

Contract Administration, Inc.

2601 Palmetto Rd.
Mount Dora, Florida 32757

Victor G. Shaver

President

RECEIVED
96 DEC 20 PM 2:17
DIVISION OF CORPORATIONS

P96000103795

December 11, 1996

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

60002035326--8
-12/20/96--01090--011
*****70.00 *****70.00

Dear Division of Corporations:

Enclosed please find Articles of Incorporation for Contract Administration, Inc. along with a check in the amount of \$70.00 for filing fee and designation of registered agent.

Also enclosed is a photocopy of the Articles. Please return this to me with the filing date stamped on it.

Thank you,

Victor G. Shaver

Victor G. Shearer
President

54
12/27

**Articles of Incorporation
of
Contract Administration, Inc.**

SECRET
DIVISION OF REVENUE
95 DEC 20 PM 2:17

The undersigned incorporator, for the purpose of forming a corporation under the Florida Business Corporation Act, hereby adopts the following Articles of Incorporation.

ARTICLE I - NAME

The name of the corporation shall be:

Contract Administration, Inc.

ARTICLE II - PRINCIPLE OFFICE

The principal place of business and mailing address of this corporation shall be:

2601 Palmetto Rd.
Mt. Dora, Fl. 32757

ARTICLE III - CAPITAL STOCK

The corporation shall have the authority to issue 5000 (Five Thousand) shares of common stock, in one class only, each with a par value of \$1.00 (One Dollar).

ARTICLE IV - REGISTERED AGENT & ADDRESS

The registered agent of the corporation is Victor G. Shaver and the registered address is 2601 Palmetto Rd., Mt. Dora, Fl. 32757

ARTICLE V - BOARD OF DIRECTORS

The initial Board of Directors shall have two members whose names and addresses are as follows:

Victor G. Shaver, President
2601 Palmetto Rd.
Mt. Dora, Fl. 32757

Gup. Patricia Shaver, Secretary-Treasurer
2601 Palmetto Rd.
Mt. Dora, Fl. 32757

The number of directors may be raised or lowered by amendment of the bylaws of the corporation but shall in no case be less than one.

ARTICLE VI - INCORPORATOR

The incorporator of this corporation is Victor G. Shaver whose address is 2601 Palmetto Rd., Mt. Dora, Fl. 32757

Dated 12-16-96

Victor H. Shaver
Incorporator

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 am familiar with and accept the obligations of my position as registered agent.

Dated 12-16-96

Victor H. Shaver
Registered Agent

Certificate of Designation Registered Agent/Registered Office

Pursuant to the provisions of sections 607.0501 or 617.0501, Florida Statutes, the undersigned corporation, organization or individual 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:

Contract Administration, Inc

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

Victor G. Shaver
2601 Palmetto Rd.
Mt. Dora, Fl. 32757

RECEIVED
96 DEC 20 PM 2:17
SECTION 607.0501-617.0501

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 provision 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.

SIGNATURE

Victor G. Shaver

DATE

12-16-96