



(757) 933-2311

City of Newport News

Department of Engineering
2400 Washington Avenue
Newport News, Virginia 23607

Fax (757) 926-8300

Re: Lake Enhancement Program

Dear Lakefront Property Owner:

Thank you for expressing an interest in the Lake Enhancement Program. This program provides property owners adjacent to a lake or pond an opportunity to help improve the water quality and aesthetics. It is a legal and contractual partnership between the City and property owners. In order to qualify for the program, interested lake groups must meet the following criteria:

1. The lake must be a regional stormwater management facility that accepts public drainage.
2. There must be a lakefront property owner's association that has the authority to assess the adjacent property owners. Some information is included in this packet. Refer to Title 13.1, Chapter JO - Virginia Nonstock Corporation Act of the *Code of Virginia* for more information or contact the State Corporation Commission.
3. A minimum of seventy-five percent (75%) of the adjacent property owners abutting the stormwater lake must agree to participate in the enhancement project(s). To expedite the application process, have at least 75% of the adjacent lakefront property owners sign the enclosed petition form.
4. Access to the lake must be available to City crews and the City's contractor(s) during the life of the lake enhancement project(s).

Participation in the program starts with a commitment by citizens. Please find an enclosed fact sheet that explains the Lake Enhancement Program, the application form and petition, and information on forming a lake association.

Please submit the following to the above address to the attention of Laura Nusz, Environmental Services Division:

- Completed application form
- Completed petition signed by 75% of lakefront property owners
- Copy of Certificate of Incorporation from the State of Virginia
- List of current lake association officers and their contact information

If you have any questions about the program or the enclosed materials, please contact me directly at (757) 272-6055 or nuszlj@nnva.gov.

Thank you,

Laura Nusz
Environmental Specialist



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Lake Enhancement Program Application Form

Lake Name: _____ Date: _____

Location/Area: _____
(Please indicate two streets that border lake)

Neighborhood/Development Name: _____

Is there currently a Lake or Homeowners Association? Yes No

If yes: How many properties are in the development? _____

How many properties are lakefront? _____

Does the association have dues? Yes No If yes, how much? \$_____ per _____

Lake/Homeowners Association Address:

Lake Association Point of Contacts:

Primary Contact:

Secondary Contact:

Name

Name

Title

Title

Address

Address

Phone

Phone

Email

Email

Lake and Water Quality Information

Please list any concerns you have about your lake:

Please rank the following items by importance with respect to your lake:

(Rank items from 1 to 10 with 1 being the most important)

- _____ Algae
- _____ Nuisance/Invasive Vegetation (ex. *Phragmites*, cattails, duckweed, etc.)
- _____ Sedimentation *Location:* _____
- _____ Litter and Debris
- _____ Erosion *Location:* _____
- _____ Flooding *Location:* _____
- _____ Fish Kills *Approx. Dates:* _____
- _____ Mosquitoes
- _____ Structural Concerns (ex. Cracked pipes, leaking riser, etc.)
- _____ *Please Describe:* _____
- _____ Other: _____

Instructions to Form SCC819 - Articles of Incorporation of a Virginia Nonstock Corporation

Filing Requirements			
Required Fees	Filing Fee: \$75.00		
File Online Today	Paper Filing		
<p>Visit https://cis.scc.virginia.gov to file articles of incorporation for a Virginia Nonstock Corporation in real time.</p> <p>Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.</p>	<p>Download from https://scc.virginia.gov/pages/Virginia-Nonstock-Corporations complete, print, and mail or deliver to below address:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197</td> <td style="width: 50%; vertical-align: top;">Courier Delivery Address 1300 E. Main St, 1st floor Richmond, VA 23219</td> </tr> </table>	State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219
State Corporation Commission Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	Courier Delivery Address 1300 E. Main St, 1 st floor Richmond, VA 23219		
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.		

Note

Consulting with an accountant or a tax professional before organizing a for-profit business as a Virginia nonstock corporation is recommended. If the corporation intends to obtain **tax-exempt status** under the Internal Revenue Code, refer to IRS Publication 557, "Tax-Exempt Status for Your Organization." The articles of incorporation must include certain provisions found within the publication. Clerk's Office Form SCC819NP may be a helpful template for preparing such articles.

Specific Instructions

Article I Name

The name of the corporation may not contain any word or phrase that indicates or implies that it will conduct any business other than its authorized business, and the proposed corporate name must be distinguishable upon the records of the Commission. To check the availability of a name, visit <https://cis.scc.virginia.gov>, or contact the Clerk's Office.

Article II Members

If the corporation will not have members, include a statement to that effect in the articles. If the corporation will have one or more classes of members, state the designation of each class and the qualifications and rights of the members of each class, including voting rights, or provide that such membership provisions will be set forth in the corporation's bylaws.

Article III Director Selection

The articles of incorporation must state how the corporation will elect or appoint its directors, as well as the designation of ex officio directors, if any. It is not sufficient for the articles to provide that the corporation will elect or appoint its directors as set forth in the bylaws.

A director's term is one year unless the articles provide for a different term, and the terms of groups of directors may be staggered by providing for this in the articles.

Article IV Registered Agent

The registered agent's sole duty is to receive legal documents and notices on behalf of the entity. The corporation may not serve as its own registered agent. The registered agent must be an individual or entity that meets one of the qualifications. Check the applicable box.

Important Information

This form contains the minimum Virginia statutory requirements for articles of incorporation. If the articles of incorporation will need to include additional provisions, **separately** prepare and submit typewritten articles of incorporation. The articles must be in the English language, printed in black, using the following guidelines:

- use solid white paper
- one-sided
- minimum 1.25" top margin and 0.75" all other sides
- size 8 1/2" x 11"
- no visible watermarks or background logos

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these forms is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.



Articles of Incorporation of a Virginia Nonstock Corporation

Pursuant to Chapter 10 of Title 13.1 of the Code of Virginia, the undersigned state(s) as follows:

Article I The corporation's name:

Article II (Mark appropriate box or insert applicable provisions.)

- The corporation shall have no members. **OR**
- The corporation shall have one or more classes of members with such designations, qualifications and rights as set forth in the bylaws. **OR**
- The designation of the class(es) of members and the members' qualifications and rights are as follows:

Article III (Mark appropriate box or insert applicable provisions.)

- The directors shall elect their successors. **OR**
- The directors shall be elected by the members. **OR**
- The directors shall be elected or appointed as follows:

Article IV A. The name of the corporation's initial registered agent:

B. The initial registered agent is: **(Mark appropriate box.)**

- (1) an individual who is a resident of **OR** (2) a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.
- Virginia **and**
 - an initial director of the corporation.
 - a member of the Virginia State Bar.

Article V A. The corporation's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is

_____, VA _____
(number/street) (city or town) (zip)

B. The registered office is located in the county **OR** city of _____

(Optional) The corporation's principal office address, including the street and number (if any), is

(number/street) (city or town) (state) (zip)

Article VI The initial directors are:

Name	Address

Incorporator(s):

Signature	Printed Name	Date	Tel. # (optional)	Email Address (optional)

Business Tel. # (optional)

Business Email Address (optional)

Required Fees: \$75.00