

Sugarland Run Townhouse Owners Association

200 Greenfield Court

Sterling, VA 20164

703-430-4500

ASSOCIATION COMPLAINT FORM

Pursuant to Chapter 23.3 of Title 54.1 of the Code of Virginia, the Board of Directors ("Board") of the **Sugarland Run Townhouse Owners Association, Inc.** ("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 by mail to the following address for the Association:

Board of Directors, c/o On-Site Property Manager, 200 Greenfield Court, Sterling, Virginia 20164
or E-Mailed to manager@srhoa.com provided the sender retains sufficient proof of electronic delivery.

Your Name: _____

Your Mailing Address: _____

If you are an owner in the Association, please provide the address of the Association property owned:

Your E-mail Address

Your Phone Number

Your Contact Preference: ☐ Phone ☐ E-mail ☐ Other _____

Initial Here -> _____ if you would prefer to receive written communications regarding this matter by email rather than by certified mail or hand delivery. **By initialing you agree to send a confirmation of receipt by email to the sender.** Failure to do so may necessitate the Association sending a written communication by certified mail or hand delivery in addition to email.

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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 include 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:

Printed Name

Signature

Date

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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, or such other amount established by the CICB. 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

To:

[Name of Complainant]
[Address of Complainant]

[Note:

*Send this by certified mail, return receipt requested, hand deliver, or send by email if Complainant has requested that notices be sent by email. If sent by email, you must retain proof of electronic delivery. **If do not have proof of electronic delivery, send by certified mail, return receipt requested, in addition to email. Must be sent within 7 calendar days of receipt of complaint***

Re: **Acknowledgement of Receipt of Association Complaint**

This acknowledges receipt of your Association Complaint Form.

You will be notified of the time, date, and place where the Complaint will be considered.

Sugarland Run Townhouse Owners Association, Inc.

By: _____

Date: _____