From: Dustin Roma <dustin@dmroma.com>
Sent: Monday, August 4, 2025 2:27 PM

To: Amanda L. Lessard

**Subject:** Dolley Farm - Additional Condo Documents

Attachments: articles of incorporation dolly farm condominium association with

exhibits.pdf; CP-1 DRAFT.pdf; CP-2 DRAFT.pdf

External sender <dustin@dmroma.com>
Make sure you trust this sender before taking any actions.

Hi Amanda,

Please find attached the following information for the Dolley Farm Subdivision

- Draft Articles of Incorporation
- Draft Condominium Plat two plans

For the Condominium Plat, we included horizontal and vertical boundaries for one of the buildings as an example on sheet CP-2 – we will need to add more diagrams for all of the units because there are 2 building styles and not all units will have basements, so there are a few variations that will all need dimensions. The individual condominium units will also need to be tied down with bearings and distances to the building corners. I need to wait until I have 100% final building plans to do these last couple tasks because if any of the dimensions change by even a few inches all the numbers will need to be adjusted.

Please send these out for review and forward comments to us as they become available.

Thanks,

Dustin M. Roma, P.E.



PO Box 1116, Windham, ME 04062

Office: (207) 591 - 5055 Cell: (207) 310-0506

# **Customer Contact Cover Letter**

Name of entity(s) on the submitted filings:	
Optional special handling request(s): (check on	ly if applicable)
Hold attested copy for pick up (will b	e required to pick up at our office in Augusta, Maine)
24-hour expedited filing (next business	ss day) service: \$50 additional filing fee per entity
Immediate expedited filing (same bus	siness day): \$100 additional filing fee per entity
NOTE: Only one expedite fee is required if filing	multiple documents for the <b>same entity/charter number</b> at the same time
Payment can be made by check or money order obtain a credit card voucher at https://www.maine	r (payable to Maine Secretary of State) or by credit card. You may e.gov/sos/cec/forms/credit.pdf.
Total fee(s)	enclosed: \$
(Name of contact person)	(Daytime telephone number)
(Contact email address for <u>this</u> filing)	(Email address to use for annual report reminders)
Name and address of person to return the atteste	ed copy of the completed filing:
(Nam	ne of attested copy recipient)
	(Firm or Company)
	(Mailing Address)
	(City, State & Zip)

NOTE: Failure to provide a contact name and telephone number or email address will result in any erroneous filing(s) being returned to the filer by the Secretary of State's office.

For questions regarding the above filing(s), please call or email our office at (207) 624-7752 or cec.corporations@maine.gov

**Submit filings to:** 

Mailing Address if using US Postal Service Department of the Secretary of State Corporations, UCC and Commissions 101 State House Station Augusta, ME 04333-0101

Mailing Address if using FedEx/UPS
Department of the Secretary of State
Corporations, UCC and Commissions
6 E. Chestnut Street, 5th Floor
Augusta, ME 04330

# DOMESTIC NONPROFIT CORPORATION

#### **STATE OF MAINE**

# ARTICLES OF INCORPORATION

Filing Fee \$40.00
Deputy Secretary of State
A True Copy When Attested By Signature
Deputy Secretary of State
Deputy Secretary of State

Pursuant to 13-B MRSA §403, the undersigned incorporator(s) execute(s) and deliver(s) the following Articles of Incorporation: FIRST: The name of the corporation is: **SECOND:** ("X" one box only. Attach additional page(s) if necessary.) The corporation is organized as a public benefit corporation for the following purpose or purposes: The corporation is organized as a mutual benefit corporation for all purposes permitted under Title 13-B or, if not for all such purposes, then for the following purpose or purposes: THIRD: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent) Commercial Registered Agent CRA Public Number: (name of commercial registered agent) Noncommercial Registered Agent (name of noncommercial registered agent) (physical location, not P.O. Box – street, city, state and zip code) (mailing address if different from above)

**FOURTH:** 

Pursuant to 5 MRSA §105.2, the registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

FIFTH:	The number of directors (not less than 3) of	constituting the initial board of directors of the corporation, if the number ha		
	been designated or if the initial directors ha	ave been chosen, is		
	The minimum number of directors (not less of directors shall be	ss than 3) shall be and the maximum numbe		
SIXTH:	Members: ("X" one box only.)			
	There shall be no members.  There shall be one or more classes of members and the information required by 13-B MRSA §402 is attached.			
SEVENTH:	See Exhibit B  (Optional)	article is to apply.)		
	to influence legislation, and the Corpora	Corporation shall be the carrying on of propaganda, or otherwise attempting ation shall not participate in or intervene in (including the publication of mpaign on behalf of any candidate for public office.		
EIGHTH:	(Optional) Check if this a	article is to apply.)		
		ing provisions for the regulation of the internal affairs of the corporation and liquidation and the requirements of the Internal Revenue Code section and hereto and made a part hereof.		
Incorporators		Dated		
		Street		
	(signature)	Street(address)		
	(type or print name)	(city, state and zip code)		
		Street		
	(signature)	(address)		
	(type or print name)	(city, state and zip code)		
		Street		
	(signature)	(address)		
	(type or print name)	(city, state and zip code)		

# 

#### \*Articles are to be executed as follows:

If a corporation is an incorporator (13-B MRSA §401), the name of the corporation should be typed or printed and signed on its behalf by an officer of the corporation. The articles of incorporation must be accompanied by a certificate of an appropriate officer of the corporation, not the person signing the articles, certifying that the person executing the articles on behalf of the corporation was duly authorized to do so.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to: Secretary of State

**Division of Corporations, UCC and Commissions** 

101 State House Station Augusta, ME 04333-0101

Telephone Inquiries: (207) 624-7752 Email Inquiries: CEC.Corporations@Maine.gov

# ARTICLES OF INCORPORATION

of

#### DOLLY FARM CONDOMINIUM ASSOCIATION

# Exhibit A

The Association is organized for all purposes permitted under Title 13-B of the Maine Revised Statutes, including, but not limited to, purposes permitted under Title 13-B M.R.S.A., Section 201(1)(C) and the following additional purposes:

Section 2.1 To establish an association of unit owners organized under and identified in
Section 1603-101 of the Maine Condominium Act, Chapter 31 of Title 33 of the Maine
Revised Statutes Annotated, as it may be amended (the "Act"), for the purpose of the
administration, maintenance, repair, replacement, cleaning, sanitation, management and
operation of Dolly Farm Condominiums, located in the Town of Windham, County of
Cumberland and State of Maine (herein from time to time called the "Condominium"),
which has been created pursuant to the Declaration of Condominium of the Dolly Farm
Condominium (the "Declaration"), recorded in the Cumberland County Registry of
Deeds in Book, Page

- <u>Section 2.2</u> To adopt and amend Bylaws and Rules and Regulations for the operation of the Association and the Condominium.
- <u>Section 2.3</u> To adopt and amend budgets for revenues, expenditures and reserves and collect assessment for Common Expenses from Unit owners.
- <u>Section 2.4</u> To hire and terminate managing agents and other employees, agents and independent contractors.
- <u>Section 2.5</u> To institute, defend or intervene in litigation or administrative proceedings in its own name on behalf of two or more Unit owners on matters affecting the Condominium.
- <u>Section 2.6</u> To make contracts and incur liabilities relating to the purposes of the Association stated in Section 2.1.
- <u>Section 2.7</u> To regulate the use, maintenance, repair, replacement and modification of the Common Elements.
- <u>Section 2.8</u> To cause additional improvements to be made as part of the Common Elements.

- <u>Section 2.9</u> To acquire, hold, encumber and convey in its own name any right, title or interest to real or personal property, provided that Common Elements may be conveyed or subjected to a security interest only pursuant to Section 1603-112 of the Act.
- <u>Section 2.10</u> To grant easements, leases, licenses and concessions through or over the Common Elements.
- Section 2.11 To impose and receive any payments, fees or charges for the use, rental or operation of the Common Elements (other than the Limited Common Elements) and for services provided to the Unit owners.
- <u>Section 2.12</u> To impose charges for late payment of assessments and, after notice and an opportunity to be heard, levy reasonable fines for violations of the Declaration and of the Bylaws and Rules and Regulations of the Association.
- <u>Section 2.13</u> To impose reasonable charges for the preparation and recordation of amendments to the Declaration, resale certificates required by Section 1604-108 of the Act and statements of unpaid assessments.
- <u>Section 2.14</u> To provide for the indemnification of its officers and the Board of Directors and maintain directors' and officers' liability insurance.
- <u>Section 2.15</u> To assign its right to future income.
- <u>Section 2.16</u> To lease as lessee any real or personal property, accept assignments of leases of real or personal property, cause improvements to be made as a part of such leased property, regulate the use, maintenance and repair of such leased property, and impose and receive any payments, fees or charges for the use, rental or operation of such leased property.
- <u>Section 2.17</u> To intervene on behalf of one or more Unit owners in disputes regarding warranty claims affecting the Common Elements.
- Section 2.18 To exercise any other powers conferred on it by the Declaration.
- <u>Section 2.19</u> To exercise all other powers that may be exercised in the State of Maine by corporations organized pursuant to Title 13-B of the Maine Revised Statutes Annotated, as amended, as the same or equivalent may be amended or modified from time to time.
- <u>Section 2.20</u> To exercise any other powers necessary and proper for the governance and operation of the Condominium by the Association.

The Association is not organized for profit, and no profit or property thereof shall inure to the benefit of any person except in furtherance of the non-profit-making purposes of the Association or in the course of acquiring, constructing or providing management, maintenance or care of the Condominium.

Capitalized terms used in these Articles of Incorporation but not defined here have the meanings ascribed to them in the Declaration.

# ARTICLES OF INCORPORATION

of

#### DOLLY FARM CONDOMINIUM ASSOCIATION

# Exhibit B

The information required by section 402 of the Maine Nonprofit Corporation Act is as follows:

There shall be one (1) class of members. The members of the Association shall consist of all owners of Units in the Condominium, in accordance with the Act, the Declaration and the Bylaws of the of the Association (including the Declarant so long as it is owner of any Unit) or, following any termination of the Condominium as provided in Section 1602-118 of the Act, of all former Unit owners entitled to distributions of proceeds under said Section 1602-118, or their heirs, successors or assigns. The members shall not include persons having an interest in a Unit solely as security for an obligation. The terms "member" and "Unit owner" appearing in these Articles are interchangeable. Each Unit owner shall automatically become and be a member of the Association as long as he or she continues as a Unit owner and upon the termination of the interest of the Unit owner in the Condominium such membership and any interest in the common funds of the Association shall thereupon automatically terminate and transfer and inure to the next Unit owner or owners succeeding him in interest. The Association may, but shall not be required to, issue certificates or other evidence of membership therein.

The voting right of each member is equivalent to the Votes allocated to his Unit as set forth in Article III of the Bylaws.

If a Unit is owned of record by one person, that Unit owner's right to vote shall be established by the record title to the Unit. If ownership of a Unit is in more than one person, the person who shall be entitled to cast the vote allocated to that Unit shall be the person named in a certificate executed by all of the owners of such Unit and filed with the Secretary of the Association. If ownership of a Unit is in a corporation, partnership, limited liability company, trust or estate, the officer or employee of that corporation, partner of that partnership, member/manager of that limited liability company, trustee of that trust, or agent of that estate entitled to cast for the corporation, partnership, limited liability company or estate the vote allocated to such Unit shall be designated in a certificate for that purpose executed by the president or vice president of that corporation, and attested to by the secretary or clerk of that corporation, executed by all of the partners of that partnership, executed by all of the members of that limited liability company, executed by all of the beneficiaries of that trust, or executed by either all of the devisees of that estate or by order of the probate court and filed with the Secretary of the Association. Such certificates of multiple owners, corporation, partnerships, limited liability companies and trusts shall be valid until revoked by a subsequent certificate

similarly executed and filed with the Secretary of the Association. Whenever the vote, approval or disapproval of a Unit owner is required by the Declaration or the Act, such vote, approval or disapproval shall be made only by the person who would be entitled pursuant to such certificate to cast at any meeting of the Association the vote allocated to such Unit. If the person named or designated in said certificate for a particular Unit shall be absent from a meeting of the Association, no person may cast the vote allocated to that Unit at the meeting although the presence at the meeting of a non-named or nondesignated co-owner or member, officer or employee of such owner shall be counted in determining whether a quorum is present. If a multiple owner of a Unit that is not a corporation, partnership, limited liability company, trust or estate has failed to file said certificate with the Secretary of the Association and only one of the multiple owners is present at a meeting of the Association, he shall be entitled to cast at that meeting the vote allocated to that Unit without establishing the concurrence of the absent owners just as though that person were the sole owner of the Unit. If a multiple owner of a Unit that is not a corporation, partnership, limited liability company, trust or estate has filed to file said certificate with the Secretary and if more than one owner of that Unit is present at the meeting, the vote allocated to that Unit may be cast only in accordance with the agreement of a majority of the multiple owners present at the meeting. Such majority agreement shall be conclusively presumed if any one of the multiple owners shall cast the vote allocated to that Unit without protest promptly being made to the person presiding over the meeting by any other owner of that Unit.

Any provision of these Articles to the contrary notwithstanding, in the event of any proposed actions to terminate the Condominium pursuant to Section 1602-118 of the Act, change the allocated interests appurtenant to any Unit, change the boundaries of a Unit, or subdivide a Unit, merge or consolidate the Condominium with another condominium, or convey or subject to a security interest any portion of the Common Elements, or use any proceeds of property insurance required to be maintained by the Association for a purpose other than repair and restoration of the damaged property in accordance with the Declaration, the Plat and Plan, the original elevation thereof and original building plans and specifications therefore, then an eligible mortgage holder, as defined in the Act, shall have the right but not the obligation in place of the owner of the Unit subject to the mortgage held by such eligible mortgage holder, to cast the vote allocated to that Unit or to give or withhold any consent required of such Unit owner for such action by delivering written notice to the Association with a copy to the Unit owner prior to or at the time of the taking of such proposed action, which notice shall be sent by prepaid United States mail, return receipt requested, or by delivery in hand, securing a receipt therefor. Failure of the eligible mortgage holder to so exercise such rights shall constitute a waiver thereof and shall not preclude the Unit owner from exercising such right. In no event shall more than one (1) vote be cast with respect to any Unit.

### ARTICLES OF INCORPORATION

of

### DOLLY FARM CONDOMINIUM ASSOCIATION

### Exhibit C

- Section 5.1. Number and Qualification. The affairs of the Association shall be governed by a Board of Directors. During the Declarant Control Period, as defined in section 4.3 of the Declaration, the Board of Directors shall be composed of three (3) natural persons who shall be appointed, removed and replaced from time to time by the Declarant without the necessity of obtaining resignations. The appointees of the Declarant need not be Unit owners. After the end of the Declarant Control Period, the Board of Directors shall be composed of no fewer than three (3) and no more than seven (7) natural persons, as the Board of Directors may determine from time to time. Each member of the Board of Directors shall be a Unit owner (or spouse of a Unit owner), or in the case of a Unit owner that is a corporation, partnership, limited liability company, trust or estate, a designated agent who is a shareholder, partner, member, manager trustee, personal representative or beneficiary thereof, as the case may be. A Unit owner must be current in the payment of all condominium fees to be elected (or have its agent elected) to the Board of Directors.
- <u>Section 5.2</u> The transition from Declarant-appointed members of the Board of Directors to Unit owners other than the Declarant shall occur as follows:
- (a) No later than sixty (60) days after the end of the Declarant Control Period as defined in section 4.3 of the Declaration, or at such earlier date as the Declarant in its sole discretion shall specify, a transition meeting of the Association and transition election shall be held at which all of the members of the Board of Directors and officers of the Association appointed by the Declarant shall resign, and the Unit owners, including the Declarant if the Declarant owns one or more Units, shall thereupon elect successor members of the Board of Directors to act in the place and stead of those resigning.
- (b) The Declarant may voluntarily surrender the right to appoint and remove officers and members of the Board of Directors before termination of the Declarant Control Period, but in that event, it may require, for the duration of the Declarant Control Period, that specified actions of the Association or Board of Directors, as described in a recorded instrument executed by the Declarant, be approved by the Declarant before such actions can become effective.



