

Riverwood Owners Association, Inc.

ASSOCIATION COMPLAINT FORM

Pursuant to Title 54.1-2354.4 of the Code of Virginia, the Board of Directors of Riverwood Owners Association, Inc. ("the Association") 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 of Directors inconsistent with applicable laws and regulations.

Please outline and/or address your complaint in a separate document and attach it to this form. Your complaint should clearly state the requested action and include references to the specific facts and circumstances at issue. Please include the provisions of Virginia laws and regulations that support your complaint and attach any supporting documents, correspondence and other materials related to the complaint.

CONTACT INFORMATION

YOUR NAME: _____ **ACCOUNT #:** _____

STREET ADDRESS: _____

PHONE: _____ **EMAIL:** _____

NOTICE: 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
P: 804-367-2941 E: CICOmbudsman@dpor.virginia.gov

Please sign and date this form and mail the form to the Association with ALL attachments.

Signature

Date

===== DO NOT WRITE BELOW THIS LINE =====

Received: _____ Reviewed/Processed: _____ Complainant Notified of Decision: _____