

LAKE POWELL FOREST HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD(ARB) STANDARDS

1.Mandatory Inspection and Approval

No improvements, modifications, additions, alterations, repairs, excavations or other work or activity which in any way alters the exterior appearance of any property within Lake Powell Forest or the improvements located thereon is permitted without prior submittal of an Application for Architectural Change and written approval from the Architectural Review Board.

An Application for Architectural Change shall include plans and specifications showing site layout, exterior excavations, exterior materials and colors, landscaping, drainage, exterior lighting, irrigation, and other features of proposed construction as applicable.

The Architectural Review Board may approve or refuse plans for any reason, including purely aesthetic grounds, which determination shall be in the sole, absolute and uncontrolled discretion of the Architectural Review Board.

The Architectural Review Board shall have the right to inspect construction of any improvement and shall have the right to stop any construction which does not conform to the plans and specifications which have been submitted and approved.

If an owner begins alterations without first obtaining written approval of plans, he/she does so at his/her own risk. If the owner fails to submit an application or if the application is denied or modified, he/she will be responsible for the cost of removing or altering the exterior change plus all costs of any litigation.

2. Foundations

Dwellings shall be constructed upon either a crawl space or slab foundation and shall be uniform in appearance to the existing dwelling. Any installation, modification, or construction of any structure or its foundation must be approved by the Architectural Review Board.

3. Fences and Walls

Installation, modification, location, material, color and design of fencing must be approved by the Architectural Review Board. Repairs to original or approved fences do not require prior approval if done with materials equal to existing fence. Damaged fences must be repaired within thirty days of damage.

- A. Only fences and walls made of wood, brick or suitable material as approved by the ARB shall be permitted. No metal or chain link fencing shall be permitted on any lot.
- B. All fences shall be constructed in a manner to project the "good side out".
- C. No fence shall extend forward of the front building line of the unit and beyond the rear lot line.
- D. Fences shall not exceed six feet in height.
- E. James City County fence regulations must be observed.

4. Driveways and Parking

All driveways and walkways shall be constructed of exposed aggregate concrete.

- A. No driveway shall be changed so as to interfere with the normal drainage of the street. Driveway locations cannot be changed without the written permission of the Architectural Review Board.
- B. No driveway or parking area shall be used as the regular parking place for commercial vehicles, mobile homes, recreational vehicles, boats, trailers, campers, or trucks other than pickup trucks. For further explanation and description of the above listed vehicles see the Declaration of Lake Powell Forest Subdivision.
- C. The repair, other than routine oil and filter changes performed in the garage, abandonment or parking of inoperative vehicles shall be prohibited at all times.
- D. The right-of-ways that lie between the street pavement and the front line for each lot shall not be used for the parking of commercial vehicles, boats, trailers or recreational vehicles.

5. Utilities

All electrical, gas, telephone, cable television and other wires, lines, cables and pipes used for utility services, either at the lot or any buildings or structures on the lot, shall be placed underground.

- A. The Architectural Review Board is aware that the LPF Declarations may conflict with State and Federal Regulations regarding Dish Receivers. Therefore, no Standards are included regarding this issue until such time as the Declarations can be amended.
- B. No transmitting equipment or communication equipment shall be operated from a lot that will interfere with standard electronic equipment, radio or television reception used in neighboring residences.

6. Trees, Grade and Landscaping

Owners must conform to all applicable statutes, laws, ordinances, rules and regulations the Chesapeake Bay Preservation Act(the "Act"), and any local ordinances adopted by James City County pursuant to the Act, if the Act is applicable to the Lot.

The grading and/or landscaping of any Lot may not be carried out in such a manner as to alter or change materially the flow of surface water across the Lot onto the adjoining Lots or to cause any portion of the drainage system for the Lots to overflow.

7. Miscellaneous Prohibitions

Nothing shall be done on any lot which may become an annoyance or nuisance to the neighborhood.

- A. Any animal not customarily a household pet cannot be raised, bred or kept on any lot.
- B. No business can be conducted or carried out from dwelling except home occupations if permitted by James City County and if in accordance with rules adopted from time to time by the Association.
- C. Owner may lease a living unit to a single family if there is a written lease and subject to all governing documents. Any failure by lessee to comply with terms constitutes a default under the lease.
- D. All outside lighting should be non-obtrusive to neighbor's lots.
- E. All trash stored on properties must be kept in covered containers or sealed plastic bags. It should be stored and screened from public view on the lot. Containers may be placed at curb on collection day and must be returned to storage area by evening.
- F. All grass should be cut to a height of no more than three(3) inches. Premises should be free of weeds, underbrush, refuse or other unsightly growth or objects.
- G. No clothes, clothesline or other household fabrics can be hung on the lot. No machinery or equipment can be placed or operated on any lot except those customarily used in the operation and management of the private single-family residence.
- H. All exterior mechanical equipment such as air conditioning condensers and compressors will be located in the rear or on the side of the lot.
- I. No trailer, tent, shack, detached garage, barn or other improvement placed or erected on the lot can be used temporarily or permanently as a residence.
- J. Construction of garden sheds, greenhouses, garbage enclosures or other similar structures will only be permitted when approved by the Architectural Review Board.
- K. No above ground structures will be permitted in front yard bordering the street. No predominately above ground pools allowed other than wading pools not to exceed four(4) feet in diameter and one(1) foot in height.
- L. Except as provided in Section 6 of this declaration, no statues, monuments or other ornamental personal property or words, symbols, or other drawings or writings, other than residence number and their names can be displayed. Prior written approval of the Architectural Review Board is needed for structure constructed on the lot that is observable from adjoining lot or street.
- M. Only signs of not more than six(6) square feet advertising the property for sale or rent or builder sign to advertise property during construction and sales period will be allowed upon approval of the Architectural Review Board. No picketing or demonstrating allowed unless written consent is obtained from the Board of Directors.

N. Owners will not restrict, interrupt, harass or in any manner interfere with either the improvement or sale of the lot.

8.VDOT - Limitations on Uses within any State Owned Right-of-Way Required by the Virginia Department of Transportation, (VDOT).

All owners shall comply with all rules, regulations and ordinances of VDOT concerning the use of any state owned right-of-way. This includes, but is not limited to, sidewalks, streets and street drainage gutters.

Signs, walls, posts and above/below the ground improvements must be located outside of right-of-way. Planting of trees, shrubs and flowers shall not be permitted within the right-of-way of a street. Brick type structures for mailboxes, driveway columns or walls are not allowed on right-of-way. Roof drains and yard drains shall not be tied into the curb, pipes or any of the street drainage system.

Basketball goal posts are not allowed on right-of-way. No type of structures such as stones, rocks, chains, stakes, poles, etc. shall be placed in the right-of-way.

ARCHITECTURAL CHANGE REQUEST APPLICATION PROCESS

Any improvements or modifications to the exterior of a Unit or property require approval from the Architectural Review Board. Improvements or modifications requiring approval include, but are not limited to, fences, sheds, decks, pools, mailboxes, decorative monuments or statues, and additional landscaping. Prior to the commencement of any improvements or modifications, an Application for Architectural Change must be submitted to the Architectural Review Board for review and improvement or modifications, an Application for Architectural Change must be submitted to the Architectural Review Board for review and improvement or modifications should not take place until written approval is received.

In order for an Application for Architectural Change to be considered complete, the following should be included:

- Detailed description of the requested improvements or modification
- Site plan showing location of the requested improvement or modification
- Description of materials to be used (or landscaping to be installed or removed)
- Paint samples (if applicable)
- Landscaping plan (if applicable)

The Architectural Review Board shall review and approve, modify, or disapprove Applications for Architectural Change within thirty (30) days, approval will be deemed granted.

If an Owner begins improvements or modifications without first obtaining written approvals, he/she does so at his /her own risk. If a Unit or property is improved or modified without written approval from the Architectural Review Board, the Owner of the Unit or property will be responsible for the cost of removing or altering the improvement or modification and any litigation costs, if necessary.

Applications for Architectural Change should be mailed, faxed or emailed to:

Lake Powell Forest Owners' Association
C/o Berkeley Realty Property Management, Inc.
907 Richmond Road
Williamsburg, VA 23185-2821
(757) 229-8208

Should you require an Applications for Architectural Change or additional information, please don't hesitate to contact:

Joe Gagliano, CMCA®
jgagliano@berkeley-realty.com
(757) 229-6810

LAKE POWELL FOREST OWNERS' ASSOCIATION
Application for Architectural Change

Please mail or deliver to:

Lake Powell Forest Owners' Association
C/O Berkeley Realty Property Management, Inc.
907 Richmond Road, Williamsburg, VA 23185-2821

POC: Office (757) 229-6810 Fax: (757) 229-8208 Email: jgagliano@berkeley-realty.com

FROM: (Please type or print)

NAME: _____

ADDRESS: _____

PHONE: Daytime _____ Evening _____

Description of change desired-please give full details of purpose and/or reason, type and color of materials to be used, and location on the property:

A site plan which shows the location of the proposed modification(s) or improvement(s) (including without limitation, trees, shrubs, and additional landscaping) must be included with this application. If the request is for a change in paint color, please attach a sample and model number of the paint or stain. If the request is for a structural change, grounds planting, fencing, rearrangement, etc., please attach a copy of your plat which shows your property lines, location of your dwelling on the property and any easements, and provide a drawing on your plat showing the nature, shape, size, and relative location of the change/addition you are planning. Ensure your proposal meets all local codes and casement requirements and contact MISS UTILTY a 1/800-552-7001 for guidance on digging and the location of your project. You will receive a response to your request within thirty days of receipt.

NOTES:

1. Nothing contained herein shall be construed to represent that alteration to land or buildings in accordance with these plans shall violate neither any of the protective covenants nor any of the provisions or Building and Zoning Codes of James City County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

LAKE POWELL FOREST OWNERS' ASSOCIATION
Application for Architectural Change

2. The Code of James City County for Building Inspections requires that you file an Application for a building permit for structural changes.
3. I understand and agree that no work on this request shall commence until I receive written approval from the Board of Directors.
4. This application will be processed within thirty days of receipt. In the event additional information is required, the Board of Directors will notify the applicant directly.
5. The Board of Directors shall return a copy of this application to you after review.

Owner(s) Signature: _____ Date _____
_____ Date _____

PLEASE DO ~ NOT WRITE BELOW THIS SPACE

Date Received: _____ Received By: _____

Date application sent to Board for review: _____

Date reviewed by Board: _____

Decision of Board: _____ Approved as submitted. Date: _____

_____ Approved subject to modification(s) listed below.

_____ Disapproved for reason(s) listed below.

Authorized Association Official's signature: _____

LPFOA BOD RULES & REGULATIONS

9/18/07

BOD Rules and Regulations to supplement the LPF Declaration

1. When homeowners are walking their dogs, the dog must be on a leash and the homeowner is responsible for picking up the dog's droppings.
2. No weapons of any type including guns, bow and arrows, etc. may be fired on the homeowner's property, Common Area or on/into the Conservation Area.
3. All homeowner improvements must be made within the property lines per the homeowner's plot plan. No improvements can encroach the common area or the conservation area.
4. All outside improvements to the homeowner's property must be approved by the Architectural Review Board. All improvements must comply with all James City County documents.
5. Lawn care is the responsibility of the homeowner. If the homeowner is absent from the property, arrangements must be made to maintain the lawn care. Lawn care includes the sides and rear of the property.
6. No Personal signs of any type are permitted in the common area or conservation areas.
7. Disturbance to the Conservation Area of any sort is not permitted per James City County regulations.

8. Vehicles parked in driveways must have current registration plates. Unlicensed or expired licensed vehicles are not permitted to be stored in driveways.
9. Driveways are for parking vehicles. Storage of home hardware, vehicle parts, barbecue grills, lawn and garden equipment or any other miscellaneous equipment is not permitted.
10. Speeding is not permitted. (There needs to be a section concerning speed limits and driving safety in the community)

Collection Policy

Lake Powell Forest Owners' Association, Inc.

Administrative Resolution No. 2007-001

Procedures Relating to Collection of Assessments

Article IV of the Declaration of Covenants, Conditions, Restrictions, reservations and Easements of Lake Powell Forest Subdivision ("Declaration") of the Lake Powell Forest Owners' Association, Inc. ("Association") creates an assessment obligation for owners of property in Lake Powell Forest and empowers the Association's Board of Directors ("the Board") to make and enforce assessments against owners, and to establish the methods of collecting assessments from owners. Orderly procedures for collecting assessments must be established.

NOW THEREFORE, it is hereby resolved that the Board of Directors of the Lake Powell Forest Owners' Association, Inc by the Association's governing documents, the Virginia Property Owners' Association Act, and this Resolution duly adopts the following assessment collection procedures:

1. Installments. The Association will allow owners to pay annual assessments in four (4) equal quarterly installments due and payable on the first day of January, April, July and October of each calendar year. All special assessments, unless otherwise provided by the Board, shall be due and payable on the first day of the month after notice to the owner of the special assessment.
2. Address. The Association shall mail all documents, correspondence, and notices relating to assessments to the address that appears on the books of the Association. It is the owner's responsibility to provide the Association a current mailing address. Non-receipt of an invoice shall in no way relieve the lot owner of the obligation to pay any amount due by the due date.
3. Interest. If payment of an assessment, any installment, or other charges is not received within thirty (30) days from the month in which payment is due, interest at the rate of eighteen (18) percent per annum will be charged and shall be added monthly to the amount due and shall be a part of the continuing lien for assessments.
4. Late Fee. If payment of an assessment, any installment or other charges is not received within thirty (30) days of the month in which payment is due, a late fee of \$30.00 shall be added to the amount due and shall be a part of the continuing lien for assessments.
5. Acceleration. If a lot owner has not paid an assessment, any installment or other charges within thirty (30) days of the due date, then all assessments for the fiscal year shall be immediately due and payable.

Lake Powell Forest Owners' Association, Inc.

Administrative Resolution No. 2007-001

Procedures Relating to Collection of Assessments


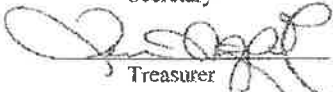

6. Legal counsel. If a lot owner has not paid the assessment, any installment or other charges within thirty (30) days of the due date, the Association shall refer the matter to legal counsel for collection. Counsel may notify the owner of suspension of the right to vote and the right to use Common area. Notice shall include an opportunity to be heard and to be represented by counsel before the board of directors before the suspension of rights. The notice shall be hand delivered or mailed by certified mail, return receipt requested at least fourteen days before the hearing. Legal counsel may also file a lien or bring an action on a warrant in debt. The owner shall be responsible for payment of reasonable attorneys' fees, interest, costs of collection, including the cost of filing and releasing a memorandum of lien, which shall be added to the amount due and shall be a part of the continuing lien for assessments.
7. Foreclosure. If a lien remains unpaid, action to enforce the lien and foreclose on the lot, including judicial or nonjudicial foreclosure, may be filed within in accordance with the Virginia Property Owners' Association Act, § 55-508 *et seq.* of the Code of Virginia, 1950, as amended, including § 55-508 thereof.
8. Returned Checks. If a check is returned on any payment, a returned check charge of Thirty Dollars (\$30.00) shall be added to the amount due and shall be a part of the continuing lien for assessments. If the Association receives two (2) or more checks returned for insufficient funds from any owner, in any accounting year, the Board may require all payments to be made by certified check, cashier's check or money order for the remainder of the fiscal year.
9. Board Waiver. The Board may grant a waiver of any provision herein, except filing of memoranda of liens beyond the statutory deadline, at its discretion or upon petition, in writing, by an owner alleging a personal hardship.
10. Crediting of Payments. Payment received from a lot owner shall be credited in the following order:
 1. Attorneys' fees and costs.
 2. Returned check charges, interest, and late fees.
 3. Expenses incurred by the Association as a result of any violation by an owner, his family, employees, agents, lessees or licensees of the governing documents.
 4. Annual and special assessments applied first to the oldest amount due.

This Resolution upon adoption shall become effective on 1st day of October 2007.

Lake Powell Forest Owners' Association, Inc.
Administrative Resolution No. 2007-001
Procedures Relating to Collection of Assessments

Lake Powell Forest Owners' Association, Inc.
Administrative Resolution No. 2007-001
Procedures Relating to Collection of Assessments

At a meeting of the Board of Directors held on the 21st day of August 2007, a motion to adopt Administrative Resolution No. 2007-001 "Procedures Relating to Collection of Assessments" was made by TERESA HUNFORD, seconded by RAY COLESWORTH, with the following vote:

	YES	NO	ABSTAIN	ABSENT
 President	X	_____	_____	_____
<u>Keronica H. Anderson</u> Vice President	X	_____	_____	_____
<u>Keronica H. Anderson</u> Secretary	X	_____	_____	_____
 Treasurer	X	_____	_____	_____
<u>Ray Coleworthy</u> Director	X	_____	_____	_____
 Director	X	_____	_____	_____
<u>Vernon Duggan</u> Director	X	_____	_____	_____

ATTEST:

Keronica H. Anderson 8/21/07
 Secretary Date

**Lake Powell Forest Owners' Association, Inc.
Complaint Procedure
Policy Resolution 2012-001**

WHEREAS, in accordance with Va. Code Ann. § 55-530 E, Lake Powell Forest Owners' Association, Inc. (the "Association") is required to have a written process for resolving Association Complaints from members and citizens. The Association's Complaint Procedure shall conform to the requirements set forth in Va. Code Ann. § 55-530, the Common Interest Community Ombudsman Regulations (the "Regulations"), and the Association governing documents, which shall not be in conflict with Va. Code Ann. § 55-530 or the Regulations; and

WHEREAS, it is the intent of the Board of Directors to adopt a Complaint Procedure and Complaint Form that comply with Va. Code Ann. § 55-530, the Regulations, and the Association governing documents.

NOW THEREFORE, it is hereby RESOLVED that the Board of Directors of Lake Powell Forest Owners' Association, Inc. hereby adopts the following policy:

A. PROCESS FOR SUBMITTING AN ASSOCIATION COMPLAINT.

1. Members and citizens wishing to file an Association Complaint shall use the attached Complaint Form. All Association Complaints must be in writing.
2. An Association Complaint shall concern a matter regarding the action, inaction, or decision by the Board of Directors, managing agent, or the Association inconsistent with applicable laws and regulations.
3. The completed Complaint Form shall be delivered to the Association as follows:

Lake Powell Forest Owners' Association, Inc.
c/o Berkeley Realty Property Management
150 Strawberry Plains Road, Suite A-1
Williamsburg, VA 23188

4. The Association shall provide written acknowledgment of receipt of the Complaint Form to the complainant within seven (7) days of receipt.
5. The complainant shall describe the nature of the Association Complaint, including dates, locations and persons involved. The complainant shall include references to the specific facts and circumstances at issue. The complainant must set forth the specific documents, provisions, statutes or regulations that support his/her Association Complaint, and provide copies of any specific documents referenced. The complainant shall describe the specific action or resolution requested.

6. If the Association requires additional information that is necessary in order to continue processing the Association Complaint, the Association shall notify the complainant of the request within twenty-one (21) days of receipt of the completed Complaint Form. If the additional information is not received by the Association within ten (10) days of the Association's request, the Association shall send a letter notifying the complainant of the non-compliance, and close the Association Complaint.
7. Once the Association has received all of the requested information, the Association will schedule a date and time to consider the Association Complaint. Notice of the date, time, and location that the matter will be considered shall be sent to the complainant seven (7) days prior to the scheduled date.
8. After the Board of Directors makes its final determination, written notice shall be sent to the complainant within (7) seven days. The notice of final determination shall be dated as of the date of issuance and include specific citations to applicable Association governing documents, laws, or regulations that led to the final determination, as well as the registration number of the Association. If applicable, the name and license number of the common interest community manager shall also be provided.
9. The notice of final determination shall include the complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Board via the Common Interest Community Ombudsman and the applicable contact information.
10. The Association shall keep a record of each Association Complaint filed with the association shall be maintained by the Association for one year after notice of the final determination is sent to the complainant.
11. Any correspondence required to be sent by the Association to the complainant, as set forth above, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the complainant at the address provided, or if agreed to by the complainant, by electronic means provided the Association retains sufficient proof of the electronic delivery.

B. NOTICE OF ADVERSE DECISION.

1. A complainant may file a notice of final adverse decision in accordance with Va. Code Ann. § 55-530 F concerning any final adverse decision that has been issued by the Association in response to an Association Complaint.
2. The notice shall be filed within 30 days of the date of the final adverse decision.

3. The notice shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman. The notice shall include a copy of the Complaint Form, and supporting documentation, the final adverse decision, reference to the laws and regulations the final adverse decision may have violated, any supporting documentation related to the final adverse decision, and a copy of the Association's Complaint Procedure.
4. The notice shall be accompanied by a \$25 filing fee or a request for waiver.
5. The contact information for the Office of the Common Interest Community Ombudsman is as follows:

Heather Gillespie, Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1463
Phone: 804-367-2941
Email: CICombudsman@dpor.virginia.gov

6. Upon receipt of the notice of final adverse decision from the complainant, along with the filing fee or a waiver of the filing fee approved by the Common Interest Community Board ("CIC Board"), the Office of the Common Interest Community Ombudsman shall provide written acknowledgment of receipt of the notice to the complainant and shall provide a copy of the written notice to the Association. The notice of adverse decision will not be reviewed until the filing fee has been received or a waiver of filing fee has been granted by the CIC Board.
7. Upon request, the Association shall provide information requested by the Office of the Common Interest Community Ombudsman within a reasonable time.
8. Upon review of the notice of final adverse decision in accordance with Va. Code Ann. § 55-530 G, if the Director of the Department of Professional and Occupational Regulation (the "Director") determines that the final adverse decision may be in conflict with laws or regulations governing common interest communities or interpretations thereof by the CIC Board, the Director may, in his sole discretion, provide the complainant and the Association with information concerning such laws or regulations governing common interest communities or interpretations thereof by the CIC Board.
9. The determination of whether the final adverse decision may be in conflict with laws or regulations governing common interest communities or interpretations thereof by the CIC Board shall be a matter within the sole discretion of the Director. Such decision is final and not subject to further review. As set forth in Va. Code Ann. 55-530 E, the determination of the Director shall not be binding upon the complainant or the Association that made the final adverse decision.

C. NOTIFICATION OF COMPLAINT PROCEDURE.

1. The Complaint Procedure is available to all members of the Association and citizens upon request made to the Association's manager at Berkeley Realty Property Management, Inc., 150 Strawberry Plains Road, Ste. A-1, Williamsburg, VA 23188.
2. The Complaint Procedure shall be included as an attachment to the resale certificate or the association disclosure packet.

This Resolution is effective JULY 11th, 2012.

Adopted at a meeting of the Board of Directors on JULY 11th, 2012.

Ed Moran
President

7/11/2012
Date

Attest:
Walter Bulik
Secretary

7/11/2012
Date

COMPLAINT FORM

This form must be completed and signed to have your complaint processed by the Association.

Contact Information

Name of Complainant: _____

Address: _____

Telephone numbers: _____ (Home) _____ (Cell) _____ (Work)

Email address: _____

Preferred method of communication:

I request that you use my email address or

certified or registered mail, return receipt requested, to my address listed above.

Complaint

Please describe the nature of your complaint, including dates, locations and persons involved. You should include references to the specific facts and circumstances at issue. Please reference any specific documents, provisions, statutes or regulations that support your complaint. Please provide copies of any referenced documents or provisions of the documents. If the space below is insufficient, please attach a separate sheet of paper to this form.

Submission of Complaint

Submit your complaint and all attachments via US Mail or hand-delivery using the address below:

Lake Powell Forest Owners' Association, Inc.
c/o Berkeley Realty Property Management, Inc.
150 Strawberry Plains Road, Ste. A-1
Williamsburg, VA 23188

Processing of Complaint

The Association will acknowledge receipt of your complaint, in writing, within seven (7) days after receiving your complaint. If you do not receive acknowledgment of your complaint, please notify the Association immediately. If the Association requires any additional information to process your complaint, you will be notified in writing, within twenty-one (21) days of receipt of your completed Complaint Form. If the Association requests additional information you will have ten (10) days to deliver the additional information. The Board of Directors will notify you, in writing, of the date, time and location that your complaint will be considered. After final determination is made, written notice of the decision will be sent to you. All notices will be sent to you by electronic mail or mailed by registered or certified mail, return receipt requested, as you have selected above. If you did not select a preferred method of communication, notices will be mailed to you by registered or certified mail, return receipt requested.

Notice of Final Adverse Decision

Pursuant to Va. Code Ann. § 55-530F, you have the right to file a notice with the Common Interest Community Board (the "CIC Board") if you receive an Adverse decision from the Association. An Adverse decision means the final determination issued by the Association pursuant to the Association's Complaint Procedure that is opposite of, or does not provide for, either wholly or in part, the cure or corrective action sought by the complainant. In accordance with Va. Code Ann. § 55-530F, (i) your notice must be filed with the CIC Board within thirty (30) days of the date of the final adverse decision; (ii) your notice shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman; (iii) your notice shall include copies of all records pertinent to the decision; and (iv) your notice shall be accompanied by a \$25.00 filing fee. Please note that the CIC Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the complainant. The notice shall be sent to the Common Interest Community Board, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, VA 23233-1463. The phone number and email address for the Office of the Common Interest Community Board is (804) 367-8500 and cic@dpor.virginia.gov

Required Signature

Date

Printed Name

Signature

THIS PAGE FOR ASSOCIATION USE ONLY

Date Complaint Received: _____
Name and Signature of Person Receiving Complaint: _____

Date Acknowledgment Sent to Complainant: _____ by email by U.S. Mail
Name and Signature of Person Sending Acknowledgment: _____

Date of Decision of Board of Directors: _____

Date When Decision Sent to Complainant: _____ by email by U.S. Mail
Name and Signature of Person Sending Decision to Complainant: _____

UPLOADED
5/4/2021