

## ORDINANCE

AN ORDINANCE TO DESIGNATE REAL ESTATE OWNED BY THE CORTONA  
FOUNDATION EXEMPT FROM TAXATION

WHEREAS, Fauquier County Code § 8-71 authorizes the Board of Supervisors to designate property as exempt from taxation where such property is held by organizations that use the property exclusively for religious, charitable, patriotic, historical, benevolent, cultural or public park and playground purposes; and

WHEREAS, Virginia Code § 58.1-3651 sets forth the process and procedure by which a locality may designate property as tax exempt; and

WHEREAS, Virginia Code § 58.1-3651(B) requires that prior to the adoption of any Ordinance exempting property from local taxation, the Board of Supervisors shall hold a public hearing on the proposed application and consider the questions enumerated in Virginia Code § 58.1-3651(B); and

WHEREAS, the Board of Supervisors, after due notice and public hearing, considered the questions set forth in Virginia Code § 58.1-3651(B) and, upon consideration of those questions, determined that The Cortona Foundation is a nonprofit organization located in Fauquier County that uses certain real estate it owns for charitable purposes, and that its application for exemption from taxation on that real estate used for charitable purposes should be granted; now, therefore, be it

ORDAINED by the Fauquier County Board of Supervisors this 14<sup>th</sup> day of December 2023, That the real estate owned by The Cortona Foundation and used for charitable purposes, be, and is hereby, designated exempt from taxation; and, be it

ORDAINED FURTHER, That the continuance of this exemption shall be contingent upon the continued use of the real estate in accordance with the purpose for which The Cortona Foundation has been designated tax exempt.

*A Copy Teste*

  
Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors

## RESOLUTION

A RESOLUTION DIRECTING THE COUNTY ADMINISTRATOR TO SCHEDULE A  
PUBLIC HEARING TO CONSIDER A TAX EXEMPTION REQUEST OF  
THE CORTONA FOUNDATION

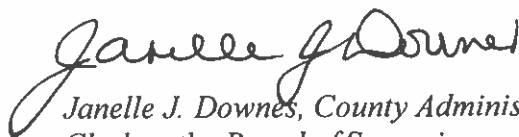
WHEREAS, The Cortona Foundation is a nonprofit organization owning real estate and personal property in Fauquier County that uses such property for charitable, historical, and cultural purposes; and

WHEREAS, The Cortona Foundation requested exemption from Fauquier County real estate and personal property taxes in order to permit it to better use its financial resources for charitable, historical, and cultural purposes; and

WHEREAS, prior to granting exemption from local property tax to a nonprofit organization that uses its property for such purposes, the Board of Supervisors must conduct a public hearing and adopt an ordinance designating the organization's property tax exempt; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 9<sup>th</sup> day of November 2022, That the County Administrator be, and is hereby, directed to schedule a public hearing to consider the request of The Cortona Foundation to designate its real estate and personal property as tax exempt.

*A Copy Teste*

  
Janelle J. Downes, County Administrator  
Clerk to the Board of Supervisors



COMMONWEALTH OF VIRGINIA  
**COUNTY OF FAUQUIER**  
POST OFFICE BOX 149  
WARRENTON, VA. 20188-0149  
**ERIC J. MAYBACH**  
COMMISSIONER OF THE REVENUE  
[www.fauquiercounty.gov](http://www.fauquiercounty.gov)



## MEMORANDUM

TO: Tracy Gallehr, County Attorney

FROM: Eric J. Maybach, Commissioner of the Revenue

DATE: November 30, 2023

SUBJECT: Tax Exemption Designation Request:  
The Cortona Foundation  
19 Winchester Street, Warrenton, VA 20186  
Pin(s): 6984-43-3019-000

“The Cortona Foundation” submitted an application package seeking real estate property exemptions as a *“Virginia non-stock, non-profit corporation formed for religious, charitable, historical and cultural purposes”* as set forth in Article X, Section 6(a)(6) of the Constitution of Virginia. The intent of the organization is to provide support to underprivileged single mothers by facilitating critical home renovations and financial aid support.

Section 58.1-3651 of the *Code of Virginia*, 1950, as amended, governs the requirements for entities seeking to have tax-exempt status granted to real or personal property owned by that entity. That section grants the Board of Supervisors the authority to designate as tax exempt that real and personal property owned by organizations, which use it exclusively for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes.

Based on the intended use of the facility and as outlined in the application, I find that “The Cortona Foundation” meets the eligibility requirements for real estate tax exemption consideration. There are no tax implications since the parcel was previously owned by a tax-exempt entity. If it is the will of the Board, “The Cortona Foundation” may be granted tax exemption as requested beginning January 1, 2024.

### Tax Summary:

Property Type	Identification	Assessment	Tax	SWM Fee	Total
<u>Real Estate</u>	6984-43-3019-000	\$624,400.00	\$5638.33	n/a	\$5638.33

EJM:reg

## COUNTY OF FAUQUIER, VIRGINIA

Eric J. Maybach  
Commissioner of the Revenue  
P.O. Box 149, Warrenton, VA 20188  
Tel: (540) 422-8149 Fax: (540) 422-8159



### APPLICATION FOR PROPERTY TAX EXEMPTION - INSTRUCTIONS

This application is for use by nonprofit organizations seeking an exemption from taxes on property used for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes only. Confidential taxpayer information provided as part of this application is not open for public inspection.

This application must be completed in its entirety, and all supporting documents must be attached, in order for it to be accepted and processed. All delinquent taxes must be paid timely and in full before this application will be accepted. Portions of the application that are not applicable should be completed as "Not Applicable." Return the completed application along with the supporting documents to the Commissioner of the Revenue (Commissioner) at the address above. As part of the application review, it may be necessary to request and review additional records. Failure to answer all questions and/or provide required documentation may result in a delay in processing the application. The application must be signed by a duly authorized officer, director, or member who is knowledgeable as to the organization's activities and operations, and who can attest to the accuracy of the information provided.

Applications that are not eligible for property tax exemption by *classification* pursuant to § 58.1-3600 *et seq.* of the Code of Virginia will be forwarded to the Fauquier County Board of Supervisors (Board) for consideration for exemption by *designation*. The Board then must authorize a public hearing wherein it will consider whether to adopt an ordinance granting the tax-exempt designation and allow citizen input. A notice advertising the Board's intent to consider the ordinance at public hearing must be published in a newspaper of general circulation in Fauquier County. The organization will be required to pay the costs of advertising. Upon receipt of the invoice from the newspaper, a request for payment will be sent to the organization. Payment in full within thirty (30) days of the date of the request is required.

Typically, tax exempt applications take twelve (12) weeks to process. Therefore, applicants are advised to plan submission of their applications accordingly to ensure that the Board can hear and decide their applications well in advance of tax-day, which is January 1. Having a knowledgeable representative from the organization present at the Board's agenda review when the ordinance is introduced and at the Board's public hearing to answer questions is encouraged.

If the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1 of the following tax year. Continuance of the exemption depends on the continued use of the property in accordance with the purpose for which the organization is classified or designated tax exempt. The organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

The Board's designation of the organization's property as tax exempt does not remove its obligations to continue filing tax returns and paying tax bills for previously assessed taxes timely and in full.

**If you have any questions regarding the *Application for Property Tax Exemption* process,  
please call the Commissioner's Office at (540) 422-8149.**

**COUNTY OF FAUQUIER, VIRGINIA**

Eric J. Maybach  
 Commissioner of the Revenue  
 P.O. Box 149, Warrenton, VA 20188  
 Tel: (540) 422-8149 Fax: (540) 422-8159

**APPLICATION FOR PROPERTY TAX EXEMPTION**

Before proceeding, note that applications can only be processed on accounts that are paid in full (no outstanding balance). Carefully review and complete each section, writing "n/a" (not applicable) if a specific question does not apply.

Organization Name: <b>The Cortona Foundation</b>		Federal ID #: <b>88-4006396</b>	
Address: <b>19 Winchester St. Warrenton, Va. 20186</b>		Email: <b>paul@cortonafoundation.org</b>	
Contact Name and Title: <b>Paul Mooney</b>		Phone Number: <b>540-272-2956</b>	
Parcel Identification Number (PIN): <b>6984-43-3019-000</b>		Date Organization Began Operations in Fauquier: <b>July 25, 2022</b>	
Type of Tax-Exemption Requested:	<input checked="" type="checkbox"/> <i>Real</i>	<input type="checkbox"/> <i>Personal</i>	<input type="checkbox"/> <i>Real and Personal</i>
Non-profit status (select one):	<input type="checkbox"/> <i>Benevolent</i>	<input checked="" type="checkbox"/> <i>Charitable</i>	<input type="checkbox"/> <i>Cultural</i>
	<input type="checkbox"/> <i>Historical</i> <input type="checkbox"/> <i>Patriotic</i>	<input type="checkbox"/> <i>Public Parks/Playgrounds</i>	<input type="checkbox"/> <i>Religious</i>
Select the incorporated town where the organization is located (if applicable) *:	<input type="checkbox"/> <i>Town of Remington</i> <input type="checkbox"/> <i>Town of The Plains</i> <input checked="" type="checkbox"/> <i>Town of Warrenton</i>		
What is the organization's nonprofit purpose? Provide support to underserved single mothers by facilitating crucial home renovations and offering monetary assistance, thereby contributing significantly to their socioeconomic well-being and creating an environment conducive to the nurturing of raising their children.			
Describe the services provided to the residents of Fauquier County by the organization: Underprivileged single mothers are beneficiaries of essential home renovations and financial aid.			
What is the organization's federal tax designation?	<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c)(4)	<input type="checkbox"/> 501(c)(6) <input type="checkbox"/> 501(c)(7) <input type="checkbox"/> Other: _____

**Please complete the following sections for all Real Estate, Tangible Personal Property, and/or Vehicles owned by the organization for which Fauquier County property tax exemption is sought.**

**REAL ESTATE- \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes.**

Parcel Identification Number (PIN)	Property Address	Date*	Use of Property
6984-43-3019-000	79 E. Lee St. Warrenton, Va. 20186	09/01/2022	aid single mothers in need and for community events.

**TANGIBLE PERSONAL PROPERTY- (Computer equipment, furniture and fixtures, etc.) \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.**

Description	Location as of Jan. 1 <sup>st</sup>	Year Acquired	Original Cost	Date*	Use of Property
n/a					

**VEHICLES/PERSONAL PROPERTY** \*Attach documentation supporting the date the property began being used exclusively for nonprofit purposes. Attach additional sheets as needed.

Vehicle Identification Number (VIN)	Year Acquired	Purchase Price	Vehicle Year	Vehicle Make	Jurisdiction where vehicle is normally garaged or parked	Date*	Is the vehicle used exclusively for the organization's nonprofit purpose?
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list salaries or other compensation, if any, received by the organization's officers, directors, and board members and indicate the three highest paid employees.

**COMPENSATION-** Attach additional sheets as needed.

Name	Title	Annual Compensation

**PROVIDED SERVICES-** Please describe and attach additional sheets as needed.

Does the organization engage in any activities unrelated to the purpose for which it was established?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the organization provide services exclusively to Fauquier County residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the real and/or personal property requested for exemption currently used for a tax-exempt purpose? Describe how the real and/or personal property is currently used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**REQUIRED DOCUMENTATION CHECKLIST**

The following checklist of documents is required to process the application. Please include numbered, separate coversheets that correspond with each document as indicated below:

- ☒ **Document 1-** A current copy of the Fauquier County assessment record for all real estate and a current copy of the Fauquier County personal property tax return for all personal property owned by the organization.
- ☒ **Document 2-** A copy of the application and supporting documents submitted by the organization to the Internal Revenue Service ("IRS") for § 501(c) tax-exempt status, together with copies of all responses from the IRS, including the IRS Tax Exemption Status Determination.
- ☒ **Document 3-** IRS Forms 990/990T for two (2) prior years. N/A
- ☒ **Document 4-** A description of how the real and/or personal property will be used in the future. - SEE ARTICLES OF INCORPORATION
- ☒ **Document 5-** If applicable, please include a list of any lessees of the property and copies of any leases or other documents which describe such uses, specifically including any documents related to any other person's or entity's rights to use any portion of the property.

- ☒ **Document 6** - A list of names and addresses of the current officers and directors of the organization. *MA*
- ☐ **Document 7** - A Certificate of Good Standing from the Virginia State Corporation Commission and a copy of all fictitious name certificates, if any, filed by the organization with either the State Corporation Commission or the Fauquier County Circuit Court. *MA*
- ☒ **Document 8** - Copies of current financial statements, including a list of the individuals or entity to which the net earnings of the organization inure. The list must indicate the amount or percentage of the net earnings inuring to each individual or entity, including the amount of compensation paid to each director, officer and employee.
- ☒ **Document 9** - A copy of the current articles of incorporation and bylaws of the organization.
- ☒ **Document 10** - A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin. *MA*
- ☒ **Document 11** - A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.
- ☒ **Document 12** - A statement signed by an officer of the organization affirming that tax-exempt activities comprise the vast majority of the organization's activity, and that no substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence or intervene in legislation or any political campaign on behalf of any candidate for public office.
- ☐ **Document 13** - Copy of the organization's minutes, bylaws, resolution, or other documentation which serves as evidence that the signatory has been authorized by the organization to sign this application.
- ☒ **Document 14** - A list of localities in Virginia where the organization has been designated or received a property tax exemption.

### DECLARATION

I certify that I will immediately notify the Office of the Commissioner of the Revenue of any change in the use of any property listed in this application since it may affect the property's tax status. I agree to notify the Office of the Commissioner of the Revenue if my organization acquires or disposes of any real or personal property after the submission of this application.

I further agree that all delinquent taxes must be paid timely and in full before this application will be accepted, and that all taxes must continue to be paid until such time as the organization receives the tax exemption it seeks in this application.

I understand that the organization must re-file this application every three (3) years and maintain tax-exempt use of its property classified or designated as exempt to retain tax-exempt status with Fauquier County.

I understand that if the Board adopts the ordinance designating the property tax exempt, the exemption will be effective on January 1<sup>st</sup> of the following tax year.

I declare that the statements and information herein given are true, complete, and correct to the best of my knowledge and belief, and I am authorized to file this application on behalf of the organization.

 _____ Authorized Signatory for Organization	<i>Paul W Mooney</i> _____ Printed Name	<i>11/21/23</i> _____ Date
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### OFFICE USE ONLY

C.O.R. Date Received		C.O.R. Date Reviewed:	
B.O.S. Date Forwarded:		Disposition Date:	
Public Hearing Date:		Laserfiche Scanned/ Copies to R.E./T.O.	

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Parcel Detail for PIN 6984-43-3019-000

Street Address: 79 E LEE ST

Legal Description:

Current Assessment Summary

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

Parcel	Improvements	Land	Transfers
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Owners : THE CORTONA FOUNDATION

Subdivision :

Map Sheet : 6984.14

Landscape : GOOD

Road Type : PAVED

Topography : ON GRADE

ROLLING

Book/Page 1751/467 DEED OF GIFT

& Instrument :

Ancestors :

Mailing Address : 19 WINCHESTER ST  
WARRENTON, VA 20186

Neighborhood :

Neighborhood Group : 0006

Tax District : CENTER-WARRENTON

Class : COMMERCIAL AND INDUSTRIAL

Acreage : 0.2438

Utilities : PUBLIC WATER

PUBLIC SEWER

[View 1 more](#)

Zoning : CENTRAL BUSINESS DISTRICT

Descendents :

Transfer Notes : 1997-TO TUFTS, SS BY RT/ SURV-MAXIMILIAN DEC'D 10/96-DB 481/129 - WB 193/1485 1998-FR TUFTS, SALLY S DB 793/983 2007-FR TUFTS LLC - DB 1201/2426 2020-FR DIXON, BARRY D TEE & SOLE MEMBER OF THE OLD CHURCH LLC - DB 1607/978 2024-FR GUADALUPE INC - DB 1751/467

Land Conservation Easement Summary

Purchase of Development Rights	County of Fauquier	Open Space Easement	Other
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## Parcel Detail for PIN 6984-43-3019-000

**Street Address:** 79 E LEE ST

**Legal Description:**

### Current Assessment Summary

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

Parcel	Improvements	Land	Transfers
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### Improvement Value Summary

Total Improvements	Improvement Value
3	\$146,300

### Detail - Improvements

[Expand all](#)

1.	<b>Building Use:</b>	COMMERCIAL
	<b>Valuation Method:</b>	COMMERCIAL
	<b>Structure:</b>	1 STY BRICK BLDG
	<b>Improvement Value:</b>	\$48,600

<b>Valuation Method</b>	COMMERCIAL
<b>Depreciation Factors</b>	Physical % 70
	Functional %
	Economic %
<b>Other Factors</b>	Market Adj.
	% Complete 100
<b>Improvement Value</b>	\$48,600

<b>Building Use :</b>	COMMERCIAL
<b>Condition :</b>	AVERAGE
<b>Grade :</b>	8
<b>Stories :</b>	1.0
<b>Year Built :</b>	1905
<b>Effective Year :</b>	1965
<b>Rooms :</b>	
<b>Bedrooms :</b>	
<b>Full Baths :</b>	
<b>Half Baths :</b>	2

Structure : 1 STY BRICK BLDG  
Occupancy : EXEMPT  
Heating Type : GAS FORCED AIR  
Heating Fuel : GAS  
Roof Style : GABLE  
Roof Material : METAL  
Foundation : BRICK  
% Air Conditioned : 100  
Fireplace Opens :  
Chimney Stacks :

Style :  
Quality :  
Fireplace Types :  
Floor Cover : WOOD  
Interior Walls : PLASTER  
Exterior Wall : BRICK

Building Sections	Square Feet	Stories
MASONRY WAREHOUSE/SHOP	2808	2.0
MASONRY WAREHOUSE/SHOP	432	1.0

2. Building Use: COMMERCIAL —  
Valuation Method: COMMERCIAL  
Structure: 2 STY BRICK COMM.BLDG.  
Improvement Value: \$56,900

Valuation Method	COMMERCIAL	
Depreciation Factors	Physical %	49
	Functional %	
	Economic %	
Other Factors	Market Adj.	
	% Complete	100
Improvement Value		\$56,900

Building Use : COMMERCIAL  
Condition : AVERAGE  
Grade : C  
Stories : 2.0  
Year Built : 1909  
Effective Year : 1976  
Rooms :  
Bedrooms :  
Full Baths :  
Half Baths : 4  
Structure : 2 STY BRICK COMM.BLDG.  
Occupancy : COMMERCIAL

**Heating Type :** GAS FORCED AIR  
**Heating Fuel :** GAS  
**Roof Style :** GABLE  
**Roof Material :** ASPHALT  
**Foundation :** BRICK  
**% Air Conditioned :**  
**Fireplace Opens :**  
**Chimney Stacks :**

**Style :**

**Quality :**

**Fireplace Types :**

**Floor Cover :** CARPET  
 VINYL

**Interior Walls :** DRYWALL  
 PLASTER

**Exterior Wall :** BRICK

Building Sections	Square Feet	Stories
OFFICE BLDG-BRICK	1232	2.0
OPEN PORCH	48	1.0

3.	<b>Building Use:</b>	COMMERCIAL	—
	<b>Valuation Method:</b>	COMMERCIAL	
	<b>Structure:</b>	1.5 STY BRICK COMM BLD	
	<b>Improvement Value:</b>	\$40,800	

	<b>Valuation Method</b>	COMMERCIAL	
	<b>Depreciation Factors</b>	Physical %	70
		Functional %	
		Economic %	
	<b>Other Factors</b>	Market Adj.	
		% Complete	100
	<b>Improvement Value</b>		\$40,800

**Building Use :** COMMERCIAL  
**Condition :** FAIR  
**Grade :** B  
**Stories :** 1.5  
**Year Built :** 1909  
**Effective Year :** 1960  
**Rooms :**  
**Bedrooms :**  
**Full Baths :**  
**Half Baths :** 2  
**Structure :** 1.5 STY BRICK COMM BLD  
**Occupancy :** COMMERCIAL

Heating Type : GAS FORCED AIR  
Heating Fuel : GAS  
Roof Style : GABLE  
Roof Material : ASPHALT  
Foundation : BRICK  
% Air Conditioned : 100

Fireplace Opens :  
Chimney Stacks :

Style :

Quality :

Fireplace Types :

Floor Cover : WOOD

Interior Walls : DRYWALL

Exterior Wall : BRICK

Building Sections	Square Feet	Stories
MASONRY WAREHOUSE/SHOP	2436	1.5
MASONRY WAREHOUSE/SHOP	60	1.0
UNF WALK-DWN BSM	742	

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## Parcel Detail for PIN 6984-43-3019-000

**Street Address:** 79 E LEE ST

**Legal Description:**

### Current Assessment Summary

Improvements Value	Land Value	Deferment	Total Taxable Value
\$146,300	\$478,100	\$0	\$624,400

**Parcel** **Improvements** **Land** **Transfers**

### Land Valuation Summary

<b>Segments</b>	1
<b>Acreage</b>	0.0000
<b>Total Value</b>	\$478,100
<b>Deferment</b>	\$0
<b>Taxable Value</b>	\$478,100

### Detail - Segment

<b>Segment Type</b>	MISCELLANEOUS
<b>Valuation Method</b>	BY THE SQUARE FOOT
<b>Acreage</b>	0.0000
<b>Sq. Ft.</b>	10624.00
<b>Unit price</b>	\$45
<b>Adj. Code and %</b>	
<b>Zone Class</b>	
<b>Total Value</b>	\$478,100

**ARTICLES OF INCORPORATION  
OF  
THE CORTONA FOUNDATION**

TO:

THE DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS ("DCRA")  
CORPORATIONS DIVISION  
P.O. BOX 92300  
WASHINGTON, D.C. 20090

We, the undersigned natural persons of the age of twenty-one years or more, acting as incorporators of a corporation under the DISTRICT OF COLUMBIA NON-PROFIT CORPORATION ACT (D.C. Code, 2013 edition, Title 29, Chapter 4), adopt the following Articles of Incorporation:

**FIRST:** The name of the corporation is The Cortona Foundation (the "Corporation").

**SECOND:** The period of its duration is Perpetual.

**TIDRD:** (A) The Corporation is organized and will be operated exclusively for the purposes set forth in § 501(c)(3) of the Internal Revenue Code of 1986 (as the same may be amended or replaced, the "Code"), or corresponding provisions of any subsequent federal tax law, namely, for religious, charitable, educational and scientific purposes, and does not contemplate pecuniary gain or profit, incidental or otherwise. In particular, without limiting the foregoing, the Corporation is organized:

- (1) To provide residential construction services to help disadvantaged individuals, to include, but not limited to, single mothers, single fathers, single parents, low-income families;
- (2) To conduct or carry on any activities permitted to be conducted or carried on by an organization exempt under § 501(c)(3) of the Code.

(B) The foregoing enumeration of the purposes and powers of the Corporation is made in furtherance, and not in limitation, of the powers conferred the Corporation by the laws of the District of Columbia, except as the same may be limited by § 501(c)(3) of the Code.

(C) Notwithstanding any other provision of the Articles, the Corporation shall not engage directly or indirectly in any activity which would prevent it from qualifying, and continuing to qualify, as a corporation described in

Section 501(c)(3) of the Code, or as a corporation contribution to which are deductible under Section 170(c)(2) of the Code. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided in Section 501(h) of the Code), and the Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**FOURTH:** Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

**FIFTH:** The Corporation shall not have members.

**SIXTH:** The Corporation is organized on a non-stock basis and has no authority to issue capital stock.

**SEVENTH:** Appointment of directors will be done by vote of the existing directors. The regulation of the internal affairs of the Corporation will be governed by its directors and by officers appointed by the directors. The dissolution or final liquidation of the Corporation can be accomplished by a vote by the board of the directors at which time the remaining assets of the corporation shall be distributed.

**EIGHTH:** Initial registered agent:  
Registered Agents, Inc.  
1717 N Street NW  
Suite 1  
Washington, D.C. 20036

**NINTH:** The number of directors constituting the initial board of directors is one (3). The name and addresses are as follows:

1. Paul Mooney  
182 Erin Dr.  
Warrenton, VA 20186
2. Daniel Koehr  
19 Winchester  
Warrenton, VA 20186



2



Comm. Exp. 04-03-26

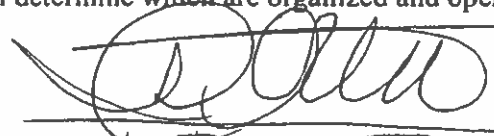


3. Hortencia Torres  
803 West Broad St.  
Falls Church, VA 22046

**TENTH:** The name and addresses of the incorporator is as follows:

Hortencia Torres, Esq.  
803 West Broad St.  
Suite 750  
Falls Church, Virginia 22046

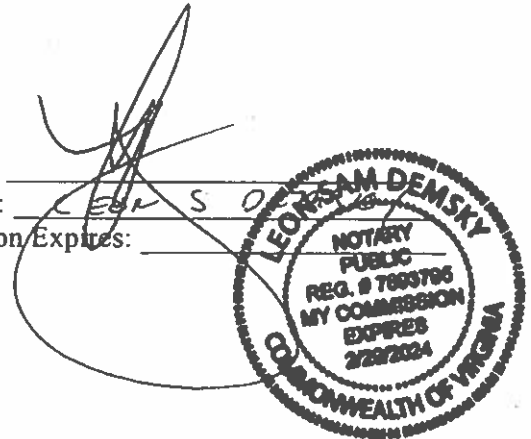
**ELEVENTH:** Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

  
Hortencia Torres

STATE OF VIRGINIA  
COUNTY OF FAIRFAX

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of October,  
2022 (date) by HORTENCIA TORRES.

Notary Public: \_\_\_\_\_  
Printed Name: LEON SAM DEMSKY  
My Commission Expires: \_\_\_\_\_







**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
CORPORATIONS DIVISION



**C E R T I F I C A T E**

**THIS IS TO CERTIFY** that all applicable provisions of the District of Columbia Business Organizations Code have been complied with and accordingly, this ***CERTIFICATE OF INCORPORATION*** is hereby issued to:

The Cortona Foundation

**Effective Date:** 7/25/2022

**IN WITNESS WHEREOF I** have hereunto set my hand and caused the seal of this office to be affixed as of 7/26/2022 1:12 PM

Business and Professional Licensing Administration



*Josef G. Gasimov*

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JOSEF G. GASIMOV  
Superintendent of Corporations,  
Corporations Division

Muriel Bowser  
Mayor

Tracking #: hKzVr1WB



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

THE CORTONA FOUNDATION  
PO BOX 3041  
WARRENTON, VA 20188

Date: 09/13/2022  
Employer ID number: 88-4006396  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Form 990-PF required: Yes  
Effective date of exemption: July 25, 2022  
Addendum applies: No  
DLN: 26053650002182

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

## LEASE AGREEMENT

This Lease Agreement made the 25 day of Aug, 2023, by and between The Cortona Foundation, of 19 Winchester St, Warrenton, VA 20186, hereafter referred to as "Lessor", an The Laetare Center, of 4226 Janes Ln, Marshall VA 20115 [address]. Hereafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

- I. **Property:** The Lessor agrees to lease to the Lessee the old rectory building (exclusive of the old church and parish hall buildings) located at 79 E Lee Street, Warrenton, Virginia, referred to as the Rectory, hereinafter known as the "Premises".
- II. **Period of Tenancy:** The term of this Lease shall be for a period of one (1) year commencing on the 25 day of Aug, 2023 and expiring at midnight on the 24 day of June, ~~2023~~ Aug 2024 ("initial term").
- III. **Lease Payments:** The net monthly payments shall be 1,200.00, payable monthly with the first payment due on the 5 day of Sep, 2023, and each monthly installment payable thereafter on the 1<sup>st</sup> day of each month. Said net monthly payment is hereafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than 1 month shall be a pro-rata portion of the monthly rent.
- IV. **Operations:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: a Montessori school. Any change in use or purpose the Premises other than as described above shall be upon prior written consent of Lessor only.
- V. **Renewal Rights:** This Lease is renewable without any obligation on either the part of the Lessor or Lessee, on terms that are to be discussed within the two-month period ending \_\_\_\_\_ (end of "initial term"). If either the Lessor or Lessee with to terminate, for any reason, in their absolute discretion, notice of termination shall be given in writing not later than \_\_\_\_\_ (two months prior to end of the "initial term"). A separate addendum shall be executed, setting forth the terms of renewal, no later than \_\_\_\_\_ (end of "initial term").

- VI. **Expenses:** It is the intention of the Parties that this Lease shall be considered a "Modified Gross Lease". The Lessor shall be obligated to maintain the general exterior structure of the Premises, in addition, shall maintain all major systems such as the heating, plumbing, and electrical. The sidewalks and entrances shall be maintained by the Lessor including the removal of any snow or environmental hazards as well as the grounds and lands surrounding the Premises. The Lessor shall maintain at their own casualty insurance for the Premises against loss by fire which may or may not include any extended coverage. The Lessee will provide and maintain personal liability and property damage insurance as a lessee, at least to the limits of One Million dollars (\$1,000,000.00), that will designate the Lessor as an "also named insured" and shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease. The graveled area toward the rear shall not be used for parking, except for staff. Lessor shall not be responsible for snow removal in the graveled area.

The Lessee is responsible for janitorial services, internet access and WiFi is desired.

Insurance. Lessee shall maintain, at all times during the term of this Lease, comprehensive general liability insurance in an insurance company licenses to do business in Virginia in which the Premises are located and that is satisfactory to Lessor, properly protecting and indemnifying Lessor with single limit coverage of not less than One Million and 00/100 Dollars (\$1,000,000.00) for injury to or One Million and 00/100 Dollars (\$1,000,000.00) death of persons and One Million and 00/100 Dollars (\$1,000,000.00) for property damage. During the term of this Lease, Lessee shall furnish the Lessor with certificate(s) of insurance, in a form acceptable to Lessor, covering such insurance so maintained by Lessee and naming the Lessor and Lessor's mortgages, if any, as additional insured.

- VII. **Security Deposit:** In addition to the above, a deposit in the amount of \_\_\_\_\_ shall be due and payable in advance or at the signing of this Lease, hereinafter referred to as the "Security Deposit", and shall be held in escrow by the Lessor in a separate, interest-bearing savings account as security for the faithful performance of

*No Security Deposit given*

*per JCF*  
Page 2

the terms and conditions of the Lease. The security Deposit may not be used to pay the last month's rent unless written permission is granted by the Lessor.

- VIII. **Leasehold Improvements:** The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except for those listed on any attached addenda) shall be made to the leasehold premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state, or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold premises. Leasehold improvements shall be at the expense of the Lessee, unless otherwise agreed in writing.

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through who, the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstances shall the Lessee be construed to be the agent, employee or representative of the Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

- IX. **Licenses & Permits:** A copy of any and all local, state or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

- X. **Obligations of Lessee:** The Lessee shall be primarily responsible whenever needed for the maintenance and general pickup of the entranceway leading into the Premises, so that this is kept in a neat, safe and presentable condition. The Lessee shall also be responsible for all minor repairs and maintenance of the leasehold Premises, particularly those items which need immediate attention and which the Lessees, or their employees, can do and perform on their own, including but not limited to, the replacement of light bulbs, as well as the normal repair and cleaning of windows, cleaning and clearing of toilets, etc., and the Lessee shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules, regulations or ordinances.

In the event the structure of the Premises is damaged as a result of any neglect or negligence of Lessee, their employee, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the Premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Lessee.

The Lessee shall, during the term of the lease, and in the renewal thereof, at its sole expense, keep the interior of the premises in as good a condition and repair as it is at the date of this lease, reasonable wear and use excepted. This obligation would include obligation to replace any plate glass damage as a result of the neglect or acts of lessee or her guests or invitees. Furthermore, the lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or local authority and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the premises. Lessee shall also be responsible for the cost, if any,

which would be incurred to bring her contemplated operation and business activity into compliance with any law or regulation of a federal, state or local authority.

- XI. **Insurance:** In the event the Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, lessor may, but shall not be required to, obtain the same and charge the lessee for same as additional rent. Furthermore, lessee agrees not to keep upon the premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the premises shall be increased by reason of any use of the premises made by lessee, then lessee shall pay to lessor, upon demand, such increase in insurance premium as shall be caused by said use or lessee's proportionate share of any such increase.
- XII. **Sublet/Assignment:** The Lessee may not transfer or assign this lease, or any right or interest hereunder or sublet said leased premises or any part thereof without first obtaining the prior written consent and approval of the lessor.
- XIII. **Damage to Leased Premises:** In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of lessee and which precludes or adversely affects the lessee's occupancy of the premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the leased premises have been rendered unfit for use and occupation by the lessee and until the demised premises have been put in a condition at the expense of the lessor, at least to the extent of the value and as nearly as possible to the condition of the premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the premises that in no event shall the lessor's obligation to restore, replace, or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to the damages.
- XIV. **Default & Possession:** In the event that the Lessee shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for



a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the Premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

In the event any legal action has to be instituted to enforce any terms or provisions under this Lease, then the prevailing party in said action shall be entitled to recover a reasonable attorney's fee in addition to all costs of said action.

Rent which is in default for more than fifteen (15) days after due date shall accrue a payment penalty of one of the following:

- Late fee of One Hundred Fifty and 00/100 Dollars (\$150.00) per month until the amount is paid in full.

- In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.

- XV. **Indemnification:** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the Premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the Premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject Premises that the Lessor is not aware of at the signing of the lease or at any time during the lease term.
- XVI. **Bankruptcy – Insolvency:** The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of 30 days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt; or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased Premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.
- XVII. **Subordination & Attornment:** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage now or hereafter in force against the property or any portion thereof, and to all advances made or hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not

be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

#### **XVIII. Miscellaneous Terms:**

- a. Usage by Lessee: Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Lessee allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.
- b. Signs: Lessee shall not place on any exterior door, wall or window of the Premises any sign or advertising matter without Lessor's prior written consent and the approval of the Town of Warrenton. Because the property is in the Historical District, all signs must be approved by the Town Architectural Review Board. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or

policy that the Lessor may introduce with respect to the building. Upon vacating the Premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.

- c. **Pets:** Unless otherwise stated in this Lease Agreement, the only pets that shall be allowed on the Premises are those needed legally due to a disability or handicap.
- d. **Condition of Premises/Inspection by Lessee:** The Lessee has had the opportunity to inspect the Premises and acknowledges with its signature on this lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. Furthermore, the Lessor makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. Furthermore, the Lessee represents that Lessee has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof.
- e. **Right of Entry:** It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building.

**XIX. Estoppel Certificate:** Lessee at any time and from time to time, upon at least ten (10) days prior notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and additional rent have been paid, and stating whether or not there

exists any default by Lessor under this Lease and, if so, specifying each such default.

XX. **Holdover:** Should Lessee remain in possession of the Premises after the cancellation, expiration or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed, if Lessor so elects, to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' notice by either party.

XXI. **Waiver:** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

XXII. **Governing Law:** This Lease shall be governed by the laws of the state of Virginia.

XXIII. **Notices:** Payments and notices shall be addressed to the following:

Lessor: The Cortona Foundation  
19 Winchester St  
Warrenton, VA 20186

Lessee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

XXIV. **Amendment:** No amendment of this lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

XXV. **Binding Effect:** This lease and any amendments thereto shall be binding upon the lessor and the lessees and/or their respective successors, heirs, assigns, executors and administrators.

7/20/2023

IN WITNESS WHEREOF, the parties hereto set their hands and seal this 25<sup>th</sup> day of 8, 2023

Lessee's Signature

Printed Name

Jennifer Cluetkemeyer

Jennifer Cluetkemeyer

Lessor's Signature

Printed Name

Paul W. Mooney

Paul W. Mooney

COMMONWEALTH OF VIRGINIA,

COUNTY OF FAUQUIER, to-wit:

On this 25<sup>th</sup> day of August, 2023, before me appeared Paul Mooney of The Cortona Foundation, Lessor, of this lease agreement who proved to me through government issued photo identification to be the above-named person in my presence executed foregoing instrument and acknowledge that he executed the same as his free act and deed.

Christin Victoria Parker  
Notary Public

My commission expired: 04-30-26

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF Fauquier to-wit:

On this 25 day of August, 2023, before me appeared Paul Mooney of The Cortona Foundation, Lessor, of this lease agreement who proved to me through government issued photo identification to be the above-named person in my presence executed foregoing instrument and acknowledged that they executed the same as their free act and deed.

Christin Victoria Parker  
Notary Public

My commission expired: 04-30-26



**Document 4:**

A description of how the real and/or personal property will be used in the future.

*The Cortona Foundation and the parcel 6984-43-3019-000 will be used as a tax-exempt facility to provide support to underserved single mothers by facilitating crucial home renovations and offering monetary assistance, thereby contributing significantly to their socioeconomic well-being and creating an environment conducive to the nurturing and raising of their children.*

  
\_\_\_\_\_  
Paul Mooney, Director

**Document 10:**

A statement signed by an officer of the organization indicating whether the organization has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.

*The Cortona Foundation has no rules, regulations, policies or practices that unlawfully discriminate on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.*

  
\_\_\_\_\_  
Paul Mooney, Director

**Document 11:**

A statement signed by an officer of the organization indicating whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.

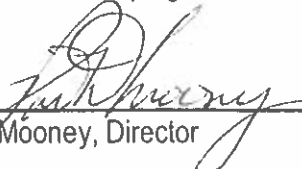
*The Cortona Foundation does not serve alcoholic beverages nor has an alcoholic beverage license issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to the organization for use on its property.*

  
\_\_\_\_\_  
Paul Mooney, Director

**Document 12:**

A statement signed by an officer of the organization indicating whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.

*The Cortona Foundation is not involved in any activities or is an organization that is affiliated with propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office.*

  
\_\_\_\_\_  
Paul Mooney, Director