

ASSOCIATION COMPLAINT FORM

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors (“Board”) of the CountrySide Proprietary Homeowners’ Association (“Association”) has established this Association Complaint Form for use by persons who wish to file written complaints with the Association regarding the action, inaction or decision by the Board, managing agent or Association inconsistent with applicable laws and regulations.

This form may be sent to the association by:

Mail - CountrySide Proprietary, 21515 Ridgetop Circle, Suite 280, Sterling, VA 20166
Email - elizabeth.stulga@legumnorman.com

The telephone number of the Association Manager to whom this form is to be directed is (703) 430-0715 ext. 1314.

Your name: _____

Mailing address: _____

If you are a member of the association, please provide address of Association Property owned:

Contact Preference: Telephone Email Other

Your email address: _____

Your phone number: _____

Other: _____

Initial here → _____ if you prefer to receive written communications regarding this matter by email rather than by certificated mail or hand delivery.

Please legibly describe the complaint in the area provided below, as well as the requested actions or resolutions of the issues described in the Complaint. Please included references to the specific facts and circumstances at issue and the provisions of applicable laws and regulations that support the Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form. Please write legibly or type below and feel free to attach accompanying sheets. Also, please attach any supporting documents, correspondence and other materials related to the Complaint.

Complaint:

Requested resolution:

Provisions of applicable laws and regulations that support the complaint:

Print Name: _____

Signature: _____

Date: _____

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 500
Richmond, VA 23233
(804) 367-2941
CICOmbudsman@dpor.virginia.gov