**Draft Steps to Change Articles of Incorporation**

*For whole process, assume $10,000 and minimum of 2 years*

*M.Albright*

1. **Decision on going forward with an Initial Analysis of Process**. BOG/membership should decide whether there is a substantive reason for undertaking this project this year or in the near future. If there is, we engage an attorney to outline an Initial Analysis of Process. This Initial Analysis would give a sense of how large a project this would be, how costly, any risks involved, proper process. With this information, the board/membership could decide to invest in the process or not.

NOTE: Going through the process itself does not guarantee that any changes would be ultimately made in the Articles of Incorporation.

2. **Order an Initial Analysis of Process** (like an RFP):

* What legal support would we need to change Art. of Inc. and cost;
* What kind of filing, process, or approval we would need to go through and cost;
* What are the risks and unintended consequences of changing Art. of Inc.;
* What voting process would mitigate legal risk in the future.
* Estimate that this kind of preliminary analysis would cost ~$1,500 to $3,000.

3. **Decision on going forward** with Process for changing Art. of Inc.

* Base decision on cost and time involvement.
* Probably include membership.

4. **Survey proposed fixes:**

* Attorney reviews Art. of Inc. for all technical errors/fixes. (optional $1,500)
* Survey membership for any other proposed fixes (not optional; suggest fixes)
	+ Severn Landing and Severn Landing 2 have exclusive use of open space and rec areas – fix?
	+ Governance: Severn Landing and SL 2 have covenants. Does CAP have obligations to enforce the Covenants and resolve disputes.
	+ Belle Grove Corporation 1959 declaration: Can CAP use property without joining CAP?

5. **Vote on proposed fixes** based on recommendations from attorney’s Initial Analysis of Process. NOTE: The membership may ultimately decide not to change the Art of Inc.

6. **Order an attorney to make fixes and make applicable filings.**