

**WEST VIRGINIA
ARTICLES OF INCORPORATION
WITH NON-PROFIT IRS ATTACHMENT**
Form CD-1NP
Rev. 11/2017



West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FILE ONE ORIGINAL
(Two if you want a filed stamped
copy returned to you.)

FILING FEE: \$25 (non-profit)
* Fee Waived for Veteran-owned corporation

Control # _____

***** The undersigned, acting as incorporator(s) according to the West Virginia Code §31E-2-202, adopt the following ***
Articles of Incorporation for a West Virginia Non-Profit Domestic Corporation, which shall be perpetual.**

1. The name of the West Virginia corporation shall be: Overlook at Riverside Homeowners Association, Inc.
[The name **MUST** contain one of the required corporate name endings*
per §31D-4-401 of the West Virginia Code (*see attached instructions for
the list of required name endings)]. This name is your official name and
must be used in its entirety when in use unless a Trade Name (DBA) is
registered with the Office of the Secretary of State, according to
Chapter 47-8 of the West Virginia Code.]

CHECK BOX to indicate you've included one of the REQUIRED CORPORATE NAME ENDINGS (See instructions for name endings).

2. The address of the principal office
of the corporation will be:

Street: 9729 Garis Shop Road

City: Hagerstown State: MD Zip Code: 21740

Located in the County of (required):

County: Out of State

The mailing address of the above
location, if different, will be:

Street: _____

City: _____ State: _____ Zip Code: _____

3. The physical address (not a PO Box)
of the principal place of business in
West Virginia, if any:

Street: _____

City: _____ State: _____ Zip Code: _____

Located in the County of:

County: Berkeley

The mailing address of the above
location, if different, will be:

Street: _____

City: _____ State: _____ Zip Code: _____

4. The name and address of the person
(agent) to whom notice of process
may be sent, if any, will be:

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

5. E-mail address where business correspondence may be received: rob@riversideamerican.com

6. Website address of the business, if any (ex: yourdomainname.com): _____

7. Do you own or operate more than one business in West Virginia? Yes * Answer a. and b. below. No Decline to answer

If "Yes"... a. How many businesses? _____ b. Located in how many West Virginia counties? _____

8. The corporation is organized as (check the box below):

NON-PROFIT, NON-STOCK (If you plan to apply for 501(c)(3) status with the IRS, you will need to include specific language that is required by the IRS to be included in your Articles of Incorporation. That language is included as an attachment to this application - see last page of this application.)

9. a. The purpose for which this corporation is formed is as follows:

(Describe the type(s) of business activity which will be conducted, for example, "agricultural production of grain and poultry", "construction of residential and commercial buildings", "manufacturing of food products", "commercial painting", "retail grocery and sale of beer and wine." Purpose may conclude with words "...including the transaction of any or all lawful business for which corporations may be incorporated in West Virginia.")

Operation and management of a residential homeowners association.

b. Is the business a Scrap Metal Dealer?

Yes [If "Yes," you must complete the Scrap Metal Dealer Registration Form (Form SMD-1) and proceed to Section 10.]

No [Proceed to Section 10.]

10. FOR NON-PROFIT ONLY (Check the statement that applies to your entity.):

Corporation will have NO MEMBERS.

Corporation will have MEMBERS (See *NOTE below.)

*NOTE: If the corporation has one or more classes of members, the designation of a class or classes is to be set forth in the articles of incorporation and the manner of election or appointment and the qualifications and rights of the members of each class is to be set forth in the articles of incorporation or bylaws. If this applies to your entity then you will need to attach a separate sheet listing the above required information, unless it will fit in the space provided below.

The members of the corporation shall be owners of lots within the Overlook at Riverside planned community in Berkeley Co.,

WV and more specifically identified in the Declaration of Covenants, Conditions and Restrictions recorded in Berkeley Co.

11. The name(s) and address(es) of the incorporator(s) is (You must list at least ONE incorporator.):

	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
a)	Robert Rotz	9729 Garis Shop Road	Hagerstown	MD	21740
b)	_____	_____	_____	_____	_____

12. Is the organization a "veteran-owned" organization?

Effective **JULY 1, 2015**, to meet the requirements for a "veteran-owned" organization, the entity filing the registration must meet the following criteria per West Virginia Code §59-1-2a:

- 1. A "veteran" must be honorably discharged or under honorable conditions, and
- 2. A "veteran-owned business" means a business that meets one of the following criteria:
 - o Is at least fifty-one percent (51%) unconditionally owned by one or more veterans; or
 - o In the case of a publicly owned business, at least fifty-one percent (51%) of the stock is unconditionally owned by one or more veterans.

Yes (If "Yes," attach Form DD214)

CHECK BOX indicating you have attached **Veteran Affairs Form DD214**

No

You may obtain a copy of your Veterans Affairs Form DD214 by contacting:

**National Personnel Records Center
Military Personnel Records**
1 Archives Drive
St. Louis, MO 63138
Toll free: 1-86-NARA-NARA or 1-866-272-6272
Phone: 314-801-0800
www.archives.gov/veterans/military-service-records

Per WV Code 59-1-2(j) effective July 1, 2015, the **registration fee is waived** for entities that meet the requirements as a "veteran-owned" organization. See attached instructions to determine if the organization qualifies for this waiver. In addition, a "veteran-owned" entity will have **four (4) consecutive years of Annual Report fees waived** AFTER the organization's initial formation [see WV Code 59-1-2a(m)].

13. The number of acres of land it holds or expects to hold in West Virginia is: 30.48

14. Contact and Signature Information* (See below ***Important Legal Notice Regarding Signature***):

a. Contact person to reach in case there is a problem with filing: Robert Rotz Phone: 3014916999

b. Print name of person who is signing articles of incorporation: Robert Rotz

c. Signature of Incorporator: _____ Date: December 12, 2019

****Important Legal Notice Regarding Signature:*** Per West Virginia Code §31E-1-129. **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

Important Note: This form is a public document. Please do **NOT** provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.



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Rev. 9/2018

Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.



READ CAREFULLY BEFORE SUBMITTING - Expedite service is NOT AVAILABLE for the following filings:

- >> Tax Department filings including Sole Proprietorships, General Partnerships, and Associations
- >> Dissolution or Withdrawal of Corporation, Voluntary Association or Business Trust

Order Processing Requested*:

*** Expedite Processing Requires Additional Fees ***

Standard Processing**

(Avg. processing turnaround
5-10 business days)

Email to: CorpFilings@wvsos.gov

24-HOUR Expedite***

(additional \$25.00 fee included)

2-HOUR Expedite

(additional \$250.00 fee included)

1-HOUR Expedite

(additional \$500.00 fee included)

Email to: eFilings@wvsos.gov

*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.

**Standard Processing applications received by E-MAIL or FAX must include the e-Payment Authorization form with credit card information.

***NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: Overlook at Riverside Homeowners Association

Return filing to: 9729 Garis Shop Road
 (Return Address) Hagerstown, MD 21740

Contact Name: Rob Rotz

Phone: 310 491699

Return Delivery Options: Email or Fax options do not receive a copy via mail; must be ordered separately.

Email to: rob@riversideamerican.com

Fax to: _____

Hold for Pick Up

Mail to Return Address above

FedEx: Acct # _____

Other (explain below):

UPS: Acct # _____

Order Description (include items being ordered and fee breakdown):

* PLEASE NOTE: Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge. Certified copy requests are an additional \$15 per certified copy being requested.

Total Amount:

\$50.00

Payment Method:

Check/Money Order

Credit Card

(Must attach e-Payment Authorization request form including payment information.)

Cash (Do Not mail cash)

Pre-paid Acct #: _____

Attach signed pre-paid slip.

