

Name And Address Of Person(s)That Are The Subject Of Complaint:

Be advised, the Association may elect not to take action on any complaint which does not conform to the above-referenced delivery requirements or include the requested information on this form.

Upon receipt of your complete, written complaint, the Association will begin investigation of your complaint. The Association will maintain a record of your complaint for **one year** from the date upon which it takes action to resolve your complaint.

The Office of the Common Interest Community Ombudsman ("Office") is a governmental body, which may assist you in using the complaint procedures set forth in the Association's governing documents, as well as the Virginia Property Owners' Association Act.

In accordance with the Common Interest Community Board's ("CIC Board's") rules and procedures and Virginia Code § 55-530, you may give notice to the CIC Board of any final adverse decision which the Association may make regarding your complaint. You must file the notice within **30 days** of the final adverse decision. Your notice must be in writing on forms prescribed by the Commonwealth Board and shall include copies of all records pertinent to the decision and shall be accompanied by a \$25 filing fee. The Commonwealth Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause you undue financial hardship. For more information or to submit a complaint to the Common Interest Community Ombudsman, please contact the Office of the Common Interest Community Ombudsman at:

Department of Professional and Occupational Regulation
9960 Maryland Drive
Suite 400
Richmond, Virginia 23233-1463

You must date and sign the Form. **Anonymous complaints will not be accepted nor acted upon.**

Date: _____ Signature: _____

To Be Completed By Association Representative Only

Received by: _____

Date: _____

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Date Final Board Action Taken: _____

Notes:

