u>Douglas W. Moore</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>    </u> Add			<u>Tallahassee, FL 32308</u>
<u>    </u> Remove			
4) <u>X</u> Change	<u>CFO, T</u>	<u>Barbara E. Catney</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>    </u> Add			<u>Tallahassee, FL 32308</u>
<u>    </u> Remove			
5) <u>X</u> Change	<u>EVP, D,</u>	<u>David M. Moore, Jr.</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>    </u> Add	<u>Chairman of the Board</u>		<u>Tallahassee, FL 32308</u>
<u>    </u> Remove			
6) <u>    </u> Change	<u>D</u>	<u>Sarah E. Snuggs</u>	<u>1425 E Piedmont Dr., Suite 301</u>
<u>X</u> Add			<u>Tallahassee, FL 32308</u>
<u>    </u> Remove			

\*\*\*Additional changes to Officers/Directors is attached (separate sheet).

**Articles of Amendment**

**Capital Administrative Services, Inc. (P09000031353)**

**D. Amending Officers and/or Directors (continued):**

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<u>Type of Action</u>	<u>Title</u>	<u>Name</u>	<u>Address</u>
7) <u>      </u> Change	<u>      D      </u>	<u>Carlton Franklin</u>	<u>1425 E Piedmont Dr., Ste. 301</u>
<u>      X      </u> Add			<u>Tallahassee, FL 32308</u>
<u>      </u> Remove			
8) <u>      </u> Change	<u>      D      </u>	<u>Ronald Richmond</u>	<u>1425 E Piedmont Dr., Ste. 301</u>
<u>      X      </u> Add			<u>Tallahassee, FL 32308</u>
<u>      </u> Remove			

**E. If amending or adding additional Articles, enter change(s) here:**

*(Attach additional sheets, if necessary). (Be specific)*

Additional changes to Officers/Directors is attached.

**F. If an amendment provides for an exchange, reclassification, or cancellation of issued shares, provisions for implementing the amendment if not contained in the amendment itself:**

*(if not applicable, indicate N/A)*

N/A

The date of each amendment(s) adoption: \_\_\_\_\_  
date this document was signed.

September 23, 2021

, if other than the

Effective date if applicable: \_\_\_\_\_

(no more than 90 days after amendment file date)

Note: If the date inserted in this block does not meet the applicable statutory filing requirements, this date will not be listed as the document's effective date on the Department of State's records.

Adoption of Amendment(s)

(CHECK ONE)

- ☒ The amendment(s) was/were adopted by the incorporators, or board of directors without shareholder action and shareholder action was not required.
- ☐ The amendment(s) was/were adopted by the shareholders. The number of votes cast for the amendment(s) by the shareholders was/were sufficient for approval.
- ☐ The amendment(s) was/were approved by the shareholders through voting groups. The following statement must be separately provided for each voting group entitled to vote separately on the amendment(s):

"The number of votes cast for the amendment(s) was/were sufficient for approval

by \_\_\_\_\_

(voting group)

Dated

09/23/2021

Signature

Maria D. Jernigan

(By a director, president or other officer – if directors or officers have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Maria D. Jernigan

(Typed or printed name of person signing)

Corporate Secretary, COO

(Title of person signing)