



**WEST SHORE**  
HOME

## NOTICE OF THE USE OF PRIVATE PROVIDER

In keeping with our Core Value of Do the Right Thing Always, West Shore Home has contracted with one or more Private Providers to perform any required inspection services on work performed in your home in accordance with s. 553.791. This allows us to provide our customers additional peace of mind by utilizing independent verification that work meets all local and state requirements by using an approved Private Provider.

Any applicable permit applications, inspections, and close out will be performed by West Shore Home, LLC and the Private Provider. All documentation required to be submitted will be handled by both West Shore Home, LLC and the Private Provider as necessary. You, as the customer, will not need to do anything. These documents can be made available to you, the Customer, upon request.

By signing below you are acknowledging that you have been made aware of the use of a Private Provider and that you allow the following Private Provider to conduct inspections on your property as necessary:

CT Solutions of Florida, LLC  
10602 NW 149th Pl  
Alachua, FL 32615

Customer Name: Ronald W. Estep

Customer Signature: Ronald W Estep

Date: 3/9/26 WSH Job Number: 600843 Contractor #: CBC1265182

State / Commonwealth of Florida, County of Columbia. The foregoing instrument was acknowledged before me on this the 9th day of March 2026 by Ronald W Estep in physical presence

[Signature]

Notary Public

Stamp

ALISTER CATON  
Notary Public-State of Florida  
Commission # HH 727942  
My Commission Expires  
October 05, 2029

**Form # 61G20-2.005-2002-01**  
**Notice to Building Official of**  
**Use of Private Provider**  
Effective January 1, 2025  
61G20-2.005, F.A.C.

Project Name: Estep

Parcel Tax ID: 03-4S-17-07570-016 (28081)

Services to be provided:                       Plans Review     Inspections

Note: If the fee owner elects to use or authorizes the use of a private provider to provide plans review, the local building official may, at his or her discretion and subject to duly adopted local policy, require that a private provider be used to perform inspections as well, pursuant to section 553.791(2)(a), Florida Statutes.

Jonte Hawkins, West Shore Home LLC, the

fee owner /  fee owner's contractor, have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: CT Solutions of Florida, LLC

Private Provider: Tim Hunt

Address: 10602 NW 149 Place - Alachua, FL 32615

Telephone: 386-361-0208

Email Address: THunt@CTSolutionsFL.com

Florida License, Registration or Certificate #: BU2174

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall,

within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

The following attachments are provided, as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. A certificate of insurance as required by section 553.791(18), Florida Statutes.

Individual

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address (line 1)

\_\_\_\_\_  
Address (line 2)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Corporation

\_\_\_\_\_  
West Shore Home LLC

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Jonte Hawkins

\_\_\_\_\_  
Representative name

\_\_\_\_\_  
1720 NW 4th Ave # 100 Ocala, FL 34475

\_\_\_\_\_  
Address (line 1)

\_\_\_\_\_  
Address (line 2)

\_\_\_\_\_  
727 232 4941

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
jhpermitting@westshorehome.com

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
2/27/2026

\_\_\_\_\_  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

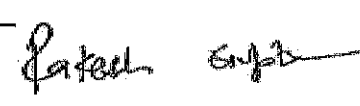
<b>PRODUCER</b> BIBERK P.O. Box 113247 Stamford, CT 06911	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 844-472-0967      FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Berkshire Hathaway Direct Insurance Company	<b>NAIC #</b> 10391
<b>INSURED</b> CT Solutions of FLorida LLC  10602 Northwest 149th Place Alachua, FL 32615	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>INSURER G:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability (Errors &amp; Omissions): Claims-Made</b>		N9PL714670	09/02/2025	09/02/2026	Per Occurrence/ Aggregate	\$2,000,000/ \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Columbia Count Building Department 135 NE Hernando Avenue Lake City, FL 32055	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



**TIM HUNT, CBO**  
Vice President

**EXPERIENCE:** 29 Years

**EDUCATION**

West Palm Beach Community College,  
1998

**LICENSES & CERTIFICATIONS**

**Florida Dept of Business Prof  
Regulation (DBPR):**

BU2174 Building Code Administrator,  
Building Code Official

BN7162 DBPR Inspector License:  
Building, Mechanical and Plumbing  
Inspector

PCE1132 Provisional Electrical  
Inspector

PX3903 DBPR: Plans Examiner License  
Building, Mechanical & Plumbing  
Reviewer

PEP690 Provisional Electrical Plans  
Examiner

CFC1432744 Plumbing State  
Contractors License Backflow Test and  
Repair Certification

**International Code Council (ICC):**

B2 Commercial Building Inspector

B3 Building Plans Examiner

CB Certified Building Official

I3 California Commercial Plumbing  
Inspector

J3 California Residential Plumbing  
Inspector

M2 Commercial Mechanical Inspector

M3 Mechanical Plans Examiner

P1 Residential Plumbing Inspector

P2 Commercial Plumbing Inspector

P3 Plumbing Plans Examiner

P5 Plumbing Inspector

P8 Plumbing Code Specialist

**QUALIFICATIONS**

Tim is an experienced professional renowned for his expertise in streamlining procedures and optimizing operations to better serve communities. With a successful tenure as a Building Official and Flood Plain Manager for the City of Alachua, Tim has demonstrated proficiency in managing budgets, acquiring updated equipment, and increasing accuracy and efficiency in construction projects. He held leadership roles in various municipalities, including Assistant Building Official for the City of Ocala. Tim's skill set encompasses permitting expertise, problem resolution, safety awareness, and contractor relationship development.



**EXPERIENCE**

September 2024 – Present

CT Solutions of Florida, LLC: Vice President/CBO

Provides quality control, plan review and building inspections (including virtual inspections). Tim plays a crucial role in maintaining high-quality standards during the construction process. By performing thorough quality inspections, he ensures that all work meets the required specifications. His timely feedback to contractors helps them address issues promptly, leading to swift corrective actions. This proactive approach is vital in preventing delays, allowing his clients to meet stringent project deadlines while maintaining the desired quality. Tim's efforts help streamline operations, reduce costly rework, and foster strong working relationships between contractors and clients. With 22 years of experience and cumulative knowledge Tim educates clients on proper procedures leading to safer conditions and construction.

January 2024 – January 2025

Meskel & Associates Engineering, PLLC: Director of Private Provider Services

Tim managed all activities related to ensuring compliance with building codes and standards. He coordinated plan reviews, oversaw permit application processes, and tracked issuance, all while supervising a team of qualified inspection personnel. Tim's expertise extends to assisting with complex inspections and conducting training sessions for field inspection staff. He evaluated plans for necessary changes and conducted thorough inspections of various construction elements. Tim maintained accurate records and handled inspections with professionalism and courtesy. He prepared reports and promoted continuous quality improvement in projects, ensuring strict compliance with inspection specifications, requirements, and policies.

April 2022 – December 2024

City of Alachua, Florida - Building Official, Flood Plain Manager / Bldg Support Services

Tim's role involved evaluating compliance with city, state, and federal regulations, as well as discipline-specific codes, meticulously documenting violations, and issuing necessary directives. Tim handled complaints, conducted re-evaluations of failed inspections, and attended hearings, all while maintaining a focus on fostering positive client relationships through adept issue resolution.

Additionally, he took charge of budgeting, reporting, and overall building operations, offering expert guidance on materials and methodologies to ensure compliance and resolve discrepancies. Tim was committed to continuous professional development, staying updated on evolving inspection codes and regulations. Leading a dedicated team of nine, he implemented standardized procedures and forms to streamline operations and meticulously reviewed construction plans for alignment with project objectives.

July 2019 – November 2023

City of Ocala, Florida: Assistant Building Official

Tim managed an 18-person team, overseeing their tasks and ensuring adherence to standards. His responsibilities included reviewing plans, maintaining up-to-date knowledge of inspection codes, ordinances, and regulations, and investigating complaints at work sites. Tim also played a pivotal role in training new inspectors and apprentices, passing on his expertise to the next generation of professionals.

He documented violations and issued relevant directives such as stop-work orders, ensuring compliance with city, state, and federal guidelines, as well as specific industry codes. Tim demonstrated adaptability and initiative by creating an inspection affidavit program during the challenges posed by Covid. Additionally, he effectively handled budgeting, managing a substantial budget of 3.5 million dollars, showcasing his financial acumen and organizational skills.

January 2019 - July 2020

CGA/SafeBuilt, Deerfield Beach, Florida: Plans Examiner

Following his relocation to the Central Florida area, Tim continued to contribute to the field part-time and on-call, primarily focusing on remote plan review. As a seasoned Plans Examiner, he brought his expertise to this role, meticulously assessing construction plans for compliance with regulations and standards.

April 2017 - January 2019

City of West Palm Beach, Florida: Plumbing Inspector

Tim served as a Plumbing Plans Inspector and Plans Examiner, leveraging his expertise to ensure the integrity of plumbing systems in various construction projects. His inspections encompassed a wide range of structures, including new constructions, remodels, multi-family dwellings, custom homes, and towering 30-story high-rises. With meticulous attention to detail, Tim upheld regulatory standards and industry best practices, contributing to the safety and quality of diverse construction endeavors.

December 2012 - April 2017

East Coast Mechanical, West Palm Beach, Florida: Service Director

Tim's career journey highlights his impressive rise from hands-on technical work to leadership roles in the construction industry. Starting as an AC and Plumbing mechanic, he honed his expertise in both fields before progressing into positions of greater responsibility, including Plumbing Manager and Service Director. In these roles, Tim displayed his leadership and managerial capabilities, overseeing a team of 226 employees across multiple operations.

His responsibilities spanned various critical functions, such as overseeing AC replacement projects, warranty services, and budget management for an impressive portfolio that exceeded 35 million dollars in revenue. Tim was deeply involved in ensuring that the company adhered to regulatory requirements by offering guidance on materials, methodologies, and inspection codes. His thorough knowledge of inspection regulations helped ensure compliance across all operations.

Moreover, Tim's strategic focus on process improvement played a key role in streamlining internal operations. By standardizing processes and procedures, he significantly boosted operational efficiency, which contributed directly to the success and continued excellence of the company in the highly competitive construction industry.

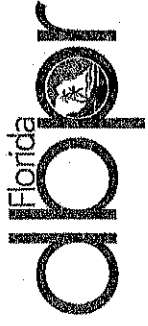
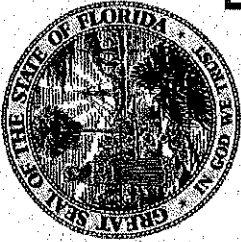
December 1995 – November 2012

Tim's plumbing career began in 1995, and over the years, he dedicated himself to mastering the craft. By 2006, he had earned his journeyman status, a significant milestone that demonstrated his advanced technical skills and expertise in plumbing. Tim's journey took him to the City of Boca Raton, where he worked as a plumber, further refining his abilities and gaining invaluable experience.

Throughout his career, Tim consistently seized every opportunity to enhance his skills and acquire new ones, demonstrating a commitment to both personal and professional growth. His proactive approach to learning and development helped him navigate through various roles, ultimately preparing him for the leadership positions he would later hold. This continuous drive for improvement is a testament to Tim's dedication to excellence in the plumbing and construction industries.

Ron DeSantis, Governor

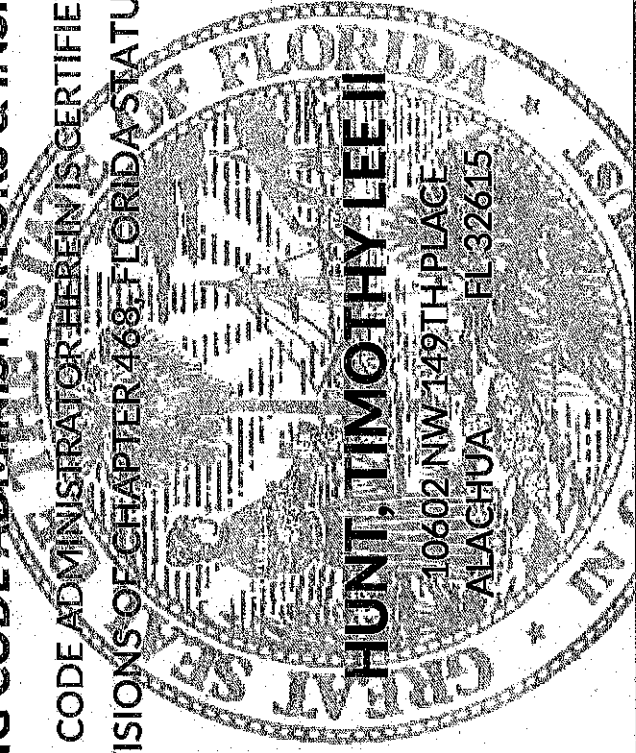
Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

**BUILDING CODE ADMINISTRATORS & INSPECTOR**

THE BUILDING CODE ADMINISTRATOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



LICENSE NUMBER: BU2174

EXPIRATION DATE: NOVEMBER 30, 2027

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



ISSUED: 11/07/2025

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Ron DeSantis, Governor



Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR**

THE STANDARD INSPECTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



**LICENSE NUMBER: BN7162**

**EXPIRATION DATE: NOVEMBER 30, 2027**

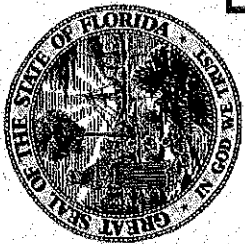
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ISSUED: 11/07/2025

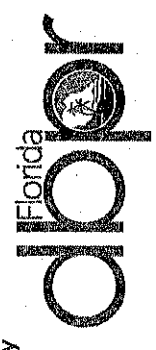
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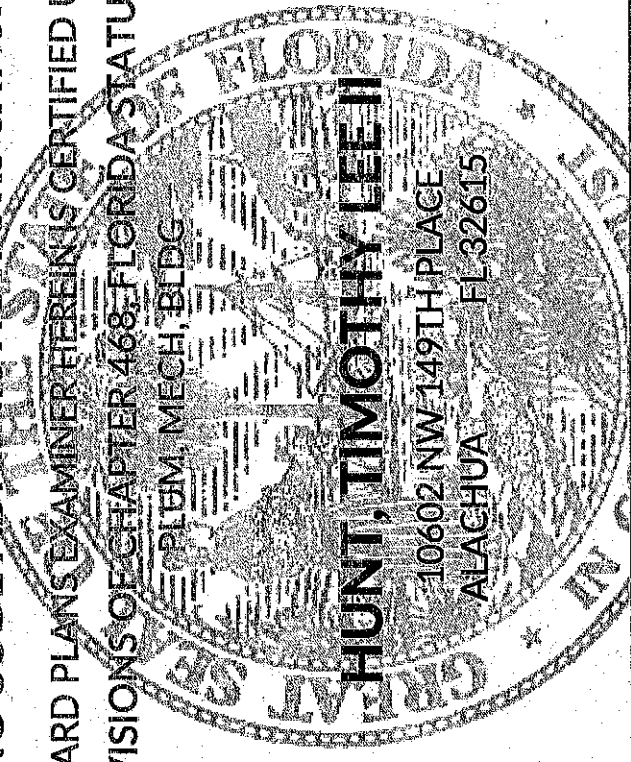
Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**BUILDING CODE ADMINISTRATORS & INSPECTOR**

THE STANDARD PLANS EXAMINER HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



**LICENSE NUMBER: PX3903**

**EXPIRATION DATE: NOVEMBER 30, 2027**

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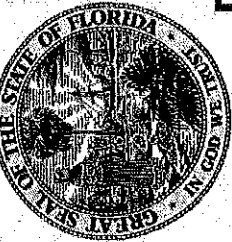


ISSUED: 11/07/2025

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Ron DeSantis, Governor

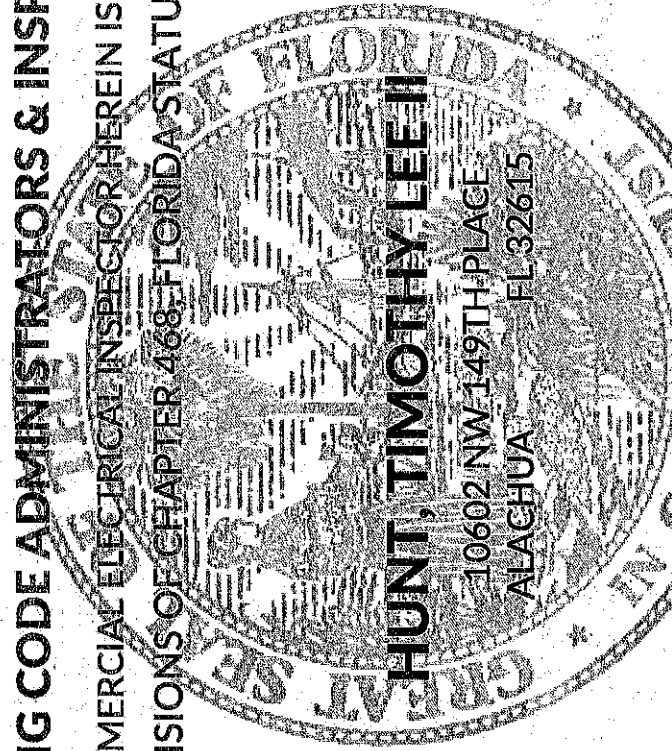


Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BUILDING CODE ADMINISTRATORS & INSPECTOR**

THE PROVISIONAL COMMERCIAL ELECTRICAL INSPECTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



**LICENSE NUMBER: PCE1132**

**EXPIRATION DATE: AUGUST 12, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

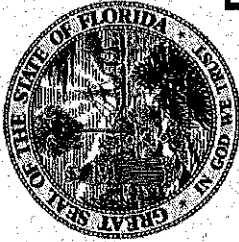


ISSUED: 08/13/2024

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Ron DeSantis, Governor

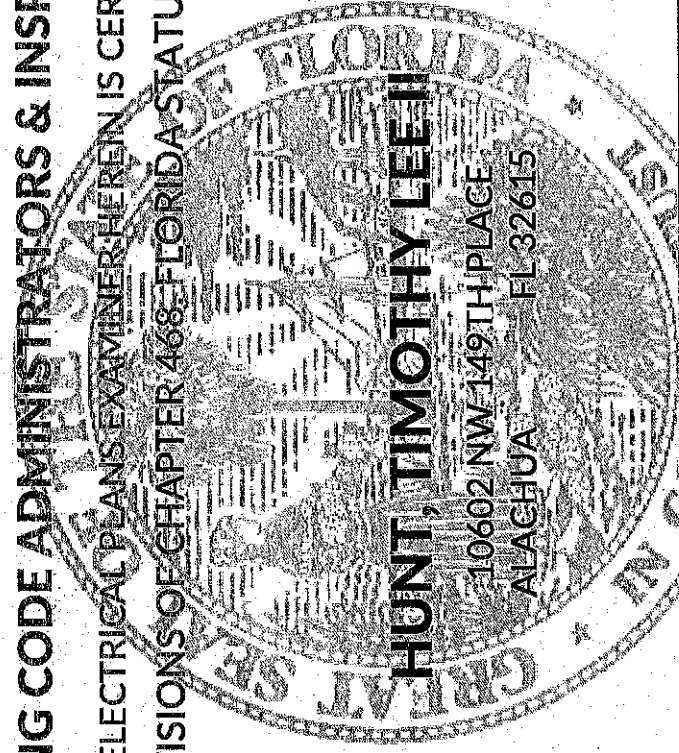


Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BUILDING CODE ADMINISTRATORS & INSPECTOR

THE PROVISIONAL ELECTRICAL PLANS EXAMINER HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



LICENSE NUMBER: PEP690

EXPIRATION DATE: AUGUST 12, 2026

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ISSUED: 08/13/2024

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JIMMY PATRONIS  
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION

**\*\* CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW \*\***

**CONSTRUCTION INDUSTRY EXEMPTION**

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

**EFFECTIVE DATE:** 8/30/2024

**EXPIRATION DATE:** 8/30/2026

**PERSON:** TIMOTHY L HUNT II

**EMAIL:** THUNT@CTSOLUTIONSFL.COM

**FEIN:** 994613185

**BUSINESS NAME AND ADDRESS:**

CT SOLUTIONS OF FLORIDA LLC

10602 NW 149TH PLACE

ALACHUA, FL 32615

This certificate of election to be exempt is NOT a license issued by the Department of Business and Professional Regulation. To determine if the certificate holder is required to have a license to perform work or to verify the license of the certificate holder, go to [www.myfloridalicense.com](http://www.myfloridalicense.com).

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**IMPORTANT:** Pursuant to subsection 440.05(13), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to subsection 440.05(11), F.S., Certificates of election to be exempt issued under subsection (3) apply only to the corporate officer named on the notice of election to be exempt. Pursuant to subsection 440.05(12), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

DFS-F2-DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT  
RULE 69L-6.012, F.A.C. REVISED 01/2023

E01990048

QUESTIONS? (850) 413-1609

# LOCAL BUSINESS TAX RECEIPT

CITY OF ALACHUA  
STATE OF FLORIDA

NO. 2322

*The business identified below has paid the local business tax to engage in or manage the business, profession or occupation of:*

UNCLASSIFIED

*doing business at 10602 NW 149th PL  
in the city of CITY OF ALACHUA  
for the period beginning on October 01, 2025 and ending on September 30, 2026*

**Issued:** July 2025

CT Solutions of Florida LLC  
10602 NW 149th PL  
Alachua, FL 32615



\_\_\_\_\_  
City Manager or Designee

# *State of Florida*

## *Department of State*

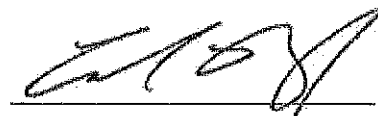
I certify from the records of this office that CT SOLUTIONS OF FLORIDA LLC is a limited liability company organized under the laws of the State of Florida, filed on August 21, 2024.

The document number of this limited liability company is L24000367389.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on February 6, 2025, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Sixth day of February, 2025*



  
*Secretary of State*

Tracking Number: 3886215664CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>