

## ASSOCIATION COMPLAINT FORM

Pursuant to Chapter 29 of Title 55 of the Code of Virginia, the Board of Directors ("Board") of Bay Quarter Condominium Association ("Association") has established this complaint form for use by persons who wish to file complaints with the Association regarding the action, inaction or decision by the Board, managing agent or association inconsistent with applicable laws and regulations.

•	complaint in the area provided below, as	
	ped in your complaint. Please include references and applications and	
	provisions of the laws and regulations and	
**	emplaint. If there is insufficient space, please	
to your complaint. Also, a	ttach any supporting documents, correspon	dence and other materials related
to your complaint.		
address listed on the top of this	and address below and submit this comple letterhead.	ted form to the Association at th
Print Name	Signature	Date
Mailing Address		
Unit Address		
Email	Phone No.	
		Other

If, after the Board's consideration and review of your complaint, the Board issues a final decision adverse to your 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 thirty (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