CONNEMARA WOODS HOMEOWNERS ASSOCIATION
COMPLAINT FORM

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors (Board) of the **CONNEMARA WOODS HOMEOWNERS ASSOCIATION (CWHA)** has established this complaint form for use by persons who wish to file written complaints with the Association regarding the action, inaction, or decision by the Board.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Please include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations or sections of the CWHA Covenants or Bylaws that support the complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint.

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Sign, date and print your name and address below and submit this completed form to the Association at P.O. Box 1544, Sterling, VA 20167-8456 or personally to the Board President, Vice President, or Secretary.

_____ _____ _____
Printed Name Signature Date

_____
Mailing Address

_____
Lot/Unit Address

_____ _____ Contact Preference ☐ Phone ☐ E-mail
E-mail Address Phone Number ☐ Other _____

If, after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint, you have the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a $25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
804/367-2941
CICOmbudsman@dpor.virginia.gov